

Secretary of Administration

SECRETARY OF ADMINISTRATION



OFFICE OF THE SECRETARY OF ADMINISTRATION

Location: 1111 East Broad Street, 3rd Floor
Richmond, Virginia 23219
Tel. (804) 786-1201 Fax (804) 371-0038
Internet: www.administration.virginia.gov

Lisa Hicks-ThomasSecretary
Charles James..... Deputy Secretary
Logan Pugh Assistant Secretary
Laura Jennings Executive Assistant

SECRETARY OF ADMINISTRATION

The Secretary of Administration advances Governor McDonnell's vision of a Commonwealth of Opportunity through efficient and effective management of the people's resources.

The seven state agencies in the Administration secretariat manage the Commonwealth's buildings and grounds, administer employee policies and benefits, oversee elections, safeguard human rights, work to improve manager-employee relations in state government, direct state funds to constitutional officers, and the development of Virginia's small, minority-owned, women-owned, and service-disabled veteran-owned businesses.

COMPENSATION BOARD

Location: Oliver Hill Building Mailing: Post Office Box 710
102 Governor Street, Room 120 Richmond, Virginia 23218
Richmond, Virginia 23219
Tel. (804) 786-0786 Fax (804) 371-0235
Internet: www.scb.virginia.gov

Code Reference: § 15.2-1636.5

Purpose, Powers and Duties: The board shall review and annually approve the budgets submitted by constitutional officers and reimburse the localities, in accordance with statutes, for the Commonwealth's share of authorized salaries and expenses of the constitutional officers and their employees.

Composition: The Auditor of Public Accounts and the State Tax Commissioner shall serve as ex officio members, and one member, who may or may not be an officer or employee of the Commonwealth, who shall be appointed and designated as chairman of the board by the Governor.

Term: Pleasure of the Governor

Chairman: Frank Drew, Virginia Beach

Ex Officio

Martha Mavredes, Auditor of Public Accounts
Craig Burns, State Tax Commissioner

STATE BOARD OF ELECTIONS

Location: Washington Building
1100 Bank Street, First Floor
Richmond, Virginia 23219
Tel. (804) 864-8901 Fax (804) 371-0194
Internet: www.sbe.virginia.gov

Code Reference: § 24.2-102

Purpose, Powers and Duties: To supervise and coordinate the work of the county and city electoral boards and the registrars as to obtain uniformity in their practices and proceedings and legality and purity in all elections.

Composition: Three members appointed by the Governor, subject to confirmation by the General Assembly. In the appointment of the Board, representation shall be given to each of the political parties having the highest and next highest number of votes in the Commonwealth for Governor at the last preceding gubernatorial election. Two Board members shall be of the political party which cast the highest number of votes for Governor at that election. The Governor designates one member of the board as the secretary.

SECRETARY OF ADMINISTRATION

Term: Four years; no member of the board, except the secretary, shall be eligible for more than two successive terms.
Secretary: Donald L. Palmer, Richmond term expires 1/31/15
Membership: **Gubernatorial Appointees**
Kimberly T. Bowers, Richmond term expires 1/31/15
Charles E. Judd, Chesterfield term expires 1/31/15

DEPARTMENT OF GENERAL SERVICES

Location: 1100 Bank Street, Suite 420
Richmond, Virginia 23219
Tel. (804) 786-3311 Fax (804) 371-8305
Internet: www.dgs.state.va.us
Code Reference: § 2.2-1100
Purpose, Powers and Duties: To provide support services to other state agencies in carrying out their programs, and prescribe rules and regulations.
Term: Pleasure of the Governor for a term coincident with that of the Governor.
Director: Richard F. Sliwoski

ART AND ARCHITECTURAL REVIEW BOARD

Code Reference: § 2.2-2400
Purpose, Powers and Duties: To review the acquisition of artworks and the design of buildings and structures by the Commonwealth, and advise the Governor of the artistic and architectural property thereof.
Composition: The Board shall consist of six members as follows: the Director of the Department of Historic Resources, or his designee, serving as an ex officio member and five citizen members, appointed by the Governor. Of the citizen members, one shall be an architect who may be appointed from a list of two or more architects nominated by the governing board of the Virginia Society of the American Institute of Architects; one may be appointed from a list of two or more persons nominated by the governing board of the University of Virginia; one shall be a member of the board of trustees of the Virginia Museum of Fine Arts; and two shall be appointed from the Commonwealth at large, one of whom shall be a painter or sculptor. Lists of nominees shall be submitted at least 60 days before the expiration of the member's term for which the nominations are being made in order to be considered by the Governor in making appointments pursuant to this section.
Term: The Governor's appointments of the five citizen members shall be staggered as follows: two members for a term of one year, two members for a term of two years, and one member for a term of three years. Thereafter, members of the Board shall be appointed for terms of four years each, except appointments to fill vacancies, which shall be for the unexpired terms. No member shall serve for more than two consecutive four-year terms, except that any member appointed to the unexpired term of another shall be eligible to serve two consecutive four-year terms. Vacancies shall be filled in the manner of the original appointments. The Director of the Department of Historic Resources shall serve a term coincident with his term of office.
Membership: **Gubernatorial Appointees**

SECRETARY OF ADMINISTRATION

Kathleen O. Frazier, Staunton term expires 6/30/14
Charles L. McDowell, Richmond term expires 6/30/14
Clinton K. Good, Lincoln term expires 6/30/14
Gray S. Dodson, Arrington term expires 6/30/14
Constance Warnock, Charlottesville term expires 6/30/14

Ex Officio

Calder Loth, Designee of the Director, Department of Historic Resources

CITIZENS' ADVISORY COUNCIL ON FURNISHING AND INTERPRETING THE EXECUTIVE MANSION

Code Reference: § 2.2-2614

Purpose, Powers and Duties:

To promote a greater understanding of the history and significance of the Executive Mansion, and guide development of research and publications to this end; encourage, approve, and accept contributions, bequests, and gifts or loans of furniture, works of art, memorabilia, and other property; purchase appropriate period furnishings and art; acquire or provide for accession and replacement of objects for the Executive Mansion either directly or through the Virginia Museum of Fine Arts.

Composition:

Membership shall not exceed thirty members appointed by the Governor; no employee of the Commonwealth or member of the General Assembly shall be eligible. The spouse of the Governor shall be the honorary chair.

Term:

Five years; members are eligible for reappointment one year after termination of appointment.

Honorary Chair:

Maureen McDonnell, First Lady of Virginia

Membership:

Gubernatorial Appointees

Faith Norrell-Mickens, Richmond term expires 3/31/13
Maurice Beane, Richmond term expires 3/31/13
Virginia R. Holton, Weems term expires 3/31/13
Mary A. R. Howard, Charlottesville term expires 3/31/13
Kathryn Watkins, Midlothian term expires 3/31/13
Florence Lee Wellons, Earlysville term expires 3/31/13
Leslie F. Gilliam, Keswick term expires 3/31/13
Patricia M. Kluge, Charlottesville term expires 3/31/13
Lauranett Lee, Richmond term expires 3/31/13
William C. Hall, Jr., Richmond term expires 3/31/13
Richard Edward Carter, Millers Tavern term expires 3/31/14
Laura Lee Garrett, Richmond term expires 3/31/14
Tyler Allen, Alexandria term expires 3/31/14
G. William Greer, Richmond term expires 3/31/14
Charles S. Macfarlane, Richmond term expires 3/31/14
Robert F. Strohm, Richmond term expires 3/31/14
Rebecca Ann Seay Matney, Bristol term expires 3/31/14
Cynthia Fralin, Roanoke term expires 3/31/16
Bryan Clark Green, Richmond term expires 3/31/16
Rose Nan-Ping Chen, Washington D.C. term expires 3/31/16
Lucy Channing, Virginia Beach term expires 3/31/16
Ann Gottwald, Richmond term expires 3/31/16
Maureen Massey, Richmond term expires 3/31/16
D. Anderson Williams, Richmond term expires 3/31/16
Sue Ellen Rocovich, Roanoke term expires 3/31/16
Steven L. Wood, Lansdowne term expires 3/31/18
Clay Davis Hamner, Richmond term expires 3/31/18

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Mark W. Herndon, Richmond..... term expires 3/31/18
Ashley H. Peace, Mechanicsville term expires 3/31/18
Daphne M. Reid, Petersburg term expires 3/31/18

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

Location: James Monroe Building
101 North Fourteenth Street, 12th Floor
Richmond, Virginia 23219
Tel. (804) 225-2131
Internet: www.dhrm.virginia.gov

Code Reference: § 2.2-1200
Purpose, Powers and Duties: To establish an effective personnel management system for state government in the balanced best interest of employees, management, and the citizens of the Commonwealth. The Governor appoints the director.

Term: Pleasure of the Governor

Director: Sara Redding Wilson, Richmond

DEPARTMENT OF MINORITY BUSINESS ENTERPRISE

Location: 1111 East Main Street, Suite 300
Richmond, Virginia 23219
Tel. (804) 786-6585 Fax (804) 786-9736
Internet: www.dmb.e.virginia.gov

Code Reference: § 2.2-1400, amended Executive Order Number 10 (06)

Purpose, Powers and Duties: To work collaboratively with public and private industries to aggressively pursue supplier diversity by creating contracting opportunities and promoting fairness in the state's procurement process for Small, Women-owned and Minority-owned Businesses.

Term: Pleasure of the Governor

Director: Ida McPherson