



**State of Vermont**

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**ACCD and DOL Transition into Agency of Economic Opportunity  
High Level Milestones - DRAFT**

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# ACCD and DOL Transition into Agency of Economic Opportunity

## High Level Milestones

**Agency of Economic Opportunity Implementation Date – 4/17/2017**

<b>ACCD and DOL Integration Team</b>		
<b>Name</b>	<b>Position</b>	<b>Organization</b>
Ted Brady	Deputy Secretary	ACCD
Lindsey Kurrle	Commissioner	DOL
Tayt Brooks	Economic Advisor	AOA
John Kessler	Counsel	ACCD
Dirk	Counsel	DOL
Kathy Thayer-Gosselin	Business Manager	ACCD
	Business Manager	DOL
David Metraux	Director of IT	ACCD
	Director of IT	DOL
Alex Ibey	IT Project Manager	ACCD

<b>High Level Milestones</b>
<b>Administrative</b>
<ul style="list-style-type: none"> <li>• Create implementation team from ACCD and DOL</li> <li>• Determine ACCD and DOL responsibilities in Project</li> <li>• Complete full inventory of departments, programs moving into AEO</li> <li>• Review of shared services in ACCD and DOL</li> <li>• Develop communications plan for move into AEO</li> <li>• Create opportunities for employees to engage in alignment</li> <li>• Create opportunities for partners to engage in alignment</li> </ul>
<b>Human Resources</b>

# ACCD and DOL Transition into Agency of Economic Opportunity

## High Level Milestones

<ul style="list-style-type: none"> <li>• Evaluate and plan for the transfer of personnel to Public Safety (VOSHA, Project WorkSAFE, Passenger and Tramway, Passenger Tramway Board)</li> </ul>
<ul style="list-style-type: none"> <li>• Evaluate classification, labor relations, position management, and compensation of employees at ACCD and DOL</li> </ul>
<b>Facilities</b>
<ul style="list-style-type: none"> <li>• Building and real estate assessment</li> </ul>
<b>Finance/Budget</b>
<ul style="list-style-type: none"> <li>• Determine how DOL and ACCD budget and financial systems will merge</li> </ul>
<ul style="list-style-type: none"> <li>• Assess ACCD and DOL statutory and Federal contract and grant requirements</li> </ul>
<b>Legal</b>
<ul style="list-style-type: none"> <li>• Assess any potential conflicts of interest between DOL and ACCD programs</li> </ul>
<b>Information Technology</b>
<ul style="list-style-type: none"> <li>• Inventory of DOL and ACCD IT infrastructure</li> </ul>
<b>Legislature</b>
<ul style="list-style-type: none"> <li>• Determine plan for working with Legislature on creation of Agency of Economic Opportunity</li> </ul>
<ul style="list-style-type: none"> <li>• Develop communications plan</li> </ul>
<ul style="list-style-type: none"> <li>• Engagement on operational alignment</li> </ul>
<b>Communications Plan</b>
<ul style="list-style-type: none"> <li>• Legislature</li> </ul>
<ul style="list-style-type: none"> <li>• Governor's Office</li> </ul>
<ul style="list-style-type: none"> <li>• State employees</li> </ul>
<ul style="list-style-type: none"> <li>• Partners</li> </ul>
<ul style="list-style-type: none"> <li>• ACCD</li> </ul>
<ul style="list-style-type: none"> <li>• DOL</li> </ul>
<b>Stakeholder/Partner/Legislative Engagement</b>
<ul style="list-style-type: none"> <li>• Identify members</li> </ul>
<ul style="list-style-type: none"> <li>• Create plan to engage members</li> </ul>