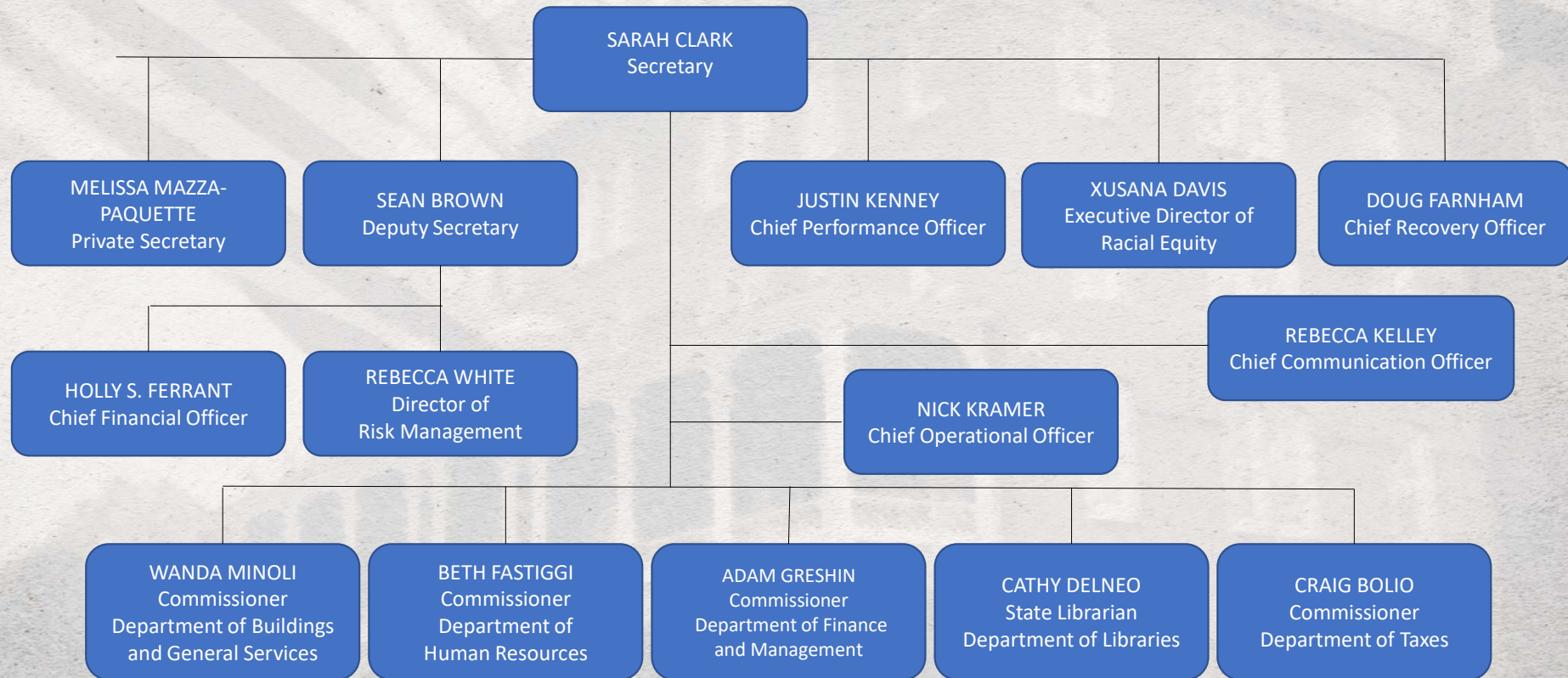




Agency of Administration

Agency Overview
Sarah Clark, Secretary
January 31, 2025

Agency of Administration Organizational Chart



Agency of Administration Central Office

Secretary Sarah Clark and Deputy Secretary Sean Brown



Core Values And Statistics

- Provides centralized administrative and support services along with information, tools and expertise to all components of state government and its employees.
- Issues general policy requirements through administrative memoranda, bulletins and guidance to implement executive orders and legislative mandates.
- Promotes and supports the effective and efficient coordination and delivery of state programs and services.
- Ensures transparency, accountability, and equity.

Location: Pavilion Building, 109 State Street, Montpelier

- Office of the Secretary
 - Secretary (Sarah Clark)
 - Deputy Secretary (Sean Brown)
 - Private Secretary (Melissa Mazza-Paquette)
- Chief Operational Officer (Nick Kramer)
- Executive Director of Racial Equity (Xusana Davis)
- Chief Performance Officer (Justin Kenney)
- Chief Financial Officer (Holly S. Ferrant)
- Director of Risk Management (Rebecca White)
- Chief Recovery Officer (Douglas Farnham)



Structure



Budget

FY26 Operating Budget: \$7,131,347 (no ORE)



Workforce

31 Positions | Full-Time (FT); Part-Time (PT); Exempt (E); Classified (C); Limited Service (LS)

- Secretary's Office: 4 FT E
- AoA Financial Services: 10 FT C
- Chief Performance Office: 1 FT E | 1 FT C
- Office of Racial Equity: 4 FT E | 4 FT C
- Office of Risk Management: 3 FT C
- State Recovery Office: 4 FT LS



Priorities

- Coordinate and direct the Governor's top priorities. Grow the economy, make VT more affordable, and protect the most vulnerable.
- Reduce racial, ethnic and other cultural disparities across state government.
- Provide Vermonters with modern government functions and operations.

Chief Performance Office

Chief Performance Officer Justin Kenney



Core Values And Statistics

Mission: Empower state government to better solve problems, manage operations, and improve results.

Values: Customer Service, Continuous Improvement, Innovation, Respect

Key Statistics:

- 34 training courses offered
- 621 unique staff trained in FY24
- 95% increase in knowledge, skill, or ability
- 20% participation in Communities of Practice

Location: Pavilion Building, 109 State Street, Montpelier



Structure

Core Work:

- Coordinate the Annual Outcomes and Programmatic and Performance Measure Budget reports
- Provide consultative services
- Offer professional development opportunities to staff.



Budget

Part of the Agency of Administration's Central Office budget



Workforce

2 Positions | Full-Time (FT)

Chief Performance Officer (Justin Kenney)

Statewide Director of Performance Improvement (Katie Bockwoldt)



Priorities

- Expand statewide continuous improvement training, communities, and resources
- Develop statewide low-code and no-code technology training, communities, and resources
- Institutionalize a statewide performance management framework

Office of Racial Equity

Executive Director Xusana Davis



Core Values And Statistics

Vision

- Equitable treatment & representation in decision-making among state employees and contractors.
- Fair and appropriate treatment and services for all members of the public.
- Comprehensive, multi-sectoral systems that support current and future Vermonters to thrive.

Values

- Process equity and Outcomes equity.
- Structural solutions for structural problems.
- Transformative change over transactional change (adaptive change over technical change).

Location: Pavilion Building, 109 State Street, Montpelier

Activities

Report • Investigate • Complain • Research • Evaluate
Envision • Curate • Challenge • Communicate
Coach • Invite • Encourage • Inspire • Hold

Topics

Health • Housing • Education • Community Safety
Workforce • Ecology • Civics • Commerce • Aging
Civil Liberties • Childhood Development • ...& more.



Structure



Budget

FY26 Operating Budget: \$1,805,413



Workforce

8 Positions: Exempt (E), Classified (C), Limited Service (LS)

- 1 – (E) – Executive Director
- 1 – (C) – Education & Outreach Director
- 1 – (C) – Policy & Research Analyst
- 1 – (E) – Racial Justice Statistics Manager
- 2 – (E) – Racial Justice Statistics Data Analyst
- 1 – (LS) – Data Analyst & Equity Specialist
- 1 – (LS) – Administrative & Project Coordinator



Priorities

- End racism.
- Strengthen, support, and mobilize communities and partnerships.
- Advance more inclusive protocols in procurement, recruitment/retention, policy development & budget.
- Build a shared understanding of equity among State staff & leaders and the public.

State Recovery Office

Chief Recovery Officer Douglas Farnham



Core Values And Statistics

- Incorporate and coordinate flood recovery efforts with the ongoing historic community revitalization work that is underway as the result of pandemic-era recovery funds.
- Over \$1B of damages between 2023 and 2024 disasters
- Thousands of Vermonters displaced with hundreds currently navigating the federal buyout process.

Location: Pavilion Building, 109 State Street, Montpelier



Structure

Work is directed by the Chief Recovery Officer and primarily occurs through programs at the Department of Public Safety – Vermont Emergency Management, Agency of Natural Resources, Agency of Transportation, Agency of Commerce and Community Development, and Agency of Agriculture Food & Markets.



Budget

FY26 Operating Budget: N/A - Recovery expenditures are distributed across state government



Workforce

2 Positions | Full-Time (FT); Part-Time (PT); Exempt (E); Classified (C): Limited Service (LS)
1 temporary Exempt 1 LS (2 LS within AOA-FSD)
Multiple part-time resources from other State Agencies



Priorities

- Coordinate with federal partners such as FEMA, USDA Rural Development, and the EPA
- Support recovery efforts for vulnerable individuals, local businesses, and low-capacity municipalities
- Maximize access to existing federal resources and identify additional opportunities