

Prologue

To assist the next Governor and his administration in assuming swift and effective leadership, Governor Hunt's office led a team of key staff from each Cabinet Agency in developing transition materials that outline each agency's mission, budget, personnel and organizational structure, key policy initiatives, and critical challenges.

Each agency notebook opens with an Executive Summary, which is followed by chapters that provide specific details about many aspects of the Department. The chapters are organized as follows:

Chapter 1. Department Overview: the purpose and history of the Department including each agency's vision, mission, and goals.

Chapter 2. Personnel: the Department's personnel structure, including the organizational chart, the number of vacancies in the department as of September 1, 2000, and the identification of all exempt positions.

Chapter 3. Budget: the Department's budget, funding sources, and expenditures.

Chapter 4. Agency Structure: the organization of the Department and the purpose, structure, and budget of each division.

Chapter 5. Policy/Program Initiatives: descriptions of the Department's key policy initiatives and important legislative items, including the key decisions for the next Governor or Secretary, upcoming events and important dates, and the key legislative committees and stakeholders associated with each policy initiative.

Chapter 6. Important Issues: the critical challenges that face the Department in the coming years, especially those issues that may have large budgetary and/or programmatic impact.

Each Department has produced twenty copies of its transition book, an additional copy of each book will be placed in the State Archives, and Governor Hunt's office will provide the next administration with copies of the book on diskette to allow for additional reproductions. Contact information for each team member is available at the end of the books.