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Susanne R. Young, Secretary

TO: Extended Cabinet
FROM: Susanne R. Young, Secretary of Administration 
DATE: April 17, 2017
RE: Update on Executive Order No. 06-17 to Create the Agency of Digital Services

In January 2017, Governor Phil Scott signed Executive Order No. 06-17 to create the Agency of Digital Services (ADS). Since signed, the Legislature has had the opportunity to review the Administration's plan and the Order became effective today, April 17, 2017.

IT leaders across agencies and departments have worked closely with the Department of Human Resources to develop plans to support the transition of Executive Branch Information Technology (IT) staff into the new Agency. The Administration's planning process included:

- Identifying the over 350 State IT staff affected by the order;
- Establishing communication channels for each Agency through their IT Leaders;
- Publishing regular messages to communicate anticipated changes to IT staff;
- Holding "Question & Answer" sessions for IT staff at various State locations; and
- Drafting planning documents to support transition steps occurring after 4/17/2017.

Effective today, Monday, April 17, 2017, the Department of Information and Innovation (DII) is dissolved, and the Agency of Digital Services is formed. As has been communicated throughout the process, this transition is designed to minimize disruption and ensure continuity of IT services for all agencies and departments.

As members of the new Agency of Digital Service, State of Vermont (SOV) IT staff can anticipate the following:

- Governor Scott will announce the appointment of the Secretary of ADS/State CIO;
- All DII staff will immediately be assigned to ADS;
- All SOV Agency IT Leaders (i.e. Agency CIOs) now report to the Secretary of ADS/State CIO. Small departments that are not a part of a larger agency will be assigned to the Agency of Administration IT Leader;
- Agency IT Leaders will have a dotted line relationship to their current agency Secretaries and will remain part of those senior leadership teams;
- SOV IT staff will see their reporting structure, duties, and work locations remain the same, unless its communicated otherwise. This includes all IT Staff in the Executive Branch, except for IT employees



that work for independently elected officials. The Executive Order does not apply to the Legislative or Judicial Branches.

- There will be no immediate change to the funding structure for IT positions, only changes to the reporting structure. Funding changes will be fully addressed and implemented in the Fiscal Year 2019 budget.

In the weeks and months ahead, we will continue to work collaboratively on strategic planning and implementation, and will communicate ongoing transition steps with all IT staff and Agency and Department leadership.

We look forward to working together on this exciting effort to modernize state government, improve project management and accountability, and maximize the important work each of you do every day.

Should you have any questions about this or previously communicated information, or have related suggestions, please let your Agency IT Leaders know (listed in the table below for each Agency/Dept.).

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