

THE GOVERNOR'S TRANSITION DECISION HANDBOOK

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Florida**

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Publisher Florida TaxWatch

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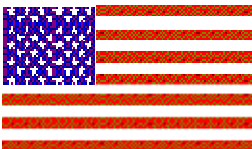


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Summary

The Transition Decision Handbook is designed to help the newly elected Governor and his Administration during their transition year. It is a decision-making support tool.

The Transition Decision Handbook recognizes the overwhelming demands on a new Governor. It is organized to cover three critical phases when key decisions must be made. Phase I covers **"Pre-Inauguration"** (November to January). Phase II covers **"Inauguration through the first Legislative Session"** (January to June). Phase III covers **"New Fiscal Year Administration"** (July 1 through the following June 30).

Examples of "Pre-Inauguration" Decisions

Include (1) plans for the inauguration, (2) solidifying this Administration's governmental philosophies and focus, (3) choosing the executive team, (4) choosing key agency leadership, (5) organizing the Executive Office, (6) determining policy initiative priorities, (7) deciding on budget priorities and (8) deciding on overall priorities for the first year.

Examples of "Inauguration Through the First Legislative Session" Decisions

Include (1) forging the Governor's Final Recommended Budget, (2) proposing legislation (3) agreeing on legislative coordination strategies, (4) documenting the benchmarks from which the new Administration will be measured, (5) preparing for crisis management challenges and (6) assessing Legislative veto candidates, (7) contacting key people and (8) making appointments.

Examples of "First Full Fiscal Year" Decisions

Include (1) defining administrative and performance management strategies, (2) setting a course for a better Florida future, (3) focusing on public trust and (4) doing a self-assessment to determine where changes or enhancements may be appropriate.

For these reasons, The Transition Decision Handbook was sponsored by the Collins Center for Public Policy, the Democratic Party of Florida, the Florida Chamber of Commerce, Florida TaxWatch, and the Republican Party of Florida. The Transition Decision Handbook's design and development was coordinated by Glenn W. Robertson & Associates. Mr. Robertson, former Director of State Planning and Budgeting for Governors Graham (D), Mixson (D) and Martinez (R) assisted in each gubernatorial transition since 1979.

The Transition Decision Handbook is a decision support tool. It helps decision-makers by identifying important considerations when making different types of decisions.

Optional Presentation Formats

The Decision Handbook is published in hard copy and electronic formats. A three ring binder presentation makes it easy to access and copy pages that, at different times, may

be useful. The electronic version will allow you and your transition team to make changes in any or all parts of The Handbook during or after the transition year. We want it to be a useful tool.

Microsoft Office 97 is the software used to provide The Handbook in Power Point and Microsoft Word formats. Distribution is therefore possible via Internet or floppy disk. The Handbook also is provided on CD Rom for easy electronic distribution to individuals.

Duplicate pages are provided under separate cover to assist in making copies as desired and authorized in writing by the publisher.

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