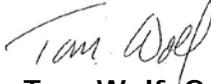


# Executive Order

## Commonwealth of Pennsylvania Governor's Office

**Subject:**  
Intergovernmental Affairs

**Number:**  
2017-04

  
**By Direction of:** Tom Wolf, Governor

**Date:** December 20, 2017

WHEREAS, the challenges facing Pennsylvania are complex and often require intergovernmental coordination; and

WHEREAS, there is a need to establish within state government the capability to effectively plan for and coordinate intergovernmental issues; and

WHEREAS, there is a need to provide assistance to citizens of the commonwealth and its officials to improve services delivered through various channels; and

WHEREAS, robust citizen engagement is aided by effective interface with commonwealth officials, including the Office of the Governor; and

WHEREAS, there is a need to provide a coordinated analysis and response to issues facing the citizens of Pennsylvania and decision-makers.

NOW, THEREFORE, I, Tom Wolf, Governor of the Commonwealth of Pennsylvania, by virtue of the authority vested in me by the Constitution of the Commonwealth of Pennsylvania and other laws, do hereby establish within the Office of the Governor an Office of Intergovernmental Affairs, whose primary duties and responsibilities shall include:

### **1. Office of Intergovernmental Affairs Primary Duties and Responsibilities**

#### **a. Intergovernmental Cooperation and Coordination**

- (1)** Coordinating interactions between the commonwealth and federal, state, county, and local governments to inform the work of the Governor related to intergovernmental issues.
- (2)** Acting as the liaison between the Governor's regional offices, state agencies, county, and local governments to improve coordination and interactions across all levels of government within the state.

- (3) Building new and maintaining current relationships across county and local governments to better understand the opportunities within their communities and to better coordinate the engagement of intergovernmental assets.

b. Public engagement and constituent services

- (1) Serving as the initial point of contact for constituents seeking information about state government to improve responses and service delivery.
- (2) Responding to and reporting on questions and comments from the public that are submitted to the Governor's office via electronic, written, and telephonic communication.
- (3) Developing and strengthening relationships with issue-advocacy organizations, non-profits, and other associations across the spectrum to better respond to government service inquiries and requests for information.

c. Public liaison services

- (1) Managing, coordinating, and processing the governor's appointments to boards and commissions throughout the commonwealth.
- (2) Performing the duties and responsibilities of the Governor's Offices of Public Liaison, Constituent Services, and Government Affairs and Outreach, which are hereby transferred to the Office of Intergovernmental Affairs.

d. Other functions as are necessary to accomplish its duties.

2. **Secretary of Office of Intergovernmental Affairs:** The Governor shall appoint a Secretary who shall determine the staffing requirements of the Office of Intergovernmental Affairs in accordance with policies of the Office of Administration and the Office of the Budget.
3. **Other Offices within Office of the Governor Replaced:** The Offices of Public Liaison, Constituent Services, and Government Affairs and Outreach within the Office of the Governor are hereby replaced by the Office of Intergovernmental Affairs.
4. **General Provisions:** This Executive Order shall be implemented consistent with applicable law. This Executive Order is not intended to, and does not create, any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the Commonwealth of Pennsylvania, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

**Effective Date.** This Executive Order shall take effect immediately.