

RESOLUTION 2018-2

A Resolution on the Retirement of Jane Chaffin

WHEREAS, the objectives of Administrative Codes and Registers (ACR), a section of the National Association of Secretaries of State (NASS), include fostering the development of effective rule writing skills and rule review techniques and developing more effective management of the rule promulgation process, particularly in the publication of administrative codes and registers and public access to and involvement in the rulemaking process; and

WHEREAS, Jane Chaffin, a former national president of ACR, retired as the Registrar of Regulations for the Commonwealth of Virginia on January 1, 2018; and

WHEREAS, Jane Chaffin gained an appreciation for the importance of civic service at a young age when she held a summer job at a Virginia Medicaid office while in high school, riding to and from work each day with her father, a longtime state government employee; in 1987, she joined the Virginia Division of Legislative Services (DLS), where she spent the majority of her professional career; and

WHEREAS, over the course of more than 30 years at DLS, Jane Chaffin worked to ensure the timely publication of the *Virginia Register of Regulations*, a biweekly resource that provides notice of proposed, final, and emergency regulatory changes to Virginia's state agencies, as well as other important notices; and

WHEREAS, Jane Chaffin played a pivotal role in the initial codification of the *Virginia Administrative Code* in 1996, an extensive, three-year project that increased accessibility to the Commonwealth's regulations for both lawmakers and members of the public; and

WHEREAS, Jane Chaffin spearheaded the development of the Regulation Information System (RIS), a unique online application that allows agencies to create and submit regulatory text and accompanying documentation to the Registrar's Office electronically and enables Registrar's Office staff to prepare and publish the *Virginia Register* and update the online *Virginia Administrative Code* on a daily basis; RIS was one of the first electronic rulefiling applications created and made Virginia a frontrunner in using technology to improve the regulatory process and to give the public access to administrative rules; and

WHEREAS, thanks in part to Jane Chaffin's diligent work, the Code Commission, the Division of Legislative Automated Systems, and the Department of Planning and Budget were awarded the 2008 Governor's Technology Award for Cross-boundary Collaboration for their respective roles in the development of the Regulation Information System and its integration with Town Hall 2.0; and

WHEREAS, Jane Chaffin also served as the longtime staff liaison to the Virginia Code Commission, where she helped supervise the codification of new statutes after each session of the General Assembly, the publication and revision of the *Code of Virginia*, the review of obsolete laws, and the operation of the Virginia Administrative Process Act; and

WHEREAS, in addition to her exceptional contributions to the administration of state government in Virginia, Jane Chaffin has volunteered her leadership and expertise to ACR since 1990, attending her first ACR Summer Conference in Hartford, Connecticut that year; she served as a regional representative to the ACR executive committee from 1998 to 2002 and as Secretary/Treasurer from 2002 to 2004; and

WHEREAS, as Vice President of ACR from 2004 to 2006, Jane Chaffin organized the State and Federal Survey of Administrative Rules and

Rulemaking Procedures and created the first web-based system for states to reply to the survey; and

WHEREAS, Jane Chaffin's election as president of ACR in 2006 was a reflection of the high regard in which she is held by her peers in the national administrative law community; and

WHEREAS, an efficient and effective leader, Jane Chaffin inspired her fellow state employees and ACR members through her dedication, collaborative leadership style, skillful management of numerous complex projects, personal integrity, and wonderful sense of humor; and

NOW, THEREFORE, BE IT RESOLVED that the members of ACR extend their deep appreciation and heartfelt thanks to Jane Chaffin for her dedication and active membership and service to ACR and recognize her significant professional achievements on behalf of the Commonwealth of Virginia; and

BE IT FURTHER RESOLVED upon majority vote of the membership in attendance, and upon passage, this resolution be recorded and spread upon the permanent minutes of the ACR business meeting and that it be sent to Jane Chaffin, to share with her family.

Adopted this 14th day of July, 2018, at the National Association of Secretaries of State Administrative Codes and Registers Annual Summer Conference, in Philadelphia, Pennsylvania.

Emily Caudill

2016-2018 ACR President

Chris Coffman

2016-2018 Vice President

Deanna Maiolo

2016-2018 Secretary – Treasurer