**Northern Virginia Transportation Authority**

**Organizational Working Group**

**May 30, 2013**

**Meeting Summary**

**Members Present:**

Scott York, Chair

Sharon Bulova, Vice Chair

Sandy Bushue

Bernard Caton

Dan Malouff

Tom Bruccoleri

Noelle Dominguex

Tim Hemstreet

Alfred Harf

Doug Allen

Rob Dickerson

**Introductions**

**Recommendation for Interim and/or Permanent Central Staffing**

The Organizational Working Group (OWG) discussed options for funding both interim and permanent staff positions. Ellen Posner reported on behalf of the Council of Counsels that the 30 percent local funding could be used to fund personnel but that if NVTA wanted to consider the 70 percent for funding personnel, it should pursue ruling by the Supreme Court at the same time as bond issuance.

The OWG asked Tim Hemstreet, Loudoun County Administrator, to have a discussion with the NOVA CAOs about developing a funding formula to fund administrative costs, to include an Executive Director.

Tom Biesiadny reported on behalf of the Financial Working Group (FWG) that $160,000 is currently available through an annual planning grant and could be used to fund a position, as well as other administrative costs. The OWG asked that the FWG make a funding recommendation.

The OWG asked that the CAOs come back to the working group with a pool of County Executive level candidates for an Interim Executive Director to be hired as early as June 21, 2013 for a minimum of three to six months. The OWG recommends the NVTA contract with NVRC to hire the interim position, through a selection process devised by NVTA. NVRC has been asked to present a financial proposal for both staffing and office space at the June 13, 2013 meeting. The OWG further recommends that the same job description developed in 2007 (Attachment 1) be used for recruitment of a permanent Executive Director and that a recruitment firm be used in the search.

**Discussion on Recommendations for Office/Meeting Space**

Mark Gibb, NVRC, presented a proposal outline for the initial provision of administrative and management support for NVTA to include facilities, staffing, and financial support (Attachment 2). Mr. Gibb contacted other agencies to obtain their desire to co-locate and received interest from NVRPA, NVTC, VRE and a few other agencies. He recommended a minimum of 26,000 square feet of office space with the majority being available for conference/meeting space. NVRC has been asked to present a financial proposal for both staffing and office space at the June 13, 2013 meeting.

**Discuss Additional Recommendations**

No further recommendations were made by the working group.

**Upcoming Meetings:**

* June 13, 2013, 1:00 p.m. – Organizational Working Group Meeting
* June 20, 2013 , 5:30 p.m. – Open House/Public Hearing

**Members of the Working Group:**

Loudoun County Chairman Scott York (Working Group Chair; NVTA Member); Fairfax County

Chairman Sharon Bulova (Working Group Vice-Chair; NVTA Member); Mayor of Manassas Harry J. “Hal” Parrish (NVTA Member); Governor’s Appointee Sandy Bushue (NVTA Member); Bernard Caton (Alexandria); Dan Malouff (Arlington); Steve MacIsaac (Arlington); Tom Bruccoleri (Arlington); Noelle Dominguez (Fairfax County); Corinne Lockett (Fairfax County); Erin Ward (Fairfax County); John Foster (Falls Church); Cindy Mester (Falls Church); Tim Hemstreet (Loudoun); Charles Yudd (Loudoun); Jay Johnson (Manassas Park); Vanessa Watson (Manassas Park); Tom Blaser (Prince William); Ric Canizales (Prince William); Rob Dickerson (Prince William County); Tracy Gordon (Prince William); Alfred Harf (PRTC); Doug

Allen (VRE)

**ATTACHMENT:**

1. 2007 Executive Director Position Description