

## NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

### MEMORANDUM

**TO:** Chairman Martin E. Nohe and Members  
Northern Virginia Transportation Authority

**FROM:** Mary Hynes, Chair, Governance and Personnel Committee

**DATE:** June 2, 2017

**SUBJECT:** Governance and Personnel Committee Report of the May 11, 2017 Meeting

---

1. **Purpose:** To provide a report of the monthly activities of the Northern Virginia Transportation Authority's (NVTA) Governance and Personnel Committee (GPC).
2. **Background:** The GPC last met on May 11, 2017. The next meeting is planned for September to consider potential items for the 2018 legislative session. The following summarizes the May 11th meeting:
3. **Action Items:**
  - a. **Policy 28 – Responses to Information Requests from Candidates for Political Office.**
    - i. The Committee received a briefing on the proposed policy which is intended to provide guidance to NVTA staff in responding to questions from candidates for political office.
    - ii. The presented draft was updated to respond to comments by members of the Authority at the January 2017 meeting:
      1. A definition of candidate for political office.
      2. The use of the NVTA website to distribute information provided in response to information requests.
    - iii. The Committee unanimously agreed to recommend Authority approval of the proposed Policy 28.
  - b. **Policy 29 – Project Activation and Progress**
    - i. The Committee received a briefing on the proposed policy which is intended to outline the rules and processes related to project activation, progress and monitoring.
    - ii. The presented draft is based on two previously adopted policies, those policies do not apply to projects approved in FY2018 or later.
    - iii. The Committee unanimously agreed to recommend Authority approval of the proposed Policy 29.

Ed. Note: Subsequent to the GPC meeting the Finance Committee also reviewed the proposed policy and requested NVTA staff review the reimbursement provisions.
  - c. **Draft Revision to Employee Handbook**
    - i. The Committee received a briefing on the proposed revisions to the NVTA Employee Handbook.

- ii. This is the first proposed revision to the Handbook since it was approved by the Authority on December 11, 2014.
- iii. The purpose of the Handbook is to describe how the NVTA is managed and provide a reference for staff on how to conduct business in support of the operation of the Authority.
- iv. Draft changes include (listed by volume)
  - 1. Employee Benefits (these were the most extensive changes as employee benefits were not set until after 2014)
  - 2. Employee Performance Reviews
  - 3. Employee Leave and Holidays
  - 4. Establishment of an Administrative Hierarchy
  - 5. Editorial Corrections, Updates and Clarifications
- v. The Committee unanimously agreed to recommend Authority approval of the revisions to the NVTA Employee Handbook.

#### **4. Discussion Items:**

##### **a. Introduction of Dr Robert A. Schneider, PhD.**

- i. Ms. Backmon introduced Dr. Schneider as the new Executive Director of the Potomac Rappahannock Transportation Commission (PRTC).
- ii. Dr. Schneider attended the GPC and Authority meetings that evening as part of his efforts to become familiar with the NVTA and transportation agencies and issues in Northern Virginia.

##### **b. Potential Legislative Topics**

- i. Ms. Backmon reviewed the requirements of HB599, critiquing the incorporation of those requirements into the TransAction Update.
- ii. An in-depth discussion of HB599 and other project evaluation processes and criteria ensued.
- iii. The Committee agreed to meet in September 2017 in preparation for the 2018 General Assembly Session.