



**Northern Virginia Transportation Authority**  
*The Authority for Transportation in Northern Virginia*

**GOVERNANCE AND PERSONNEL COMMITTEE**

**Thursday, May 13, 2021**

**5:30 PM**

**NVTA Offices**

**Meeting conducted on WebEx and Live Streamed via YouTube**

**SUMMARY MINUTES**

1. **Call to Order** Chair Randall
  - ✓ Chair Randall called the meeting to order at 5:33pm.
  - ✓ Attendees:
    - Members: Chair Randall; Chair Wheeler, Mayor Davis-Younger, Board Member Cristol.
    - Staff: Monica Backmon (Executive Director); Michael Longhi (CFO); Dev Priya Sen (Financial Analyst); Margaret Duker (Executive Asst/Clerk).
    - Other Attendees: Daniel Robinson (Council of Counsels – Fairfax County); Rob Dickerson (Council of Counsels – Prince William County); Joanna Anderson (Council of Counsels – City of Alexandria).
    - Other Attendees: Jurisdictional and agency staff attended the meeting via the Authority's YouTube channel.
  
2. **Resolution Finding the Need to Conduct the May 13, 2021 Governance and Personnel Committee Meeting Electronically** Chair Randall

*Recommended Action: Adoption of Resolution*

  - ✓ Chair Randall moved for the adoption of Resolution Finding the Need to Conduct the May 13, 2021, Governance and Personnel Committee Meeting Electronically; seconded by Chair Wheeler. Motion passed by 4-0-1 as one Committee Member was absent.
  
3. **Approval of the April 8, 2021 Meeting Summary**

*Recommended Action: Approval of Meeting Summary, (with abstentions from those who were not present).*

  - ✓ Chair Randall moved for the acceptance of the April 8, 2021 Meeting Minutes with an amendment to change the Minutes Header date from April 11, 2021 to April 8, 2021; seconded by Mayor Davis-Younger. Motion passed by 3-1-1 as one member was absent. Board Member Cristol abstained as she was not present at the last meeting.
  
- Discussion/Information**
  
4. **Executive Director Annual Review Process** Mr. Longhi, CFO

- ✓ Chair Randall commented that today's discussion will be focused on the process for the Executive Director's annual review. She noted there will not be a closed session during the meeting as she would like to have that done at the next in-person Authority meeting.
- ✓ Mr. Longhi referred to the process outlined in Attachment A to the staff report, noting it is based on prior annual reviews, presented to give the GPC a starting point and can be modified at the committee's discretion.
- ✓ Mr. Longhi noted that as part of the annual review process, Ms. Backmon will be sending out her self-evaluation of the 16 goals set in 2020 to all Authority Members for consideration.
- ✓ The Committee discussed the timing and process to consolidate Member comments, agreeing that Chair Randall will inform Authority Members of the start of the process, noting Ms. Backmon will email her self-assessment to the Members.
- ✓ Chair Randall recommended having the review discussion with the full Authority in order to avoid duplication and invited Board Member Cristol to weigh in as well since she has been part of previous reviews.
- ✓ Board Member Cristol agreed, noting that having served on the Authority during previous review cycles, as well as on other Advisory Boards, she recommends that the discussion be done at the Authority meeting to avoid duplication.
- ✓ The Committee discussed the options to obtain independent consultation and data on the Executive Director position description and compensation.
- ✓ With the Committee in agreement, Chair Randall commented that she will notify Authority Members as part of her 'Chair's Comments' during the Authority meeting later in the evening, and will request that all evaluation comments be sent to Mr. Longhi for consolidation and presentment to the GPC, for review.

**5. Bylaws Title Correction**

Mr. Longhi, CFO

- ✓ Mr. Longhi noted that while going over the review process, he noticed that the State Code refers to Ms. Backmon's position as 'Chief Executive Officer' while the By-Laws refers to the position as 'Executive Director'.
- ✓ He added that since the GPC is the Committee which reviews and makes amendments to bylaws, he wanted to bring this to the Committee's attention to consider whether or not to make that change.
- ✓ Chair Randall asked whether there are other issues in the Bylaws which will need to be addressed as well.
- ✓ Mr. Longhi responded that no other immediate changes are needed. He did note changes to the Bylaws require two readings by the Authority before action.
- ✓ The Committee directed that the first reading of the proposed changes be presented to the Authority at the June meeting.

**6. Compensation Survey Update**

Mr. Longhi, CFO

- ✓ Mr. Longhi informed Members that last year, the Committee had asked that independent compensation information be gathered for the 2021 annual review of the Executive Director.
- ✓ Mr. Longhi reviewed three options with the Committee, assessing the advantages and disadvantages of each.

- ✓ He continued that he had spoken with the Commonwealth Department of Human Resource (DHRM), who informed him that there is a tool which uses benchmark data to review the position description.
- ✓ Chair Wheeler remarked that from experience, sometimes when only numbers are used for such reviews instead of benchmarks, it can be quite a challenge.
- ✓ Board Member Cristol also noted that given the uniqueness of Ms. Backmon's position, inquired whether it would be possible to have a liaison from the DHRM work directly with the GPC, to which Mayor Davis- Younger was in agreement with.
- ✓ Mr. Longhi responded that this option could also be explored.
- ✓ Chair Randall noted that Ms. Backmon's position was created at a time when there were no other Authorities in Northern Virginia. As such, in addition to the compensation review, she would also like to have the position description reviewed to determine if any changes are needed.
- ✓ Mr. Longhi noted that he would pursue options for a position description review through the Department of Human Resource Management.

7. **Adjournment:** The meeting adjourned at 6:05pm.

**Next Meeting: June 10, 2021 at 5:30 PM**