**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY**

**M E M O R A N D U M**

**TO:** Chairman Martin E. Nohe and Members

 Northern Virginia Transportation Authority

**FROM:** Councilmember Snyder, Vice Chair – NVTA Governance and Personnel Committee

**DATE:** November 2, 2018

**SUBJECT:** Governance and Personnel Committee Report of the October 11, 2018 Meeting

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1. **Purpose:** To provide the Northern Virginia Transportation Authority (NVTA) with a report of the Governance and Personnel Committee (GPC) activities.
2. **Background:** The GPC last met on October 11, 2018. The next meeting is scheduled for November 26, 2018 at 10:00AM. The following summarizes the October 11th meeting:
3. **Action Item:** No Action Items
4. **Discussion Items:**
	1. **Committee Assignment Changes.** Chairman Nohe announced several NVTA Committee changes.
		1. Chairman Nohe will no longer be a member of the GPC.
		2. Mr. Randy Minchew will join the GPC, bringing his General Assembly and prior GPC membership experience.
		3. Chair Randall will leave the NVTA Finance Committee.
		4. Chairman Nohe will join the NVTA Finance Committee.
		5. Chairman Nohe and Chair Randall reminded all present that all Authority members are welcome to attend all NVTA committee meetings.
	2. **Preparation for the 2019 General Assembly Session.**
		1. Ms. Backmon and Ms. Baynard presented updated background on the 2019 General Assembly Session.
		2. The Committee discussed the language to use in outreach for the 2019 General Assembly session.
		3. Updates to the 2018 Legislative program were discussed to include:
			1. Amending HB599, transferring responsibility for the analysis to the Authority.
			2. Use of the Regional Revenue Fund (70%) and interest earnings on the fund (approximately $10 million per year) to support NVTA operating budgets.
	3. **Annual Executive Director Performance Evaluation Process.**
		1. Confirmed target for completing evaluation is January 2019.
		2. Agreed to evaluation process steps.
		3. Directed the NVTA CFO to undertake a regional salary survey and other administrative preparations.
		4. Distributed Executive Director’s 2018 performance goals for reference.