

**Northern Virginia Transportation Authority**  
**Organizational Working Group**  
**June 17, 2013**  
**Meeting Summary**

**Members Present:**

Scott York, Chair  
Sharon Bulova, Vice Chair  
Sandy Bushue  
Hal Parrish  
Bernard Caton  
Dan Malouff  
Noelle Dominguez  
Tim Hemstreet  
Charles Yudd  
Tom Blaser  
Tracy Gordon  
Rob Dickerson

Chairman York called the meeting to order.

Mr. Hemstreet reviewed the material that was distributed earlier that day to members of the OWG.

Linda Tenney, NVRC, discussed the proposal for the NVRC staff position and office space.

The OWG recommendations of 6/17/13 are as follows:

1. Ask NVRC to prepare a revised proposal for office space, office equipment and direct costs. The office space would consist of one 17 x 10 office, secretarial support services and a receptionist with an hourly rate specified, office equipment, and direct costs. Also, JACC staff is to provide a summary and price quote for comparable deliverables from the Innovation Center at George Mason University.
2. The Interim Executive Director position will be a direct hire by the NVTA. The group also noted that a request had been made to the Chief Administrative Officer (CAO) group for a list of potential candidates for further consideration and action by NVTA. Tim Hemstreet will be providing a list of potential candidates identified by the CAO group to the NVTA, to the extent that names are available prior to the June 20 NVTA meeting. The OWG noted that for the first six months, staffing levels should be kept to a minimum. The OWG also noted that the appropriate procurement process be followed for bringing the staff person on board as it specifically relates to contracting through a 1099.

3. The OWG did not make a recommendation with respect to a separate financial staff member being retained but requested that the Financial Working Group examine that matter and determine when additional financial management tasks will be needed and make a recommendation whether that should be handled as a CFO position or a contract for professional services.

The next meeting of the OWG will be on June 27<sup>th</sup> at 10:00 a.m. at the Ridgetop office in Sterling.

**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)