

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: January 6, 2017

SUBJECT: Governance and Personnel Committee Report of the December 15, 2016 Meeting

1. **Purpose:** To provide a report of the activities of the Northern Virginia Transportation Authority's Governance and Personnel Committee.
2. **Background:** The Governance and Personnel Committee last met on December 15, 2016. The next meeting is scheduled for January 12, 2017 at 6:00PM. The following summarizes the December 15th meeting:
3. **Action Items:**
 - a. **Policy 19 – Political Activity by Staff Members.**
 - i. The Committee received a briefing on the proposed policy which is intended to provide guidance to NVTA staff and senior management in addressing issues and concerns related to staff political activities.
 - ii. The policy is intended to ensure that employees may express their opinions and engage in political activities provided such activity does not interfere with the employee's NVTA job requirements, duties or performance or otherwise violate NVTA policies.
 - iii. The Committee unanimously agreed to recommend Authority approval of the proposed Policy 19.
 - b. **Policy 20 – 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 and senior management in addressing information requests from candidates for political office.
 - ii. The policy is intended to ensure transparency and equity in the dissemination of information to candidates for political office. Additionally, the policy sets guidelines for staff to ensure the ongoing operations of the NVTA and its resources are not unduly burdened by requests, while at the same time ensuring responsiveness and transparency.
 - iii. The Committee unanimously agreed to recommend Authority approval of the proposed Policy 20.

4. Discussion Items:

- a. 2017 General Assembly Session Early Action.** The Committee received an overview of early bill filings from the NVTA Executive Director and Legislative Services representative Ms. Tracy Baynard of McGuire Woods Consulting. At the time of the briefing, no specific issues were identified which required immediate action.
- b. NVTA Update.** The Executive Director provided an update of current NVTA activities.
- c. Electronic Meeting Participation for Committees.**
 - i.** In light of the upcoming start of the 2017 General Assembly Session the Committee requested Policy 18 – Electronic Participation in Meetings be amended to include Authority Standing Committees.
 - ii.** Policy 18, currently addresses electronic participation by Authority Members at Authority meetings. The discussion was to extend electronic participation for Authority Members who cannot physically attend meetings of committees of which they are members.
 - iii.** The Committee had a general discussion on the requirements for the policy and requested staff expedite the preparation of the proposed amendments targeting the January Authority meeting for presentment to the Authority.
- d. Executive Director Annual Performance Evaluation.** The Committee met in closed session to discuss the annual performance evaluation of the Executive Director, with the intention of bringing performance evaluation information to the full Authority in January.