



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: November 3, 2017

SUBJECT: Governance and Personnel Committee Report of the October 12, 2017 Meeting

1. **Purpose:** To provide the Northern Virginia Transportation Authority (NVTA) a report of the monthly activities of Governance and Personnel Committee (GPC).
2. **Background:** The GPC last met on October 12, 2017. The next meeting has not been scheduled. The following summarizes the October 12th meeting:
3. **Discussion Items:**
 - a. **Executive Director's Annual Performance Review**
 - i. An outline of the steps to be taken to complete the Executive Director's annual performance review was reviewed and discussed.
 - ii. The committee agreed to start the review process, which will include the opportunity for all Authority members to contribute comments.
 - b. **2018 Legislative Program Development**
 - i. Ms. Tracy Baynard (NVTA Legislative Liaison) reviewed an early draft of the 2018 Legislative Program recapping changes requested at the last GPC meeting.
 - ii. The Committee exchanged ideas and comments on the draft 2018 Legislative Program with a target of first presentment to the Authority at the November 9, 2017 meeting.