



Northern Virginia Transportation Authority
The Authority for Transportation in Northern Virginia

GOVERNANCE AND PERSONNEL COMMITTEE

Thursday, June 10, 2021

6:00 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 6:00pm.
 - ✓ Attendees:
 - Members: Chair Randall; Chair Wheeler, Mayor Davis-Younger, Board Member Cristol, Supervisor Foust (on behalf of Chairman McKay).
 - Staff: Monica Backmon (Executive Director); Michael Longhi (CFO); Dev Priya Sen (Financial Analyst); Margaret Duker (Executive Asst/Clerk); Peggy Teal (Assistant Finance Officer).
 - Other Attendees: Daniel Robinson (Council of Counsels – Fairfax County); Rob Dickerson (Council of Counsels – Prince William County); MinhChau Corr (Council of Counsels – Arlington County).
 - Other Attendees: Jurisdictional and agency staff attended the meeting via the Authority's YouTube channel.

2. **Resolution Finding the Need to Conduct the June 10, 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 June 10, 2021, Governance and Personnel Committee Meeting Electronically; seconded by Supervisor Foust. Motion passed unanimously.

3. **Approval of the May 13, 2021 Meeting Summary**

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

 - ✓ Board Member Cristol moved for the acceptance of the May 13, 2021 Meeting Minutes; seconded by Chair Wheeler. Motion passed by 4-0-1 as Supervisor Foust abstained since he was not part of the previous month's meeting.

Discussion/Information

4. **Position Description / Compensation Consulting Update** Mr. Longhi, CFO

- ✓ Mr. Longhi provided an update to the Committee noting that he continued discussions with the Commonwealth's Department of Human Resource Management (DHRM), to seek compensation data and to have a position description evaluation conducted for the Executive Director position.
 - ✓ However, he noted that the DHRM compensation data does not correlate with the position of NVTA's Executive Director. This is because similar positions at the State level are either set by legislation or by an independent body such as the Authority.
 - ✓ For these same reasons, he added that DHRM could not perform the position description evaluation and did not have any related contracts for NVTA's use as a rider option.
 - ✓ However, as had been previously discussed with the Committee, as a backup plan, he looked to the private sector and got some feedback indicating that these studies could be performed for about \$20,000, taking approximately 60 days.
 - ✓ He stated if the Committee desired to move forward with an independent consultant approach a Request for Proposals (RFP) would be required for the procurement to get the best value and secure the services of a consultant to conduct the compensation and position description studies.
 - ✓ Mr. Longhi also noted that he was informed that studies of this nature are typically done as part of a larger effort when recruiting for such an executive position and often cost between \$50,000 and \$72,000. He further noted that firms he spoke with were complimentary to the Committee for looking at doing the study prior to having a need for a recruitment.
 - ✓ Chair Randall requested Committee members to share their thoughts on this proposal, Board Member Cristol expressed her appreciation for Mr. Longhi's efforts to leave no stone unturned in this regard, noting that it will be good to have this compensation/position description evaluation performed, as it will be worth it in the long term.
 - ✓ Chair Wheeler also shared similar views and experience noting that NVTA has grown immensely since it was established and embarking on this evaluation would certainly be worthwhile.
 - ✓ Supervisor Foust also voiced his support for it.
 - ✓ Chair Randall asked Mr. Longhi to confirm that the RFP will be for a Chief Executive Officer position and not an Executive Director.
 - ✓ Mr. Longhi confirmed that yes, it would be for a Chief Executive Officer and with the Committee's go ahead, he will proceed with the issuance of an RFP, funded through the operating budget reserve. The goal will be to present a recommendation to the Committee in July for recommendation to the Authority.
 - ✓ Chair Randall noted apparent consensus to move forward with an RFP and asked Mr. Longhi if anything else was required.
 - ✓ Mr. Longhi replied the desire of the Committee was apparent and he will endeavor to bring the RFP results to the Committee in July.
5. **Adjournment:** The meeting adjourned at 6:15pm.

Next Meeting: July 8, 2021 at 5:30 PM
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