

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY****MEMORANDUM**

**TO:** Chair Phyllis J. Randall and Members  
Northern Virginia Transportation Authority

**FROM:** Michael Longhi, CFO

**DATE:** November 10, 2021

**SUBJECT:** Chief Executive Officer Position Description and Compensation Analysis  
Consultant Report

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- 1. Background:** The Northern Virginia Transportation Authority (NVTA) engaged the services of an independent consult to revise the Chief Executive Officer (CEO) position description and undertake a compensation analysis with recommendations. The Position Description was presented and adopted at the October 2021 Authority meeting. The draft Compensation Analysis was presented to the Governance and Personnel Committee (GPC) as well as the Finance Committee in October for review and comment.
- 2. Suggested Motion:** *I move Authority approval of the attached draft Chief Executive Officer Position Description and Compensation Analysis report from the Millennium Group International LLC.*
- 3. Discussion:**
  - a.** After examining several options, the GPC directed staff in June 10, 2021 to make a best effort to develop and issue a Request for Proposal (RFP) for an independent consultant to examine and make recommendations on the Chief Executive Officer position description and perform a compensation analysis. The contract award to the Millennium Group International LLC (TMG) was finalized on July 14, 2021.
  - b.** The consulting engagement was divided into two phases; revised Position Description and Compensation Analysis.
  - c.** The revised position description was adopted by the Authority at the October 2021 meeting.
  - d.** TMG presented the draft compensation analysis to the GPC and Finance Committees in October. The review and discussion of the report at those meetings did not generate any unaddressed questions or unsettled comments.
  - e.** Representatives of TMG are available to respond to questions and provide an overview of their approach and recommendations if requested during the meeting.

- f. An Executive Summary of the Compensation Analysis phase of the consulting engagement is attached for consideration by the Authority.

**4. Next Steps:**

- a. With acceptance of the Compensation Analysis, the recommendations are available for use as determined by the Authority, for the Chief Executive Officer annual performance review during the November 2021 meeting.

**Attachment:** NVTA CEO Compensation Analysis Report