

EXECUTIVE COMMITTEE MEETING AGENDA

November 22, 2019 – 3:00 p.m.

GWRC/FAMPO Conference Room

406 Princess Anne Street, Fredericksburg, VA 22401

<http://www.fampo.gwregion.org/committees/policy-committee/>

Members Present:

Chairman Matthew Kelly, City of Fredericksburg

First Vice Chair Ms. Cindy Shelton, Stafford County

Second Vice Chair Mr. Tim McLaughlin, Spotsylvania County (arrived at 3:25pm)

Others Present:

Dr. Linda Millsaps, George Washington Regional Commission (GWRC)

Ms. Kate Gibson, GWRC

Staff Members Present:

Mr. Paul Agnello, Administrator

Mr. Adam Hager, Transportation Planner I

Ms. Stacey Feindt, Public Involvement/Title VI Coordinator

Ms. Leah Vigil, Administrative Assistant

Mr. Matthew Decatur, GIS Intern

1. Call Executive Committee Meeting to Order – Chairman Matthew Kelly

Chairman Kelly called the meeting to order at 3:06pm

2. Approval of Executive Committee Agenda (ACTION ITEM)

Ms. Shelton consented to approval of the Executive Committee Agenda

3. Public Involvement - None

4. Action/Discussion

a. Transportation Planning Board (TPB)-FAMPO Memorandum of Understanding (MOU)

i. Initial Draft Document addressing three compliance points in recent FHWA email

- 1) Congestion Management Process in TPB's TMA
- 2) Federal STBG Funds
- 3) Project Selection process

- Mr. Agnello: to send an editable Word Document of this draft to members
- Stafford to present MOU draft changes at January 2020 Policy Committee meeting
- Wording should include that FAMPO is authorized to administer TMA funds for Northern Stafford by Federal Highway Administration (FHWA)

ii. Federal Highway Administration (FHWA) Email

- Stafford County to draft a response requesting clarification of Transportation Metropolitan Area (TMA) funds for FAMPO Policy Committee Approval
- Update Policy on staff transitions for continuing 2020 timeline, beginning with January meeting draft
- Ms. Shelton drafting an email to FHWA with Stafford-focused questions, attaching the original MOU. Stafford Board of Supervisors (BOS) and FAMPO Policy Committee to approve prior to sending.

b. FAMPO Administrator Hiring Process Discussion

i. Job Advertisement

- The FAMPO Voting members should be integral to hiring recommendations
- All applicants are to be screened by voting members; GWRC/FAMPO may give preferences when submitting (3 categories which board chooses).
- Members should rank all applicants to seriously consider a top 10 => Interview top 5
- Mr. McLaughlin: Include verbiage indicating a 30-day timeframe with a possible extension
- Finalists should have Transportation experience; next level is experience within the Commonwealth of Virginia
- Dr. Millsaps: worth covering travel expenses for in-person interview of out-of-state finalists

ii. Job Posting Websites

- Insert: Review process will begin January 6, 2020
- Ms. Shelton: Stafford County can assist in Human Resources hiring process along with Virginia Department of Transportation (VDOT) recommendations

c. Staff Transition Discussion

- Dr. Millsaps to meet with Ms. Gardner, VDOT, to discuss billing issues
- Tuesday, November 26, 2019, FAMPO will meet with VDOT to prepare for January and future agendas
- GWRC staff to work on the Certification Review Quarterly Report for 2nd Quarter
- GWRC: to be responsible for the finalized, updated TPB-FAMPO MOU

5. Adjourn

The Policy Committee, Technical Advisory Committee, and Citizens Transportation Advisory Committee meetings are open to the public. Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact the GWRC/FAMPO at 540-373-2890 or fampo@gwregion.org at least four days prior to the meeting. If hearing impaired, telephone 1-800-552-7917(TTY) or 711.

La participación pública es solicitada sin distinción de raza, color, origen nacional, edad, sexo, religión, discapacidad o su estado familiar. Las personas que requieren alojamiento especial de acuerdo con el Americans with Disabilities Act, o personas que requieren servicios de traducción (libre de cargo) deben comunicarse con la GWRC / FAMPO al 540-373-2890 o fampo@gwregion.org al menos dos días antes de la reunión. Personas con problemas auditivos, llamen al 800-552-7917(TTY) o 711.