







**GoPass Program Audit**

The GoPass program internal audit by HRT was completed in February. In the report, there were five different items that require improvement. These included 1) Update Policies to Include Procedures (Work Instructions), 2) Improve and Organize Recordkeeping Practices, 3) Identify Training Needs and Develop an Appropriate Employee Training Strategy, 4) Ensure Consistent Program Reviews are Conducted, and 5) Streamline Processes and Improve Workflow. Audit discussed in detail later date.

**8. ROUNDTABLE DISCUSSION**

- A. **DRPT**– No comments or suggestions.
- B. **City of Norfolk** – No comments or suggestions.
- C. **City of Suffolk** – No comments or suggestions.
- D. **City of Virginia Beach**– No comments or suggestions.
- E. **VDOT** - No comments or suggestions.
- F. **City of Chesapeake** – AMAZON will be building a new warehouse in Chesapeake/Suffolk Portsmouth Blvd. This could be a good vanpool opportunity.
- G. **Hampton Roads Transit** - No comments or suggestions.
- H. **City of Newport News** - No comments or suggestions.
- I. **City of Portsmouth** – Truman/Bush coming in lease space Military and Battlefield; Campostella, TCC Portsmouth and Park & Sail. Truman has shuttle service. VDOT on Greenwood Drive submitted smart scale.

Another recommendation was addressed by Mr. Sam Belfield. The vanpool section of the website needs to be more informative. Most are vanpools are provided by vanpool vendor, Commute by Enterprise, receive the TIP incentive, and go to a military installation. So, we should target the military and visually demonstrate the cost and savings, as well as the routes.

The meeting adjourned at 12:35 pm.

**Next Meeting – June 10, 2020**

Respectfully submitted,  
Monique R. Lynch  
TRAFFIX