



# PA TURNPIKE COMMISSION POLICY

*This is a statement of official Pennsylvania Turnpike Policy*

**NUMBER:** 10.05

**APPROVAL DATE:** 05-06-2015

**EFFECTIVE DATE:** 05-06-2015

**REVISED DATE:** 00-00-0000

**POLICY SUBJECT:**

Pennsylvania Turnpike  
Commission (PTC) Advisory  
Committee

**RESPONSIBLE DEPARTMENT:**

Executive Office

**A. PURPOSE:**

To establish the Pennsylvania Turnpike Commission (PTC) Advisory Committee (Advisory Committee) to review and evaluate current PTC policies and procedures relating to ethics, procurement, transparency/accountability and governance.

**B. SCOPE:**

This policy applies to the Advisory Committee as established by the Chief Executive Officer (CEO) on July 1, 2013.

**C. GENERAL POLICY:**

Following the last quarterly meeting of the Advisory Committee in 2015, the CEO shall reconvene the Advisory Committee every three years thereafter or more often if necessary. The (CEO) shall have the discretion to appoint new members to the three-member committee.

The CEO and designated staff shall update the Advisory Committee with regard to the status of recommended reforms at each meeting.

In conjunction with the reconvening of the Advisory Committee, a review of policies related to ethics, procurement, and transparency shall be completed by an independent consultant to be selected by the Compliance Department with the approval of the CEO from the Supplemental Auditing Services Professional Services Pool (SASPSP). The independent consultant, in conjunction with the Compliance Department, shall submit the outcome of the review to the Advisory Committee.

**Committee Membership:**

The Advisory Committee shall consist of three (3) members appointed by the CEO. Advisory members shall have expertise or substantial experience in one or more of the following areas:

- i. Transportation
- ii. Finance

iii. Law

**Expenses:**

Advisory Committee members shall receive reimbursement for travel and actual expenses incurred as a result of their official duties and shall provide documentation for reimbursement in accordance with PTC Policies and Procedures.

**Responsibilities:**

The Advisory Committee shall:

- Review existing contracting policies and procedures and provide guidance on ways to further enhance the quality, efficiency and accountability of Commission contracting methods.
- Review the Commission's process and key findings for any current or ongoing audits.
- Advise the Executive Staff as to potential improvements with the above-described policies, procedures and audits.
- Review the Commission's Contractor Integrity provisions, which are incorporated into contracts with PTC business partners.
- Review and monitor the steps taken by the Commission to ensure the employees of the Commission understand and adhere to the Code of Conduct.

Prepare and submit a written report to the Commission that outlines the Advisory Committee's findings and recommendations to improve the contracting procedures and business practices of the Commission.

**D. DEFINITIONS:**

**E. PROCEDURES:**

*This Policy Letter supersedes all previous Policy Letters on this subject.*