

Loudoun County, Virginia

Department of Planning

1 Harrison Street, S.E., 3rd Floor, P.O. Box 7000, MSC #62

Leesburg, VA 20177-7000

Telephone (703) 777-0246 • Fax (703) 777-0441

February 20, 2008

Bruce McGranahan
Planning Department

Re: Proposal for Termination under Chapter 10.2.02 (E) of the Human Resources Handbook

Dear Mr. McGranahan:

This is a proposal for termination under the provisions of Chapter 10.2.02 (D) of the Loudoun County Human Resources Handbook. I am considering terminating your employment for serious misconduct. Specifically, County Administration became aware of the release of an environmental report to the Board of Supervisors ("Board") that had not gone through the standard internal review process. Subsequently, staff from the Human Resources' Division ("HR") conducted a fact-finding process regarding the release of this report, allegedly by you, to select members of the Board. Administration's concerns were that the review and subsequent release of this report had not followed the County's standard operating procedures, the information had been given to select Board members and not others, the report potentially represented the view of an individual staff member and not that of the County as an organization, and that the information in the report may not be accurate.

During the course of the fact-finding, HR spoke with you as well as several employees in the departments of Planning, Building and Development and County Administration. You admitted to willfully and knowingly working outside the standard document review and distribution process (as detailed in the Style Guide for Writing Items for the Board of Supervisors) in releasing the environmental report to certain select members of the Board. You related that Deputy County Administrator Linda Neri ("Neri") directed the work and reviewed a first draft, which consisted of approximately 12 pages, in the Fall of 2007. Neri never saw another draft or the final report, now containing approximately 100 pages, and she was unaware of the report's release to select Board members. I also never saw the report, either in draft or final form. When you spoke to me on January 22nd after Neri's January 16th email, you stated that you purposefully kept me out of the loop to "protect" me and the Planning Department from any knowledge of the status of the work or your decision to release the document in final form to the Board circumventing our normal review procedure. You also shared this intent to "protect" me with HR.

When asked by HR what you would do differently, you stated you would do "whatever it took by whatever means [to have the full report released to the Board] ... if that is an error in judgment, so be it." The document review process is in place to assure the quality and validity of the work produced by County staff. Your statements during your interview with HR show a blatant

disregard for the quality assurance review process and a reliance solely on your judgment, opinions and sense of timing. You deliberately circumvented the review process despite your assertion that there was nothing controversial in the report.

In addition to Neri, you had two Planning staff members, Susan Berry Hill (A2 Program Manager), and Heidi Siebentritt (S3 Planner), review your 12-page draft in September 2007. In December 2007, you asked another staff member, Nicole Steele, (S3 Planner) to review the 100-page document you eventually released to select Board members. Ms. Steele e-mailed concerns about the content/format to you. These concerns could have been addressed, if the document gone through the standard review process (e.g., questioning the source data for the ranking, quotes and grading system; and how the level of urgency for each recommendation was determined). You excluded your peers in the Planning Department, the Deputy County Administrator, the County Administrator, and me from the review process. Your final comment during the HR interview was "The program is mine, the PFP is mine; I did my job."

This admitted behavior of knowingly disregarding the internal review process as prescribed constitutes serious misconduct in accordance with the following sections of Chapter 10.2(B) of the Loudoun County Human Resources Handbook:

- (1) serious violation of the Loudoun County Code of Conduct (the specific violation is found in Chapter 3.0 (2) and states that all employees have a responsibility to "Demonstrate integrity, honesty and ethical behavior in the conduct of all County business";
- (3) any incident of insubordination: (intentional failure to comply with a County policy or the instructions of a supervisor, manager or other authorized management representative);
- (10) improper use of authority or position.

This willful, intentional noncompliance with standard operating procedure on the part of a senior staff member is egregious. County funds were used in the printing of this document which reflects your individual viewpoints and not that of the County as an organization. You stated to HR, "I did my job and I'm sticking by that," and "I did what I believe I had to do." You stated that "The fifth floor was not moving as fast as I would like" and you feared your report would be "watered down or filtered," even though Neri was not provided with another draft after the initial, extremely abbreviated version. You also stated, "Linda Neri is an obstacle to environmental progress," with no further elaboration.

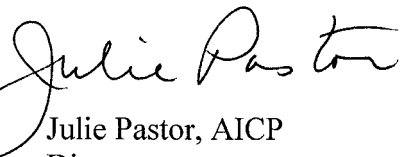
This is formal notice that I am considering terminating your employment. However, before making a decision I want to give you the opportunity to meet with me to present any evidence or mitigating circumstances you would like me to consider. If you wish to meet with me, you may do so in my office at 10:00 a.m. on February 27, 2008. If you prefer to provide a written submission, it must be received in my office by close of business (5:00 p.m.) on February 27, 2008.

You are not required to present your side of this issue, but if you do not, I will make a decision based on the information already available to me. Please call my direct number at the office, 703-771-5297, to let me know if you would like to meet on February 27, 2008 at 10:00 am.

You will remain on administrative leave and are not to report for duty pending my decision.

Enclosed are copies of the County's disciplinary policies (HR Handbook Chapter 10) for your information. If you have any questions about these policies, please contact DL Fosque in Human Resources at 703-737-8632.

Sincerely,

A handwritten signature in black ink that reads "Julie Pastor". The signature is written in a cursive, flowing style.

Julie Pastor, AICP
Director

cc: *Official Personnel File, Human Resources*
DL Fosque, Human Resources Operations Team Leader

Enclosure: HR Handbook Chapter 10