

APPROVED MEETING MINUTES

Executive Resources Board

July 21, 2010 – Room 221A

1:30 – 3:00 pm

Meeting Attendance:

- Members attending – Vice Chair Robin Heard (OSEC), Executive Secretary Karen Messmore (OHRM), Karis Gutter (FSA), Ron Hicks (APHIS), Chavonda Jacobs-Young (OCS), Mary McNeil (OASCR), and Tammye Trevino (RHS)
- Members absent – Chair Karen Ross (OSEC), Rajen Anand (FNS) and Tom Tidwell (FS)
- ERB Facilitator attending – Helene Saylor (ORHM)
- Visitors attending – Rhonda Carr (OHRM) and Alberto Vega (OHRM)

Business:

- June meeting minutes were approved with the change of Chavonda Jacobs-Young's organization from OSEC to OCS.
- OHRM will forward all approved monthly meeting minutes to the SES and SL/STs via the Executive Resources Program Managers in the agencies. OHRM will eventually store minutes on the OHRM website.
- An ERB email address was established for SES and SL/ST communication with Board. Email address is ERBHotline@ocio.usda.gov. OHRM will monitor daily and provide the Board with inquiries. This email address will be highlighted in the Chair's initial memo to SES and SL/ST employees. It will be made clear through this memo that SES and SL/STs should not email this address with their personal human resources questions.
- OHRM is developing a letter from the Chair to SES and SL/ST employees discussing the new Board, names and positions of those on Board, when the Board meets, key issues, commitment to transparency, publishing of meeting minutes, and the establishment of the ERB email address.
- The ERB Charter and Departmental Regulation (DR) were reviewed again and adopted pending Karen Messmore's change to the "Staffing Management" section of the DR.
- OHRM briefly went over the Performance Review Board process and provided a handout on the topic.
- OHRM is preparing for the end of the 2010 SES and SL/ST performance appraisal cycles. It is currently preparing compensation policy options for both SES and SL/STs and is preparing performance appraisal guidance and a timetable for both systems to be sent to Executives Resources Program Managers.
- Discussion regarding SL/ST representation on the Board was held. When ERB members were originally chosen, one board member was a SL. Since chosen, this board member has been appointed to SES, leaving no SL/ST on the board to represent the communities' interests. The Board agreed it was necessary to find new representation. OHRM was tasked to work with the Chair and Vice Chair to find an SL/ST employee to serve. OHRM was to look at agencies not represented by current board members and the agencies with the largest population of SL/ST employees in determining the source agency.

- OHRM provided a handout (as promised in the June meeting) on the President's Management Council's SES reform initiatives. The three initiatives are a) cross-agency recruitment and selection pilot, b) Government-wide performance appraisal approach, and c) career development programs. The Office of Management and Budget is facilitating the three workgroups established to look at these three areas. USDA was asked to serve on the performance appraisal approach work group for which Helene Saylor and Alberto Vega serve on behalf of USDA. OHRM will keep the ERB aware of progress in these areas.
- Key business items were identified by OHRM to include:
 - Proposal for the FY 2010 SES CDP
- Other business items were identified to include:
 - SES onboarding
 - Continual learning of SES in mid-tenure
 - Status of the 2007 SES CDP graduating class
 - OHRM process to communicate with SES CDP graduates
 - Overview of the merit staffing process and exploration of different ways to oversee the process

Next Meeting:

- Scheduled for August 18
- Approve meeting minutes
- Review and discuss FY 2010 Compensation Plans for both SES and SL/ST

Minutes finalized by Helene Saylor on August 15, 2010 and approved by the ERB on August 18, 2010.