

MEETING MINUTES
Executive Resources Board
July 27, 2011 – Room 200A
1:30 to 3:00 p.m.

Meeting Attendance:

- Members attending – Chair, Krysta Harden (OSEC), Executive Secretary, Karen Messmore (OHRM), Rajen Anand (FNS), Chavonda Jacobs-Young (REE), Terri Nintemann (FSIS), Karis Gutter (OSEC), Tom Tidwell (FS), and Robin Heard (OSEC)
- Members absent – Autar Mattoo (ARS) and Tammye Trevino (RHS)
- ERB Facilitator attending – Patty Moore (OHRM)
- OHRM Visitors attending –Kimm Slayton, Karlease Kelley, and Zina Sutch

Business:

- The ERB members approved the minutes of June 2011 meeting.
- Wrap-up of the 2011SESCDP class selections.
 - 79 candidates were selected for the 2011 SES CDP Program. The candidates will be divided into four cohorts to complete the 18-24 month program including the American University component of the program. American University start dates: 8/15, 10/3, 11/28, and 1/30. Classes will be six to eight weeks apart. The ideal timeframe for each class is 18 months for all four classes. Zina explained there is some flexibility in the movement of participants in the different classes, but she is trying to maintain integrity and encouraging the participants to stay within their assigned classes.
 - Chavonda recommended bringing all cohorts together for networking opportunities during the course of the program.
 - Krysta volunteered to ensure the Secretary's participation in welcoming the SESCO groups.
 - Chavonda suggested a close-out with the groups be done since it was not previously done.
 - Terri asked about the assessment costs paid by the Agency. Karlease explained that OPM found this to be a conflict of interest so USDA determined a corporate approach to draw more candidates instead of being agency specific. Agencies will pay their share of the costs based on the percentage of their SES. This was communicated at the Subcabinet/Agency Head level early in the budget process. The costs for 2012 projections will be shared soon. Rajen asked about the percentage of GS-14's and 15's.
 - All USDA candidates were notified that they were accepted, and non-USDA candidates were asked to provide contacts. As a recent SESCO graduate, Chavonda was nominated as the ERB member to speak at the 2011 SESCO orientation.
- Roll out of SES Profile was tabled for next meeting.
- SES Performance Policy was amended to clarify the roles of the reviewing official, adding a higher-level review for disagreement of initial summary rating, and a mandatory element may be added at the discretion of the Secretary. OHRM is charged to issue the revised policy before the end of the FY 2011 performance appraisal cycle.
- Kimm provided a copy of the new format for writing SES accomplishments and shared with the group that it was developed to provide consistent guidelines for writing performance accomplishments throughout USDA agencies. The group thought it was a good idea and some liked the table format idea for Mission Results, but they would like to see a sample of written accomplishments.
 - Chavonda noted some of the perceptions that arose during last year's performance process, in particular, Fully Successful ratings and the expectation for agencies to align to more Fully Successful ratings and how this practice aligned with efforts in other federal departments.
 - After Krysta heard some of the issues concerning 2010 bonus pool, she said she will get the Secretary engaged.

The group was provided three nominations to fill the current ERB vacancy vice Ron Hicks. The group recommended that we have the agency rank the candidates in the order they would prefer we consider them. Patty agreed to contact the agency to solicit their recommended order.

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Next Meeting:

- September 12, 2011