

APPROVED MEETING MINUTES

Executive Resources Board

June 9, 2010 – Room 221A

1:00 – 2:30 pm

Meeting Attendance:

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

Business:

- Members were welcomed to the first meeting of the new Secretary's ERB and introductions occurred.
- OHRM was identified as the responsible organization for bringing HR business to the ERB and for carrying out Board decisions.
- Make up of the membership, key roles, and operating guidance was discussed.
- Hardcopies of the ERB Departmental Regulation (DR) and Charter to be issued were distributed and key proposed changes were outlined. Members were asked to comment on both documents by 6/30/10. Comments are to be faxed or emailed to Helene. Members were also asked to identify those things in the policy they don't understand so that OHRM may provide clarification/education.
- Decision was made to hold monthly ERB meetings on the third Wednesday of every month from 1:30 - 3:00 pm. Room to be confirmed.
- Key business items were identified by OHRM to include:
 - FY 2010 Compensation Plans for both SES and SL/ST – Priority
 - FY 2010 Performance Review Board process for both SES and SL/ST – Priority
 - ERB operating decisions and delegation of responsibilities
 - DR and Charter
 - Proposal for the FY 2010 SES CDP
- Other business items were identified to include:
 - SES onboarding
 - Continual learning for SES
 - Status of the 2007 SES CDP graduating class
 - OHRM process to communicate with SES CDP graduates
 - Helene to prepare a brief paper and keep ERB aware of the progress of the President's Management Council's workgroup and subgroups focusing on SES initiatives to include cross-agency recruitment and selection pilot, Government-wide performance appraisal approach, and career development programs.

- Transparency of ERB business was discussed. Decision was made to approve meeting minutes and publish on a website for the SES and SL/ST communities to view. Decision was made to develop a process for which the SES, SL/STs, and SES CDP graduates may provide input or express ideas/concerns to the ERB. OHRM to staff this out. OHRM will also develop a letter to these groups discussing the kick off of the new ERB, the ERB's commitment to transparency, the publishing of minutes, and the process for giving them a voice, etc.

Next Meeting:

- Scheduled for July 21
- Approve meeting minutes
- Review and discuss FY 2010 Compensation Plans for both SES and SL/ST
- Review and discuss FY 2010 Performance Review Board process for both SES and SL/ST
- Review and discuss DR and Charter

Deliverables and "to do's" in bold.

Minutes finalized by Helene Saylor on June 23, 2010 + approved by the ERB on July 21, 2010