

## **APPROVED MEETING MINUTES**

### **Executive Resources Board**

September 15, 2010 – Room 221A

1:30 – 3:00 pm

#### Meeting Attendance:

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

#### Business:

- August meeting minutes were approved with no change.
- Variation to proposal for FY 2010 SES compensation policy discussed. Idea of capping total compensation was discussed and OHRM will further explore.
- Agency Head performance appraisal accountability was discussed to include the Secretary's interest in increasing diversity and filling gaps, discussing key leadership/management responsibilities with Agency Heads and PRB chairs, and the adoption of a quarterly review process to look at hiring, retention, performance management and recognition metrics and elevating at leadership level.
- SL/ST performance appraisal process for FY 2010 – Discussed the recommendation for Mission Areas to include SL/ST employees in with SES PRBs (except REE and NRE). OHRM will be analyzing trends and benchmarking other agency compensation policies and will be providing a recommendation to the ERB.
- SES CDP - Comments to program presentation and proposal due to Karlease Kelly by 9-21-10.
- Status of Previous Business Items -
  - OHRM to route the ERB Charter and Departmental Regulation for clearance in October.
  - Chair letter to SES and SL/ST employees about the new Board to be issued in September.

#### Future Business -

- SES on boarding
- Continual learning of SES 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 October 20, 2010
- Approve meeting minutes

Minutes finalized by Helene Saylor on October 15, 2010 and approved by the ERB on October 20, 2010.