

June 30, 2016, 9:00 – 10:00 a.m., Room 221-A

Meeting called to order by Chair, Michael Scuse at 9:00 a.m.

Members present:

Michael Scuse, Chair
Terri Nintemann, Vice Chair
Lanon Baccam, *Deputy Under Secretary*
Chavonda Jacobs-Young, *Administrator*
Bobbi Jeanquart, *Director*
Autar Mattoo, *Research Plant Physiologist* (by phone)
Kevin Shea, *Administrator*

Members absent:

Robin Bailey, Jr., *Regional Administrator* (by phone)
Lillian Salerno, *Deputy Under Secretary*
Tom Tidwell, *Chief*

All Advisers absent:

Inga Bumbarly-Langston, *Deputy General Counsel*
Don Bice, *Associate Director*
Joe Leonard, *Assistant Secretary for Civil Rights*

Facilitators present:

Patty Moore, Executive Secretary
Kimm Hobbs, Facilitator

Visitors attending:

Ashlee Johnson, OSEC
Marsha Wiggins, OHRM (by phone)

Approval of minutes: Minutes from 05-11-16 were approved without modification.

Business:

- Chair, Michael Scuse: He has not yet received the Secretary's decision on the FY 2016 SES and SL/ST Compensation plan.
- Patty Moore: A list was provided to the ERB showing the SES employees who are currently paid below the GS-15 level in their locality area. She pointed out that some of the salaries will self-correct through the performance process in which the salaries will result in pay above the GS-15 level. She informed the group that the Executive Order does not permit a one-time adjustment and such adjustments would have to be made in accordance with the

Office of Personnel Management's SES pay regulation. Several members expressed their concerns and questioned what recourse can be taken to correct these salaries.

- Vote: The ERB voted unanimously that going forward, SES salary should be set above the GS-15, step 10 level.
 - Action: OHRM will share the ERB's concerns with the Chief Human Capital Officers Council.
-
- Patty Moore: The ERB was asked to consider using the FY 2016 SES critical element weights for FY 2017. The group discussed the need to maintain stability and that ever-changing variables could become an issue when talking with an employee about their performance. The Chair made a recommendation to consider establishing the critical element weights for a longer period of time once the change of administration is completed in January.
 - Vote: The ERB voted unanimously to keep the FY 2016 SES critical element weights the same for FY 2017: Leading Change – 15%, Leading People – 30%, Business Acumen – 10%, Building Coalitions – 10%, and Results Driven – 35%.
 - Kimm Hobbs: Presented the ERB with a recommendation to pilot USA Performance--an automated SES appraisal system--in USDA. The benefits of the system include: automates the entire performance process including to the Performance Review Board, assures accountability, real-time reporting capability for monitoring and tracking purposes, electronic signatures, and complies with all SES performance laws and regulation. The system is cost-effective—approximately \$30 per user--and is owned and operated by the Office of Personnel Management.
 - Action: The ERB would like to see the automated SES appraisal system before making a final recommendation. ERMD will schedule a formal demonstration of the system for the ERB to review at the next meeting.
 - One member asked about when the moratorium on SES hiring begins. This would occur upon notification of the Agency Head (i.e., Secretary) leaving or announces their departure.

Meeting adjourned at 9:40 p.m.

Next Meeting: July meeting is cancelled. August meeting TBD.

Agenda items for next meeting: Demonstration of USA Performance.