

October 27, 2016, 1:30 – 2:30 p.m., Room 221-A

Meeting called to order by Chair, Michael Scuse at 1:30 p.m.

Members present:

Michael Scuse, Chair
Terri Nintemann, Vice Chair
Lanon Baccam, *Deputy Under Secretary*
Robin Bailey, Jr., *Regional Administrator*
Chavonda Jacobs-Young, *Administrator*
Bobbi Jeanquart, *Director*
Autar Mattoo, *Research Plant Physiologist*
Lillian Salerno, *Deputy Under Secretary* (by phone)
Kevin Shea, *Administrator*
Tom Tidwell, *Chief*

Advisers present:

Inga Bumbary-Langston, *Deputy General Counsel*

Adviser absent:

Don Bice, *Associate Director*
Joe Leonard, *Assistant Secretary for Civil Rights*

Facilitators present:

Patty Moore, *Executive Secretary*
Kimm Hobbs, *Facilitator*

Approval of minutes: Minutes from 08-17-16 were approved without modification.

Business:

- Bobbi Jeanquart: provided highlights of the Strengthening SES - Summary Dashboard (July 2016) handout that were of interest to the ERB. She meets with OPM bi-monthly and the President's Management Council monthly to discuss how agencies are doing with the SES reform requirements. Currently, USDA is above average in many of the reform areas such as SES hiring and diversity. The ERB members may share the top two pages with their Agency Heads. This data also may be posted on unlock.gov. As a reminder, USDA is in the Phase 2 Implementation of the SES reform that began in FY 2017.
- Patty Moore: the group discussed a need to re-evaluate USDA's SES pay policy, particularly the ranges of the three position levels. Due to recent retirements, many new SES appointees are being appointed to higher level positions that result in larger than expected starting salaries.

- Recommendation: The ERB reviews the position levels for revisions to the salary ranges. Of concern are the ranges for position level 1 which is very large and position level 2 which is very narrow. The revisions should also note any outliers or situations that might impact pay setting. Look at salary data of new SES appointments to gauge where pay is being set.
- Action: Several members volunteered to conduct this review and provide something to the ERB at the next meeting.
- Updates:
 - There were five winners from USDA for the 2016 Presidential Rank Award-- congratulations! All have been notified internally, but no public recognition is permitted yet.
 - The scheduling of all the Performance Review Boards was completed and are scheduled to commence between November 7 and 14, 2016.
 - Expect the moratorium to become effective December 15, 2016. Any SES cases currently at OPM will be completed. ERMD changed the frequency of the ERB's to a weekly basis to complete their reviews of external candidates only. New Quality Review Board (QRB) cases will not be approved until the new Secretary is appointed.
 - The Administrators in the REE mission area have received an email regarding the next steps for implementing the USA Performance pilot in their Agencies. The USA Performance pilot will take place for the FY 2017 performance appraisal cycle for only the SES in the REE mission area.

Meeting adjourned at 2:10 p.m.

Next Meeting: December 21, 2016