

## **APPROVED MEETING MINUTES**

### **Executive Resources Board**

August 18, 2010 – Room 221A

11:00 – 12:30 pm

#### Meeting Attendance:

- Members attending – All were present
- Members absent – None
- ERB Facilitator attending – Helene Saylor (ORHM)
- Visitors attending – Karlease Kelly (OHRM)

#### Business:

- Dr. Autar Mattoo was introduced as the newest ERB member from ARS, Beltsville. He is a ST employee and represents the SL/ST community.
- July meeting minutes were approved with no change.
- OHRM (Karlease Kelly) presented the proposal for the FY 2010 SES CDP.
- OHRM proposed the FY 2010 SES compensation policy options. OHRM to email options document to ERB members and seek written comments.
- Status of Previous Business Items -
  - OHRM to route the ERB Charter and Departmental Regulation for clearance in August
  - OHRM finalizing Chair letter to be sent to SES and SL/ST employees about the new Board within the next 2 weeks
  - OHRM forwarded FY 2010 SES performance appraisal guidance to Executive Resources Program Managers
  - OHRM finalizing FY 2010 SL/ST performance appraisal guidance to Executive Resources Program Managers this week

#### 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
- SES pay policy

#### Next Meeting:

- Scheduled for September 15, 2010
- Approve meeting minutes

Minutes finalized by Helene Saylor on September 12, 2010 and approved by the ERB on September 15, 2010.