

**MEETING MINUTES**  
**Executive Resources Board**  
February 16, 2011 – Room 220A  
1:30– 3:00 pm

Meeting Attendance:

- Members attending - Chair Krysta Harden (OSEC), Vice Chair Robin Heard (OSEC), Executive Secretary Karen Messmore (OHRM), Rajen Anand (FNS), Karis Gutter (OSEC), Ron Hicks (APHIS), Chavonda Jacobs-Young (OCS), Autar Mattoo (ARS), Terri Nintemann (FSIS), and Tammye Trevino (RHS)
- Members absent – Thomas Tidwell (FS)
- ERB Facilitator attending – Patty Moore (OHRM)
- Visitors attending –Suzanne Palmieri (OSEC), Rhonda Carr (OHRM), Kimm Slayton (OHRM), and Alberto Vega (OHRM)

Business:

- The January 2011 meeting minutes were approved.
- Krysta Harden (OSEC) was introduced and welcomed as the new ERB Chair replacing Karen Ross who accepted a new position as Secretary of Agriculture for the State of California.
- Terri Nintemann (FSIS) was introduced and welcomed as a new member of the Board. Ms. Nintemann replaced Mary McNeil who retired.
- Karen Messmore gave an update on the close out of the 2007 Senior Executive Service Candidate Development Program (SES CDP) Portfolio Review and the 2011 SES SCP Announcement Results.
  - 2007 SES CDP Portfolio Review Update:
    - 2 Executive Resources Board (ERB) sub-groups have been convened to review 10 portfolios. The sub-groups are comprised of 3 senior executives each.
    - The review began on 2/8/11 and will be completed by 2/22/11
    - Approved portfolios will be prepared for submission to OPM's Qualifications Review Board (QRB) for review; and
    - Disapproved portfolios will be returned to the SES SCP candidate for revisions, corrections, and/or modifications.
  - 2011 SES CDP Announcement Update:
    - The announcement opened 1/4/11 and closed 2/14/11;
    - OHRM conducted numerous outreach activities to publicize the announcement;
    - There were approx 369 applications;
    - The virtual University is working with OPM to finalize the timeline for application review; the structured interview process; the assessment center; and
    - OHRM will be reaching out to the ERB and Agency Heads to solicit members to serve on the review panels and to participate in the structured interviews.
  - Chavonda Jacobs-Young recommended that all applicants should be kept apprised of where they are throughout the process, to include appropriate feedback when they are not being elevated to the next step in the process.
- Karen Messmore advised that MaryJo Thompson will be asking the ERB to nominate a subgroup to review Presidential Management Fellows for potential conversion at the next meeting.
- In review and follow-up from the last meeting, Karen Messmore asked the group if they had any questions about the President's Management Council's (PMC) SES Initiative Implementation Plan that was handed out at the last meeting for review and comment. No questions were raised.

- Kimm Slayton told the group that she had volunteered to serve on OPM's SES Performance Appraisal Certification Process Workgroup. She explained that the workgroup had been created in response to recommendations made by the PMC's SES Initiative Implementation Plan. She told the group that she would keep them apprised as changes were recommended to the certification process.
- Karen Messmore discussed the New Executive On-boarding workgroup that was also created in response to the PMC's SES Initiative Implementation Plan. She explained that she thought the group might like to nominate an SES member to serve on the workgroup because this is an area the ERB had expressed an interest numerous times in the past. It was agreed that Patty Moore would email the group specific provisions pertaining to Executive On-boarding prior to the next meeting.
- Rhonda Carr presented an overview and provided a hand-out to the group on the Resume Based Hiring Implementation Pilot that is to be piloted by the Executive Resources Division. It was acknowledged that this is also being done as a result of the recommendation made by the PMC. Rhonda explained that OPM had held their kickoff meeting on 2/9/11 and that ERD hoped to pilot their 1<sup>st</sup> position in the very near future. Eight Departments, including USDA are officially participating in the pilot.
  - Tammye Trevino recommended that OHRM consider developing a stakeholder advisory group to discuss concerns as we go through the process. She volunteered to be a member of the group.
- Karen Messmore presented and explained a proposal governing Career SES Salary Setting. She explained that the proposal had already received preliminary approval from the ASA, the Secretary's Chief of Staff, and the Secretary. She further explained that with ERB approval the proposal would be shared with Agency Heads, DAMs, MAHRDs, and Executive Resource Contacts for further comments. The ERB cleared the policy to be shared as noted. It was acknowledged that the comments received would be vetted through the ERB for further consideration before a final policy would be issued.
- Autar Mattoo brought up a concern that the SL/ST pay process was not clear. He recommended that the Agency Heads and Executive Resources Contacts be briefed on that policy as well. It was agreed that OHRM would check on the status of that policy and that we would discuss the subject at a future meeting. It was also agreed that the new SES Salary Setting policy would be used as a benchmark for future SL/ST pay policy if appropriate.
- Future Business -
  - Continual learning of SES mid-tenure
  - SL/ST Salary Setting Policy

Next Meeting:

- March 16, 2011

Minutes finalized by Patty Moore and approved by the ERB on March 16, 2011.