

DRAFT MEETING MINUTES

Executive Resources Board

January 14, 2011 – Room 220A

1:00– 3:00 pm

Meeting Attendance:

- Members attending - Chair Karen Ross (OSEC), Vice Chair Robin Heard (OSEC), Executive Secretary Karen Messmore (OHRM), Ron Hicks (APHIS), Chavonda Jacobs-Young (OCS), Karis Gutter (OSEC),
- Members absent – Rajen Anand (FNS), Tammye Trevino (RHS), Thomas Tidwell (FS) and Autar Mattoo (ARS)
- ERB Facilitator attending – Patty Moore (OHRM)
- Visitors attending –Karlease Kelly (OHRM), Zina Sutch (OHRM), MaryJo Thompson (OHRM), Kimm Slayton (OHRM), and Alberto Vega (OHRM)

Business:

- The December 2010 meeting minutes were approved.
- Terri Nintemann (FSIS) was nominated and approved to replace Mary McNeil who retired. She was the only nomination received for the ERB's consideration.
- Kimm Slayton explained the changes to the FY 2011 SES CDP SES Performance Plan Template. Karen Messmore said Carole Jett had suggested adding the same presentation to the next Agency Head meeting. The ERB gave preliminary approval to the new template pending any comments received at the Agency Head meeting.
- Karlease Kelly & Zina Sutch explained the latest transformed SESCDP program to the ERB. They mentioned their outreach efforts to all groups that the Department currently has MOUs with and explained the SES CDP mailbox that has been set up for this effort. They explained how they will be engaging the ERB in the next two steps of this program. Specifically that they need the ERB to assist in setting up teams to focus on rating 1 or 2 ECQs each. They acknowledged that the current program closed on January 31, 2011.
 - Chavonda Jacobs-Young expressed a concern that the mission areas do not believe there was enough time to engage their employees in the application process.
 - It should be noted that since this meeting the program announcement has been extended to February 14, 2011.
- MaryJo Thompson spoke to the group concerning the close out of the 2007 SES CDP. She explained that there were eleven candidates who needed to have their portfolios reviewed and submitted to the OPM's QRB for final approval. Two additional members have had extensions approved. She engaged the ERB to select two ERB sub-groups comprised of three ERB members to serve on each sub-group. OHRM will schedule a meeting for a briefing and instruction for the review process. Each rating member will receive five portfolios for review and feedback. Candidate portfolios approved by the ERB sub-group for submission to OPM's QRB will be sent to OPM. Candidate portfolio's that need improvement or changes, based on the ERB sub-group review, will be sent to the candidate with a summary of the ERB sub-group feedback for resubmission. The board nominated the following 6 senior executives to complete the process: Chavonda Jacobs-Young, Ron Hicks, Karlease Kelly, Robin Heard, Billy Milton, and Ann Bartuska.

Chavonda Jacobs-Young asked how many had been placed since the conclusion of the program and if there was a process to ensure that past graduates were considered for open senior executive vacancies and opportunities. Robin Heard explained that a list of graduates is forwarded to Agency Heads each time they have a vacancy.

- The ERB was given handouts on the President's Management Council's (PMC) SES Initiative Implementation Plan for review and follow-up at the next meeting. Karen Messmore acknowledged that OHRM was looking to pilot some of the suggested changes/programs.
- Karen Ross announced that she had accepted a new position as Secretary of Agriculture for the State of California and would be leaving USDA at the end of the month.
- There was a request that SES Pay Policy be elevated and discussed at the next ERB meeting.
- Future Business -
 - SES on boarding
 - Continual learning of SES mid-tenure
 - Overview of the merit staffing process and exploration of different ways to oversee the process
 - Pay Policy
 - Email listing of all SES and SL/ST employees
 - Update on present SES CDP Program

Next Meeting:

- February 16, 2011

Minutes finalized by Patty Moore on February 7, 2011, and approved by the ERB on February 16, 2011.