

APPROVED MEETING MINUTES
Executive Resources Board

January 18, 2011 – Room 214A

1:30 to 3:00 p.m.

Meeting Attendance:

- Members attending – Chair, Krysta Harden (OSEC), Executive Secretary, Karen Messmore (OHRM), Terri Nintemann (FSIS), Karis Gutter (OSEC), Kevin Shea (APHIS), Rajen Anand (FNS), Chavonda Jacobs-Young (REE), Tammye Trevino (RHS), Tom Tidwell (FS), and Robin Heard (OSEC)
- Members absent – Autar Mattoo (ARS)
- ERB Facilitator attending – Patty Moore (OHRM)
- OHRM Visitors attending – Lisa Flores, Kimm Slayton, and Alberto Vega
- OASCR Visitors attending - Dr. Joseph Leonard, Geraldine Herring, Justin Rhee, Daris Golden and Donna Carter

Business:

- The ERB members approved the minutes for the December 2011 meeting.
- Dr. Joe Leonard and Geraldine Herring talked about the Civil Right Element for the FY 2012 Senior Executive Performance Plan and Appraisal Record and its relationship to the Civil Rights assessment report.
 - Karen Messmore explained the importance of receiving the assessment before the establishment of the Performance Review Boards in November.
 - Dr. Leonard agreed that the Civil Rights assessment report will be given to the PRB members by August 30th, 2012.
 - The Office of Human Resources Management (OHRM) in collaboration with the Office of the Assistant Secretary for Civil Rights (OASCR) will set up a meeting with Agency Heads to promote earlier feedback and distribution of the assessment.
 - Members suggested Dr. Leonard speaks at the Agency Heads meeting.
 - Members recommended establishing a work group of Agency Heads to join forces with OASCR in order to provide a superior report.

Kimm Slayton talked about:

- FY 2012 SES Performance Plan and Appraisal Record and two new USDA Performance timetables.
- Kimm was asked to further refine the performance language for the following Secretary's Initiatives: Cultural Transformation Milestones and Metrics and Strengthening Service - Administrative Solutions Project Implementation.

Alberto Vega provided some updates:

- USDA has 16 nominations for the 2012 Presidential Rank Awards
- Next step - Initiate the Records Check of 2012 PRA Nominees
- 2012 PRA guidance (pending) - OPM is still coordinating with the White House.

Next Meeting:

- February 15, 2012