

APPROVED MEETING MINUTES

Executive Resources Board

June 29, 2011 – Room 220A

2:00 to 3:00 p.m.

Meeting Attendance:

- Members attending – Chair, Krysta Harden (OSEC), Executive Secretary, Karen Messmore (OHRM), Rajen Anand (FNS), Chavonda Jacobs-Young (REE), and Terri Nintemann (FSIS).
- Members absent – Autar Mattoo (REE), Tammye Trevino (RHS), Robin Heard (OSEC), Karis Gutter (OSEC), and Tom Tidwell (FS)
- ERB Facilitator attending – Patty Moore (OHRM)
- Visitors attending –Kimm Slayton (OHRM), Karlease Kelley (OHRM), Stuart Bender (OHRM)

Business:

- Karlease Kelly provided an overview on Continual Learning.
 - OPM's authority provides for the continuing development of Senior Executives and encourages agencies to establish programs which meet the criteria prescribed by 5 USC 3396.
 - Rajen Anand asked if this law applies to all SES (political and career appointments). Karen Messmore recommended doing two different tracks, more appropriate to political SES.
 - Karlease informed the group that USDA does not have a formal executive development program, but it is being done agency by agency.
 - A handout of Department of Interior's policy on executive development to the group was provided as a sample.
 - Krysta Harden noted that political SES input is valuable for the development of this program as well.
 - Chavonda also recommended bringing internal opportunities for training such as inviting vendors for in-house training that will draw executives out of their office and also provide networking opportunities.
 - Karen asked Karlease, and suggested Karis Gutter as a point of contact, to develop a framework to give to the group to begin reacting to. Chavonda and Rajen will spend more time with them to develop the preliminary concept.
 - Karlease recommended an assessment option tool, but it can be costly so Karen recommended laying out two or three options for consideration and a cost analysis. A suggestion was made to remember field executives.
 - Karen asked the group for their thoughts on rotations. Terri suggested that it be offered but not required.
 - Karlease proposed adding SES to the detail registry for job rotations.
- Karlease provided the timelines for the 2011 SES CDP.
 - Karlease needs a subgroup to make the final selections.
 - The American University (AU) class is scheduled to start on 8/15 so orientation needs to begin on 8/1 to get the candidates registered.
 - Anyone outside of the Washington, DC, area needs time to travel, preferably by July 18.
 - American University wants names of candidates by 7/15.
 - Karen asked Karlease to do a point check with the Agency heads on whether anything has changed to accommodate their succession needs. She also warned that technical factors are too narrow of a focus to consider. Chavonda brought up that retirements of SES this year are a possibility.
 - Chavonda asked that this not be a formal meeting. Karen suggested to pre-schedule a teleconference and Karlease will provide the information (not by email because of information sensitivity) in advance to the ERB to review.
 - It was agreed that a special ERB would be convened to discuss the selection process because the next regular ERB meeting is not scheduled until 7/20.

- Stuart Bender updated the group on the PMC's working group's Onboarding SES proposal.
 - It is focusing new SES for the first 30 days on appointment. The proposal needs guidance etc., regarding the proposal pilot.
 - It will be a three-pronged web-based training module: cultural transformation (what their role is and HR related programs, ethics and leadership, and the Hatch Act and political activities.
 - Stuart's onboarding proposal was proposed to the workgroup and OPM and all were in favor.

- Kimm Slayton informed the group about the PMC's working group Improving the SES Certification Process.
 - She notified them that OPM is proposing to move to a single government-wide SES appraisal system based on this workgroup's finding and recommendations on the certification process.
 - OPM is already in the works to establish the next PMC workgroup on improving SES performance management to begin working in late July.
 - Karen and Terri recommended that the SL/ST appraisal system should parallel the SES and to avoid a mid-cycle change.

- Karen informed the group that the memo from OMB and OPM on award restrictions for 2011 & 2012 was distributed to Agency Human Resources Directors and Deputy Administrators for Management. Terri and Krysta recommended sharing this with all SES to help with managing expectations for awards this year. Karen let them know that OHRM is preparing a memo to explain USDA's process.

- The ERB needs nominations to replace Ron Hicks' vacancy. It was recommended that nominees be solicited from MRP & FFAS because those mission areas are currently unrepresented.

- Chief, Tom Tidwell will be the executive sponsor of the SES Pay Policy Workgroup that is scheduled to meet in the month of August. A list of 12 nominees, one from each agency was approved. This list was distributed to the ERB for their information and approval. The workgroup is tasked to come up with a proposal for the ERB to consider for approval.

Next Meeting:

- July 20, 2011

Minutes finalized by Patty Moore and approved by the ERB on July 27, 2011.