MEETING MINUTES  
Executive Resources Board  
March 16, 2011 – Room 200A  
1:30– 3:00 pm

Meeting Attendance:

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

Business:

- The February 2011 meeting minutes were approved.
- MaryJo gave an update on 2007 SES CDP Close Out. She reported that 3 packages were ready for OPM, 2 would require additional feedback from the ERB and 2 had requested an extension because they were out of the country.
- Zina Sutch provided an update on the 2011 SES CDP Announcement
  - Received 626 applications, 551 are under review and 75 were rejected
  - Requested 45 volunteers to review Executive Core Qualifications (ECQ’s), Krysta Harden will issue a request to Administrators to solicit volunteers.

Updates on President’s Management Council’s (PMC) SES Initiative Implementation Plan Working Groups:

- Kimm Slayton shared information concerning the PMC workgroup on the SES Performance Appraisal Certification Process.
  - Several items are under discussion and the biggest recommendations will require a change in law - for example: (eliminate the certification process altogether and/or eliminate results-oriented pay system) There are numerous complaints and suggestions regarding how to write measurable results.
  - June 30, 2011 completed work products/reports to present to PMC resulting from this group are expected
  - By end of year a complete final product of deliverables targeted to strengthen SES corps

- Rhonda Carr presented the Resume Based Hiring Implementation Pilot
  - Pilot Agency - DM will partner with the OCFO to pilot one position
  - The pilot position will be the Deputy Director, NFC in New Orleans, LA
  - Vacancy Announcement has been drafted and she is waiting for comments from PPS
  - Sample Resume-based Application - handout was provided in response to feedback received at the last ERB meeting
  - Next Steps are to launch the pilot and announce the position

- Zina Sutch provided an update on the New Executives On-Boarding Workgroup
No volunteers to serve on the PMC Executive On-Boarding had been received. Chavonda Jacobs–Young mentioned that Stuart Bender, Director of Ethics was building a website on non-Executive On-Boarding and was doing an excellent job. Krysta Harden recommended that Mr. Bender would be an excellent choice to serve USDA on the PMC Executive On-Boarding workgroup. He was subsequently nominated and selected to serve on the workgroup.

**Update on SES/SLST Certification Process**

- Alberto Vega presented a comparison to last year’s certification process
  - ERD is providing more guidance to ER contacts by using presentations based on OPM workshops and examples on how to write measurable results;
  - ER contacts selected 15% of their respective performance plans to be evaluated by ERD; and
  - The certification is on time to be submitted to OPM by the middle of April, two months earlier than last year.

**Other Items**

- Krysta Harden suggested that managers should be accountable and transparent to their subordinates regarding the possible federal shutdown.
- Chavonda Jacobs-Young inquired about the timeline for the newly suggested SES Pay Policy. She expressed concern that USDA might not be competitive with such a policy and that it might hurt USDA’s marketability to limit salaries in the lower bands. Patty Moore told her we were still combining the comments received and that it would be a topic for next month’s regularly scheduled ERB meeting.

**Future Business**

- Pay policy
- Finalizing SL/ST performance policy
- SES Certification (how to write measurable results)

**Next Meeting**

- April 20, 2011

Minutes finalized by Patty Moore and approved by the ERB on April 20, 2011.