

APPROVED MEETING MINUTES

Executive Resources Board

October 20, 2010 – Room 221A

1:30 – 3:00 pm

Meeting Attendance:

- Members attending – Vice Chair Robin Heard (OSEC), Rajen Anand (FNS), Chavonda Jacobs-Young (OCS), Autar Mattoo (ARS), Mary McNeil (OASCR), and Thomas Tidwell (FS)
- Members absent – Chair Karen Ross (OSEC), Executive Secretary Karen Messmore (OHRM), Karis Gutter (OSEC), Ron Hicks (APHIS), and Tammye Trevino (RHS)
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- ERB Facilitator attending – Helene Saylor (ORHM)
- Visitors attending – Kimm Slayton and Alberto Vega (OHRM)

Business:

- September meeting minutes were approved with no change.
- FY 2010 SL/ST compensation policy - OHRM preparing document for ERB comment. Comments to be solicited via email. Autar Mattoo expressed concern about the need for more clarity and guidance to SL/ST employees with regard to how they are rated and recognized. OHRM advised that Executive Resources Program Managers in the agencies provide guidance to their individual employees, but will follow up with Autar's concerns outside the meeting.
- FY 2011 SES performance plan template – OHRM preparing the new template. Looking at including the following. OHRM to email the draft to ERB for comment.
 - Revised Departmental communications, correspondence and congressional relations measures
 - Cultural Transformation measures
 - Diversity measures
- Status of Previous Business Items -
 - OHRM to route the ERB Charter and Departmental Regulation for clearance in October/November.
 - Chair letter to SES and SL/ST employees about the new Board issued 10/14/10.

Future Business -

- SES on boarding
- Continual learning of SES mid-tenure
- Status of the 2007 SES CDP graduating class
- OHRM process to communicate with SES CDP graduates
- Overview of the merit staffing process and exploration of different ways to oversee the process

Next Meeting:

- Scheduled for November 17, 2010
- Approve meeting minutes

Minutes finalized by Helene Saylor on November 22, 2010 and approved by the ERB on December 2, 2010.