

February 19, 2016, 9:00 – 10:00 a.m., Room 221-A

Meeting called to order by Chair, Krysta Harden, at 9:10 a.m.

Members present:

Krysta Harden, *Chair*

Terri Nintemann, *Vice Chair*

Robin Bailey, Jr., *Regional Administrator*

Chavonda Jacobs-Young, *Administrator*

Bobbi Jeanquart, *Deputy Director*

Autar Mattoo, *Research Plant Physiologist (by phone)*

Lillian Salerno, *Administrator*

Kevin Shea, *Administrator*

Tom Tidwell, *Chief*

Members absent:

Alexis Taylor, *Deputy Under Secretary*

Adviser present:

Don Bice, *Associate Director*

Inga Bumbary-Langston, *Deputy General Counsel*

Adviser absent:

Joe Leonard, *Assistant Secretary for Civil Rights*

Facilitators present:

Kimm Hobbs, *Facilitator*

Visitors attending:

Bianca Oden, *OSEC*

Rhonda Pratt, *OHRM (by phone)*

Approval of minutes: Minutes from 12-16-15 were approved without modification.

Business:

- Chair, Krysta Harden: Announced the new Chair of the Secretary's ERB upon her departure at the end of February. She lauded the group's work and accomplishments, and emphasized the importance of keeping the ERB's processes in place under the new Administration. She also noted reasons for having the Deputy Secretary position continue to serve as the ERB chair because of their role in the Secretary's Office and the President's Management Council.

- Recommendations: The Chair and Vice Chair requested that ERB processes are solidified before the next administration and ensure a seamless transition of ERB action items.
- Action: ERMD will provide the current ERB charter and policy to the group to review and prepare a timeline of deliverables for the remainder of the year that require ERB action.

- Bobbi Jeanquart: Provided information from the OHRM Planning Session that was held with the Chair and Vice Chair. The session was to discuss the ERB's agenda for the rest of 2016, included new priorities, specifically the SES Reform, and pending business items. She also provided key requirements and deadlines from the Executive Order on Strengthening the SES, noting that we are awaiting further guidance from OPM. These requirements include revising Agency policy on setting SES pay above GS-15 subordinates, increasing the performance awards from 4.8% to 7.5%, requiring Agencies to examine the career SES hiring process, and developing and submitting a 2-year plan for SES rotational assignments which is due to OPM in May 2016.
 - Recommendation: For the rotational assignment requirement, form a workgroup to develop recommendations. The ERB should lead this workgroup and promote the benefits as a way to partner with other agencies that USDA has established working relationships, to build stronger partnerships, and improving retention and executive development.
 - Action: ERMD will send a request to the ERB for workgroup member recommendations.

- Kimm Hobbs: The SL/ST pay subgroup met on February 11, 2016. Participants from all Agencies with SL/ST positions were represented on the subgroup and reviewed a recommendation for setting SL/ST pay. There was consensus among the subgroup that the proposed criteria should not be the factors for setting pay, particularly the distinctions between supervisory/nonsupervisory positions, SL and ST positions, and national vs. international scope. Their recommendation to the ERB was the criteria should remain consistent with OPM's regulation for setting pay upon appointment and provide a basic level amount for setting pay of new SL/ST appointments.
 - Recommendation: For initial pay setting, 8% for all SL/ST positions and up to 10% for those rare or unusual situations and/or qualification of an individual are unusually high. For off-cycle increases, management can set pay within the SL/ST pay range.
 - Vote: The ERB approved the recommendation, but suggested that ERMD review the factors more closely for off-cycle increases.

- Kimm Hobbs: Updates
 - USDA is scheduled to meet with OPM on March 1 to get the results from the certification of the SES appraisal system.
 - The Presidential Rank Awards announcement from OPM was distributed and a memorandum will be distributed providing the nomination requirements.

- The PRB debriefing sessions have been scheduled for the week of February 24, 2016.
- There will be an SES event on April 18, 2016.

Meeting adjourned at 10:00 a.m.

Next Meeting: March 17, 2016