

March 17, 2016, 1:30 – 2:30 p.m., Room 221-A

Meeting called to order by Chair, Michael Scuse at 1:30 p.m.

**Members present:**

Michael Scuse, Chair  
Terri Nintemann, Vice Chair  
Lanon Baccam, *Deputy Under Secretary*  
Robin Bailey, Jr., *Regional Administrator* (by phone)  
Chavonda Jacobs-Young, *Administrator*  
Bobbi Jeanquart, *Director*  
Lillian Salerno, *Deputy Under Secretary*  
Kevin Shea, *Administrator*

**Members absent:**

Autar Mattoo, *Research Plant Physiologist*  
Tom Tidwell, *Chief*

**Adviser present:**

Don Bice, *Associate Director*

**Adviser absent:**

Inga Bumbarly-Langston, *Deputy General Counsel*  
Joe Leonard, *Assistant Secretary for Civil Rights*

**Facilitators present:**

Patty Moore, Executive Secretary  
Kimm Hobbs, Facilitator

**Visitors attending:**

Alex Day, OSEC  
Ashlee Johnson, OSEC

**Approval of minutes:** Minutes from 02-19-16 were approved without modification.

**Business:**

- Chair, Michael Scuse: Introduced Lanon Baccam as the new ERB member to replace former member, Alexis Taylor. The group had no comments to revise the ERB policy, and only one change to the ERB charter.
  - Recommendations: To add field and national representation of the ERB members to the board.
- Patty Moore: The following updates were shared with the group:

- 2016 Presidential Rank Award nominations – 14 have been received. Determine the ERB's role in the PRA process.
- 2016 compensation plans – will discuss at the April meeting to determine if the guidance from OPM will impact FY 2016 performance awards.
- PRB process improvements – provide training for preparing SL/ST performance packages, communicate the importance of submitting complete performance packages, no changes to the PRB composition, and the possibility of having the PRB review performance plans for effective measures.
- SES certification – USDA met with OPM on March 1, 2016, regarding its request of the SES appraisal system.
  - o Recommendations: Share the final list of PRA nominations prior to sending to the Secretary for approval. Provide updates at the Subcabinet and Agency Heads meetings on important executive program deliverables rather than just relying on communicating them through email. The PRB reviews a random sample of executive plans focusing only on the Results Driven element. Provide a sample template that can be shared to communicate the approved performance recommendations to the employee. Add important dates to the ERB agenda as reminders.
  - o Action: ERMD will ensure these recommendations are implemented.
- Bobbi Jeanquart: Received nominations for the executive rotations workgroup.
  - o There will be an SES event on April 18, 2016.

Meeting adjourned at 2:14 p.m.

Next Meeting: May 11, 2016 at 10:00 a.m.

Agenda item for next meeting: Compensation plans