

December 21, 2016, 1:30 – 2:30 PM, Room 221-A

Meeting called to order by Chair, Michael Scuse at 1:30 PM

Members present:

Michael Scuse, Chair
Lanon Baccam, *Deputy Under Secretary*
Robin Bailey, Jr., *Regional Administrator* (by phone)
Chavonda Jacobs-Young, *Administrator*
Bobbi Jeanquart, *Director*
Kevin Shea, *Administrator*
Tom Tidwell, *Chief*

Members absent:

Terri Nintemann, *Vice Chair*
Autar Mattoo, *Research Plant Physiologist*
Lillian Salerno, *Deputy Under Secretary*

Advisers present:

Don Bice, *Associate Director*

Advisers absent:

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

Facilitators present:

Patty Moore, *Executive Secretary*
Kimm Hobbs, *Facilitator*

Approval of minutes: Minutes from 10-27-16 were approved without modification.

Business:

- Bobbi Jeanquart: Shared an update on USDA's progress with the SES reform requirements. As of 10/31/16, USDA has 8.8 percent of SES on rotational assignments—the Executive Order requires 15 percent Government-wide. USDA is on target with executive onboarding and has already been meeting the 360 degree feedback and Executive Development Plan requirements. The report will be updated by March 2017. All Phase 2 Implementation Federal agencies—USDA is included--will be meeting monthly to share progress. She also shared that other agencies had concerns regarding the SES pay setting requirement of the Executive Order. Correcting any SES pay to meet this requirement would require a change in legislation.

- Patty Moore:
 - Pay raise - the President approved a 2.1 percent pay increase, but ERMD had not received any official guidance from OPM at that time.
 - 2017 PRA - the deadline for submitting nominations to ERMD is December 21st, but will be extended to December 23rd. OPM's deadline for receiving Agency PRA nominations is January 6, 2017.
 - SES pay policy handout – the ERB subgroup made a recommendation to use a 3-way split method to revise the salary ranges of the USDA SES position levels. This method would determine the minimum and maximum ranges for Position Levels 1, 2, and 3 based on the difference between the current GS-15/10 salary of the locality pay area of the SES position and the current EX maximum salary range. ERMD also proposed to remove specific position titles from the SES pay policy so that it would only reflect the position indicators and characteristics. This would provide Agencies more flexibility without being limited to specific position titles. The board also expressed inconsistencies with using the titles and the need for a consistent mechanism to place the SES positions in USDA's SES Pay Structure. The ERB should help decide this mechanism.
 - Vote: All members approved the ERB subgroup's recommendation and ERMD's proposal.
 - Action: ERMD will issue a new 2017 USDA SES pay table reflecting the new 3-way split method and amend the SES pay policy.
 - Recommendation: ERMD continues to maintain a list of SES position titles internally and Agency Heads look at the SES positions they have concerns about.

- Patty Moore:
 - ERB action timeline – ERMD will update the 2016 timeline and share with the board at the next meeting.
 - 2016 PRA – the President approved five winners from USDA in September 2016. Only internal recognition of the winners is permitted at this time.
 - USA Performance Demo – the demo in the REE mission area started in November 2016, and so far there have been no complaints received.
 - Projected SES retirements: As of 12/21/16, 465 executives (SES, SL/ST, and SSTs). Of these, 196 are eligible for voluntary retirement, 22 applications have been received for voluntary retirements, and 50 more may be received between now and January.

Meeting adjourned at 2:10 PM

Next Meeting: TBD