

MEETING MINUTES
Executive Resources Board
April 20, 2011 – Room 221A
1:30– 3:00 pm

Meeting Attendance:

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

Business:

- The March 2011 meeting minutes were approved.
- Karlease Kelly and Zina Sutch provided an update on the 2011 SES CDP Announcement
 - Received 626 applications;
 - 45 SES members volunteered to review Executive Core Qualifications (ECQ's);
 - 118 applicants were subsequently referred to phase III;
 - Phase III was initially scheduled from April 4 to 11 and not completed as planned because of the potential shutdown of government operations;
 - The final 10 applicants were scheduled for Monday April 25;
 - OPM will provide initial scores on April 27, 2011;
 - We can select 84 of the 118 to go thru the last stage (the Assessment Center), scheduled for mid-May;
 - Anticipated final results near June 22.
- Zina Sutch provided an update on the President's Management Council's (PMC) SES Initiative Implementation Plan Working Group on Executives On-Boarding:
 - Zina Sutch and Stuart Bender have been attending the Office of Personnel Management meetings;
 - Currently have a deliverable of July to describe what USDA has done in terms of Executive On-Boarding with the workgroup;
 - Reported that USDA Agencies had not been responsive to our original call to share thoughts and best practices;
 - Decided that a reminder needs to be sent if no feedback was received by the next ERB meeting;
 - Agreed to brief the board again next month.
- Kimm Slayton gave an update on the SES/SL/ST certification process:
 - USDA currently has provisional certification of both plans;
 - There has been overall noticeable improvement in the development of plans this year;
 - 35 SES plans and 20 SL/ST plans were selected for onward transmission to OPM with the request for certification;
 - Full Certification has been requested for both performance plans.
- Update on SES Pay Policy:

- Comments were solicited from Career SES Employees, Agency Heads, DAMS, HR Directors, and Executive Resource points of contact;
 - General consent from a little over half of Mission Areas and Agencies to adopt a uniform policy;
 - Most comments centered around further development of the tier definitions;
 - Tom Tidwell expressed strong support for a common policy and volunteered to be the Executive Sponsor of a work group of executives that is to be formed to further refine the policy and look at the tier definitions;
 - Karen Messmore will send an email to MAHRDs and copy the Agency Heads soliciting volunteers to serve on the group.
- Patty Moore reported that we had secured OPM; Karen Lebing to give SES/SL/ST Performance Training on writing results-focused performance measures on May 9 and 11, 2011, in the Jefferson Auditorium.
 - Karis Gutter requested that we bring some of the future business to the table, specifically to look at the continual learning of SES Mid-Tenure. Karlease Kelly said she would be prepared to discuss it at the next meeting. He also noted that past Agendas be reviewed to make sure we have not let prior items drop off the radar screen. Patty Moore said she would review prior Agendas to see if there are any unsettled items for discussion.
 - Future Business-
 - Finalizing SL/ST performance policy
 - Finalizing ERB Charter and policy (ERB Charter currently with OSEC for signature)

Next Meeting

- June 15, 2011 (May 18, 2011 meeting cancelled)

Minutes finalized by Patty Moore and approved by the ERB on June 7, 2011.