

DRAFT MEETING MINUTES

Executive Resources Board

December 15, 2010 – Room 220A

2:00– 3:00 pm

Meeting Attendance:

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

Business:

- Patty Moore, Acting Executive Resources Director, OHRM and Acting ERB Facilitator, was introduced.
- There was no ERB meeting in November; therefore, there were no meeting minutes to approve.
- Karen Ross opened the meeting:
 - She expressed her appreciation for all the hard work of the Performance Review Boards (PRB). She acknowledged that there were many outside factors that contributed to the outcome of this year's recognition decisions, including a strong message from OPM and the President to cut back and the slowness of the economic recovery. She acknowledged that the next couple of years will be tough.
 - After spending some time in each PRB meeting and chairing two boards herself, she acknowledged the need to improve the PRB process by including an orientation for PRB Chairs and a pre-rating discussions with agencies, among other things.
 - There will be an all hands SES Staff' meeting on January 19, 2011 in DC. Some of the items to discuss will be 1) the importance of executive leadership during these tough economic times, 2) the SES performance appraisal system, 3) the use of non-monetary recognition to reward employees; 4) the use of extra effort awards; and 5) and how to write accomplishment reports.
- Mary McNeil must be replaced on the ERB since she retired. It was agreed that OHRM will solicit nominations from the Under Secretaries of unrepresented mission areas and bring the names back to the next board meeting for discussion.
- FY 2011 SES performance plan template – OHRM is preparing the new template to include the following:
 - Revised Departmental communications, correspondence and congressional relations measures
 - Cultural Transformation measures
 - Process Improvement measures
 - Diversity measures

OHRM will email the new template to the ERB for comment ASAP. The final approved template will be presented to the SES employees at the all hands meeting in January.

- MaryJo Thompson provided the Board with an update on the status of the 2007 SES CDP graduating class. She provided handouts that included the process to communicate with the graduates.
- Helene Saylor provided the Board with an update on the President's Management Council's SES reform initiatives and provided handouts.

- Future Business -
 - SES on boarding
 - Continual learning of SES mid-tenure
 - Overview of the merit staffing process and exploration of different ways to oversee the process
 - Pay Policy
 - Email listing of all SES and SL/ST employees
 - Update on present SES CDP Program

Next Meeting:

- Scheduled for January 19, 2011 – date will need to be adjusted because of the all hands SES meeting
- Approve meeting minutes

Minutes finalized by Patty Moore on December 27, 2010 and approved by the ERB January 14, 2011.