

**MEETING MINUTES**  
**Executive Resources Board**  
October 19, 2011 – Room 200A  
1:30 to 2:30 p.m.

Meeting Attendance:

- Members attending – Carole Jett (OSEC), Robin Heard (OSEC), Executive Secretary, Karen Messmore (OHRM), Terri Nintemann (FSIS), Karis Gutter (OSEC), Autar Mattoo (ARS), Kevin Shea (APHIS), Tom Tidwell (FS), Chavonda Jacobs- Young (REE), Rajen Anand (FNS) and Tammye Trevino (RHS)
- Members absent – Krysta Harden (Chair)
- ERB Facilitator attending – Patty Moore (OHRM)
- OHRM Visitors attending – Stuart Bender, Zina Sutch, Lisa Flores, Kimm Slayton and Alberto Vega

Business:

- The ERB members approved the minutes of the meeting held on September 12, 2011.
- The photo for the Executive Resources website took place.
- It was requested that each member provide nominations to serve on a sub-rotational board of the ERB to review and approve Presidential Management Fellow (PMF) conversions. Everyone agreed to submit nomination directly to Patty Moore. Kevin Shea volunteered to participate in the Presidential Management Fellows subgroup.
- Stuart Bender and Zina Sutch briefed the board on the SES On-boarding website:
  - Bios
  - Tools
  - Links
  - Training
- Members of the board suggested the following for the SES On-boarding website:
  - Supervisory training for SES
  - Area where feedback can be provided
  - A place where Senate Members can be listed
  - USDA connect
- Kimm Slayton provided an update regarding the 2011 PRB's:
  - Schedules
  - Spreadsheets
  - Performance Awards
- Carole Jett mentioned that the Executive Resources Board (ERB) should encourage the nominations for the rank awards during the Performance Review Board (PRB).
- Patty commented that the Secretary will share his expectations to the PRB.
- SES Pay Policy is in final clearance.

Next Meeting:

- December 21, 2011