

## **APPROVED MEETING MINUTES**

### **Executive Resources Board**

September 12, 2011 – Room 200A

1:30 to 2:30 p.m.

#### **Meeting Attendance:**

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

#### **Business:**

- The ERB members approved the minutes of the meeting held on July 20, 2011
- Introduction & Welcome of new Member Kevin Shea (APHIS) vice Ron Hicks
- Introduction of Lisa Flores, Executive Resources Division
- The Chair briefed the ERB on the budget and expressed OSEC's concern with giving bonuses to Executives this year when further budget cuts across the board are anticipated.
- OHRM agreed to prepare a position on the pros and cons of giving executive bonuses. The ERB members were asked to provide their suggestions, comments and concerns. Also, OHRM agreed to benchmark what other federal departments are doing and confirm whether or not they are having similar budget constraints. ERD will do an Executive Summary of all the findings to be presented to the Secretary.
- Several Board members expressed similar concerns regarding bonuses and voiced various pros and cons related to the subject.
- The Chair requested that part of the position paper be dedicated to explaining what would happen to the money if it was not used. It was agreed that as part of the research OHRM would ask Agencies whether their executive awards would be paid from FY11 or FY12 funds.
- A question asked concerning whether we could mix the pools of money for special act or performance awards and it was explained that OPM had already advised that under the current award restrictions this would not be permissible.
- Members were requested to send any comments on pros and cons to Patty or Karen so OHRM can put an executive summary together so the Secretary could be briefed within the next week.
- A copy of the Pay Policy Directive that the Pay Policy Workgroup led by Chief Tidwell reworked was distributed and the ERB was asked to provide comments by Friday, 9/16.
- A list of Presidential Management Fellows current incumbents was distributed. Patty asked the group if they would like to set up a subgroup to review and approve/disapprove agency requests or whether or not the ERB would like to retain this responsibility The ERB thinks that a sub group should be put together to handle this it does not have to be done by the ERB. Everyone agreed to come prepared at the next meeting to recommend nominees.
- A handout for the SES Performance Appraisal system was distributed.
- Patty asked the group if they would be agreeable to take a photo for the new Executive Resources web site. The group agreed and said that we could proceed to make it the first order of business at the next meeting.
- SES/SL/ST Compensation guidelines were handed out.

#### **Next Meeting:**

- October 19, 2011