

OCAO Operational Personnel Management Board
Minutes
March 26, 2007

IN ATTENDANCE:

William Broglie (CAO, Chair), Gene Hubbard (DCAO), John Pierson (SECO), Victoria Kruk (AMES), Rhonda Lawrence (AIMO), Andy Duran (RPFLO), Al Corea (CRO), Judy Mickens, (CAO), Cynthia Burley (CAO), Pam Dressell (RPFLO), Rosalind Epps (WFMO)

ITEMS OF SIGNIFICANCE:

1. **Performance Plans Mid-year Progress Review:** Bill Broglie and Gene Hubbard emphasized the importance of completing the performance plan mid-year progress reviews. Gene asked that the managers provide Cynthia Burley with a list of completion dates. All progress reviews must be completed by March 30, 2007.

Bill explained his process on indicating performance eligibility. Stella Fiotes suggested that we have the employees outline their written input based on the performance elements in their plans. All agreed, and Gene pointed out that it was already in the employee guidance to do so.

2. **End of Year Performance Plans:** There will be more information provided on the end of year performance closeout. Gene mentioned that we will have to have all plans completed in September in order to have them place in the PPS system, so all managers should plan accordingly.

3. **CAO Demo Website:** Gene Hubbard reminded everyone of the CAO Demo project website, which has a link from the OCAO home page. It provides current information on the Demo project, minutes from OPMB meetings, links to forms and other websites on DEMO, i.e. WFMO Demo project website and the Department Demo project website.

4. **Salary Approval Process/Awards:** Gene stated that you must use the current forms for all salary approval and award requests. Please note WFMO has requested that we do not put social security numbers on any award documents. The forms can be located on the Demo website.

5. **Pay Pool Determination:** Gene briefly discuss the pay pool determination process. There are still many questions as to how this will work.

ACTION: Schedule presentation with Fisheries POC to explain the Pay Pool Determination process. (Judy/ Cynthia will schedule for next meeting)

6. **Training Website:** Judy Mickens discuss the new Learning Management System that WFMO will implement soon. There is a meeting for the office Chief Learning Officer on Wednesday, April 4, 2007 at 11:00am to discuss the details of the system.

ACTION: Provide a list of employees who have taken training in the old WFMO learning system. (Judy)

Miscellaneous ACTIONS:

7. Develop draft templates for next year's performance plans. (DCAO)

AGENDA ITEMS FOR NEXT MEETING:

1. Performance plan mid-year progress review feedback
2. Pay Pool Determination Presentation
3. Start to discuss End of Year performance review closeout process

Next meeting: TBD