

**OCAO Operational Personnel Management Board
Minutes
December 11, 2006**

IN ATTENDANCE:

William Broglie (CAO, Chair), Gene Hubbard (DCAO), John Pierson (SECO), Victoria Kruk (AMES), Mack Cato (AIMO), Stella Fiotes (RPFLO), Al Corea (CRO), Cynthia Burley (CAO), Pam Dressell (RPFLO), Rosalind Epps (WFMO), Dana Shields (CAO)

BACKGROUND:

The Department of Commerce (DOC) received approval from OPM to implement a pay for performance demonstration project, and the DOC Departmental Personnel Management Board (DPMB) is established under this authority. The DPMB has instructed that each organization participating in the demonstration establish an Operational Personnel Management Board (OPMB). As required under the terms of the DOC Demonstration Project, the Office of the Chief Administrative Officer's (OCAO) established an Operational Personnel Management Board. The purpose of the OCAO Board is to manage and oversee the OCAO participation in the DOC Demonstration Project.

ITEMS OF SIGNIFICANCE:

1. **Performance Plans Mid-year Progress Review:** Performance plan mid-year progress reviews are due in March. All progress reviews must be completed by March 30, 2007.

Gene provided a handout on the preliminary CAO guidance for the progress reviews. There are several actions on this item to be completed. It will be revised and forwarded to OPMB for suggestions and comments. Once approved by OPMB, it will be sent to the CAO Managers and Employees.

ACTION 1: Gene will revise the preliminary CAO guidelines which will include the length and format.

ACTION 2: Schedule meeting with John Pierson to discuss suggestion from a current electronic version being developed for SECO.

2. **Departmental and NOAA Demo Management Board Meetings:** Bill Broglie (Chair) provided the board with details from the NOAA DEMO Steering Group which he attended. It was agreed that Eddie Ribas (WFMO) will represent WFMO, CAO and other offices under DUS in the Departmental Demo Meetings; Bill Broglie will serve as the alternate.

Eddie Ribas, WFMO Director suggested additional diversity in the NOAA Demo Management Board Meeting, Al Corea will present NOAA and CAO at these meetings.

3. **CAO Demo Website:** Gene Hubbard will be working with Scott Swafford (CAO) on a new DEMO project website. It will provide 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 Range:** The salary range for new hires and career-ladder employees were discussed. It was suggested that we develop a script for compensation to use during the interview process. Gene provided the information he received from the meeting with WFMO on the flexibility of pay ranges, there will be an email sent out to the board explaining the results. There are several issues still unclear with the salary range as well as the pay adjustments being paid retro active; these item will be revisited at the next meeting.

ACTION 3: Judy Mickens will work with WFM and Gene to develop a “script” for selecting officials regarding salary requirements and recommendations. **Script developed, awaiting comments and suggestion from WFMO. This script will be presented at the January OPMB for approval.**

ACTION 4: Rosalyn Epps (WFMO) was tasked to check on the eligibility for Performance Pay Increases for Permanent Promoted or Reassigned w/pay adjustment.

ACTION 5: Judy, Ros McCord, and Gene will review the budget process for salary setting and how it plays in setting initial salaries. This will be discussed at the January OPMB.

ACTION 6: Judy, Ros and Gene will investigate effective dates of pay adjustments as well as whether or not it is possible to “book” bonuses this FY for award next FY.

5. **Position Sensitivity:** There was a meeting held with CAO, WFMO and Security on the position sensitivity for CAO employees. It was determined that every employee must have a NACI. The cost is \$100.00 per employee, WFMO and Security has provided CAO with a list of employees who currently need NACI.

ACTION 7: Gene will provide Bill with a proposal to comply with Security requirements and resolve this issue.

Miscellaneous ACTIONS:

6. Develop draft templates for next year's performance plans. (DCAO)
7. Determine who generates the list of those required to fill out Financial Disclosure forms and who tracks it/how is it tracked. (WFMO)

AGENDA ITEMS FOR NEXT MEETING:

1. Continue with Salary approval process and Salary range discussions.
2. Position Sensitivity
3. Status of the CAO Demo website
4. Guidance on the performance plan mid-year progress review

Next meeting: Monday, January 22, 2006, SSMC 4 Room 8150. (Time: 2:00-3:30pm)