

OCAO Operational Personnel Management Board
Minutes
April 30, 2007

IN ATTENDANCE:

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

ITEMS OF SIGNIFICANCE:

1. **Performance Plans Mid-year Progress Review:** Gene Hubbard asked the managers to provide “good” examples of write-ups they have received from their employees. This example will be forward to OCAO Staff as a template on how to write your end of year accomplishments.

Note: Employees should outline their written input based on the performance elements in their plans.

2. **End of Year Performance Plans:** There will be more information provided on the end of year performance closeout.

Gene provided the board with a draft time-line of events for the final evaluation process. The tentative timeline starts July 1, 2007 ending October 31, 2007.

Bill and Gene emphasized the importance of rating officials planning out their time effectively. It was suggested to limiting final performance reviews to three a day.

There was discussion about the appeals process and how it works. We will receive further information on this subject at the next meeting.

ACTION: Judy will find out the appeals process works from WFMO

3. **Pay Pool Determination:** Bill discuss the pay pool determination process that was discussed at the DOC OPMB. There was concerned with the three year analysis of the ZA and ZP bands not being equal. The Staff Offices voted and agreed to have the same percentages across the board for all staff offices under the DEMO project. The Staff Office Directors did not agree with openly sharing those percentages with their employees.

Bill Broglie suggested that once the final percentages are calculated and agree upon they should be disclosed to the OCAO employees and the board agreed.

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

ACTION: Bill Broglie requested that the OCAO Budget office provide the board with a pay raise analysis of all OCAO employees using 2.5 percent.

Miscellaneous ACTIONS:

4. Develop draft templates for next year's performance plans. (DCAO)
5. Suggestion to improve/adjusted performance plans for FY08 should be forward to Gene Hubbard prior to the new cycle which starts October 1, 2007.

AGENDA ITEMS FOR NEXT MEETING:

1. Pay Pool Determination Presentation
2. Continue discussion on the End of Year performance review closeout process
3. Appeals process
3. Example of performance review write-ups
4. OCAO All-hands Information
5. Update on timeline and draft process

Next meeting: Monday, June 6, 2007 at 1:00pm, SSMC 4 Room 8150