

**OCAO Operational Personnel Management Board
Minutes
January 22, 2007**

IN ATTENDANCE:

William Broglie (CAO, Chair), Gene Hubbard (DCAO), John Pierson (SECO), Victoria Kruk (AMES), Marie Marks (AIMO), Andrew Duran (RPMO), Stella Fiotes (RPFLO), Al Corea (CRO), Pam Dressell (RPFLO), Rosalind Epps (WFMO)

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 reviewed the guidance for progress review slides.

The OMPB approved the guidance with minor editorial changes. Gene will post the guidance on the CAO Pay Demo Web Site. Gene reiterated importance of progress reviews to help train employees and supervisors on the new system, including training on the written employee performance input that is required for the final performance evaluation.

2. CAO Demo/5 Tier Informational Website: Gene plans to launch a new CAO “Pay Demo” Web Site. The Board reviewed and approved the current site layout and information that will be provided on the site to make it useful for all CAO employees. The site will include information on both Pay Demo and 5- Tier performance systems and will be re-named to reflect that change. Gene will monitor information on site because of global access. CAO is working to limit portions of the web site to CAO employees only.

4. Script for Selecting Officials: A “script” for selecting officials regarding salary requirements and recommendations was approved by the OPMB. The script includes the flow chart process for recommending salary levels, as well as a form to be signed by the Pay Pool Manager prior to Workforce Management Office making offers. Gene will post all this information on the Pay Demo Web Site.

5. All Hands Meeting: Gene reported that an all-hands CAO “town hall” meeting has been tentatively scheduled for 2-3:30 PM east coast time on February 28, 2007. Some potential topics were discussed, and Gene asked for other topics to be e-mailed to him. Bill mentioned that incentive awards for FY2007 will probably come up.

ACTION: Gene will work with Rosalyn McCord and Judy to develop a proposal on available of dollars for incentive awards to be distributed to Directors.

AGENDA ITEMS FOR NEXT MEETING:

1. Finalize agenda for CAO All Hands meeting on Wednesday, February 28, 2007.
-FY2007 Incentive Awards
2. Update status of the CAO Pay Demo website.
3. Recruitment status report.
4. Other issues.

Next meeting: Monday, February 26, 2006, SSMC 4 Room 8150. (Time: 2:00-3:30pm)