

National Council of Chief Executive Officers

Monthly Tele-Conference Meeting
 Toll Free #: 866-754-5692
 Participant Code: 2136254

DATE: April 5, 2011
 TIME: 12:00 pm EST; 11:00 am CST; 10:00 am MST; 9:00 am PST

Meeting Minutes

I. ROLL CALL

| <u>NCCEO Officers:</u> | <u>P</u> | <u>A</u> | <u>Area Representatives</u> | <u>P</u> | <u>A</u> |
|---------------------------|----------|----------|-------------------------------|----------|----------|
| Bryce Redgrave, Chair | x | | Bill Pourier, ABR | | x |
| Vacant, V-Chair | | | Michael Christensen, AK | x | |
| Alan Barlow, Secretary | | x | Dorlynn Simmons, ALB | x | |
| Yvonne Misiaszek, P-Chair | | x | Gary Wabaunsee, BEM | | x |
| | | | Debbie Bends, BIL | | x |
| Sandra Lahi-NBOC | | | Molin Malicay, CAL | | x |
| Gary Wabaunsee-CHSO | | | Tonya Cornwell, NAS | | x |
| | | | Bennie Yazzie, NAV | | |
| | | | Travis Scott, OKC | | x |
| <u>IHS HQ Staff:</u> | | | De Alva Honahnie, PHX | | |
| Michael Weahkee-HR | x | | Shirley Alvarez, POR | x | |
| Liz Fowler-UFMS | x | | Patti Whitethorne, TUC | | x |
| Kenneth Cannon-UFMS | x | | | | |
| Robert McSwain, DDMO | | x | <u>Additional CEO Members</u> | | |
| John Rael, ORAP | x | | Maria Ricker, ALB | x | |
| | | | Beverly Stiller, BIL | x | |

II. APPROVAL OF AGENDA

There was consensus to approve the agenda as submitted.

III. REVIEW/APPROVAL OF PREVIOUS MEETING MINUTES

No meeting minutes to approve and will be tabled until next conference call.

IV. OLD BUSINESS

- 1) NCCEO Website Updates

Bryce Redgrave noted that no significant updates have occurred, but that our NCCEO meeting minutes are being posted to the web page. This in and of itself is an improvement and offers those who cannot be on the call an opportunity to review the meeting minutes when their schedule permits. He also noted that it has been difficult for the web team to find a meeting time to make web page improvements.

V. NEW BUSINESS

1) HQ Reports

a) ORAP: John Rael

The 3rd party internal controls online tool that was originally set for April 1, 2011 was postponed due a data center move by the Office of Information Technology (OIT). The online reporting tool will commence on April 11, 2011 and end on May 13, 2011 to adjust for this data move by OIT. John Rael noted that the finance section has been activated and needs to be completed for this time period. John also noted that the 3rd party internal controls policy has undergone a review and is being vetted through the approval process at Headquarters. Once the policy is completed it will go out for public comment and final review. It was also communicated that the GAO contacted ORAP recently and requested an update on policy review and had follow up questions regarding adjustments. John Rael indicated that at this time it is unclear if more information will be requested. On a final note John indicated that the annual IHS partnership and CHS meeting will be cancelled this year.

b) HR: Michael Weahkee

USA Staffing update - On March 9, 2011 IHS leadership met with Denise Wells from HHS and discussed a number areas in which HHS may assist the IHS. For example, HHS may be able to assist with some training and consultation regarding Delegated examining unit authority. In the past these were conducted by OPM directly, but HHS may be able to act as a liaison to OPM and perform the DEU audit on their behalf. Michael Weahkee indicated that HHS will go to at least five IHS sites in the next couple months to look at DEU practices and procedural processes at each site.

Michael Weahkee also noted that HHS has over 142 standard operating procedures (SOP) in HR and will be sharing applicable SOP's with IHS to augment the existing HR program. HR hiring reform is moving along and is based on at least two objectives to reduce hiring times for new hires: 1) standardized PD's - 13 of 19 standardized PD's from HHS were adopted by IHS and are currently available for internal use. Other IHS specific categories are moving along as expected and are being lead by Admiral Richie Grinnell and SE Region Director Shirl Eastep. It's anticipated these will be completed by the end of May 2011. 2) USA Staffing - Currently IHS work volume represents approximately 50% of USA Staffing. IHS has over 500 Job Assessments nationwide, which represents over 56 job categories. End users are becoming more familiar with the process and can now do Job Assessments in a matter of hours instead of multiple working sessions as in the recent past.

IHS Hiring tool kit - IHS HR is developing a nationwide share point site for a PD library, which may also include vacancy announcement templates, sanitized Job Assessments and other pertinent HR tools for managers and supervisors. This share point site is currently being populated, but some additional safe guards need to be put in place before a global notice is sent to all hiring managers.

Michael Weahkee also mentioned that the new Labor Relations Management Council (LRMC) has met twice in the past 6 months. The LRMC is part of the new Collective Bargaining Agreement (CBA) that was effective October 1, 2010. He noted the group is comprised of both Management and Labor personnel. On a final note Michael indicated that special salary rates for certain categories were done and were being vetted through HHS for approval and that the IHS Director Awards ceremony was scheduled for June 29, 2011 at the National Museum of American Indians.

De Alva Honahnie asked Michael Weahkee to look into the feasibility of hiring physician residents who have completed their residency and are apply for IHS positions, but fail to make the panel because they do not qualify. It was also noted by other categories apply as well such as Dentists and OBGYN providers. Michael Weahkee assured the group that HR IT staff will look into this further and address. He also mentioned that a meeting was scheduled with the recruitment office and this would be discussed in that forum as well. De Alva Honhnie stated that timing was critical as this is the recruitment time for new graduates.

Bryce Redgrave asked if Direct Hire Authority was going to be extended to the dental category. Michael Weahkee indicated that he would follow up with a few key dental contacts at Headquarters and report later to the NCCEO.

c) UFMS:

Liz Fowler indicated there is a lot of uncertainty on 2012 budget. The current continuing resolution (CR) expires on April 8, 2011. Currently there are talks on the hill of a one week CR, which will also cut another 12 Billion, but fully fund the department of defense for the remainder of the year. They are also looking to fund the government for the rest of the year. However, there is still a lot of uncertainty and the possibility of a Government shutdown could happen.

Liz Fowler indicated that in March 2011 the IHS put together contingency plans to address the very issue of a government shutdown and how the agency would adapt.

Shirley Alvarez asked if a Government shutdown occurred what programs would still function. Liz Fowler indicated that Dr. Roubideaux had previously met with AD's on this topic and each Area had plans on how they would function. Liz Fowler indicated that mandatory funds such as the Special diabetes programs, staff to issue allotments, carry over funds and employees paid from 3rd party collections would be authorized to work. She also indicated that some staff would be exempt from the furlough in order to safe guard health, safety and

life at Areas and Service Units.

VI. NCCEO Committee Reports

1) NBOC:

No Update by Sandra Lahi - Absent

2) CHSO:

No Update by Gary Wabaunsee - Absent

3) IHSL:

Bryce Redgrave indicated that updates provided on the IHSL call were very similar to what was provided today.

VII. OTHER AGENDA ITEMS (TIME PERMITTING)

Bryce Redgrave noted that there is a lot going on and invited the membership to email questions to concerns to Alan Barlow or himself for presentation or discussion at our next meeting.

VIII. ADJOURNMENT

The meeting adjourned at 12:42 pm EST.