

**OLAO Senior Staff Meeting
Minutes
March 11, 2004**

Present:

Janise Clark	Valerie Pickett
Rose Ann Corley	Victor Powers
Henry Dove	David Ramos
Paul Horton	Mike Showers
Pat Kirby	Laurie Weker
Carol Kittrell	Nancy Winston
Melissa McKerrow	

Vacancies

The meeting opened with a discussion about filling vacancies within OLAO. There is hope that OLAO will be able to get a waiver to fill vacant management positions (60% are currently vacant). Camille Hoover, EO, NCCAM and Chris Steyer, OHR are on the review board. Acquisition staffing has had no growth in the past three years. To fulfill the NIH mission vacancies need to be filled.

Performance Contracts

Mr. Ramos distributed a copy of Dr. Zerhouni's Performance Contract. Dr. Zerhouni's contract will be used as a basis in developing the performance contracts of his direct reports, which will cascade down to the division level. OLAO is waiting to hear whether the new Performance Contract format must be used in 2004 for GS-employees. The Performance Contract format will definitely be used for supervisors and managers for 2004.

ARAC Committee

Mr. Ramos reported that the Administration Restructuring Advisory Committee (ARAC) for Acquisition is going well. The committee has been divided into working groups. The committee meets every first and third Thursday of the month.

Outside Activities

Mr. Ramos reported new procedures regarding Outside Activities and Certain Awards. Dr. Kington, Deputy Director, NIH has established the NIH Ethics Advisory Committee (NEAC) to review outside activities and certain awards from non-governmental sources. NIH has been receiving significant media and Congressional attention, therefore, the committee will be reviewing ongoing outside activities and awards to assure these activities do not negatively affect the NIH mission.

Announcements

Mr. Richard Fields will be taking over PPMC

AMSSC meetings are scheduled to begin again.

Ms. Karen Thomas will be scheduling briefing sessions for OA managers on the new requirements for developing the 2004 performance contracts.