

**OLAO Senior Staff Meeting
Minutes
April 8, 2004**

Present:

David Ramos	Janise Clark
Paul Horton	Valerie Pickett
Victor Powers	Laurie Weker
Rose Ann Corley	Melissa McKerrow
Henry Dove	Pat Kirby

OLAO Website

Mr. Paul Horton introduced Ms. Erica Williams and Ms. Sandy Desautels of CIT, who gave the staff a demo of the new OLAO Website. The new site was developed on the Content Management platform which will allow the user to make changes without having to interface with CIT. The demo was well received and opened for questions and discussion. There will be many new changes to the website.

- " Link to Google
- " Proposed shopping cart for supply
- " Portal for other NIH links
- " Ability to request services and place orders during non business hours
- " Search engine for contracts
- " Changes to website made within 30 minute timeframe

Each division will have an author to make changes for that division. Mr. Paul Horton will be the editor with Ms. Melissa McKerrow as the backup. Only the editor has authorization to approve the changes. Mr. Horton requested from each division director (via e-mail) the name of a person to be the author for that particular division.

04 Performance Contracts

Each OA manager/supervisor attended the training session that was held by Ms. Karen Thomas, Business Manager, Office of Human Resources/IT regarding the 04 Performance Contracts. Copies of the 04 Performance Contracts of Dr. Zerhouni, Ms. Colleen Barros and Mr. Ramos were included in the handout at the session and will be the basis for writing OA manager and supervisor contracts. The intent of the Performance Contracts is to establish a one-Department personnel system that meets functional objectives.

ARAC Consolidation Groups

Mr. Ramos updated the staff on the ARAC groups. The ARAC Acquisition Group chaired by Mr. Ramos is further ahead of the others. Some of the groups have not yet met. The ARAC consolidation groups are at various stages of implementation.

General

It was reported that Ms. Dona Lenkin, CIT requested each AO office send information regarding the purchase of any type of software in the 2003 calendar year. It was suggested that the only way to check purchases of software on the purchase cards would be by the individual purchase log for 2003.

Ms. Laurie Weker announced the Simplified Acquisition Symposium will tentatively be held on April 13 & 14, 2005 at the 4H Center.

Ms. Rose Ann Corley reported on the Management Fellows interviews held on April 5 - 7, 2004 at the Washington Convention Center. There were several excellent candidates. OPM guidelines state that the government must offer jobs to any veterans that apply.