

DETROIT FEDERAL EXECUTIVE BOARD

FY 2006 ANNUAL REPORT



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CHAIR

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DETROIT FEDERAL EXECUTIVE BOARD FY 2006 EXECUTIVE SUMMARY

The Detroit Federal Executive Board (FEB) conducted two Full Board meetings in FY 2006 which included subcommittee reports and outside speakers. Topics presented by these speakers included Mediation, Resource Sharing, Diversity Awareness, Local Emergency Preparedness, and Storing Vital Records. We conducted our annual election of officers, and regularly discussed our structure as we strive to add value to the federal community.

The following are five items that we are especially proud to have accomplished:

In FY 2006, the Board made a commitment to invest in training that would be effective at both the Supervisor and non-Supervisor level. We contracted with SkillPath Seminars to do on-site training for six (6) classes. 266 employees attended the classes and rated the classes as above average. We also hosted a Pre-Retirement Planning Seminar again based on our success in the prior year. 126 Federal employees (and 14 spouses) took advantage of the training, which covered CSRS, FERS and Financial Planning. Reviews were excellent and the financial savings to Federal agencies were significant.

Our Diversity Council became more involved in training Federal employees and outreach in the community this year. A sub-committee was formed to help lower graded employees become more aware of upward mobility opportunities. "Look to Your Future: Be Ahead of the Competition" was presented twice during the year to audiences made up of representatives from various Federal agencies. A member of the Diversity Council participated as a panelist at a local University regarding Diversity Perspectives at Work. In an effort to heighten awareness of the Federal government as a viable employer, excess funds from a Diversity luncheon were donated to a local University as a scholarship/grant and divided among eight (8) Hispanic students pursuing a Bachelor's degree.

The FEB Executive Director attended several conferences and workshops in an effort to expand the emergency preparedness and response network within the State, County, and Local communities. Conferences such as the Michigan Critical Infrastructure Protection conference, Preparing America for an Influenza Pandemic: A National Forum for State Leaders, and Emergency Responders and the Deaf and Hard of Hearing Community: Taking the First Steps to Disaster Preparedness were all beneficial to the FEB effort to support Homeland Security.

Public Service Recognition Week is one brief window of opportunity for Agency heads to recognize their star employees. This year's Employee Recognition Luncheon was tastefully executed to honor those employees who truly make a difference for their agencies. We presented our second annual Distinguished Federal Service Diversity Award to an individual and a team and honored 131 employees from 24 agencies.

**DETROIT FEDERAL EXECUTIVE BOARD
FY 2006 EXECUTIVE SUMMARY (continued)**

The Combined Federal Campaign (CFC) is the area we continue to spend the most time on during the year and is a source of great pride for us. The Southeastern Michigan Area CFC remains in the top ranking large campaigns nationwide. The Executive Director continues to be very involved with the Local Federal Coordinating Committee (LFCC), however, the LFCC Chair has taken over more responsibility for the campaign. The LFCC is stable and working closely with the PCFO to administer the campaign per OPM regulations and keep administrative costs down. Outreach to the charitable organizations grew as we disseminated changes to the campaign and attempted to clarify CFC guidelines. Two Agency Heads served as Co-Chairs for the 2005/2006 campaign and we exceeded our goal again this year, collecting \$3,382,947.00.

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Advance the Administration's Goals and Initiatives:

Improved Financial Performance

FEB Treasurer's reports are completed each month by the FEB Executive Director and reviewed by the FEB Treasurer. Treasurer's reports are given to the Board quarterly.

Memorandums regarding fiscal accountability from Clay Johnson, Deputy Director of OMB for Management are shared with FEB members, and "results.gov" link was a constant on the Detroit FEB website.

Strategic Management of Human Capital

The FEB worked with Department of Veterans Affairs, Vocational Rehabilitation and Employment Counselors in an attempt to place more veterans. Programs discussed included Michigan's Opportunities for Veterans Employment (MOVE); non-paid positions, which allows agencies to give a veteran an opportunity; Jobs for Veterans Act, the Uniformed Services Employment and Reemployment Rights Act (USERRA), and the Veterans Employment Opportunities Act (VEOA).

FEB sponsored training for Supervisors and non-Supervisors during FY 2006. After surveying members for their needs, six classes were offered to support the human capital initiative.

- Secrets of Being of Front Desk Superstar – 56 employees.

- Dealing Effectively with Unacceptable Behavior – 43 employees.
- Business Writing and Grammar Skills – 41 employees.
- Managing Multiple Projects, Objectives & Deadlines – 36 employees.
- Coaching and Teambuilding – 43 employees.
- Managing and Eliminating Unacceptable Behavior – 47 employees.

Tuition cost savings to the government: \$29,260. (Using \$199 average cost per class – SkillPath catalog)

The FEB's Diversity Council recognized the need among lower graded employees for mentors and help with the promotion process. A presentation "Look to Your Future: Be Ahead of the Competition" was created to meet this need. Two Lunch-n-Learn sessions were offered and attended by approximately 90 employees at no charge.

Handouts included excerpts from the OPM website such as Strategic Management of Human Capital, Optimizing Organizational Performance; Workforce and Succession Planning, Work/Life, Qualification Standards for General Schedule Positions, and the USAJOBS Federal Employment Information Factsheet. We walked participants through Promotion Announcements, SF 172, Guidelines for Writing Knowledge, Skills and Abilities (KSAs), and Individual Development Plans (IDP). Diversity Council members offered to conduct "mock" interviews with attendees to allow them to practice interview skills.

Homeland Security

Mr. James Buford, Director, Wayne County Department of Homeland Security and Emergency Management, spoke at our first Full Board meeting in FY 2006. His office is located near Detroit Metropolitan Airport and he works closely with the City of Detroit's Homeland Security office. Mr. Buford discussed the effort to align all communications equipment among State, County and Local law enforcement agencies, and notification systems in place to serve the County. Mr. Buford stressed the need for individual preparedness plans.

FEB Executive Director attended the Michigan Critical Infrastructure Protection conference. The conference addressed critical infrastructure concerns with agencies responsible for protecting vital community assets from damage or destruction that could debilitate and seriously weaken Michigan's security, economic stability and public safety. A community facilitation tool kit CD was provided along with an attendee listing that is very helpful as we try to maintain contacts within all facets of homeland security in Michigan.

FEB Executive Director attended Preparing America for an Influenza Pandemic: A National Forum for State Leaders. Hosted by the US Department of Health and Human Services, the forum defined the issue, provided checklists for a variety of organizations and provided historical examples of previous pandemics. Presenters included experts from the Public Health field, academics, and government officials. This forum was very useful not only for the information relayed but the contacts provided at the State and Local level.

FEB Executive Director attended Emergency Responders and the Deaf and Hard of Hearing Community: Taking the

First Steps to Disaster Preparedness. This training was provided by the Community Emergency Preparedness Information Network and developed by and for emergency responders and deaf and hard of hearing consumers. It was a great opportunity to meet first responders from Metropolitan Detroit. The opportunity to talk with members of the disabled community about Emergency Preparedness and Response was very informative.

The FEB Safety and Health Council took the lead to contact the State of Michigan and arrange for Citizens Emergency Response Training (CERT) for Federal employees. Information was sent twice during the year to encourage participation.

The council also encouraged preparedness among our agencies by giving presentations on Tornado and Fire safety. They invited DHS, CBP and ICE to give a presentation on "Protecting our Borders, Keeping America Safe". This presentation was given at the June meeting when DOL, OSHA presented the council with a Superior Accomplishment award for work in 2004.

The FEB tested our emergency notification system (email) and asked for updates twice in FY 2006. Messages were sent regarding power outages, snow storms, the Iraqi National Elections Out of Country Voting Program, Super Bowl traffic issues and building closures, as well as a list of prohibited items for airline travel.

A presentation was given by a Senior Records Analyst from NARA on storing vital records at our April Full Board meeting.

FEB, in conjunction with FEMA Region V, solicited for contact information to be used

for a COOP Directory.

Combined Federal Campaign (CFC)

Planning for the Combined Federal Campaign (CFC) is year round. Each campaign is technically an 18-month cycle, so each year as the Local Federal Coordinating Committee (LFCC) starts to plan another campaign we are following up with the close out details of the last campaign. The 2005/2006 campaign was different in that our long-time Principal Combined Fund Organization (PCFO) United Way Community Services, had recently dissolved and recreated itself as United Way of Southeastern Michigan. This new entity was a combination of two former United Ways. Additionally, the long-time PCFO Director of CFC retired. Combined with the changes that have come from OPM Office of CFC Operations, we had a very challenging year.

The LFCC Chair worked hard to update the By-Laws and Standard Operating Procedures for the committee. The FEB Executive Director and the LFCC Chair assisted other LFCC members to understand and implement the mission of the campaign.

The LFCC hosted a CFC Application Workshop, designed to assist charitable organizations understand the eligibility process for the CFC. Twenty eight charities attended the workshop.

The FEB Executive Director requested Loaned Executives (LEs) from Agencies that represent crucial components of the CFC. Training was offered to the Loaned Executives and Agency CFC Coordinators more than once for their convenience.

Agency Fairs were planned and executed

by the LFCC and PCFO to encourage Federal employees to talk with charitable organizations to better understand their missions. Feedback was excellent from both sides.

All non-Postal Loaned Executives from the 2005/2006 campaign had a mentor from the LFCC. Those mentors did an evaluation of the Loaned Executive and provided feedback to them after the campaign ended. The LFCC hosted a “debrief” opportunity for the Loaned Executives to learn ways we could improve the campaign.

Members of the LFCC visited the PCFO office to witness the pledge card processing. This is one component of the LFCC Report on PCFO Compliance. FEB Executive Director completed this report and sent it to the OPM Office of CFC Operations as required by CFC Audit Guidelines.

LFCC Officers and FEB Executive Director met extensively with the PCFO leadership to ensure a smooth campaign. We were notified that previously donated services by the PCFO were no longer going to be donated for the 2006/2007 campaign. This adversely impacts our administrative expense so there was much discussion on overall cost cutting.

We worked closely with our CFC Co-Chairs to create a local CFC video and campaign materials. The LFCC attended many Agency fundraisers. Everyone worked hard and in the end we planned a Victory celebration for 325 campaign workers. **2005/2006 CFC contributions totaled \$3,382,947.00.**

Create and Advance Local Initiatives:

At our first Full Board meeting in FY 2006 the Commissioner of the local Federal Mediation and Conciliation Service spoke to our members about the advantages of Mediation. Through the year the FEB has been able to match mediators with agencies in need.

Also at the Full Board meeting, a local Agency head requested participation in a Resource Sharing network. Several meetings followed and a list was compiled of agencies that had goods/services to offer as well as those with needs. Overall, it was a great network opportunity for agency Administrative Officers.

The FEB sponsored an Hispanic Heritage Month luncheon with guest speaker Mr. Osvaldo Rivera. Mr. Rivera is the Director of Multicultural Affairs at a local university. The proceeds of the luncheon were donated to advance the education of Latino women in the community. The FEB established a Scholarship/Grant under the Southwest Women's Educational Empowerment Project (SWEEP) at a local university. **\$1,200 was donated to SWEEP and given to eight (8) deserving students.**

The FEB office coordinated three blood drives in the Federal building where we are housed, **collecting 100 pints of blood, and registering 26 bone marrow candidates.** 13 first-time donors were engaged at our blood drives. Community-wide, other federal employee locations were encouraged to increase their participation in blood drives when we forwarded information about low blood supplies in the metropolitan area.

The FEB hosted Pre-Retirement Planning seminars for the Federal community.

126 employees attended, along with 14 spouses. The two day training, consisting of CSRS, FERS, and Financial Planning classes, were offered for \$89 per person. ***Tuition cost savings to the government: \$38,556. (Using \$395 average cost per class – USDA Graduate School)***

The FEB hosted a luncheon for 350 attendees, recognizing 131 Federal employees from 24 agencies for Public Service Recognition Week. Agency heads presented certificates and professional photographs were taken, which were available on our website after the ceremony.

The second annual presentation of the Distinguished Federal Service Diversity Award winners took place at the luncheon. There were five (5) nominations for individual awards and two (2) for team awards.

FEB sponsored a Mother's Day orchid sale in the Federal building to benefit the American Business Women's Association's education fund.

FEB hosted GSA's presentation on "Commuter Challenge '06". Several local transportation companies came together to encourage alternative forms of transportation. This was especially timely due to major construction on freeways and the continual squeeze on parking in the area surrounding the Federal building. GSA took the lead to involve the Federal community.

FEB collected 10 boxes of goods (toiletries, games, snacks and bottled water) **for the Annual Stand Down for Homeless Veterans**, serving the homeless community in metropolitan Detroit.

Provide Information, Referrals, and Guidance for Intergovernmental & Community Outreach:

The FEB Chair and Executive Director attended the annual FEB conference in Washington, DC. There was much discussion as to the purpose of FEBs and our value to the Federal community.

The Executive Director attended two meetings of FEB Executive Directors during the year. Reorganizing, defining our mission, and concentrating on two business lines were discussed at these meetings.

The FEB hosted an Employee Health Benefits Fair in the Patrick V. McNamara Federal building. We invited local representatives from health benefit providers to meet with Federal employees and provide information about their health benefit plans. We also provided printed materials on Federal Long Term Care Insurance and Flexible Savings Accounts (FSA).

We forwarded information to our members regarding the Postmaster's Benefit Plan withdrawing from the FEHB plan.

We sponsored Government Employees' Hospital Association (GEHA) for service days to assist Federal employees with questions/concerns about their health/benefit coverage.

The FEB sponsored representatives from FedEx Kinkos and the Government Printing Office to announce their partnership and the GPO Express program. They were available to provide information to agency representatives.

FEB members participated in a GSA survey. Members provided information relating to where Federal employees visiting the area

were most likely to seek lodging.

FEB Executive Director participated in Fed Rooms Webinar to gain information about the program.

The FEB office distributed information on how the Federal community can help others. Opportunities included an Extreme Makeover segment in Macomb County, supporting the USPS Food Drive, HUD's clothing drive for Katrina evacuees in Michigan, and a "Breaking the Cycle of Incarceration" segment by the United Way.

The FEB's Diversity Council shared information with the Federal community throughout the year. Details on good customer service practices when serving special needs clients, OPM's hiring rules for the disabled, a diversity training module, and EEOC's Workplace Protection for Immigrants were shared.

FEB's Safety and Health Council shared information on Ergonomics and the resulting health issues that are connected with the lack of proper ergonomic equipment.

During the NFL Super Bowl in Detroit, the FEB office maintained close contact with GSA in order to relay information to our membership regarding building and street closures. The US Postal Inspection Service provided us with the official Traffic Plan detailing security, closures, parking, etc., and we shared this with our membership. The FEB Executive Director interacted with the City of Detroit to exchange contact information for this Level 1 event.

The FEB office forwarded all communication from OMB regarding the

President's Management Agenda, as well as communication from the Director of OPM.

Provide Information, Referrals, and Guidance for Intergovernmental & Community Outreach (continued):

The FEB Chair and Executive Director visited with new Agency Heads throughout the year. We also attended events such as the rededication and renaming of a Federal building (in honor of Rosa Parks), the FDA's centennial celebration, and the Change of Command ceremony for the Corps of Engineers.

The FEB shared vacancy announcements with our membership via email and posting on the FEB website. The Executive Director met with Human Resource representatives of Agencies undergoing reductions in force, and used the FEB network to try to keep talented employees employed in Federal agencies.

The FEB advocated for the GSA-sponsored Child Care Center in the Federal building by announcing open houses and other marketing events for them.

FEB shared information regarding Constitution Day and National Preparedness month. We gave away GSA provided mousepads and memo pads in recognition of National Preparedness Month.

Information was posted on our FEB website about upcoming conferences that apply to all segments in government.