

ANNUAL REPORT

Fiscal Year 2013



1969-2013 — 44 YEARS OF SERVICE

DETROIT FEDERAL EXECUTIVE BOARD

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The Detroit Federal Executive Board is sponsored by the Department of Defense through the local US Army TACOM LCMC.

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2013 Officers and Staff

Chair

Timothy Tarczynski
US Army, TACOM LCMC

Vice Chair

Kenneth Tash
Social Security Administration

Treasurer

Joi Jones
Internal Revenue Service - Michigan

Executive Director

Michelle Rhodes
Administrative Assistant
Debbie Ouvry

Agencies Represented

US Army, Social Security Administration, Internal Revenue Service – Michigan, DHHS Food & Drug Administration, Department of Veterans Affairs, Railroad Retirement Board, Department of Homeland Security: Customs and Border Protection; Immigration and Customs Enforcement, Investigations; Immigration and Customs Enforcement, Enforcement and Removal Operations; Federal Protective Service; US Coast Guard, US Secret Service, General Services Administration, US Army Corps of Engineers, United States Postal Service, Federal Communication Commission, Transportation Security Administration, US Department of Justice: Drug Enforcement Administration; Federal Bureau of Investigation; Immigration Court; US Attorney’s Office, National Labor Relations Board, Small Business Administration, Department of Labor, Department of Housing and Urban Development, Office of Special Counsel, Federal Mediation & Conciliation Service, OPM Federal Investigative Services, US Department of Agriculture: Food Safety & Inspection Service; Food & Nutrition Service, US District Courts, Department of State Passport Agency, Defense Contract Management Agency, Environmental Protection Agency, US Patent & Trademark Office.

Detroit Federal Executive Board History

The Detroit Federal Executive Board was established in August 1969 and primarily serves federal agencies in a seven county region. Services are available to offices outside metropolitan Detroit upon request.

ESTABLISHMENT OF FEDERAL EXECUTIVE BOARDS (FEBs)

By Presidential Directive in 1961, President John F. Kennedy established FEBs to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC. In 1982, the Executive Office of the President transferred authority for the FEB functions to the U.S. Office of Personnel Management (OPM), which today maintains oversight of the FEB program.

The need for effective coordination among Federal organizations' field activities was clear then, and is even more important in today's environment. Approximately 85% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and local offices of Federal departments and agencies. Our regional and local Federal officials are the Federal Government's principal representatives to the vast majority of our nation's citizens.

The FEBs are models for partnership-based government. The Boards serve as a vital link to intergovernmental coordination identifying common ground and building cooperative relationships. FEBs also have a long history of establishing and maintaining valuable communication links to prepare for and respond to local and national emergencies. While promoting issues related to Administration initiatives, FEBs provide targeted training programs, employee development, shared resources, and local community outreach and participation. The Board's role as a conduit of information and a meeting point for a variety of agencies – each with a different mission – is critical to a more effective government. FEBs promote awareness of the Federal government's involvement in, and contribution to, communities across the country.

Today, there are 28 FEBs that make up the FEB Network, located in areas with a significant Federal population. The Detroit Federal Executive Board is comprised of the senior official of each department or agency (or their designated representative), located in a seven county metropolitan area.

VISION: To be catalysts for better government.

MISSION STATEMENT: Increase the effectiveness of Federal government by strengthening coordination of government activities.

GUIDING PRINCIPLES: ○ Integrity ○ Service ○ Excellence

EXECUTIVE SUMMARY

FY 2013 was a challenging year for the Detroit Federal Executive Board (FEB). As early as January, 2013 member agencies were engaged in discussions about the upcoming proposed furlough. Furloughs did not materialize; however, by June Sequestration was a reality for many of our members. Despite the uncertain environment, Detroit FEB members stepped up to help each other accomplish their respective missions.

The Detroit FEB conducted two full board meetings in FY 2013. 26 members attended our October meeting at the newly converted school that serves as a training center for the US Army. This is the office of our FEB Chair, Tim Tarczynski, (affectionately called the Principal). Over 9,000 students are trained annually at the facility, from all around the country. A tour of the US Army Detroit Arsenal was also enjoyed by the group, and we finalized our Election of Officers for fiscal year 2013. 23 members attended the April meeting and had the opportunity to hear Rich Pollman, Warning Coordination Meteorologist with the National Weather Service. Mr. Pollman discussed Impact Based Warnings (IBW), a program designed to provide additional valuable information to emergency managers and the media to improve response and decision making during life threatening weather situations.

The FEB hosted our 36th annual Employee Recognition Event in honor of Public Service Recognition Week. Agency Heads recognized those employees who truly make a difference for their agencies. Approximately 322 people attended and we honored 142 employees from 17 agencies. We presented our Ninth Annual Distinguished Federal Service Diversity Award to eight (8) winners in the Individual and Team categories.

The FEB managed a group of trained mediators to offer a “Shared Neutrals” program. We were called upon to mediate 22 cases from four agencies in FY 2013; two (2) workplace grievances and 20 informal EEO complaints. One case was postponed, and settlements were reached in 13 of the 21 cases (62% settlement rate), which resulted in a savings to the Government of \$900,065 (based on the fact that the cases did not advance to the EEOC for investigation).

The FEB hosted a Diversity and Inclusion Workshop for Federal Leaders. The speaker, Ms. Laura Liswood, Secretary General, Council of Women World Leaders, and Senior Advisor at Goldman Sachs is also the author of *The Loudest Duck*. Ms. Liswood’s extensive experience provided a great basis for her book, a business guide that uses parables and anecdotes to examine the challenges to traditional workplace diversity efforts. This workshop enhanced our efforts to support Executive Order 13583: Establishing a Coordinated Government-Wide Initiative to Promote Diversity and Inclusion. 98 FEB members took advantage of this opportunity to hear Ms. Liswood and receive a free copy of her book.

The FEB remained committed to Homeland Security and Emergency Preparedness in FY 2013. Super Storm Sandy hit in late October, 2012 drawing resources from FEMA and resulted in a cancelled continuity meeting for the first quarter of 2013. We made up for it during our January meeting with two dynamic speakers from the Michigan Homeland Security Consortium and the Institute for Population Health, Office of Public Health Emergency Preparedness. The FEB team solicited for and populated emergency contact information for our membership and we participated in the nationwide 2013 Eagle Horizon communication exercise, using the new notification system Communicator! NXT. A variety of incidents caused the FEB to send 36 notifications in FY 2013 to our membership via regular email or through Communicator! NXT. The Executive Director continued to meet with local hospital security officials through the Local Emergency Preparedness Committee (LEPC), facilitated through the Detroit, DHS. The Executive Director served as the Chair for the FEB Network Emergency Preparedness Council.

In FY 2013 we worked closely with our Principal Combined Fund Organization (PCFO) to oversee the Combined Federal Campaign (CFC) in compliance with OPM regulations. The FEB Executive Director completed the annual “LFCC Report on PCFO Compliance” for the 2011/2012 campaign, on behalf of the LFCC, as required by OPM. Mr. Robert McDivitt, Director of the VA Ann Arbor Healthcare System, served as the CFC Chair for the 2012/2013 CFC campaign, and \$2,207,122 in pledges were collected.

28 Federal agencies in metropolitan Detroit collected 18,963 pounds of food which was donated to Gleaners Food Bank over the summer as part of the National OPM “Feds Feed Families” program. This was an increase of almost 5,000 pounds over last year!

Our continued partnership with Peoples Trust Credit Union, Social Security Administration, and Federal Employee Health Benefit providers enabled 486 Federal employees to take advantage of free lunch-n-learn sessions of various titles.

2013 ADR and Training Cost Avoidance Template

Detroit Federal Executive Board

Combined Federal Campaign (CFC)	
2012 Total Contributions	\$2,207,122

<u>Awards and Recognition</u> (name of event)	# of Attendees	# of Awards Presented
FEB Full Board Meeting (2)	49	2; One to CFC Chair, One to Diversity Council Chair
Employee Recognition Luncheon	322	142
Totals:	371	144

<u>Alternate Dispute Resolution (ADR) - Shared Neutrals Program</u>	Number of Cases Accepted	Number of Cases Resolved	Cost Avoidance Per Resolution	Total Cost Avoidance Realized
Workplace Dispute:	2	1	\$17,982.74	\$ 17,982.74
Pre-EEO Complaint:	20	12	\$73,506.87	\$882,082.44
EEO Complaint (after entering formal process):	0	0	\$68,748.87	\$
Totals:	22	13		\$900,065.18

ADR RESOLUTION RATE: 62% (13 of 21 cases)

FEB- Sponsored Training Sessions	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance(Cost Savings x # of Attendees)
Team Building Workshop	\$250	None	\$250	6	\$1,500
FEHB Plans and Coordination with Medicare	\$50	None	\$50	28	\$1,400
Build a Basic Budget	\$50	None	\$50	27	\$1,350
Financial Management	\$50	None	\$50	32	\$1,600
Investment Fundamentals	\$50	None	\$50	25	\$1,250
Retirement Planning	\$50	None	\$50	59	\$2,950
Security Awareness	\$50	None	\$50	50	\$2,500
NARFE's Pre-Retirement Q & A Session	\$50	None	\$50	30	\$1,500
Elder Care Law	\$50	None	\$50	11	\$550
SSA - Planning for Retirement	\$50	None	\$50	60	\$3,000
Estate Planning	\$50	None	\$50	12	\$600
Cyber Crime & Identity Theft	\$50	None	\$50	9	\$450
FLTCIP Workshop	\$50	None	\$50	6	\$300
Mediation Skills Workshop-2 Sessions	\$250	None	\$250	57	\$14,250
Mortgage Center	\$50	None	\$50	5	\$250
Diversity & Cultural Training for Supervisors	\$250	None	\$250	48	\$12,000
Unlocking Social Security	\$50	None	\$50	21	\$1,050
Totals:				486	\$46,500

Highly Valued Accomplishments in FY 2013

Emergency Preparedness, Security and Employee Safety

— Training

Due to the deployment of our FEMA Region V Continuity Manager to Super Storm Sandy, our first quarterly meeting of FY 2013 was postponed. We met at the end of January, 2013 with two very interesting emergency preparedness speakers. The Executive Director and Vice President of the Michigan Homeland Security Consortium explained how they work to connect the Homeland Security and Emergency Management industries in Michigan to Federal and State levels of government. They have been educating contractors on how to conduct business with the government, and sponsored a Homeland Security Summit in 2012. The Emergency Preparedness Coordinator for the Institute for Population Health, Office of Public Health Emergency Preparedness also spoke at our January meeting describing how they have taken over most of the operations for the Detroit Public Health department. At our August Continuity meeting, a FEMA instructor conducted a train-the-trainer session for us on shelter-in-place. Discussion included possible challenges and solutions, proper planning, and handling intense emotions. The following day, the same FEMA instructor conducted the FEMA workshop: Fostering Resilience: A Whole Community Effort. The FEB Executive Director, and Assistant, attended the workshop in addition to other Continuity Working Group members.

The FEB sent the updated FEMA Federal Continuity Directive (FCD) 1 to our membership. The FEMA Continuity Guidance Circular (CGC) 1-Rev was distributed to our non-Federal entities when it became available during FY 2013.

— Emergency Communications

The Detroit FEB participated in the 2013 National Eagle Horizon Communication test. Approximately 155 emergency contacts were contacted through our new emergency notification system, Communicator! NXT. We had a 87% qualification rate, the second highest in the FEB network. Additionally, communication was tested with FEB Officers and our back-up FEBs (Houston and Miami), using a GETS card, regular phone service, fax and email.

The FEB Executive Director in Houston retired in July, 2013 and had not yet set up their Communicator! NXT database. The Detroit FEB set it up for them and tested their system. This allowed the Houston FEB to be ready to communicate in the event there was an emergency prior to filling the Executive Director position.

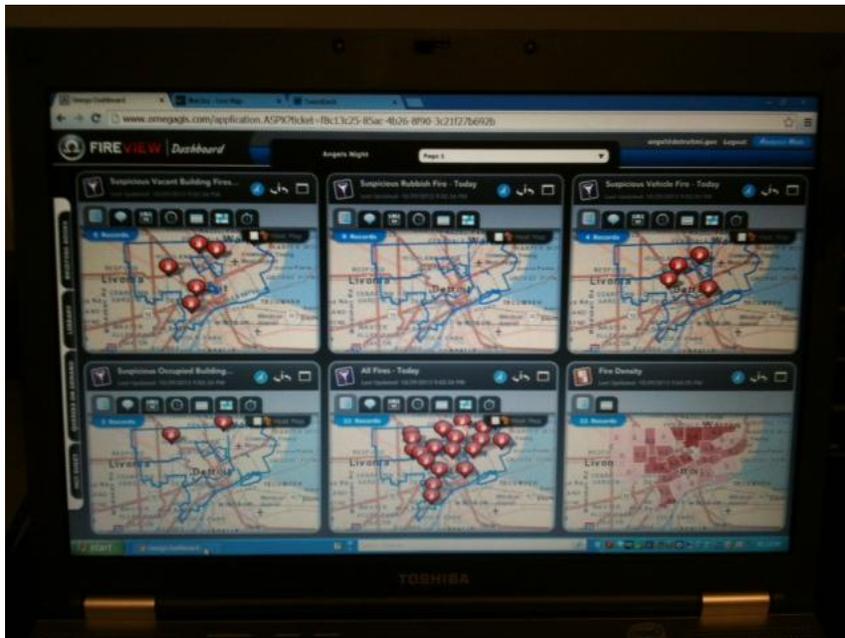
— All Hazards Notifications

The FEB sent 36 notifications in FY 2013 regarding inclement weather, power outages, building status, demonstrations, and security breaches to the FEB community as they happened. These messages were sent via regular email and Communicator! NXT. We also sent messages to OPM providing the operating status of Federal agencies in metropolitan Detroit.

— Security Collaboration

The Detroit FEB continues to work closely with GSA and Federal Protective Service (FPS) to communicate with Federal building tenants, and the FEB membership, about any potential distractions and security concerns. The FEB monthly meetings have security as a recurring item on the agenda. The Executive Director meets regularly with local FPS representatives, and forwarded information on prohibited items in Federal buildings, general safety tips and holiday cyber shopping tips throughout the year.

The FEB Executive Director attended monthly meetings for the Local Emergency Preparedness Committee (LEPC), Hospital group. The group is hosted by the DHS, City of Detroit, and attended by local hospital security and emergency response staff, and the Detroit Fire Department. They review and sign a mutual aid agreement among the member hospitals annually. Detroit's Emergency Operations Center (EOC) hosts representatives from a wide range of City departments and services during the three nights prior to Halloween, known as Angels Night (formerly Devil's night). This time has traditionally seen a spike in fires, some set deliberately. FEB Executive Director volunteered one evening shift to monitor activity at six area hospitals and give the hourly report out to the Mayor's staff.



Detroit's EOC Fire View Dashboard showing location of fires by category.

— Representation

The Detroit FEB Executive Director is the Chair of the FEB Network's Emergency Preparedness, Employee Safety & Security Council. She led the Council to add devolution/back-up plan language to the FEB Role in Emergencies document that is an addendum to the 2013-2107 FEB Network Strategic and Operational Plan.

Human Capital Readiness

— Reward and Recognition Programs

The Detroit FEB hosted our 36th annual Employee Recognition Event in honor of Public Service Recognition Week. Agency Heads recognized those employees who truly make a difference for their agencies. Approximately 322 people attended and we honored 142 employees from 17 agencies. We presented our Ninth Annual Distinguished Federal Service Diversity Award to eight (8) winners in the Individual and Team categories.

Participation was down by six (6) agencies and 100 attendees due to the Sequestration's limit on recognition awards.



Diversity Award Winners: US Army Corps of Engineers' EEO Team

— Key Employee Training Programs

FY 2013 was an unusual year for our members. OPM documents were forwarded as early as the end of December, 2012 regarding potential furloughs. The threat of furlough mid-year, sequestration, and budget uncertainties, impeded the FEB's ability to offer training programs. Pre-retirement and mediation training were postponed due to the economic environment. We hope to have the opportunity to host these topics next year.

Diversity Council members conducted team building training and diversity and cultural training for supervisors for member agencies. Our continued partnership with Peoples Trust Credit Union, Social Security Administration, and Federal Employee Health Benefit providers enabled 486 Federal employees to take advantage of free lunch-n-learn sessions of various titles again in FY 2013. Cost-savings to the government is \$46,500 due to the fact that these classes were offered at no cost. Two other members hosted some of these classes due to the high interest at the P. V. McNamara building.

The FEB distributed information about webinars that were hosted by the Office of Personnel Management (OPM), the Social Security Administration, and FEMA.

— Recruitment

Local and national vacancy announcements were shared with the FEB membership, as well as summer intern information and FEEA scholarship opportunities. An HR subcommittee was formed to explore hiring and retention best practices at the local level.

— Diversity and Inclusion

The FEB hosted a Diversity and Inclusion Workshop for Federal Leaders. The speaker, Ms. Laura Liswood, Secretary General, Council of Women World Leaders, and Senior Advisor at Goldman Sachs is also the author of *The Loudest Duck*. Ms. Liswood's extensive experience provided a great basis for her book, a business guide that uses parables and anecdotes to examine the challenges to traditional workplace diversity efforts. This workshop enhanced our efforts to support Executive Order 13583: Establishing a Coordinated Government-Wide Initiative to Promote Diversity and Inclusion. 98 FEB members took advantage of this opportunity to hear Ms. Liswood and receive a free copy of her book.

— Feedback

Comments about the Diversity and Inclusion Workshop for Federal Leaders

“The presentation was outstanding and provided useful information that I can take back in communicating performance with those I supervise. Makes me more aware of the many diversities we have in our workplace.”

— Dispute Resolution

The FEB managed a group of trained mediators to offer a “Shared Neutrals” Alternative Dispute Resolution program. We were called upon to mediate 22 cases from various agencies in FY 2013. Two cases were workplace grievances, and the balance informal EEO complaints. One mediation was postponed, and settlements were reached in 13 of 21 cases (62%), which resulted in a savings to the Government of \$900,105 (based on the fact that the cases did not advance to the EEOC for investigation). This program cost the requesting agency nothing and the mediators are made available through the generosity of their respective agencies.

The FEB sponsored two Mediation Skills workshops, facilitated by the Federal Mediation and Conciliation Service (FMCS). 50 managers and their labor partners attended.

Foundational Function: Intergovernmental and Community Activities

— Combined Federal Campaign (CFC)

In FY 2013, OPM released proposed changes to the regulations that govern the CFC and information was sent to the FEB membership on how to access this information in the Federal Register. We had a volunteer appreciation event in January, 2013, which may be the last one we have in this format due to the proposed regulation changes. We continued to work closely with our Principal Combined Fund Organization (PCFO) to oversee the Combined Federal Campaign (CFC) in compliance with current OPM regulations. The FEB Executive Director completed the annual “LFCC Report on PCFO Compliance” for the 2011/2012 campaign, on behalf of the LFCC, as required by OPM.

Mr. Robert McDivitt, Director of VA Ann Arbor Healthcare System served as the CFC Chair for the 2012/2013 CFC campaign, and \$2,207,122 in pledges were collected.



Timothy Tarczynski, FEB Chair, thanks Robert McDivitt for his service as CFC Chair

The FEB Executive Director nominated LFCC Chair, Linda Blassingame, for a CFC Hero Award through OPM’s Office of CFC Operations. A certificate was sent to acknowledge Ms. Blassingame’s many years of service to the CFC and it was presented to her at an LFCC meeting in September.

— Community Involvement

The FEB coordinated four blood drives in the Federal building where we are housed, collecting 129 units of blood. This blood has the potential to save 361 lives. Each drive recruited some new donors. The FEB Executive Director serves on the American Red Cross Board of Directors: Blood Services Division to help promote blood drives within the community.

The FEB encouraged participation among Federal agencies in the “Feds Feed Families” Food Drive during the summer months. We are delighted to report our Federal community delivered 18,963 pounds of food to Gleaners Food Bank and local food pantries. This year’s collection was almost 5,000 pounds more than last year.

The FEB Diversity Council sponsored a Holiday Market Day with 17 vendors representing various cultures. Requests went out to the Detroit Public Schools for posters created by their students showing their artistic interpretation of Diversity and Inclusion. 11 posters were submitted and judged by attendees at the Market Day. Cash prizes were given to three winning schools and representatives from the Diversity Council attended the celebration events at each school. This was the second year that we worked with the Detroit Public Schools.



Diversity and Inclusion poster submitted by Oakland International School. Included in photo: FEB Chair Tim Tarczynski, Oakland International School Principal, Schoolchildren, Art Class Teacher, Detroit Public School Assistant Superintendent and Ramon Rogers, Diversity Council member.

Priest Elementary School

Top: L-R Second Grade Art Teacher, Principal, FEB Treasurer Joi Jones, Diversity Council Member Ramon Rogers.

Bottom: Second grade students and parents.



— Interagency Relations

The FEB conducted two full board meetings in FY 2013. 26 members attended our October meeting at the newly converted school that serves as a training center for the US Army. This is the office of our FEB Chair, Tim Tarczynski, (affectionately called the Principal). Over 9,000 students are trained annually at the facility, from all around the country. A tour of the US Army Detroit Arsenal was also enjoyed by the group, and we finalized our Election of Officers for fiscal year 2013. 23 members attended the April meeting and had the opportunity to hear Rich Pollman, Warning Coordination Meteorologist with the National Weather Service. Mr. Pollman discussed Impact Based Warnings (IBW), a program designed to provide additional valuable information to emergency managers and the media to improve response and decision making during life threatening weather situations.

During FY 2013, the FEB office received calls and emails from partner Agencies that wanted help to promote their events, announce job vacancies, assist their employees, secure free training room space, etc. Our reputation is solid as a means for Agencies to help each other and share resources. We promoted Passport Day in the USA; USPS' ability to process passports; DEA's National Take Back Prescription Drugs Drive (for safe disposal); a Bone Marrow Drive specifically for a Federal employee's family; EPA's Federal Green Challenge, Veterans Day at Great Lakes Cemetery; and DHS, ICE's Blue Campaign (Human Trafficking). The FEB announced Furlough loans available through Peoples Trust Credit Union. Several member agencies sought our help this year to dispose of excess furniture and equipment, and we found other members happy to take advantage of the offer.

The FEB coordinated a Health Fair during Open Season so that the Federal Employee Health Care Benefit providers could provide information to employees. The Visiting Nurse Association provided blood pressure checks and body mass index readings at the Health Fair.

The Executive Director assisted Federal agency heads in the Flint area to create a Federal Executive Association (FEA). She facilitated the first meeting to describe how the Federal Executive Board (FEB) operates and the distinction between a FEB and a FEA. The group elected Officers and composed by-laws. The Flint FEA held three meetings in FY 2013.

The Executive Director presented an FEB overview at the 36th annual National Association of Black Narcotics Agents conference.

FEB Network Participation

Due to the budget and travel constraints, the annual Executive Director meeting was cancelled. The annual OPM meeting with Federal Executive Board Chairs and Executive Director's took place via three separate webinars. FEB Executive Director and Assistant participated in monthly network conference calls hosted by OPM. The Detroit FEB Executive Director serves as the Chair of the FEB Network's EP Council and reported on the accomplishments of the Emergency Preparedness Council during one of the webinars.