

# ANNUAL REPORT

## Fiscal Year 2014



*1969-2014 — 45 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 in SE Michigan**

*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; Customs and Border Patrol; Immigration and Customs Enforcement, Investigations; Immigration and Customs Enforcement, Enforcement and Removal Operations; Citizenship and Immigration Services, Federal Protective Service, US Coast Guard, US Secret Service, US Marshals, Alcohol Tobacco Firearms & Explosives, General Services Administration, US Army Corps of Engineers, United States Postal Service, Federal Communication Commission, Federal Aviation Administration; Federal Bureau of Prisons; Transportation Security Administration, US Air Marshals; 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, Equal Employment Opportunity Commission, Federal Mediation & Conciliation Service, OPM Federal Investigative Services, US Department of Agriculture: Food Safety & Inspection Service; Food & Nutrition Service, National Weather 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 2014 started out with a Government Shutdown that lasted up to 17 days for some. Several events were cancelled because of the shutdown but as usual we got back on track quickly.

The Detroit FEB met monthly and conducted two full board meetings in FY 2014. One, at the offices of the Transportation and Security Administration at Detroit Metro Airport, where a presentation was given on Risk-Based Security, Expedited Screening, and the Pre-Check program. The second meeting provided an opportunity to hear COL Ronald Shun, TACOM LCMC Chief of Staff, a dedicated soldier's soldier. COL Shun stated that although the news community can be negative, he knows and sees a dedicated workforce that is serving the organization, community, and nation.

The FEB hosted our 37th 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 422 people attended and we honored 215 employees from 23 agencies. We presented our Tenth Annual Distinguished Federal Service Diversity Award to three (3) winners in the Individual and Team categories.

The FEB managed a group of trained mediators giving the FEB the ability to offer a "Shared Neutrals" program. They were called upon to mediate 19 cases from three agencies in FY 2014; one (1) workplace grievance and 18 informal EEO complaints. Settlements were reached in 8 of the 19 cases (42% settlement rate), which resulted in a savings to the Government of \$542,488 (based on the fact that the cases did not advance to the EEOC for investigation).

The Center for Homeland Defense and Security provided an executive level seminar for 44 FEB members on successfully addressing the homeland security challenges in metro Detroit. To strengthen our continuity posture, two Full-Scale exercises were conducted which required participant agencies to go to their alternate site and test their ability to communicate. 20 agencies participated, with a total of 64 participants.

The FEB sponsored the EPA twice in FY 2014 to promote the Federal Green Challenge. The discussion got started at one of our FEB meetings and then in September, EPA, GSA and the US Army presented a half-day workshop on Sustainability for Federal Facilities and Offices.

Mr. Lloyd Wesley, Postmaster Detroit, served as the CFC Chair for the 2013/2014 CFC campaign, and \$1,872,639 in pledges were collected.

26 Federal offices in Southeastern Michigan collected 25,731 pounds of food which was donated to Gleaners Food Bank or another local Food Bank over the summer as part of the National OPM "Feds Feed Families" program. This was an increase of almost 7,000 pounds over last year!

# 2014 ADR and Training Cost Avoidance Template

## Detroit Federal Executive Board

<b>Combined Federal Campaign (CFC)</b>	
<b>2013 Total Contributions</b>	\$1,872,639

<u>Awards and Recognition</u> (name of event)	# of Attendees	# of Awards Presented
Employee Recognition Luncheon	422	215
<b>Totals:</b>	422	215

<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
<b>Workplace Dispute:</b>	1	1	\$18,318.98	\$ 18,318.98
<b>Pre-EEO Complaint:</b>	18	7	\$74,881.29	\$524,169.03
<b>EEO Complaint (after entering formal process):</b>	0	0	\$68,748.87	\$
<b>Totals:</b>	19	8		\$542,488.01

**ADR RESOLUTION RATE: 42% (8 of 19 cases)**

## Highly Valued Accomplishments in FY 2014

### **Emergency Preparedness, Security and Employee Safety**

#### **— Training**

The Naval Postgraduate School Center for Homeland Defense and Security (CHDS) Executive Education Seminar program prepares senior-level federal, state and local officials to examine, define and meet the challenges homeland security poses for their jurisdiction. The seminars are designed to enhance leadership development, communication, and knowledge at senior levels of local, state and federal governments and agencies. In December, 2013, a six-member panel of homeland security experts conducted a half-day seminar for 44 of our top-level executives. Participants identified the critical homeland security issues facing their jurisdictions and considered response and recovery strategies. All attendees were offered access to the Homeland Security Digital Library for homeland security related information collected from a wide variety of sources.

The Detroit Federal Executive Board (FEB) and FEMA Region V executed the Detroit FEB Continuity Full Scale Exercise for 20 agencies and 64 participants. The purpose of this exercise was to allow agencies to practice, discuss, and validate continuity of operations (COOP) plans and capabilities during a power outage and flooding situation in the metro-Detroit area. The exercise focused on the following objectives: evaluate plans and processes for activation of COOP plans; assess continuity communication; and evaluate relocation and continuance of mission essential functions at alternate locations.

The FEB replaced one of our quarterly Continuity Working Group meetings with a training course in devolution planning. FEMA course L-551 Devolution Planning Workshop Train-the-Trainer course was attended by seven (7) of our working group members. This served as preparation for the next inter-agency exercise we will plan for FY 2015.

#### **— Emergency Communications**

In FY 2014, the FEB used our emergency notification system Communicator! NXT to send messages to approximately 155 contacts. We test the system bi-annually, and use it to send messages that affect metro-Detroit Federal agencies. Additionally, communication was tested with FEB Officers and our back-up FEB (Cincinnati), using Communicator! NXT, a GETS card, regular phone service, fax and email.

The Detroit FEB Executive Director is the Chair of the FEB Network's Emergency Preparedness, Employee Safety & Security Council. She led the Council to define back-ups for FEB offices that will align with the FEB Role in Emergencies document that is an addendum to the 2013-2107 FEB Network Strategic and Operational Plan.

### — All Hazards Notifications

The FEB sent 47 notifications in FY 2014 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. Messages were also sent to OPM providing the operating status of Federal agencies in metropolitan Detroit.



**Right: Record Snowfall in Winter, 2014**

### — 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 Full Board Meeting in November, 2013 was at Detroit Metro Airport and a presentation was given by TSA Federal Security Director Robert Ball on Risk-Based Security.



**TSA Federal Security Director Robert Ball giving a presentation to the FEB Full Board**

The FEB Executive Director attended monthly meetings of 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. 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). The FEB Executive Director volunteered one evening shift to monitor activity at six area hospitals and give the hourly report to the Mayor's staff.

## **Human Capital Readiness**

### **— Reward and Recognition Programs**

The Detroit FEB hosted our 37th 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 422 people attended and we honored 215 employees from 23 agencies. The Tenth Annual Distinguished Federal Service Diversity Awards were presented to three (3) winners in the Individual and Team categories.



**Diversity Award Winners: VA Ann Arbor Healthcare System's Diversity Advisory Committee Officers (Erica Montessoro and Paula Carroll, shown with FEB Chair Tarczynski)**

## **— Key Employee Training Programs**

In FY 2014, the FEB offered Pre-Retirement training for CSRS and FERS. Two full-days and one half -day session were offered with 74 Federal employees attending. Cost-savings to the government is computed to be \$24,050 for this training.

Our continued partnership with Peoples Trust Credit Union, Social Security Administration, and Federal Employee Health Benefit providers enabled 164 Federal employees to take advantage of free lunch-n-learn sessions of various titles again in FY 2014. Two other members hosted some of these classes at their facility 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) and FEMA.

## **— Recruitment**

Local and national vacancy announcements were shared with the FEB membership, as well as summer intern information and the Veteran Non-Paid Work Experience program.

## **— Diversity and Inclusion**

The Diversity Empowerment Workshop scheduled for October, 2013 was cancelled due to the government shutdown. The program included speed networking and a panel discussion featuring special emphasis program managers. It was rescheduled for November, 2014.

New members were recruited in FY 2014 and members were invited to join each other's agency events. Lectures, dances, panel discussions and training were made available during special emphasis months to members of the Diversity Council.

The Holiday Market was moved to November to allow more time for shopping prior to the holidays. There wasn't an art poster contest with the schools this year due to the shutdown.

## **— 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 19 cases from various agencies in FY 2014. One case was a workplace grievance, and the balance of the cases were informal EEO complaints. Settlements were reached in 8 of 19 cases (42%), which resulted in a savings to the Government of \$542,488. (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.

## **Foundational Function: Intergovernmental and Community Activities**

### **— The Federal Green Challenge**

The FEB sponsored the EPA twice in FY 2014 to promote the Federal Green Challenge. The discussion got started at one of our FEB meetings and then in September, EPA, GSA and the US Army presented a half-day workshop on Sustainability for Federal Facilities and Offices. The keynote theme was “why sustainability is important to an agency’s mission and their success”. GSA discussed the “sustainable side of personal property management”, “buying green with GSA, a review of GSA’s Environmental Program Aisle”, and “working with your building manager”. EPA’s Chris Newman discussed “reducing paper use, case studies from EPA and OPM”, as well as an overview of the Federal Green Challenge.



**Left to Right: Allison Crews, GSA; Doug Janka, GSA; James Knowles, US Army; Laura Marble, GSA; Chris Newman, EPA, and Timothy Tarczyński, FEB Chair**

## — Combined Federal Campaign (CFC)

In FY 2014 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 2012/2013 campaign, on behalf of the LFCC, as required by OPM. Mr. Lloyd Wesley, Postmaster Detroit, served as the CFC Chair for the 2013/2014 CFC campaign, and \$1,872,639 in pledges were collected.

## — Community Involvement

The FEB coordinated four blood drives in the Federal building where we are housed, collecting 116 units of blood. This blood has the potential to save 320 lives. We recruited area health care providers to do blood pressure tests during the blood drives.

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 25,731 pounds of food to Gleaners Food Bank and local food pantries. This year’s collection was almost 7,000 pounds more than last year.



**Left to Right: Michelle Rhodes, Debbie Ouvry, and Natalie Davidson in the Gleaners Food Truck loaded with boxes of donations.**

## — Interagency Relations

The Detroit FEB meets monthly on the second Wednesday at 10:30am. We had two full board meetings in FY 2014 – inviting a speaker or going to a member’s office for a tour. In November, 21 members attended the FEB meeting at the offices of the Transportation and Security Administration (TSA) at Detroit Metro Airport. A presentation was given on Risk-Based Security, Expedited Screening, and the Pre-Check program by TSA Federal Security Director Robert Ball. We were treated to a tour of the area where luggage is hand checked, due to either missing the automated screening or an x-ray that showed something that requires further screening.

32 members attended the April meeting and had the opportunity to hear COL Ronald Shun, TACOM LCMC Chief of Staff. COL Shun stated that although the news community can be negative, he knows and sees a dedicated workforce that is serving our organization, community, and nation. TACOM, LCMC’s Mission is to develop, acquire, equip and sustain the world’s most capable ground and support systems for joint warfighters through the integration of effective and timely acquisition, logistics, and technology (AL&T).

During FY 2014, 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; DEA’s National Take Back Prescription Drugs Drive (for safe disposal); ARC Holiday Mail for Heroes; Public Service Recognition Week; Domestic Violence Awareness; and EPA’s Federal Green Challenge. 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. Health Alliance Plan (HAP) provided therapists for balance/flexibility screenings, and a dietician to answer questions at the Health Fair.

The Executive Director supported Federal agency heads in the Flint area through their Federal Executive Association (FEA). She attended the retirement ceremony for the outgoing FEA Chair during the year, and attended the Employee Recognition event and helped them facilitate the election of Officers for FY 2015.

The FEB promoted a “Wellness Walk” during Public Service Recognition Week. In an effort to promote good health, we organized a group that met outside the P. V. McNamara Federal building and walked to the Detroit River and back. It was a great day to get out and stretch and meet new people!



**Federal employees take a break for a photo at Hart Plaza during the Wellness Walk.**

### **FEB Network Participation**

The annual OPM meeting with Federal Executive Board Chairs and Executive Director’s took place via webinar on July 24. The FEB Vice-Chair and Treasurer, along with the FEB staff viewed the OPM update. The FEB Executive Director, and Assistant, participated in monthly network conference calls hosted by OPM. The FEB Executive Director serves as the Chair of the FEB Network’s EP Council and she reported on the accomplishments of the Emergency Preparedness Council during a meeting of the FEB Network in Atlanta in February, 2014.