

ANNUAL REPORT

Fiscal Year 2015



1969-2015 — 46 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.

TABLE OF CONTENTS

Member Agencies and Background of the Detroit Federal Executive Board	2-3
Executive Summary	4-5
Cost Avoidance Template for FEB Activities	6
Highly Valued Accomplishments in Fiscal Year 2015:	
Emergency Preparedness, Security and Employee Safety	7-9
Workforce Development and Support	10-13
Intergovernmental and Interagency Collaboration and Community Outreach	13-17

FY 2015 Officers and Staff

<p><u>Chair</u> Timothy Tarczynski <i>US Army, TACOM LCMC</i></p>	<p><u>Vice Chair</u> Kenneth Tash <i>Social Security Administration</i></p>
<p><u>Treasurer</u> Joi Jones <i>Internal Revenue Service - Michigan</i></p>	<p><u>Executive Director</u> Michelle Rhodes <u>Administrative Assistant</u> Debbie Ouvry</p>

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; 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; Transportation Security Administration; TSA Federal Air Marshal Service, General Services Administration, US Army Corps of Engineers, United States Postal Service, Federal Communication Commission, Federal Aviation Administration, US Department of Justice: Federal Bureau of Prisons; Alcohol Tobacco Firearms & Explosives; Drug Enforcement Administration; Federal Bureau of Investigation; Immigration Court; US Marshals Service; 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, Defense Logistics 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

The Detroit FEB met monthly and conducted two full board meetings in FY 2015. In October, 2014 we met at the U.S. Food and Drug Administration's office along the Detroit River. A Supervisory Patent Examiner from the Elijah J. McCoy U.S. Patent and Trademark Office (USPTO) gave a presentation on the patent process, and stated that Detroit was the first satellite office to be opened outside of the USPTO headquarters in Alexandria, VA. We toured their facility and learned about what they do for the metro Detroit community and beyond. Also at the October meeting, Dr. Grenae Dudley, Ph.D., spoke about her role as the President and CEO of The Youth Connection. The Youth Connection is a CFC Charity that connects youth to brighter futures through its career academics, internships, substance abuse prevention and clubs. The April meeting provided an opportunity to recognize Robert Riley, Supervisory Special Agent in Charge, OPM FIS, for his dedication as the 2014 CFC Chair. We also heard reports from the Diversity Council Chair, the FEB Treasurer, and a summary of events and training under the Emergency Preparedness Employee Safety and Security business line. Mike Duggan, Mayor of the City of Detroit, presented at our July meeting and talked about what his administration is doing to make Detroit better for its residents and commuters.

The FEB hosted our 38th 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 482 people attended and we honored 249 employees from 23 agencies. We presented our Eleventh Annual Distinguished Federal Service Diversity Award to seven 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. Mediators were called upon to mediate nine cases from three agencies in FY 2015; all nine were informal EEO complaints. Settlements were reached in six of the nine cases (67% settlement rate), which resulted in a savings to the Government of \$450,019 (based on the fact that the cases did not advance to the EEOC for investigation). The FEB sponsored Basic Mediation training for 22 Federal employees from eight agencies. The class was conducted by Federal Mediation and Conciliation Services (FMCS) and produced a new group of mediators to assist in the FEB Shared Neutrals program.

FEB Chair Timothy Tarczynski introduced a Leadership program in FY 2015. The Leadership Sessions for Supervisors and Aspiring Leaders has seven modules and Tim conducted five in FY 2015. The sessions were attended by 179 Federal employees from 18 agencies. The program was initiated by the Department of Army, and tailored for the broader Federal community. Tim was selected for the FEB Chair of the Year award by the OPM Operations Team. Tim was recognized for initiating the seven module Leadership program for the Detroit FEB, among other accomplishments.

The FEB partnered with the Department of Veterans Affairs to host a National Disaster Medical System exercise (NDMS). Two Veterans Health Administration Emergency Managers presented on medical response to disaster areas, patient evacuation systems, and definitive medical care. 37 attendees from Federal, State, Local governments and area hospitals attended. The FEB and FEMA hosted a Pandemic Devolution Tabletop Exercise which was attended by 53 partners from 24 Federal, State, Local and hospital groups.

The FEB Diversity Council offered two Diversity Empowerment Workshops that drew 90 attendees from 17 Federal offices. Discussion flowed on how to be more proactive about Diversity and Inclusion to include affirmative employment, cultural fluency, and veteran vs. non-veteran hiring. Implicit Bias (also known as Unconscious Bias) training was prepared and conducted by members of the Diversity Council for a member agency.

Mr. Robert Riley, Supervisory Special Agent in Charge, OPM FIS, served as the CFC Chair for the 2014/2015 CFC campaign, and \$1,751,525.98 in pledges was collected.

25 agencies in Southeastern Michigan, and People Driven credit union, collected 30,337 pounds of food which was donated to Gleaners Community Food Bank of Southeastern Michigan or other local Food Banks over the summer as part of the National “Feds Feed Families” program.

2015 ADR and Training Cost Avoidance Template

Detroit Federal Executive Board

Combined Federal Campaign (CFC)	
2014 Total Contributions	\$1,751,526

<u>Awards and Recognition</u> (name of event)	# of Attendees	# of Awards Presented
Employee Recognition Luncheon	482	249
Totals:	482	249

<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:	0	0	\$18,348.81	\$
Pre-EEO Complaint:	9	6	\$75,003.24	\$450,019.44
EEO Complaint (after entering formal process):	0	0	\$68,748.87	\$
Totals:	9	6		\$450,019.44

ADR RESOLUTION RATE: 67% (6 of 9 cases)

Highly Valued Accomplishments in FY 2015

Emergency Preparedness, Security and Employee Safety

— Training and Exercises

The FEB partnered with the Department of Veterans Affairs to host a National Disaster Medical System exercise (NDMS). Two Veterans Health Administration Emergency Managers presented on the three main objectives that translate directly into the three main working features of the system. Those three are: medical response to a disaster area in the form of teams, supplies and equipment; a patient evacuation system designed to move patients from a disaster site to unaffected areas of the nation; and definitive medical care at participating pre-identified, volunteer, non-Federal hospitals in unaffected areas. 37 attendees from Federal, State, Local governments and area hospitals attended and added valuable input to the discussion of how we will react in an emergency as a community.



NDMS Exercise Instructors and Sponsors: (L-R) Kenneth Bresnan, VHA Area Emergency Manager, Detroit, Michigan; Scott Berkseth, Greater Detroit LEPC Co-Chair; Annette Walker, Associate Medical Center Director, J. D. Dingell VA Medical Center; and Ron Kirkpatrick, VHA Area Emergency Manager, Jackson, Mississippi.

The Detroit Federal Executive Board (FEB) and FEMA Region V conducted the 2015 Pandemic Devolution Table Top Exercise for 53 attendees from 24 Federal, State, Local and hospital partners. The objectives of this exercise were to: mitigate vulnerabilities during a pandemic influenza outbreak; identify gaps or weaknesses in pandemic planning or in organization's pandemic influenza continuity plans, policies, and procedures; and to encourage public and private organizations to work together to create and test their pandemic influenza plans. Feedback included more work is needed on delegations of authority, order of succession, fast-track hiring, backfilling positions, cross-training, and telework.

The FEB hosted quarterly Continuity Working Group meetings and supported other exercises within the Federal community including: the NTSB/FEMA Airport Disaster Response Seminar; the Coast Guard's 2015 Area Maritime Security Training and Exercise Program; and the Army's 2015 HSEEP All Hazards Full Scale Active Shooter Exercise. Training classes offered through FEMA and other agencies at no cost were shared with the FEB membership. One member of the Public Information Officer's sub-committee attended FEMA's PIO training through the Michigan State Police at no charge in FY 2015.

The Executive Director attended the FEMA Region V Continuity of Operations Federal/State/Tribal Workshop in July, 2015. The purpose was to gain knowledge of FEMA's training and guidance available to the Detroit FEB, as well as network with our State and Tribal partners in the region. 18 attendees from six states discussed best practices and how we can leverage our knowledge for the benefit of the region.

— Emergency Communications

In FY 2015, the FEB used the emergency notification system Communicator! NXT to send messages to approximately 170 contacts. Three notifications were sent due to power outages, and one for a weather-related situation. Additionally, communication was tested with FEB Officers and our back-up FEB (Cincinnati), using Communicator! NXT, GETS card, regular phone service, fax and email during the 2015 National Eagle Horizon exercise.

The Detroit FEB Executive Director is the Chair of the FEB Network's Emergency Preparedness Council. She led the Council's bi-monthly conference calls and requested FEB offices to run a test for their FEB back-up office via Communicator! NXT. This aligns 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 18 weather-related notifications in FY 2015. We established a Weather Advisory Committee and that committee issued one non-binding recommendation based on inclement weather. We also notified our membership about power outages, building status, demonstrations, street closures, and security breaches 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 when our notification system was activated. Copies of OPM's FY 2015 Dismissal and Closure Procedures, and the FY 2015 Detroit FEB's All Hazards Emergency

Communication Plan were shared with members. We also shared information about the FEMA/NOAA America's Prepare-athon, NOAA's Tornado Awareness, and SKYWARN classes.



— Security Collaboration

The Detroit FEB continues to work closely with GSA and DHS, 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. We shared FPS's regional messages regarding safekeeping of Federal buildings during heightened security, local security awareness training, and Operation Blue Surge.

The FEB Executive Director attended monthly meetings of the Local Emergency Preparedness Committee (LEPC), Hospital group in FY 2015. The group is attended by local hospital security and emergency response staff, the Detroit Fire, and Police departments. 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 five area hospitals and give the hourly report to the Mayor's staff.

Workforce Development and Support

— Reward and Recognition Programs

The Detroit FEB hosted our 38th 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 482 people attended and we honored 249 employees from 23 agencies. The Eleventh Annual Distinguished Federal Service Diversity Awards were presented to seven winners in the Individual and Team categories. The Individual Diversity Award went to Mr. Ramone Crowe, Jr., Ypsilanti System Support Center Manager, Federal Aviation Administration. The Team Award went to the DEA Detroit Special Emphasis Committee, from the Drug Enforcement Administration.



Certificates presented to agency honorees at the 38th annual Employee Recognition Event.

— Key Employee Training Programs

In FY 2015, the FEB offered Leadership Sessions for Supervisors and Aspiring Leaders. 179 employees from 18 agencies attended these sessions. Five of the seven modules were completed. Topics included: Leadership Principles and Communication; Mentoring, Coaching, and Counseling; Evaluations; Individual Development Plans (IDP); Growth, Talent Management, Standards, Succession Planning, Hiring, and Retention. These were one to one-and-a-half hour classes planned over lunchtime. Cost-savings to the government for the FEB hosting this training at no cost is approximately \$44,571 based on a potential cost of \$249 per person through a training vendor.

In FY 2015, the FEB offered Pre-Retirement training for CSRS and FERS with 199 Federal employees attending at a cost of \$25 each. Using a cost comparison of \$100 per class, the cost-savings to the government is computed to be \$14,925 for this training.

Our continued partnership with People Driven Credit Union, the Social Security Administration, and Federal Employee Health Benefit providers enabled 138 Federal employees to take advantage of free lunch-n-learn sessions of various titles again in FY 2015. People Driven Credit Union presented: Investment Fundamentals; Retirement Planning; Home Buyer's Seminar; Financial Counseling; Asset Titling and Distribution; and Financial Management. Social Security Administration presented Planning for Retirement. BCBS of Michigan presented Coordination with Medicare upon retirement.

The FEB also advertised for the National Active and Retired Federal Employees Association's (NARFE) Pre-Retirement Seminars. 15 Federal employees attended on the President's Day holiday. The Small Business Administration's Encore Entrepreneur's Workshop attracted nine Federal employees that are thinking about work beyond Federal employment. The FEB distributed information about webinars that were hosted by the Office of Personnel Management (OPM) and FEMA, as well as links to OPM handbooks and publications.

Overall, 750 Federal employees took advantage of the training/programs offered by the Detroit FEB at no or minimal cost.

— Recruitment

58 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. These are shared to ensure exposure to a diverse and qualified talent pool. Local job fair information is shared with our membership as well.

— Diversity and Inclusion

The FEB Diversity Council offered a Diversity Empowerment Workshop for 90 attendees from 17 Federal agencies. Discussion flowed on how to be more proactive about Diversity and Inclusion to include affirmative employment, cultural fluency, and Veteran vs. non-Veteran hiring. One member agency requested training on Implicit Bias (also known as Unconscious Bias) and the Diversity Council prepared and presented a three hour presentation on the topic for 17 attendees.



Diversity Council members presented the Diversity Empowerment Workshop: (L-R) Ramon Rogers, Zenia Turner, Sana Isho (Chair), and Tisha Hammond.

New members were recruited in FY 2015 and all 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.

— Dispute Resolution

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 nine cases from three agencies in FY 2015; all nine were informal EEO complaints. Settlements were reached in six of the nine cases (67% settlement rate), which resulted in a savings to the Government of \$450,019 (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 Basic Mediation training for 22 Federal employees from eight groups. The class was conducted by Federal Mediation and Conciliation Services (FMCS) and produced a new group of mediators to work as part of the FEB Shared Neutrals program. Coordinating this training through the FEB and local Federal Mediation and Conciliation Service (FMCS) resulted in a cost-savings to the government of \$18,084.

Intergovernmental and Interagency Collaboration and Community Outreach

— Community Involvement

The FEB coordinated four blood drives in the Federal building where we are housed, collecting 108 units of blood. This blood has the potential to help 300 local area hospital patients. We recruited area health care providers to do blood pressure tests, and sun damage awareness screenings during some of the blood drives for all employees.

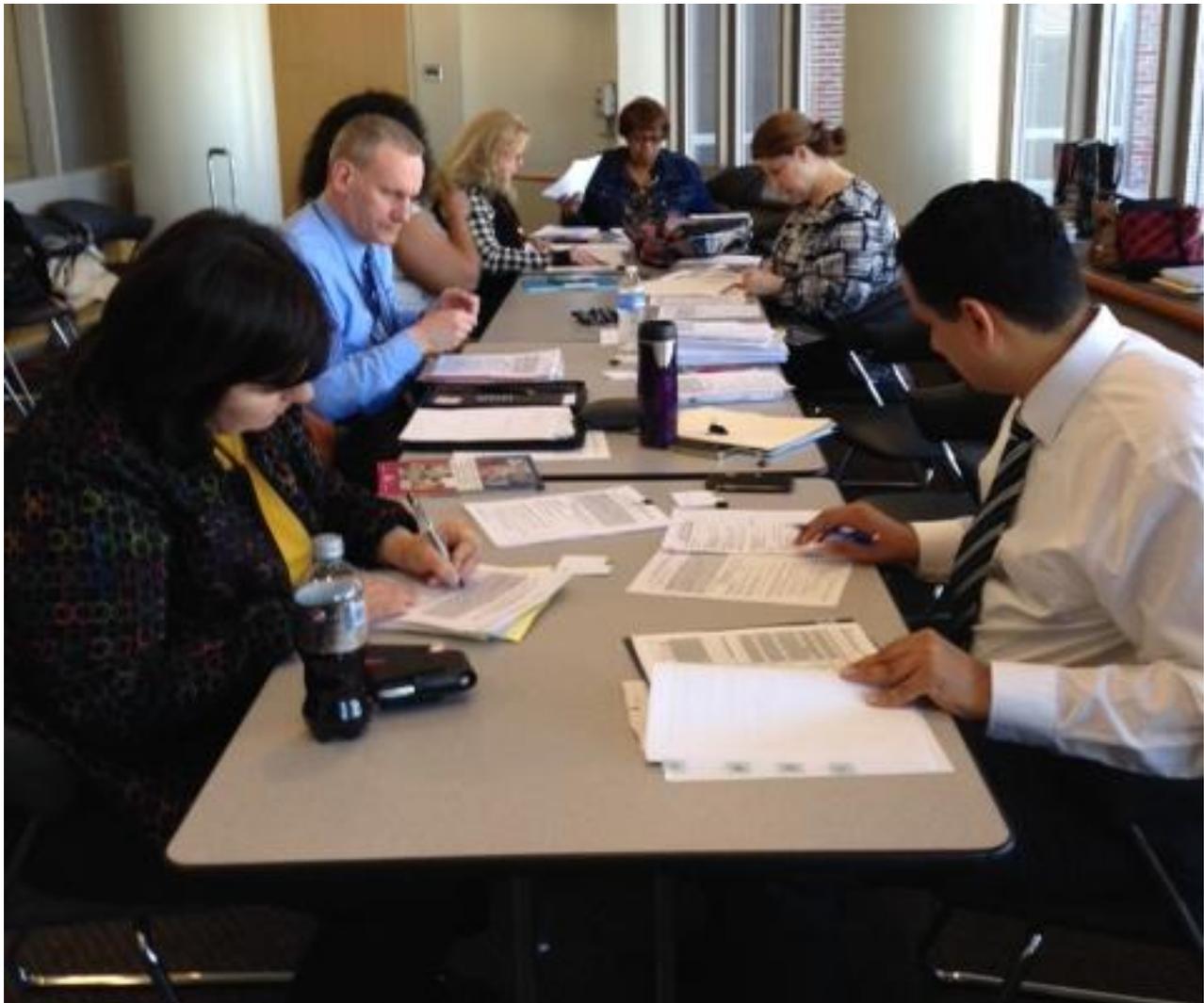
The FEB encouraged participation among Federal agencies in the “Feds Feed Families” food drive during the summer months. We are delighted to report our Federal community collected and delivered 30,337 pounds of food to Gleaners Community Food Bank of Southeast Michigan and local food pantries.

— Combined Federal Campaign (CFC)

In FY 2015 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 2013/2014 campaign, on behalf of the Local Federal Coordinating Committee (LFCC), as required by OPM. The LFCC participated in several conference calls: one on the CFC Rule Implementation; and one that introduced all LFCC members from the State of Michigan to each other in anticipation of a statewide merger when the new CFC Rules are implemented. The FEB hosted a charity fair in the P. V. McNamara Federal building, and extended a survey to CFC donors for feedback on the campaign.

Mr. Robert Riley, Supervisory Special Agent in Charge, OPM FIS, served as the CFC Chair for the 2014/2015 CFC campaign, and \$1,751,525.98 in pledges was collected. We thanked Bob for taking on this role in his last year of Federal employment at our April meeting.

The LFCC Chair Dennis Kennedy, US Postmaster Warren, supervised the review of 195 applications from local charities. OPM Office of CFC Operations publishes the criteria for determining eligibility for all charities.



LFCC members review CFC charity applications for eligibility in the 2015/2016 campaign.

Left front and around: Julie Jacobs, US Army; Dennis Kennedy, USPS; Esther Reynolds, JDD VA Medical Center; Gwen Aikens, IRS; Fayha Dabish, SSA; Faris Almatrahi, US Patent and Trademark Office.

Gwen Bingham, Major General, US Army Commanding, agreed to be the 2015 CFC Chair and hosted a Leadership meeting in September, 2015. Representatives from several agencies attended to discuss best practices for marketing the campaign and increasing participation.



CFC Chair, Gwen Bingham, Major General, US Army Commanding (center) signs a CFC pledge form along with CFC coordinators (left) LTJG Spencer McFarland, US Coast Guard, and (right) Rolf E. Mammen, Col, MIANG.

— Interagency Relations

The Detroit FEB met monthly and conducted two full board meetings in FY 2015. In October, 2014 we met at the U.S. Food and Drug Administration’s office along the Detroit River. A Supervisory Patent Examiner from the Elijah J. McCoy U.S. Patent and Trademark Office (USPTO) gave a presentation on the patent process, and stated that Detroit was the first satellite office to be opened outside of the USPTO headquarters in Alexandria, VA. We toured their facility and learned about what they do for the metro Detroit community and beyond. Also at the October meeting, Dr. Grenae Dudley, Ph.D., spoke about her role as the President and CEO of The Youth Connection. The Youth Connection is a CFC Charity that connects youth to brighter futures through its career academics, internships, substance abuse prevention and clubs. The April meeting provided an opportunity to recognize Robert Riley, Supervisory Special Agent in Charge, OPM FIS, for his dedication as the 2014 CFC Chair. We also heard reports from the Diversity Council Chair, the FEB Treasurer, and a summary of events and training under the Emergency Preparedness Employee Safety and Security business line. Mike Duggan, Mayor of the City of Detroit, presented at our July meeting and talked about what his administration is doing to make Detroit better for its residents and commuters.

During FY 2015, 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: DEA's National Take Back Prescription Drugs Drive (for safe disposal); Public Service Recognition Week; Domestic Violence Awareness; and EPA's Federal Green Challenge. We advertised an Ethics in the Workplace seminar for Women in Defense, and the Federal Employee's Viewpoint Survey. Several member agencies sought our help this year to dispose of excess furniture and equipment, and other members took advantage of the offers.

The FEB coordinated a Health Fair during Open Season so that the Federal Employee Health Care Benefit providers could provide information to employees. 10 healthcare providers attended at the P. V. McNamara (PVM) Federal building. Health Alliance Plan (HAP) provided massage chairs and massage therapists and BCBS of Michigan provided skin screenings. GEHA came to the PVM for a service visit and provided blood pressure checks to interested employees. Two member agencies used the information we shared to host a joint Wellness Fair.

The Executive Director supported Federal agencies in the Flint area through their Federal Executive Association (FEA). Michelle attended the 2015 FEA Employee Recognition event and was presented with the FEA Robert Riley Leadership award for her support of the Flint FEA.

FEB Network Participation

The FEB Annual Strategic & Operational meeting with OPM, Federal Executive Board Chairs and Executive Director's took place in July, 2015 in Washington, DC. FEB Chair, Tim Tarczynski, was selected for the FEB Chair of the Year award by the OPM Operations Team. Tim was recognized for initiating the seven module Leadership program for the Detroit FEB, among other accomplishments.



Mark Reinhold, OPM Associate Director, presents the FEB Chair of the Year award to Timothy Tarczynski, Detroit FEB Chair.

The FEB Executive Director serves as the Chair of the FEB Network's Emergency Preparedness (EP) Council and she reported on the accomplishments of the Council during the annual meeting and on bi-monthly conference calls when requested.

The FEB Executive Director attended the 2015 Chicago FEB Congressional briefing in August, 2015. 15 Federal agencies briefed representatives from Congressional offices in the Great Lakes region. This model may be adapted with alternating host cities, and the Detroit FEB would be willing to host it here.

A special thank you to the Internal Revenue Service, who provided the phone service at the Detroit FEB for more than 15 years. During FY 2015, GSA added the phones in the Detroit FEB office to their VOIP system. We are grateful for the upgrade, and for our comfortable office. Thank you to HUD for your furniture donations, and thank you to all of you for making the Detroit FEB successful . . . it was a very good year!