



**FEDERAL EXECUTIVE BOARD  
OF METROPOLITAN NORTHERN NEW JERSEY**

Peter W. Rodino, Jr. Federal Building  
970 Broad Street, Room 1434B, Newark, NJ 07102

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# **ANNUAL REPORT**

## **Fiscal Year**

### **2007**



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**EXECUTIVE SUMMARY – FY 2007**

*Some accomplishments of FY 2007, which we would like to highlight:*

**1. Emergency Preparedness, Security and Employee Safety**

*Continuity of Operations Planning COOP Working Group*

The Newark FEB continues to support the NJ COOP Working Group. There were a number of meetings during 2007. In addition, A Steadfast Response Exercise took place in October. In November, Determined Accord Tabletop Exercise and Pandemic Avian Influenza Preparedness took place.

We continued to prepare for a large full day exercise called “Double Play”. It will include multi-Federal agencies, including, state and local agencies with about 400 participants. It will take place on January 31, 2008.

*Representatives from approximately 30 agencies actively participate in COOP meetings on a regular base.*

**2. Human Capital Readiness**

Our various training seminars and leadership training that we made available at low cost were designed to improve the quality of our employees. This enabled improved strategic management of human capital. At the annual seminar for mid-level women, top-level women not only act as role models but also give career advice.

It also permitted them to network and learn about other agencies and projects. The keynote speaker was the Honorable Paula T. Dow, Essex County NJ Prosecutor and former Assistant U.S. Attorney. In addition, two certified mediators from the Internal Revenue Service presented a workshop about mediation and conflict resolution.

At the annual seminar for support staff, participants received a training workshop about essentials of English by a trainer from the Internal Revenue IRS. A workshop concerning assertiveness was presented by an instructor from the local community college. A certified financial planner presented a workshop on financial and retirement planning. A special agent from the Federal Bureau of Investigation who began her career as a secretary was the keynote speaker.

Through these seminars and the other classes and leadership training that the FEB sponsored, we not only added value to our human capital, but we also *saved the government - \$208,950.00.*

### **3. Intergovernmental and Community Activities**

#### *Combined Federal Campaign:*

Despite continuing agency downsizing, *we collected approximately \$1.7 million*, which was the same as last year.

# **FY 2007 ANNUAL REPORT**

## **Newark NJ**

### **1. EMERGENCY PREPAREDNESS, SECURITY AND EMPLOYEE SAFETY**

#### Continuity of Operations Planning COOP Working Group

The Newark Federal Executive Board (FEB) continues to support the NJ COOP Working Group. There were number of meetings during 2007. In addition, the Steadfast Response Exercise was held in October. In November, Determined Accord Tabletop Exercise and Pandemic Avian Flu Preparedness took place.

*Representatives from approximately 30 agencies actively participate on a regular base.*

We are planning a large full day event with multi-Federal agencies, along with state and local agencies. The event will be called “Double play. It will take place on January 31, 2008.

In April our FEB Chairman participated in a two day COOP Planning Workshop in Saratoga Springs NY, sponsored by Federal Emergency Management Agency FEMA, General Service Administration GSA and National Archives and Records Administration NARA. The Director of FEMA’s Office of National Security Coordination was the keynote speaker.

#### FEB Security Activities

We continue to monitor and update security procedures and partnerships, which have been established since the event of September 11 and our own bomb and anthrax threats. The local organizations with which we network, include, Essex County Office of Emergency Management, City of Newark, New Jersey State Troopers, US Postal Service Security, Federal Bureau of Investigation FBI, Federal Emergency Management Agency FEMA and the General Service Administration GSA.

#### Member Contact Information

We continued to maintain contact information from agency heads and two “hot-line” phone numbers to relay information in case of weather or other emergency. One number is located at the FEB Office, the other is at an alternate communication site in South Jersey, 90 miles way from the city of Newark. In case of emergency, messages will be placed at each site.

The alternate hot-line site insures that information will be available if telephone lines are down in and around the city.

#### Emergency Dismissal

The FEB continued to use the emergency dismissal procedures that are in place. We have a committee that meets telephonically or in person and their recommendation is placed on the hot-line during and after hours.

*In FY 2007 the system was used several times for weather related events.*

#### Avian Flu Pandemic

Avian Flu preparedness was part of the COOP tabletop exercise in November. The VA

Hospitals and US Postal Service explained the role they are able to play to assist the public during an Avian Flu out-break.

Federal Building Emergency Plans

The FEB Executive Director attends the monthly meetings of the Rodino Federal Building Committee. She has participated in updating the occupant emergency plan.

## 2. HUMAN CAPITAL READINESS

### TRAINING

#### Mid-Level Seminar

We presented a seminar for mid-level women -“View from the Top”. At this annual seminar, top-level federal women speak about their achievements on and off the job. This year the panelist represented four different agencies, Customs and Border Protection, Food and Drug Administration FDA, National Archives and Records Administration NARA, and the U.S. Secret Service. The seminar benefits the top-level women, as well, as mid-level women. It permits them to network and learn about other agencies and projects. The keynote speaker was the Honorable Paula T. Dow, Essex County Prosecutor, Newark, NJ. Ms. Dow had also been an Assistant U. S. Attorney in Newark. In addition, two certified mediators from the Internal Revenue Service IRS presented a workshop concerning mediation and conflict resolution.

There were 200 participants from 39 different agencies. Cost of this training was \$50.00 for each participant. Similar training would have cost \$500. for each employee.

Therefore, we saved the government \$90,000.

#### Professional Development Seminar for the Support Staff

We presented our annual Professional Development Seminar for the Support Staff. The workshops at this year’s seminar, included: “Essential of English,” presented by an IRS trainer, “Assertiveness vs. Aggressive: Turning-on or Turning-off”, presented by an instructor from Essex County Community College. A certified financial planner presented a workshop about financial retirement planning. The participants learned how to assess their current financial health, as well as, their retirement readiness. Our luncheon speaker was a Special Agent from the FBI who had began her career as a secretary.

200 persons from 29 different agencies participated. Cost was \$40. for each participant. Similar training would have cost \$500. for each employees.

Therefore, we saved the government \$92,600.

Pre Retirement Seminar- Hosted an annual pre-retirement seminar. 35 persons attended. Cost was \$80 per person a similar class by the USDA Graduate School would have cost \$180.

Therefore, we saved the government approximately \$3,500.

Defensive Driving Class - The accident prevention class was primarily for employees who use government vehicles. Thirty-five persons attended. Cost was \$37. per person. A similar class by AAA would have cost \$47.

Therefore, we saved the government \$350.

Leadership Training – We again, recruited Federal participants for “Project Leadership.” This program is sponsored by the United Way and presented by Rutgers University and the Center for Creative Leadership. The Project is a competitive program designed to address the shortage or emerging new leadership in the Newark area. Participants must commit one weekend each month for a five-month period. They also must desire to improve personal and professional leadership skills and give back to the community.

Two federal employees were accepted for the program. Registration fee was only \$50. each. The actual cost of this training is \$6,000 each and is the amount private industry pays when this course is given to their employees.

*Therefore, the actual savings to government was \$11,900*

#### Equal Employment Opportunity EEO Seminar

We sponsored an EEO Professional Development Seminar, "Introduction to EEO in the Federal Sector". The Chief Administrative Judge from EEOC New York Region was the presenter.

*Forty 40 persons from 17 different agencies attended. The cost was \$40 per person. The market price would have been \$320. Therefore we saved the government \$11,200.*

Equal Employment Opportunity - We encouraged agencies to support the Equal Employment Opportunity Commission's (EEOC) annual conference in Atlantic City NJ. EEO/Diversity events hosted by at least five agencies were announced and employees were encouraged to attend.

#### Alternative Dispute Resolution

The FEB acts as a clearinghouse for Alternate Dispute Resolution/Shared Neutrals Program. If any agency needs ADR information, we will direct them to an agency that has personnel trained in ADR who might be able to help. If the agency wants to train its own personnel, we will direct them to some successful programs. This year we supplied ADR information to at least ten agencies. In addition, we distributed information and encouraged agencies to attend Mediation/Alternative Dispute Resolution ADR training presented by the Equal Employment Opportunity Commission EEOC.

Awards Program – At our annual Awards Ceremony we recognized 16 Federal employees, who had made constructive contributions to the Federal Service and to the community.

About one hundred fifty persons attended the breakfast awards program.

#### Job Announcements

Twenty job announcements were disseminated.

#### Public Service Recognition Week.

As part of the Public Service Recognition Week celebration, we prepared and displayed an exhibit with photos and write-ups of the winners of the FEB Annual Award program. In addition we partnered with Horizon Blue Cross/ Blue Shield Insurance Co, Aetna Insurance, the Mail Handlers Insurance and the FOH Health Unit to present a Health Fair. It consisted of health screenings, such as cholesterol, eyes, blood pressure, etc. and free massages.

#### Human Capital Information

We Provided information to agencies regarding hiring flexibilities, OPM updates, Pay for Performance and other issues regarding Human Capital, which OPM requested FEBs to disseminate.

### **3. INTERGOVERNMENTAL AND COMMUNITY ACTIVITIES**

#### **COMBINED FEDERAL CAMPAIGN (CFC)**

In FY 2007 despite continuing downsizing, our campaign collected approximately \$1.7 million, which was about the same as last year.

The FEB Chairman chairs the Local Federal Coordinating Committee (LFCC) and the FEB Executive Director is a member of the Local Federal Coordinating Committee (LFCC)

Blood Drives – Conducted two Blood Drives during the summer and holiday season when blood donations are their lowest. We also arranged for seven (7) additional mobile unit blood drives which took place at federal offices outside the Federal Building. We now conduct nine blood drives throughout the year.

Approximately 2,000 pints were collected at a value of approximately \$368,000. (\$184. per pint is cost charged to hospitals by the blood center.)

Food Drives – FEB Care and Share Campaign collected over 2,500 pounds of canned food, which was distributed to 40 local soup kitchens and food pantries.

Toy Drive- Various agencies collected over 3,000 toys for needy children.

Estimated value of canned food collected: - \$6,500.

Estimated value of toys: - \$9,000.

Mentorship Program. We continued to provide mentors and speakers to approximately 40 local schools, four Universities and three colleges. In addition, we continue to encourage agencies to host students from the JFK School. This is a Newark Public School for students with special needs. GSA, the FEB office and HUD and the US Attorney, and the Federal Courts are some of the agencies that host students to work in their offices for ten hours a week. The purpose is to give the students on the job experience. The Customs and Border Protection Agency (CBP) continued its model-mentoring program for Explorer Scouts. Approximately 90 Scouts to date have become excellent CBP employees after they completed their education.

National Groundhog Job Shadowing Day – We continue to coordinate this event, which affords students the opportunity to interact with a workplace mentor as he/she goes through a normal day at the office/workplace. The experience provides an up-close look at the skills and expertise needed to be successful in specific jobs and professions. Agencies, which hosted students included, Social Security Administration, Housing and Urban Development, General Service Administration, The Federal Courts, Customs and Border Protection and the VA New Jersey Hospital System.

Over 600 students participated.



### Federal Employees Education & Assistance Fund (FEEA) Scholarships

Our committee reviewed *79 applications* and distributed nine \$1000 scholarships. The committee is composed of six employees from five different agencies. (Customs and Border Protection, Office of the US Attorney, Defense Contract Management Agency, US District Court and FEB.)

Health Insurance Carrier Fair – Sponsored a Health Insurance Fair during open season. Approximately eight Insurance Carriers were present. They distributed material and answered questions.

*Approximately 1,000 employees from 20 different agencies attended.*

FEB Mailing and E-mail Lists – Updated and distributed the Federal Executive Board (FEB) Mailing List. We continue to maintain the only up-to-date list of addresses and e-mail list of all Federal Agencies in our area. We furnished our lists to federal agencies and congressional offices that wished to contact agencies directly concerning their programs such as excess furniture equipment, recruitment, etc. Among the agencies that used our mailing lists was, General Services Administration, US Attorney, Pre-Trial Service Agency, Food and Drug Administration, Social Security Administration, Congressman Payne's Office and Congressman Pascarell's office.

*Approximately 50 requests for the lists were received.*

Emergency Procedures – Maintained and updated our procedures to deal with emergencies.

### VOLUNTEERISM

Celebrity Read Program- We continue to *provide more than one hundred federal employees* to read to children in inner-city schools. *Celebrity Read* is a nationally acclaimed, award winning program which was started in Newark in 1990 as a way to reach out to urban students who may lack an appropriate role model and mentor to encourage them in their academic pursuits. Celebrity Readers are adults, who share one or more mornings at a local school. They read a story and speak about the value that education has played in the development of his/her career and success in life. Over 70 Customs and Border Protection (CBP) employees read for a total of 300 hours. They continue to be the largest group from either the public or private sector to participate. A CBP representative was at each of the over 30 schools that were in the program. Other agencies that participated, include, Housing and Urban Development, Internal Revenue, General Service Administration and the Department of Veterans Affairs, Food and Drug Administration and Drug Enforcement Administration. Over two thousand students heard the federal employees.

*Based on value of a volunteer hour at \$20. We estimate our contribution to the community at \$12,000.*

### Intergovernmental Assistance

We distributed information and encouraged agencies to use the services offered by National Archives and Records Administration NARA.

Information folders distributed at both the “View From the Top” and Support Staff seminars, included OPM regulations concerning hiring flexibilities, leave regulations, Avian Flu, FDA consumer information concerning Diabetes, Cholesterol, Mammography, IRS e-filing information, Customs and Border Protection regulations for travelers, Citizenship and Immigration Service information and Social Security information.

During the year we distributed information concerning:

- US Passport information/new requirements
- Fed Rooms
- Federal Care Givers
- FirstGov
- Usajobs.opm.gov
- Federal Safety and Health Council of New Jersey
- Project Impact: Building a Disaster Resistant Community FEMA
- OPM Information concerning employee preparation for disasters.
- Child Care Center at the Rodino Federal Building
- USDA Graduate School Training Opportunities
- Information and directives from OPM Washington

FEB assisted the Health Unit of the US Public Service in disseminating information to the federal employees. We distributed information concerning the Health Unit services for diabetes, flu shots and cholesterol testing.

Agency Heads continue to meet at FEB Activities, and routinely share information and collaborate. For example, the heads of Housing and Urban Development, Social Security and Citizenship and Immigration Services (CIS), Internal Revenue Service (IRS), Department of Veterans Administration and GSA continue to collaborate to better serve their mutual clients. Since all these agency heads know one another, it has facilitated cooperation in security and emergency matters.

Childcare Center (Newark Federal Kids-Care Inc.) – We continue to work closely with GSA Childcare operations to ensure our day care center is flourishing and complying with current GSA regulations. We continue to encourage agencies to support our day care center. The FEB Executive Director is president of the board of directors for the Newark Federal Kids-Care, Inc. We sponsored four events to raise scholarship money. The money enabled children of approximately 10 Federal employees to enroll in the center.  
Approximately \$8,000.00 was raised.

### **Community Outreach**

The FEB Executive Director continued to serve on the Community Problem Solving Committee and Resource Investment Committee for the local United Way. She attends monthly meetings interacting with representatives from about 20 local entities, i.e. academia, corporation, state and local government. She is a past chapter president and member of the executive board of the local chapter of the American Society for Public Administration (ASPA) and continues to network with ASPA members.

(The continued participation of the FEB Executive Director with these community groups has establish ongoing networking and partnerships which enhance the image of the federal government and facilitates quickly obtaining information, assistance and cooperation from the community.)