



**Greater Cincinnati
Federal Executive Board
Annual Report
2010**

Line of Business

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

II. Human Capital Readiness

**III. Intergovernmental Collaboration &
Community Outreach**

Executive Summary

The Greater Cincinnati Federal Executive Board (GCFEB) is comprised of 100 Federal agencies which represent over 15,000 Federal employees. The Federal Government is one of the largest employers in the metro area. The Cincinnati FEB strives to provide a clear and effective communications medium between Federal agencies as well as all levels of government. Nothing can be more important to Federal organizations than "partnering" with other government entities and community groups. To this end, the FEB brings diverse parties to the table and facilitates valuable collaboration.

The FEB employs Lines of Business focusing on Emergency Preparedness, Security, Employee Safety and Human Capital Readiness to ensure Federal employees are prepared for any disaster or contingency; and to provide an avenue for exposure to resources to enhance work productivity. As one of 28 FEBs nationwide, the Cincinnati FEB coordinates the sharing of services between agencies, and participates as a unified Federal force in local civic affairs.

Greater Cincinnati Federal Executive Boards most valued accomplishments:

The Greater Cincinnati Federal Executive Board's Emergency Preparedness Committee sponsored a Federal interagency COOP Table Top Exercise: "Bioterrorism: Mass Prophylaxis Preparedness & Planning" held August 18-19, 2010. The exercise is a guide to coordinate plans to provide mass distribution of pharmaceuticals for the jurisdiction as they relate to the Division of Strategic National Stockpile (DSNS) Program. The purpose of the course is to enhance a jurisdiction's preparedness and emergency response efforts by developing (or revising) a plan addressing an all hazards approach towards mass prophylaxis. The course was supported by Cooperative Agreement Number 2007-GN-T7-K006 administered by the Federal Emergency Management Agency National Preparedness Directorate. The course was delivered by two public health professionals and consisted of a combination of lectures, small group activities and a table top exercise/game. Forty were in attendance and eighteen agencies represented.

The 3rd Annual "Diversity Day" Training Program was held on Wednesday, June 9, 2010. The training program was designed for employees and managers and highlighted the awareness for "Differences: How Diversity Empowers the Workforce" The training opened with the Keynote Speaker, Dr. Mitchel L. Livingston, Chief, Diversity Officer and Vice President of Student Affairs and Services, University of Cincinnati and followed with a thought-provoking panel

discussion, participants had an open dialogue with expert panelist featuring Xiaojin Zavon, Chinese Chamber of Commerce, Alfonso Cornejo President, Hispanic Chamber of Commerce and Wilma Javey, Director, EEOC. In addition there were two training workshops that included: "Silent Interview" a workshop designed to be a fun and creative way for getting acquainted with other people. The intent of this workshop was to help individuals understand how much information we communicate even when first meeting strangers, and how our first impressions either encourage or inhibit us from seeing the gifts that other have to offer. The second workshop "Re-Examining Success Predictors: Another Look at Diversity" focused on another look at the business case for diversity and tools for leveraging a diverse workforce. The training was held Cincinnati Club with 200 federal managers/federal employees in attendance.

The GCFEB hosted the annual Federal Service Excellence Awards Program. This program provides a unique opportunity for Federal agencies to publicly recognize their exceptional employees. Agencies have an opportunity to highlight their best and brightest employees who represent excellence in the federal community. In 2010, 186 federal employees were nominated with winners selected in nine categories. Over three hundred were in attendance for the FY10 celebration.

GCFEB sponsored, for the 28th consecutive year, Public Service Recognition ceremony held on Fountain Square in downtown Cincinnati. This is an outdoor venue where Representatives from various public service agencies set up exhibits to educate citizens about the character and quality of public service. Public servants and high school students who have made significant contributions to public service during the year were also recognized during this event. The PSR-C is composed of officials from Federal, state (Ohio, Kentucky and Indiana), regional, county, and local governments. 56 Public Servants were recognized at the program and 40 exhibitors participated.

The GCFEB provided leadership and support to the Local Coordinating Campaign Committee for the Cincinnati Metro Area Combined Federal Campaign and actively participated in the management of the campaign. The Cincinnati Metro Area Combined Federal Campaign raised \$1, 195,236.00

Background

By Presidential Directive in 1961, President John F. Kennedy established Federal Executive Boards (FEB) to improve interagency coordination and communication among Federal departments and activities outside of Washington, D.C. The Director of the U.S. Office of Personnel Management is responsible to the President for the organizational and programmatic activities of the FEBs.

The need for effective coordination among Federal organizations' field activities was clear then, and is even more important in today's environment. Approximately 90% 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. Regional and local Federal officials are the Federal Government's principal representatives to the vast majority of our nation's citizens.

Today, there are 28 FEBs located in areas with a significant Federal population. The Boards are composed of the highest-ranking local officials from each Federal agency located in the FEB area. Board leadership and structure consist of elected officers (Chair, Vice Chair) and Committees and Councils designated to direct FEB programs. Administrative funding is provided by a host department or agency. The regulatory responsibilities outlined in section 960, title 5, Code of Federal Regulations, provide the guidance from which FEBs draw their general operating instructions.

I. Line of Business: Emergency Preparedness, Security and Employee Safety

The Federal Government is the Nation's largest employer (and the first or second largest in many metropolitan areas.) In times of emergency, we have a responsibility to collaborate in our communities. To that end, Federal Executive Boards play a vital role. This Line of Business produces interagency communication, shared resources and workforce education. The goal is to create effective collaboration on emergency response and readiness, and to educate our Federal workforce on health and safety issues in emergency situations.

The Greater Cincinnati Federal Executive Board (GCFEB) Emergency Preparedness Committee held meetings on a monthly basis throughout the year. The mission of the committee is to coordinate the exchange of up-to-date, accurate and consistent information among local Federal agencies during emergency situations as well as keeping member agencies informed of the latest Homeland Security Initiatives. Establish and maintain relationships with local emergency management agencies. Sponsor and support interagency training and exercises designed to strengthen and test emergency preparedness and COOP plans capabilities.

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A member of the GCFEB Emergency Preparedness Committee participated in the 2010 FEMA Continuity of Operations Strategic Conference

The GCFEB Emergency Preparedness Committee hosted a "Guidance for Surviving an Active Shooter" training on April 8, 2010.

The Greater Cincinnati Federal Executive Board partnered with local government officials: The City of Cincinnati, The Ohio Department of Health, and the Hamilton County EMA in developing the GCFEB's plan for operating a Point of Dispensing (POD) for Federal Employees, contractors and their families in the Greater Cincinnati area (closed POD) population following a non-medical model in which dispensing of medical materials can occur in the first 48 to 72 hours after a bio-terrorist event.

The GCFEB Emergency Preparedness Committee developed operating procedures for the Greater Cincinnati Federal Executive Board's Closed POD Plan and trained over 100 POD Volunteers.

The FS&HC received a Category II, Meritorious Achievement award from Michael Connors, OSHA Regional Administrator, Region V. Of the 43 active councils around the country the Greater Cincinnati Federal Safety and Health Council was one of ten to be recognized for demonstrating a commitment to supporting OSHA'S federal agency program initiatives and for promoting the advancement of safety and health in the federal sector.

The following Emergency Management Training sponsored by Cincinnati-Hamilton County Homeland Security was offered to the Federal Community at no cost:

- Course #1 - Soft Target Awareness Course (STAC)
- Course #2 - Protective Measures Course (PMC)
- Course #3 - Surveillance Detection Training for Commercial Infrastructure Operators and Security Staff Course (SD CIKR)
- Emergency Operations Center (EOC) Training
- WMD Incident Management/Unified Command Training
- Terrorist Threat Guidelines: Law Enforcement Planning & Response to Changing Threat Levels Training
- Bioterrorism: Mass Prophylaxis Preparedness & Planning
- Advanced incident Management/Unified Command
- Awareness & Response to Biological Events Training
- Continuity of Operations Planning (COOP) Training
- Law Enforcement Online (LEO) Training
- Emergency Response: Strengthening Cooperative Efforts Among Public Safety & Private Sector Entities
- Advanced Forensic Investigations for Hazardous Environments Training
- Public Information in a WMD/Terrorism Incident Training
- Emergency Response to Domestic Biological Events

The GCFEB maintained, updated, and tested the 24/7 Federal Emergency Communications System for the Federal Metro area. The system is an efficient means of communicating emergency information to federal agencies and employees that makes outgoing calls at the effective rate of 1200 per hour.

The GCFEB maintained the Public Access Defibrillation Program (AED) for the JWP Federal Building, Bankruptcy Court and the Potter Stewart Court House. Between the three buildings the GCFEB maintains 9 AED's and first aid supplies.

The GCFEB provided electronic distribution of:

- Pandemic Information
- H1N1
- Homeland Security Presidential Directives
- DHS Preparedness Information
- Weather Advisories

II. Line of Business: Human Capital Readiness

This Line of Business facilitates interagency communication, shared resources and workforce education. The goal is to provide accurate, timely and useful information throughout the FEB network.

The GCFEB sponsored a 3-Day Leadership Development Series “Six Core Competencies of Leadership”

The course addressed two-thirds of OPM’s Leadership Competencies identified as “Executive Core Qualifications” needed for success in the Senior Executive Service. Six half-day sessions were given over 3 days: Thirteen individuals attended the training.

- Session 1: “Leadership Begins by Charting Your Course for Personal Growth”
- Session 2: “Learning That Leaders Are the Ones Who Take Action”
- Session 3: “Leadership Is About Seeing the Future and Sharing the Vision”
- Session 4: “Leadership Means Investing Your Time and Energy Into People”
- Session 5: “Your Character Says More About Your Ability to Lead Than Any Other Talent”
- Session 6: “Communication Keeps Leaders and Followers Together”

The GCFEB sponsored a 2 day leadership training program “Think and Act like a Leader” the class is designed to build essential leadership skills associated with OPM’s recommended ‘Executive Core Qualifications’ for leadership.

Incorporating recent surveys and research within the federal sector, you’ll improve business acumen, the capacity to lead change, lead people, drive results, and build coalitions. Ten individuals attended the training.

The GCFEB sponsored the following forum/seminars:

- Presentation on Executive Order 13522
- Adult Higher Education Fairs for the Greater Cincinnati Federal Community
- Seminars for Success: “Communication in the Workplace”
- CSRS/FERS Retirement Briefing

The Department of Energy, Environmental Management Consolidated Business Center sponsored a Pay Setting Training and offered the training free to the Greater Cincinnati Federal Community, which was communicated and offered through the GCFEB.

The Environmental Protection Agency sponsored an EEO Counselor Training Refresher Course and offered the training free to the Greater Cincinnati Federal Community, which was communicated and offered through the GCFEB.

The GCFEB hosted the annual Federal Service Excellence Awards Program. This program provides a unique opportunity for Federal agencies to publicly recognize their exceptional employees. Agencies have an opportunity to highlight their best and brightest employees who represent excellence in the federal community. In 2010, 186 federal employees were nominated with winners selected in nine categories. Over three hundred were in attendance for the FY10 celebration.

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During FY2010, the GCFEB Cultural Diversity Committee (CDC) (*Mission to sustain and enhance an inclusive federal work environment that recognizes, appreciates, and embraces the rich cultures and talents of its diverse employees*) sponsored several special emphasis programs:

- Disability Awareness Program : Canine Companions for Independence
- Dr. Martin Luther King, Jr. Birthday Observance
- Federal Women's Program: Agency Briefing on FWP Programs
- Federal Women's Program: "Jazz up your Career" Career Leadership Briefing
- The 3rd Annual "Diversity Day" Training Program was held on Wednesday, June 9, 2010. The training program was designed for employees and managers and highlighted the awareness for "Differences: How Diversity Empowers the Workforce" The training opened with the Keynote Speaker, Dr. Mitchel L. Livingston, Chief, Diversity Officer and Vice President of Student Affairs and Services, University of Cincinnati and followed with a thought-provoking panel

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In partnership with The Career Development Center (CDC) at the University of Cincinnati, The GCFEB promoted several Career Fairs throughout the year. This was opportunity for federal agencies in the Greater Cincinnati area to promote public service and educate college students about federal job opportunities within their agency.

GCFEB sponsored the FEHB health fair for the Greater Cincinnati Federal Community and coordinated service visits by Health Insurance Agencies.

The GCFEB provided electronic distribution of:

- Job vacancies for various federal agencies
- OPM Pay and Benefits Information
- Local Universities Career Fairs
- Presidential Proclamations

III. Line of Business: Intergovernmental and Community Activities

This line of business is to advance local and national initiatives through intergovernmental partnerships.

The GCFEB provided leadership and support to the Local Coordinating Campaign Committee for the Cincinnati Metro Area Combined Federal Campaign and actively participated in the management of the campaign. The Cincinnati Metro Area Combined Federal Campaign raised \$1, 195,236.00

The GCFEB continued operation and management of the Interagency Health Improvement Center. The center provides low cost health improvement facilities to agencies, thereby improving employee health, reducing sick leave and allowing agencies to cancel expensive private contracts.

The GCFEB brokered excess furniture and equipment among Federal agencies and in some cases with local governments.

The GCFEB assisted various federal agencies in obtaining GSA conference room space for training and meetings.

The GCFEB maintained an informational web site and an email list system that is used by agencies to communicate.

The GCFEB sponsored the Feds Feeds Families food drive. The Greater Cincinnati Federal Community donated 19,080 pounds of food which well exceeded the previous years total.

The GCFEB arranged for special Federal Employee Recognition nights with the owners of US Bank Arena for various concerts and events.

The GCFEB coordinated the collection of "pop top" aluminum tabs for the Ronald McDonald House Charities of Greater Cincinnati and the collection of used toner cartridges for the Shriners Burn Institute.

The GCFEB serves as the informal "information office" of the Peck Federal Building. Citizens who are uncertain of their destination of what agency they need to see are referred to the GCFEB office. The GCFEB staff fielded both telephone and "in person" inquiries from citizens.