

ANNUAL REPORT

Fiscal Year 2009



1969-2009 — 40 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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2009 Officers and Staff

<p><u>Chair</u> Michael A. Jansen <i>Railroad Retirement Board</i></p>	<p><u>Vice Chair</u> Joann Givens <i>HHS, Food & Drug Administration</i></p>
<p><u>Treasurer</u> Joi Jones <i>Internal Revenue Service - Michigan</i></p>	<p><u>Executive Director</u> Michelle Rhodes</p>

Additional agencies represented on the Policy Committee

DHHS Food & Drug Administration, Department of Veterans Affairs, Internal Revenue Service – Michigan, Railroad Retirement Board, Bureau of the Census, Department of Homeland Security: Customs and Border Protection, Immigration and Customs Enforcement, Immigration and Customs Enforcement Detention and Removal Operations, US Coast Guard, Federal Protective Services, General Services Administration, Social Security Administration, U. S. Army Corps of Engineers, U.S. Army, United States Postal Service – Detroit and Southeast Michigan Districts, Federal Communication Commission, Transportation Security Administration, U.S. Department of Justice: Drug Enforcement Administration; U.S. Attorney’s Office, National Labor Relations Board, Small Business Administration, Department of Labor, Department of Housing and Urban Development, Federal Correctional Institution, Office of Special Counsel.

Detroit Federal Executive Board History

The Detroit Federal Executive Board was established in August 1969 and primarily served federal agencies in a five county region. Service has expanded to more counties as the programs we offer are requested by member agencies that have offices outside of the metropolitan Detroit area.

EXECUTIVE SUMMARY

The Detroit Federal Executive Board (FEB) conducted two Full Board meetings in FY 2009 which included subcommittee reports and outside speakers. The GSA Customer Service Director presented on the GSA One Source Program. The Deputy Director of GSA Managed Services presented information on the HSPD-12 compliance deadline for Federal credentialing and the need for a shared service center in Detroit (the closest one was 1-1/2 hours away). Other topics included Secure Facilities/Safe Occupants presented by DHS, Federal Protective Services, and the expansion at the local US Army facility.

The Detroit FEB continued to make significant strides in Homeland Security and Emergency Preparedness in FY 2009. During the year, Homeland Security professionals from the City of Detroit briefed our members on their respective roles and missions and participated in our COOP Working Group. We broadened our network by participating in FEMA sponsored inter-agency meetings, and provided Homeland Security Exercise and Evaluation Program (HSEEP) training to our members in conjunction with FEMA and the Michigan State Police. The FEB Executive Director, and members, participated in Pandemic Flu discussions and a condensed version of the Determined Accord tabletop exercise. The number of members in the COOP Working Group is growing and they are a valuable resource in planning for an event that would disrupt the ability of our FEB members to carry out their respective missions and to serve the public. The FEB initiated a Public Information Officer's meeting to attempt to coordinate our ability to communicate especially during disasters. We implemented the USP3 notification system and tested our ability to communicate with our membership and our FEB back-up offices.

We hosted our 32nd annual Employee Recognition Event in honor of Public Service Recognition Week. Agency Heads recognized those employees who truly make a difference for their agencies. 316 people attended and we honored 125 employees from 22 agencies. We presented our Fifth Annual Distinguished Federal Service Diversity Award to winners in the Individual and Team categories, including a posthumous award to an FBI agent that had recently passed away in the line of duty.

We were able to offer a 3-day Leadership training class this year as well as a Pre-Retirement training that resulted in a significant savings to the government. The Detroit FEB had a direct impact on the number of Federal agencies that participated in two job fairs, one for persons with targeted disabilities, and one Hiring Fair that was conducted by OPM. We also offered a series of classes that improved our employee's Financial Literacy and personal growth. Our partnership with Peoples Trust Credit Union continued and enabled Federal employees to take advantage of free lunch-n-learn sessions of various titles.

The Southeastern Michigan Area Combined Federal Campaign (CFC) remains high in the ranking for large campaigns nationwide. The LFCC is stable and works closely with our PCFO to administer the campaign according to regulation and keep administrative costs down. The number of local charity applications to the campaign grew for the third year in a row in FY 2009. One FEB member served as CFC Chair for the 2008/2009 campaign and we collected \$3,045,681.

2009 ADR and Training Cost Avoidance Template

Detroit Federal Executive Board

Combined Federal Campaign (CFC)	
2008/2009 Total Contributions	\$ 3,045,681

<u>Awards and Recognition</u> (name of event)	Number of Attendees	Number of Awards Presented
Full Board Meetings (October, 2008 and April, 2009)	75	4
Combined Federal Campaign Victory Celebration – January '09	250	45
32nd Annual Employee Recognition Event – May '09 Including the 5th Annual Diversity Awards	315	126
Totals:	640	175

<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:				\$
Pre-EEO Complaint:	1	0	\$69,071.10	\$
EEO Complaint (after entering formal process):	3	2	\$65,946.06	\$131,892.12
Totals:	4	2		\$131,892.12

FEB- Sponsored Training Sessions	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance(Cost Savings x # of Attendees)
Six Core Competencies of Leadership (3-day)	\$895	\$395	\$500	25	\$12,500
CSRS Retirement Planning	\$195	\$25	\$170	32	\$5,440
FERS Retirement Planning	\$195	\$25	\$170	50	\$8,500
Labor/Management Workshops (3 sessions)	\$195	None	\$195	77	\$15,015
EEO and ADR Training for Managers	\$99	None	\$99	98	\$9,702
Understanding your Credit Report (2 sessions)	\$50	None	\$50	65	\$3,250
Estate Planning	\$50	None	\$50	25	\$1,250
Build a Basic Budget (2 sessions)	\$50	None	\$50	55	\$ 2,750
Women & Investing	\$50	None	\$50	48	\$2,400
Retirement Planning	\$50	None	\$50	42	\$2,100
Home Buying Seminar	\$50	None	\$50	25	\$1,250
Elder Care	\$50	None	\$50	26	\$1,300
Investing 101	\$50	None	\$50	27	\$1,350
10 Most Common Mistakes Feds Make when Retiring	\$50	None	\$50	43	\$2,150
Coordination of FEHB and Medicare after Retirement	\$50	None	\$50	17	\$850
Homeland Security Exercise and Evaluation Program (HSEEP)	\$19,200	None	\$640	30	\$ 19,200
OPM End to End Hiring	\$	None	\$	32	\$
	\$	\$	\$		\$
Totals:				717	\$89,007

Highly Valued Accomplishments in FY 09

Emergency Preparedness, Security and Employee Safety – Line of Business

— Exercises

The COOP Working Group conducted a condensed version of Determined Accord (3 hours) in September, 2009. There were 29 participants and the desire to plan an exercise for interagency involvement in FY 2010 was voiced. FEMA Region V stepped in to help us request the Homeland Security Exercise and Evaluation Program (HSEEP) training for FY 2009. HSEEP is a capabilities-based exercise program that provides consistent terminology and a standardized methodology for designing, developing, conducting, and evaluating all exercises. The HSEEP meets the National Incident Management System (NIMS) and the National Response Framework (NRF) doctrine and protocols. A class of 30 (a mix of Federal, State, and Local employees) attended the HSEEP training in August, 2009 and 10 attendees completed the Train-the-Trainer component.

— Emergency Communications

The COOP Directory was used to test notification options (phone numbers, emails, fax numbers) during FY 2009. USP3 was used to send notifications to Continuity Working Group members as well as FEB members during the fiscal year. The Detroit FEB conducted a test of communication with our back-up FEBs (Houston and Miami), using our GETS cards, regular phone service and email messages.

— Hazardous Weather Service

The Detroit FEB used our email notification list to request sharing of information about delayed openings, early closures, etc. during inclement weather episodes.

— Security

The Detroit FEB played a significant role in the P. V. McNamara Federal building hosting a USAccess Shared Service Center for the new credentials that Federal agencies are required to obtain under HSPD-12.

Human Capital Readiness – Line of Business

- Human Capital Forums:

Job Fair for Individuals with Targeted Disabilities

The Detroit FEB partnered with the US Army and Michigan Rehabilitation Institute to gather as many Federal agencies as possible to discuss job vacancies with Schedule A applicants. On April 15, 2009 recruiters from 14 Federal agencies met with approximately 260 invited candidates to discuss hiring needs within the Federal government. Two agencies hired multiple candidates during FY 2009.

OPM Hiring Fair

The Detroit FEB assisted OPM plan and implement a Hiring Fair in July, 2009. 15 Federal agencies that announced vacancies interviewed invited candidates and made tentative job offers. Volunteers were organized from both hiring and non-hiring agencies to support OPM at this event. The following are some statistics from the event:

- 282 tentative job offers were made
- 40% of those who were interviewed were given tentative job offers
- 99% of those who were given a tentative job offer accepted
- 19.5% of those who were given a tentative job offer were unemployed at the time
- 98% of those who received a tentative job offer were Michigan residents
- 96% of the tentative job offers were for positions in the State of Michigan

- Key Leadership Development and Employee Training Programs:

The Detroit FEB offered the Six Core Competencies of Leadership in FY 2009 with 25 Federal employees attending the 3-day training. The annual pre-retirement training was offered again to help Federal employees make sound choices for their long-term benefit. We also offered 16 classes of various topics at no cost to the Federal employee, including workshops for Management and Labor to enhance their relationship.

Foundational Function: Intergovernmental and Community Activities

- Combined Federal Campaign (CFC)

The Southeastern Michigan Area Combined Federal Campaign (CFC) remains high in the ranking for large campaigns nationwide. We recruited new members for the LFCC and the number of local charity applications to the campaign grew for the third year in a row in FY 2009. We continue to reduce administrative costs and have completed the annual LFCC Report on PCFO compliance with OPM regulations for the campaign. We hosted a CFC Kick-Off and Victory Celebration, inviting charitable organizations to set up tables to spotlight the work of their charity for Federal employees to view. Linda Walker, FEB member served as CFC Chair for the 2008/2009 campaign, and we collected \$3,045,681 in pledges.

- **Community Involvement**

- The FEB Diversity Council sponsored two Holiday Ethnic Market Days with 45 vendors representing various cultures. The proceeds from both days and a previous fundraiser were donated (\$1400) to a local college/university to fund a scholarship that supports the work of our FEB Diversity Council.

- The FEB coordinated four blood drives in the Federal building where we are housed, collecting 119 pints of blood, which helped 340 area patients. New this year, benefit providers hosted a Healthy Lifestyle Information table offering body-fat analysis and sun/skin damage analysis.

- The FEB collected 170 blankets for the American Red Cross Blanket Drive. We set up eight collection points and received a great response. There were several handmade blankets (quilts/crocheted/knitted) and these blankets were taken to a local shelter that had families with children.

- The FEB encouraged participation among Federal agencies in the “Warm up to Giving Food Drive” during the summer months and was delighted to report our Federal community delivered 5,421 pounds of food to Gleaners Food Bank. Additionally, we solicited more canned food at our CFC Kick-Off and collected and delivered another 551 pounds to Gleaners Food Bank.