

ANNUAL REPORT

Fiscal Year 2010



1969-2010 — 41 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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2010 Officers and Staff

<p><u>Chair</u> Joann Givens <i>HHS, Food & Drug Administration</i></p>	<p><u>Vice Chair</u> Linda Walker <i>Dept. of Veterans Affairs, RO</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> Vacant</p>

Agencies represented on the Board

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, Investigations; Immigration and Customs Enforcement, Detention and Removal Operations; US Coast Guard; Federal Protective Service; US Secret Service, General Services Administration, Social Security Administration, US Army Corps of Engineers, US Army, United States Postal Service – Detroit and Southeast Michigan Districts, Federal Communication Commission, Transportation Security Administration, 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, Bureau of Prisons, Milan Federal Correctional Institution, Office of Special Counsel, Federal Mediation & Conciliation Service, OPM Federal Investigative Services, US District Court, Department of State Passport Agency.

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 metropolitan Detroit.

EXECUTIVE SUMMARY

The Detroit Federal Executive Board (FEB) conducted one Full Board meeting in FY 2010. We celebrated the 40th anniversary of the FEB in October, 2009. 32 members attended and we finalized our Election of Officers for calendar year 2010. Staff from the US District Court took us on a tour of the Theodore Levin U.S. Courthouse that was built from 1932-1934. The tour concluded with Chief Judge Rosen describing his “Million Dollar Courtroom” to a captivated audience. His current courtroom stands today with historical significance as a result of Chief Judge Tuttle, who appealed to William Rush of the Treasury Department, to save his District Courtroom in 1931. At that time, the collection of about 30 types of marble used to construct the walls, was estimated to be worth \$1 million. The room was dismantled, and taken apart in sections, which were photographed, lettered, numbered, and stored until reconstruction. The courtroom today has few changes from its original appearance in 1897. The collection of marble, East Indian mahogany, and significance of ornamentation that represents law and justice in America stands as a symbol of excellence to the craftsmanship of the 19th century. This was a wonderful setting to recognize the dedication of our outgoing Chair Michael Jansen, welcome our new Officers, and re-dedicate ourselves to serving the Federal community.

We hosted our 33rd annual Employee Recognition Event in honor of Public Service Recognition Week. Agency Heads recognized those employees who truly make a difference for their agencies. 362 people attended and we honored 152 employees from 23 agencies. We presented our Sixth Annual Distinguished Federal Service Diversity Award to winners in the Individual and Team categories. We also celebrated the cultural richness we share when the FEB Diversity Council sponsored our annual Diversity Luncheon that brought together 130 Federal employees from various agencies.

The FEB remained committed to Homeland Security and Emergency Preparedness in FY 2010. Our COOP Working Group trained on various topics including Individual and Community preparedness, and redundant communication systems. We shared extensive information on the H1N1 Pandemic and best practices to keep our offices healthy. The FEB Executive Director, and members, participated in “Motown Shakedown” – an exercise addressing the New Madrid Fault Line and potential for total disruption of services in the Midwest. The number of members in the COOP Working Group is stable and they are a valuable resource to each other as we try to increase employee resilience, and plan for an event that would disrupt the ability of our FEB members to carry out their respective missions. The FEB tested our notification system during the national Eagle Horizon Communication Test, focusing on our ability to communicate with our membership and our FEB back-up offices.

The FEB brought in Mediation trainers to train another group of 20 mediators. The first group of 20, trained in January 2008, was called upon to be a “shared neutral” and mediate 14 cases from various agencies in FY 2010. Settlements were reached in 5 of these cases, which resulted in a savings to the Government of \$230,000.

We were able to offer Pre-Retirement training that resulted in a savings to the government of about \$14,000 (not including travel cost savings). The FEB had a direct impact on the number of Federal agencies that participated in a Job Fair for persons with targeted disabilities for a second consecutive year. Our Diversity Council put together a training session that included sessions on being “Poised for Promotion, Mentoring and Coaching, and Women Leading Change” that was made available to any agency that was interested. Our partnership with Peoples Trust Credit Union and Federal Employee Health Benefit providers continued and enabled Federal employees to take advantage of free lunch-n-learn sessions of various titles. As a result of the Public Information Officers (PIOs) meeting this year, two Media training classes were offered by one Agency to other PIOs whose Agency did not offer them this training.

The FEB promoted participation in national OPM programs such as “Feds Get Fit” and “Feds Feed Families”. Over 100 Federal employees came out on a beautiful spring day for a “Walk at Work” event where fitness information was distributed and we walked to the Detroit Riverfront. 17 Federal agencies collected over 10,000 pounds of food which was donated to Gleaners Food Bank over the summer as part of the “Feds Feed Families” program.

We hosted our first “Federal Employee Day” at Comerica Park and 1,000 Federal employees and their families were recognized for their service on the baseball field prior to a Detroit Tigers’ baseball game. Food Drive coordinators were recognized for their effort at home plate.

In FY 2010 we solicited for a new Principal Combined Fund Organization (PCFO) when United Way, our PCFO for 40 years, notified the LFCC that they would not be applying for the position for the 2010 campaign. The LFCC Chair and FEB Executive Director are working closely with our new PCFO to administer this year’s campaign in compliance with OPM regulations. The FEB Executive Director completed the annual “LFCC Report on PCFO Compliance” for the 2008/2009 campaign, on behalf of the LFCC, as required by OPM. Linda Walker, FEB Vice-Chair, served again as CFC Chair for the 2009/2010 campaign, and we collected \$2,538,383 in pledges.

2010 ADR and Training Cost Avoidance Template

Detroit Federal Executive Board

Combined Federal Campaign (CFC) 2009 Total Contributions	\$2,538,383
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<u>Awards and Recognition</u> (name of event)	# of Attendees	# of Awards Presented
FEB Full Board Meeting	32	1 to outgoing Chair
Employee Recognition Luncheon	362	153
Totals:	394	154

<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:	4	2	\$16,762.81	\$33,526
Pre-EEO Complaint:	1	0	\$68,520.23	
EEO Complaint (after entering formal process):	9	3	\$65,420.11	\$196,260
Totals:	14	5		\$229,786

FEB- Sponsored Training Sessions	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance(Cost Savings x # of Attendees)
CSRS Retirement Planning	\$225	\$75	\$150	36	\$5,400
FERS Retirement Planning	\$225	\$75	\$150	55	\$8,250
High Visibility: Don't Go Unnoticed (Mentoring/Coaching)	\$150	None	\$150	45	\$6,750
Basic Mediation (40 hours)	\$995	\$238	\$757	20	\$15,140
Understanding your Credit Report	\$50	None	\$50	25	\$1,250
Estate Planning	\$50	None	\$50	23	\$1,150
Build a Basic Budget (2x)	\$50	None	\$50	44	\$ 2,200
Managing Your Mortgage	\$50	None	\$50	35	\$1,750
Retirement Planning	\$50	None	\$50	35	\$1,750
Using Social Security in your Retirement Strategy	\$50	None	\$50	45	\$2,250
Hospice Care and Services	\$50	None	\$50	22	\$1,100
Re-energize your Retirement Portfolio	\$50	None	\$50	50	\$2,500
10 Most Common Mistakes Feds Make when Retiring	\$50	None	\$50	43	\$2,150
Coordination of FEHB and Medicare after Retirement	\$50	None	\$50	74	\$3,700
Totals:				552	\$55,340

Highly Valued Accomplishments in FY 2010

Emergency Preparedness, Security and Employee Safety – Line of Business

— Exercises and Training

The COOP Working Group conducted the Motown Shakedown exercise, dealing with the New Madrid Fault Line, in April, 2010. There were 28 participants and the concept of what may become the “new normal” was discussed. Detailed presentation of the Eagle Horizon 2010 exercise overview, summary and activities, and evaluation objectives discussed at the August meeting. ICS 300, 400 and 449 classes offered to COOP Working Group members through resource sharing. FEB Executive Director attended two member agencies’ exercises as an observer to improve skills.

— Emergency Communications

The COOP Directory was used to test notification options (phone numbers, emails, fax numbers, GETS card) during the National Eagle Horizon Communication Test in FY 2010. 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. FEMA Region V Regional Continuity Manager briefed the COOP Working Group on redundant communication systems and infrastructure concerns.

— 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 continues to work closely with GSA and DHS, FPS to communicate with Federal building tenants about any potential distractions and security concerns. We also continue to support the USAccess Shared Service Center in the P. V. McNamara Federal building. The FEB office is listed as a point of contact and the Executive Director works directly with the Registrar to assist agencies in obtaining their credentials required under HSPD-12.

— Representation

The Executive Director attended the FEMA National Conference at their request and volunteered to fill the vacancy on the FEB Network’s Emergency Preparedness, Employee Safety & Security Council.

— Feedback

Surveys distributed at the COOP Working Group meetings collected the following comments:

“I enjoy the diversity of the subjects and presenters, the tabletop exercises are very valuable”

“Very good information, I’m just starting this position and this really helps me out”

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 7, 2010 recruiters from 8 Federal agencies met with approximately 275 invited candidates to discuss hiring needs within the Federal government. One candidate, that was hired by the US Army, later told the FEB Executive Director that it was “an awesome event.”

— Recruitment

The FEB coordinated 10 Federal agencies to participate in the Federal Mix-n-Mingle at Western Michigan University hosted by the Society for Public Service and Career and Student Employment Services. We also forwarded information about other recruitment activities hosted by local Colleges and Universities. The Executive Director corresponded with local High Schools to develop relationships and promote the Federal Government as a potential employer for their students. Diversity Council members attended the annual Detroit Area Pre-College Engineering Program for middle school students in Detroit Public Schools to promote the Federal Government as a potential employer.

— Key Employee Training Programs

Basic Mediation class was held for 20 Federal employees who will hopefully enhance our Shared Neutrals program in the future. The annual pre-retirement training was offered again to help Federal employees make sound choices for their long-term benefit. The Diversity Council presented a training called “High Visibility: Don’t Go Unnoticed” to a group of women who are transitioning from the subject matter expert level to management. This training included Mentoring and Coaching which was well received. We offered classes of various topics at no cost to the Federal employee to improve financial literacy and personal development.

— Executive Order 13522 (Labor-Management Forums)

Discussion of this EO took place at a FEB meeting and the Executive Director met with a local University Professor who is interested in facilitating discussions.

— Feedback

Surveys distributed at the Pre-Retirement classes collected the following comments:

“I now have the tools to determine what I’ll be eligible for when I do retire. Based on the computations I make with these tools, the date on which I intend to retire may change.”

“Very informative class. I would recommend this class to everyone who plans on retiring from the government.”

Foundational Function: Intergovernmental and Community Activities

— Interagency Relations

This year the FEB office received more calls and emails than ever 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.

Public Information Officers (PIO) from various Agencies met twice in FY 2010 to share information and resources. At one meeting we hosted a panel of local media representatives and discussed how we can best communicate with each other. This promoted useful relationships and information about what is required, preferred, and prohibited in our communication efforts. The President of the Detroit Chapter of the Public Relations Society of America (PRSA) came to a meeting to discuss accreditation in Public Relations and membership.

— Combined Federal Campaign (CFC)

In FY 2010 we solicited for a new Principal Combined Fund Organization (PCFO) when United Way, our PCFO for 40 years, notified the LFCC that they would not be applying for the position for the 2010 campaign. We recruited new members for the LFCC and the number of local charity applications continued to grow as the economy remained flat. Linda Walker, FEB Vice-Chair, served again as CFC Chair for the 2009/2010 campaign, and we collected \$2,538,383 in pledges.

The LFCC Chair and FEB Executive Director are working closely with our new PCFO to administer this year's campaign in compliance with OPM regulations. The FEB Executive Director completed the annual "LFCC Report on PCFO Compliance" for the 2008/2009 campaign, on behalf of the LFCC, as required by OPM. We hosted a CFC Kick-Off and Victory Celebration, and numerous Agency Fairs inviting charitable organizations to display the work of their charity for Federal employees to review.

— Community Involvement

The FEB Diversity Council sponsored a Holiday Market Day with 28 vendors representing various cultures. The proceeds from this event and the Diversity Luncheon will be donated to a local college/university to fund a scholarship that supports the work of our FEB Diversity Council.

The FEB coordinated three blood drives in the Federal building where we are housed, collecting 107 pints of blood, and recruiting many new donors. The Executive Director was asked to join the American Red Cross Board of Directors to help promote blood drives within the community.

The FEB encouraged participation among Federal agencies in the "Feds Feed Families" Food Drive during the summer months and is delighted to report our Federal community delivered just over 10,000 pounds of food to Gleaners Food Bank.