



Fiscal Year 2010 Annual Report

*October 1, 2009 through
September 30, 2010*

**Minnesota
Federal Executive Board**

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Supported by the U.S. Department
of the Interior, Office of the Secretary,
National Business Center



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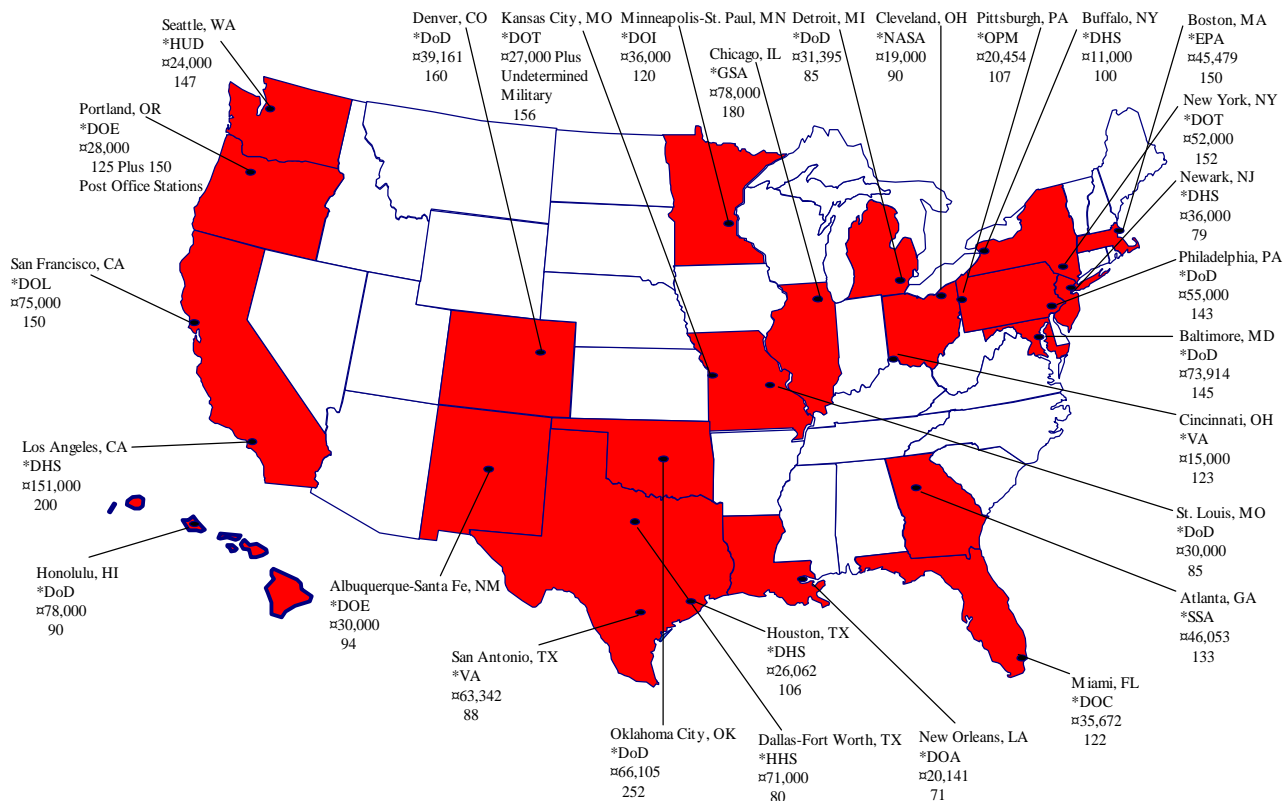
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Federal Executive Boards Nationwide



* Sponsoring Agency
 □ Civilian, Military, and Postal Population
 Number of Federal Agencies Served

DEMOGRAPHICS: Minnesota Federal Workforce by the Numbers

- √ The Federal government is the third largest employer in the State of Minnesota among public or private institutions.
- √ There are approximately 34,000 civilian Federal employees (includes full and part time) who work in over 300 duty stations across Minnesota.
- √ Upwards of 20,000 postal employees live and work in Minnesota.
- √ More than 43,000 Federal retirees reside here.
- √ More than 400,000 veterans live and work in Minnesota.

MASS FACTS

- √ Approximately 120 Federal agencies maintain a presence in Minnesota.
- √ The Twin Cities of Minneapolis and Saint Paul are regional centers for Federal bureaus in the Departments of Interior and Agriculture.
- √ The National Payroll, Accounting and Data operation of the U.S. Postal Service is located in the Twin Cities.
- √ Minnesota has 8 U.S. Congressional Districts.
- √ The Federal Executive Associations based in Fargo and Grand Forks, North Dakota that are supported by the Minnesota FEB.

Visit **www.minnesota.feb.gov** or **www.feb.gov** to learn more.

Leadership Fiscal Year 2010

Board Chair until May 2010
W. Charles Becoat, Director
Department of the Health & Human Services, Food and Drug Administration

Board Chair from May 2010 through September 2010
Chester Slipek
Deputy Chief Examiner and Director, Market Risk Division
Farm Credit Administration

First Vice Chair
Jose Medina
District Director, Wage and Hour Division
Department of Labor

Executive Summary

The Minnesota Federal Executive Board (FEB) fosters communication, coordination and collaboration among Federal offices across Minnesota. We produce new ideas and approaches to advance Federal initiatives and programs in the field. We identify strategic partners, bring them together and inspire them to work towards common goals.

The Twin Cities Federal Executive Board was chartered in 1966 and revised to statewide in 1998 to reflect our statewide network. The Minnesota Federal Executive Board achieved effective results during a year of leaner budgets and tighter resources. We provided a variety of cost-effective programs and activities, in response to the needs and expectations of our member agencies.

TOP FIVE FEB MINNESOTA ACTIVITIES IN FISCAL YEAR 2010

- √ Homeland Security Activities, Tabletop Exercises and Education Sessions
- √ Interagency training programs (TSP/Supv] and Diversity/EEO programming
- √ FEB Minnesota student internship program
- √ 11th Annual Government On Display Exposition at Mall Of America
- √ 33rd Annual Minnesota Federal Civil Servant of the Year Luncheon

Vision: To become a premier and valued asset to the Federal agencies and personnel within the State of Minnesota and the contiguous states.

Mission: Federal Executive Boards are catalysts for developing partnerships to coordinate intergovernmental cooperation to advance local and national initiatives.

In Fiscal Year 2010, the US Office of Personnel Management continued to refine and define the two new lines of business plus foundational activities from our original business line for the FEB Network. The FEB successfully met the mandates under each line of business. This executive summary is addressed by each business line.

Emergency Preparedness, Employee Safety and Security

- √ FEB responded to the Red River Floods - North Dakota, South Dakota and Minnesota border region and the Minnesota River Flooding in Southern Minnesota to St. Paul in March through early April 2010. Throughout the period the FEB office sent numerous communications to all agencies from various Federal and State government sources on the flood situation and coordinated human resources messaging to all agencies with OPM.
- √ The FEB had a multifaceted and coordinated response to the H1N1 Flu Pandemic. In FY10 on May 5, 2010, 5 days after the announcement of the H1N1 influenza outbreak, the FEB hosted the DHS-FEMA Determined Accord

Executive Summary

Pandemic Influenza tabletop exercise. Also beginning June 16, 2010 and lasting to the end of the wave in November 2010 the FEB produced and distributed 10 issues of a open source newsletter on important news and reports on the H1N1 influenza outbreak.

- √ FEB Minnesota successfully conceived the idea and brought a Cyber Security training program and tabletop exercise and the potential effect on government agencies and key infrastructure businesses in September 2010. Director Morris discussed the development of this Cyber Security program in a presentation at the March 2010 FEMA National Continuity Conference in Galveston, TX as well as other FEB network emergency preparedness activities and capabilities.
- √ The Federal Executive Board continues as a founding member of the U.S. Coast Guard Area Upper Midwest Area Maritime Security Committee.
- √ The FEB maintains a presence on the FBI Joint Terrorism Task Force Executive Board and the Infragard program. FEB MN serves as the Federal agencies liasion to the Board of Directors of the Association of Minnesota Emergency Managers and is a member of the Metropolitan Emergency Managers Association.
- √ The FEB attends applicable quarterly FEMA Region V Regional Interagency Steering Committee (RISC) Meetings in Chicago.
- √ The FEB continued to work with the Minnesota Department of Health (MDH) and HHS Centers for Disease Control and Prevention - Emergency Preparedness Division on priority prophylaxis treatment for key Federal employees in the event of a terror attack or pandemic outbreak in the Minnesota population.
- √ FEB Minnesota continues with the National Communications System as a Federal Points Of Contact (POC) for the Government Emergency Telecommunications System and Wireless Priority Service (GETS/WPS).

Human Capital Readiness

- √ The FEB continued to expand and develop our intern program in FY2010. To meet this end, we worked with several universities on internships and career opportunities for their college students and graduates. A total of 10 interns reflecting 2.01 work years of donated intern time was accomplished in FY2010, with a cost savings of \$78, 699 in direct work/service to the FEB and Federal community.

Executive Summary

- √ A total of 7 Pre-Retirement classes were held in FY2010 and 4 FERS Mid-Career programs were conducted. Nearly 700 Federal employees were trained in these sessions.
- √ The FEB held - 2 Thrift Savings Program Investment Seminars that were attended by 210 employees. The FEB also hosted 2 - TSP Separation programs for Federal workers who are going to retire and how to use the TSP to their benefit.
- √ The FEB started two new training programs in Time Management and Managerial Skills that were both well received by agencies.
- √ In July the FEB launched the 3rd year of the Federal Outreach Leadership Development (FOLD) program. There are 20 participants from 7 different agencies and the goals of the program are to assist in the development of future Federal leaders and to address projected leadership vacancies brought on by retirements.
- √ The FEB sponsors the Toastmasters Federal United Professionals chapter in Fort Snelling.
- √ Federal Diversity Day was held in Fiscal Year 2010 on 03/30/10. It was attended by 240 government employees a substantial increase from FY2010.
- √ The FEB sponsored 33rd Annual Minnesota Federal Employee Awards Program on 5/07/10. A total of 90 employees from 33 agencies and bureaus were honored with 5 outstanding winners. Attended by over 560 employees from all over state.
- √ FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution) Mediates most difficult cases - 4 cases in FY 10 (a 50% decrease). Very cost effective (e.g. little or no cost to agencies) and is statewide in scope.
- √ The FEB Small and Disadvantaged Business Opportunity Council (SADBOC) hosted a Government Procurement Fair in Brooklyn Park, MN - 4/28/10 that drew over 1,000 people and provided 20 specialized seminars on contracting opportunities within the government including a major trade fair of agencies, T and prime contractors. This year's fair was another record for the over 16 years that the SADBOC council has been hosting the procurement fair.
- √ The FEB sponsors quarterly Twin Cities Field Federal Safety and Health Council that facilitates the exchange of ideas and information about Occupational Safety and Health.

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Foundational Activities

- √ The FEB again hosted a huge Federal and State Government fair at the nation's largest shopping mall, the Mall of America. The 10th Annual Government On Display Exposition (GODE) at Mall of America was held on January 30-31, 2010. A total of 23 Federal agencies exhibited at the expo and was attended by a record 500,000 visitors.

- √ The FEB oversees the Local Federal Coordinating Committee of the Northern Lights Combined Federal Campaign. The Fall 2010 Campaign \$951,843 (up 2% from 2008, \$933,018)- participation rate fell to 6.62% (7.2% in 2008).

*We are grateful for the support of our member agencies
who assist us daily in achieving our goals.*

BACKGROUND

By Presidential Directive in 1961, President John F. Kennedy established Federal Executive Boards (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 88% 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 Boards function in four general areas: (1) providing a forum for the exchange of information between Washington and the field about programs, management methods and administrative issues; (2) coordination of local approaches to national programs as approved by the Director, OPM; (3) communication from Washington to the field of management initiatives and other concerns for the improvement of coordination; and (4) referral to the national level of problems that cannot be resolved locally.

Today, there are 28 FEBs located in areas with a significant Federal population. The Boards are comprised of the highest ranking local officials from each Federal agency in the FEB area. Board leadership and structure consists of elected officers (Chair and Vice Chairs) Councils and Committees specific to FEB programs. The FEB staff manages the daily operations of the board.

Thank you to the U.S. Department of the Interior, Office of the Secretary,
National Business Center for the outstanding support of
The Minnesota Federal Executive Board



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

Activity Category: Training, Exercises and Educational Forums

Noteworthy Accomplishments

- √ From March through mid-April, the FEB responded to the Red River and Minnesota River Floods affecting North Dakota, South Dakota and Minnesota. Throughout that period, the FEB office sent numerous communications to all agencies from various Federal and State government sources on the flood.
- √ The FEB also notified all agencies throughout the year of the record severe weather that hit Minnesota during FY 2010. A total of 104 tornadoes (4 rated EF-4, 4 rated EF-3, 8 rated EF-2, 30 rated EF-1, 58 rated EF-0) Three deaths, 46 injuries (all were on June 17 except one injury on August 13). Previous records: 74 tornadoes in 2001, 27 in one day on June 16, 1992 (June 17, 2010 had 48 on one day). The FEB shared NOAA NWS storm forecasts and state and local government assessments of severe weather.
- √ Beginning June 16, 2010, and lasting to the end of Fiscal Year 2010, the FEB produced and distributed to all agencies an update open source newsletter on important news and reports on the H1N1 influenza outbreak. A total of 10 newsletters were transmitted to all agencies and the FEB network by the end of FY 2010. The newsletters are well received by agencies and other additional information including posters and human resource information was transmitted to agencies
- √ On December 3 the FEB hosted our Emergency Preparedness XIV seminar and it proved to be a huge success. Topics included: H1N1 Briefing update; Craig Edwards, Meteorologist on Minnesota Weather Trends; Cybersecurity update; Electromagnetic Pulse Weapons; DHS Briefing with speakers from MN Department of Health, U.S. Dept of Homeland Security; Emprimus, Wells Fargo. Over 70 attendees from various federal, state, local agencies as well as non-profit and critical infrastructure business partners were present.
- √ FEB Minnesota at the DHS FEMA National Continuity Conference in Galveston, TX, gave a presentation that shared successes of our recent Cyber Security training program and tabletop exercise and discussed the FEB Net works emergency preparedness activities and capabilities. The program was well received by the audience.
- √ The FEB Director in June attended and presented at the National Urban Area Security Initiative (UASI) conference in New Orleans, LA. The presentation focused on the FEB network and our mission, capabilities and activities.

- √ The Federal Executive Board continues to play an active role in the Association of Minnesota Emergency Managers. Director Morris continues on the AMEM Board of Directors as Federal Agency Liaison. The FEB again assisted AMEM on their 50th Annual training Workshop, September 20-23, 2010. The FEB secured speakers from the FEMA Region V and Department of Energy, Radiological Assistance Program, Argonne National Laboratories, Region V. Morris also presented a popular program on the multigenerational workplace.

Activity Category: Crisis Communications and Partnerships

- √ Director Morris attended the Second Annual FEMA Continuity of Operations Strategic Planning Conference for States, Territories, and the District of Columbia on March 2010 in Galveston, TX. FEMA paid the FEB Directors travel to the conference. The conference was marked with good networking with our FEMA National and Region V contacts and we had a private meeting between the FEB directors and FEMA officials from D.C.
- √ During FY2010, FEB Minnesota continued to use the United States Public and Private Partnership (USP3) critical information communications program and updated all Federal agency emergency contacts. The system was tested live twice during the year, once during a national exercise.
- √ The FEB Intergovernmental Emergency Preparedness Council leadership continues with Department of Homeland Security - Transportation Security Administration as lead Federal agency.
- √ Throughout FY10 Director Morris and until her departure in January, Assistant Director Mulvihill continued to attend the FBI Joint Terrorism Task Force's monthly executive board meetings in Minneapolis representing the FEB.
- √ The FEB continues as a secure member of the FBI Infrastructure Protection - Infraguard program. FEB Director Morris and/or Assistant Director Mulvihill attended many of the monthly general meetings in FY10.
- √ The FEB continued to work with the Minnesota Department of Health (MDH) - Emergency Preparedness Division on priority prophylaxis treatment for key Federal employees in the event of a terror attack or pandemic infection of the population. FEB Staff held several meetings with MDH officials on the Strategic National Stockpile issues. Our FEB also discussed the issue with the Centers for Disease Control and Prevention which is working on this issue.
- √ In October the FEB and the Minnesota Department of Health held a meeting with Federal agencies and the Centers for Disease Control and Prevention on the Strategic National Stockpile, Closed Point of Dispensing (PODS).

- √ Morris continues to serve on the FEB Network's Emergency Preparedness Council. This group helps to shape policy and direction for all FEBs in the area of emergency preparedness.
- √ The FEB cosponsored the National Weather Service Skywarn Spotter training program on February/March 2010 at the Whipple Federal Building in Fort Snelling. The training was open to all potential Skywarn volunteers who look for tornados and other severe weather during the season in Minnesota.
- √ The FEB was represented at mission applicable quarterly FY 2010 DHS FEMA Regional Interagency Steering Committee (RISC) meetings in Chicago and also attended a joint Region V FEMA/FEB/FEA regional meeting at FEMA Headquarters.
- √ The FEB continued its close cooperation with the State of Minnesota Division of Homeland Security and Emergency Management. The FEB Director and Assistant Director met on numerous occasions with Minnesota Commissioner of Public Safety Michael Campion and Minnesota Division of Homeland Security and Emergency Management Director, Kris Eide on mutual issues and emergency preparedness concerns.
- √ The FEB website has continues to enhance a special homeland security segment on FEB web www.minnesota.feb.gov dedicated to homeland security with links, information and other resources. Weather related closures, delays or early releases are posted via the FEB website.
- √ The FEB forwards regular statewide emails and faxes to Federal agencies on the latest preparedness information from the White House Office of Homeland Security /Department of Homeland Security / Health & Human Services.
- √ FEB continued in an active role in the Metropolitan (Twin Cities) Emergency Managers Association (MEMA) organization and reported on FEB training opportunities for state and local EMA managers.
- √ Director Morris and Assistant Director Mulvihill and other members of the Interagency Emergency Preparedness Council attended the M-STEP Minnesota Terrorism Symposium in Brooklyn Park, MN - November 2010.
- √ FEB Minnesota continues with the National Communications System as a Federal Points Of Contact (POC) for the Government Emergency Telecommunications System and Wireless Priority Service (GETS/WPS). FEB Minnesota assisted several Minnesota Federal agencies to obtain GETS/WPS for their senior staff. FEB Minnesota also secured GETS/WPS for over a dozen key personnel of other FEBs throughout the country.

- √ Director Morris attended the Minnesota Governor's Emergency Management Conference in Brooklyn Park, MN on March 3-5, 2010. Morris had a Association of Minnesota Emergency Managers (AMEM) board of directors meeting the day before the start of the conference in Brooklyn Park. Morris used the conference to collaborate and discuss with State and Local Government emergency managers upcoming activities of the FEB.
- √ Director Morris and Assistant Director Poucher continued to be certified in classes of the FEMA National Incident Management System (NIMS) Incident Command System -- IS-100, 200, 700.
- √ The FEB emailed many different preparedness guides and materials to agencies throughout the year. Information transferred to agencies included the following items: general information on terrorism, emergency planning and preparedness including pandemic influenza. COOP fill in the blanks templates; templates for preparedness resources; mental health resources, etc.
- √ FEB staff also maintains fully functioning offices in their residences and regularly tests teleworking from those locations. The FEB also has a defined and signed Memorandum of Agreement with another DOI agency for a longer term COOP location, if needed.

II. Line of Business: Human Capital Readiness

FEB Staffing - Change of the Assistant Director Position

- √ Assistant Director Tiffany Mulvihill left the FEB on Friday, January 22. Ms. Mulvihill's husband took a position with the Securities and Exchange Commission in Washington, D.C. Ms. Mulvihill moved first to DOI-OS-NBC and later a new emergency management position at the Department of Health and Human Services.
- √ The FEB selected Ms. Alyssa Poucher, former FEB Intern and recent graduate of the Peace Corps, returning from Cameroon, West Africa. Ms. Poucher assumed the position of Assistant Director on March 15, 2010.

FEB Minnesota Succession Planning and Leadership Development (FOLD) Initiative

- √ Negotiated partnerships with local universities for management training.
- √ The FEB has worked with the Regional Metropolitan Council and the local Travel Management Organizations on an eWorkplace initiative that they are championing. Monies and free consultation is available to agencies on implementing a telework initiative.

- √ Many agencies at the January 2010 Government On Display Exposition at Mall of America did recruitment for vacant positions.

FEB Interagency Personnel Council

- √ Met periodically throughout the year to discuss OPM issues; the President's Management Agenda; Getting to Green initiatives of the OMB and OPM.
- √ The FEB Interagency Employee Development Council worked on revising its mission to be more reactive to the younger generations of employees and agency needs.
- √ The group is an interagency diverse group of young, emerging leaders who meet to plan strategy for ensuring a smooth transition to the new generation. Council co-chairs also sit on the FEB Policy Board (Executive Committee) to represent the general interests of emerging Federal leaders to the senior leadership.
- √ The FEB continued to develop and hone our intern program in FY2010. To meet this end we worked with several universities on internships and career opportunities for their college students and graduates. **An estimated total of 2.01 work years of time were donated by FEB interns that at a GS-5/1 salary and 10% additional benefits would equate to \$78,699 worth of direct work/service to the FEB and Federal community. More than 20 former interns are now working for the U.S. Government.** The FEB also developed and used a new stand alone exhibit used for Internship Fairs, the concept of the exhibit was done by interns working with FEB staff.
- √ The FEB participated in the MN CUCSA 6th Annual Government Job and Internship Fair held at University of Minnesota in October 2010. The FEB successfully recruited interns for the fall, spring and summer terms.
- √ The FEB worked with established partnerships with the Metropolitan Council and the Regional Traffic Management Organizations on a new eWorkplace (Telework) initiative they are championing. Monies and free consultation is available to agencies on implementing a telework initiative. The consortium made a presentation to the policy board and are offering free services to all agencies. They sponsored a telework seminar for all agencies in December 2010 at no cost to the FEB or agencies.
- √ The FEB participated in the 9th Annual University of Minnesota Career and Intern fair in February 2010 and successfully recruited interns for the spring and summer terms.

FEB Interagency Training Council

- √ Offers a wide range of classes (benefits, personnel, IDP, etc.) in conjunction with the Minnesota Cooperative Administrative Support Unit (CASU) and with the VA Debt Management Center after the CASU was dissolved. A total of 7 Pre-Retirement classes were held and 4 FERS Mid-Career programs were conducted. Nearly 700 Federal employees were trained in these sessions.
- √ On 8/24-25/10 the FEB sponsored the Core Competencies for Success Seminar that was attended by 12 people at a great cost savings to agencies.
- √ In July 2010, the FEB launched the 2010-2011 Federal Outreach Leadership Development (FOLD) program. There are 20 participants from 11 different agencies and the goals of the program are to assist in the development of future federal leaders and to address projected leadership vacancies brought on by retirements. FOLD participants interact with local executives, visit local agencies, work in groups, refine their writing and speaking skills, share information and explore unique challenges faced and addressed by federal leaders in Minnesota. The program is self-managed and participant-driven.
- √ The FEB held in conjunction with the FAA the 9th Annual Federal Employee Education Fair with Colleges and Universities in March 2010. Over 20 Colleges and over 500 Federal employees attended the 4 hour event.
- √ The FEB Sponsors the Toastmasters Federal United Professionals chapter in Fort Snelling. Toastmasters International is a nonprofit organization which gives its members the opportunity to develop and improve their public speaking abilities through local club meetings, training seminars and speech contests.
- √ The FEB held - 2 Thrift Savings Program Investment Seminars that were attended by 210 employees. The FEB also hosted 2 - TSP Separation programs for Federal workers who are going to retire and how to use the TSP to their benefit. Board.

The FEB Intergovernmental Small and Disadvantaged Business Opportunity Council (SADBOC)

- √ Provides forum to share upcoming contracting opportunities for 8A & SDBs among Federal, State and Local Government agencies and non-profit agencies which help SDBs.
- √ Hosted a Government Procurement Fair in Brooklyn Park, MN - April 30, 2010
Drew a record crowd 1,000+ businessmen and women and provided 20 specialized seminars on contracting opportunities within the

government. There is a major trade fair in addition to the educational sessions which are taught by Federal State and Local government agency representatives.

- √ Meetings were held with new Federal agency heads and 7 U.S. Congressional field offices by Director Morris and Assistant Directors Poucher and Mulvihill.

FEB Interagency Diversity Council

- √ Develops and frames consistent Diversity/EEO policy among all Minnesota Federal agencies.
- √ Federal Diversity Day was held in Fiscal Year 2010 on March 2010. It was attended by over 240 government employees. This was the largest turnout in several years.
- √ Conducted special drives for special needs people/groups/organizations.
 - √ School Supply Drive for needy children/schools - August
 - √ Food drive during the Martin Luther King holiday period - January
 - √ Professional clothing drive for needy men/women - May
- √ Sponsored 33rd Annual Minnesota Federal Employee Awards Program - May 7, 2010.
 - √ This year's keynote speaker was former Chairman of the Joint Chiefs of Staff John Vessey, Jr.
 - √ A total of 90 employees were honored with 5 outstanding honors.
 - √ Attended by over 560 employees from all over state.
 - √ Attended by 7 U.S. Congressional Offices who assisted with awards process in April.
- √ Federal Employee Health Benefit Program (FEHB).
 - √ Organized 20 FEHB Health Fairs throughout the state- November - December 2009.
 - √ Coordinate visits by health insurance agencies at all of the locations.
- √ Director Morris, Assistant Director Poucher and First Vice Chair Jose Medina attended the FEB National Conference in Washington, D.C. July 21-23, 2010.
- √ FEB MN assists employee morale by negotiating and offering discount programs to Minnesota professional sporting and other events including: MLB Minnesota Twins Baseball in the new Target Field Ballpark; NFL Minnesota Vikings Football; NHL Minnesota Wild Hockey; NBA Minnesota Timberwolves and WNBA Minnesota Lynx; St. Paul Saints Minor League Baseball Team; numerous music/events/shows at Excel Energy Center in St. Paul and the Target Center in Minneapolis; Actors Theatre in St. Paul.

- √ Active FEB participation in the Northern Lights (MN) Chapter of the Society of Government Meeting Professionals - All FY10.
 - √ Forum between contractors (hotels, restaurants, convention and visitor bureaus) and government meeting professionals.
 - √ Assistant Director Alyssa Poucher is the FEB representative to the organization. Director Morris continues as a founding member of the chapter.
- √ FEB assisted the GSA Office of Governmentwide Policy on travel issues during FY10.
- √ Provided assistance and communication to local hotels, motels and convention and visitor bureaus regarding questions on the GSA Premier Lodging program called FedRooms for the Minneapolis/St. Paul metropolitan area - all FY10.
- √ Assistant Director Poucher attended the Combined Federal Campaign Workshop in Fort Worth, TX.

Federal Field Safety and Health Council

- √ The FEB sponsors the Twin Cities Field Federal Safety and Health Council that facilitates the exchange of ideas and information about Occupational Safety and Health. The council is designed to be a dynamic forum for sharing knowledge, ideas, expertise, technology, and other OSHA resources among participating agencies to help reduce the incidence, severity and cost of injuries and illnesses at Federal facilities. Federal OSHA (WI) is a primary participant and advisor to the council.

Improved Financial Performance

- √ FEB Policy Board (Executive Committee) Retreat in Hinkley, MN - October 2009
 - √ Annual strategic planning session which benefits all agency performance and bottom line.
- √ The FEB continued to enhance our web-based on-line registration program for all major FEB events during Fiscal Year 2010. Credit cards are taken on-line using the secure financial services of Verisign/Paypal. We dropped U.S. Bank as credit card processor and went directly to Paypal for all services at a substantial savings. See <http://www.minnesotafeb.org>.

- √ FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution)
 - √ Mediates most difficult cases - 6 cases in FY 10
 - √ Very cost effective (e.g. little or no cost to agencies) \$50,540 in savings to the U.S. Government
 - √ Statewide in scope
 - √ On Tuesday November 3, the FEB Shared Neutrals Council held a very successful training program “Mediating Across Worldview Conflicts” on Alternative Dispute Resolution in the GSA Conference Center at the Whipple Federal Building in Fort Snelling, MN. The program was attended by 43 people from 20 agencies.

- √ The FEB completely revamped all agency records in concert with the FBI USP3 Critical Infrastructure Network - communications program. Several test messages were sent to all agencies using this redundant systems’ communication network. This enhanced web-based notification system can contact more than 800 contacts in over 200 locations statewide.

- √ The FEB Website was updated throughout the year with some significant up grades done by a summer intern in FY10. The site meets all DOI standards including Section 508 accessibility standards. This site continues to be located at our host agency, the Department of the Interior.

Please refer to previous goals which contain many intergovernmental and community outreach activities that reach those objectives too.

III. Foundational Function: Intergovernmental and Community Activities

Tenth Annual Government On Display at Mall Of America:

- √ The FEB again hosted a huge Federal and State Government fair at the nation’s largest shopping mall, the Mall Of America. The 11th Annual Government On Display Exposition (GODE) at Mall Of America was held on January 30-31 2010. A total of 23 Federal agencies exhibited at the expo. A congressional booth was staffed by all district U.S. Congressional Offices. Over 500,000 visitors attended this year’s two-day event - a record. Special program events included: The DHS - Citizenship and Immigration Services bureau held a Naturalization Ceremony conducted by Chief Judge *emeritus* Paul Magnuson who swore in 30 new citizens.

**Administers Northern Lights Combined Federal Campaign (Minnesota/Dakotas/
Western Wisconsin) -**

- √ **The FEB oversees the Local Federal Coordinating Committee of the Northern Lights Combined Federal Campaign. The Fall 2010 Campaign \$951,843 (up 2% from 2008, \$933,018)- participation rate fell to 6.62% (7.2% in 2008).**
- √ Oversees Local Federal Coordinating Committee
- √ Recruits Federal volunteers. Recruited adequate number of Community Liaison (Loaned Executive) positions for the Fall 2010 campaign.
- √ Assistant Director Poucher attended the CFC Workshop in Ft. Worth, TX

FEB Foundational Committee

- √ Assistant Director Tiffany Mulvihill was a member of the FEB Foundational Committee that addresses FEB Network policy and guidance on various traditional activities of FEB's.

Partnerships

- √ Morris held meetings on mutual issues with Canadian Consul General Martin Loken and many with Consul Jennifer Kay of the Canadian Consulate in Minneapolis in FY2010. The Consulate General hosted an FEB Policy Board meeting in November 2009.
- √ Morris was invited to a International Conference at the University of Manitoba, Political Studies Students' Conference in Winnipeg, MB from February 3-5. Morris met with the U.S. Consul Dr. Michelle Jones and other U.S. and Canadian Officials. Morris' presentation was on "Manitoba and Relations with its Southern Neighbors."
- √ FEB is a member of the St. Paul Chamber of Commerce
 - √ Developed special pricing for Federal agency membership
 - √ Enhance business/government cooperation

The FEB maintains active partnerships with the following organizations:

- √ St. Paul Chamber of Commerce
- √ Metropolitan Council
- √ Association of Minnesota Emergency Managers (AMEM)
- √ Metropolitan Emergency Managers Association (MEMA)
 - √ Director Morris serves as a Board of Director to this organization in the position of Federal Agency Liaison

The FEB maintains active partnerships with the following organizations:

- √ Society of Government Meeting Professionals, Northern Lights Chapter (MN)
- √ Federal Executive Associations in Fargo and Grand Forks, North Dakota
- √ All Minnesota U.S. Congressional Offices
- √ Canadian Consulate General in Minneapolis
- √ Mexican Consulate in Saint Paul
- √ Wisconsin Joint Assessment Steering Committee: DOI BIA & FWS, 6 Chippewa
Tribe Nations
- √ Multicultural Development Center (Twin Cities)
- √ Numerous Minnesota State Government Agencies including: Department of
Public Safety; MN Division of Homeland Security and Emergency Management;
Department of Education; Department of Revenue; Department of Natural
Resources; Department of Health.

- √ American Red Cross Twin Cities Chapter
- √ Morris was Co-Chair of the Service Delivery Committee as well as a
member the Board of Directors.
- √ American Red Cross Blood Services – North Central Blood Region.
- √ Morris appointed in July as a member of the Board of Directors of the
North Central Blood Region.
- √ The FEB cosponsored several Red Cross blood drives in Fort Snelling
and other locations in the metropolitan area.

Note: This page is clearly legible in printed format.

FY2010 ADR and Training Cost Avoidance Template Federal Executive Board

Combined Federal Campaign (CFC)	
2009 Total Contributions	\$951,843

<u>Awards and Recognition</u> (name of event)	Number of Attendees	Number of Awards Presented
33 rd Minnesota Civil Servant of the Year Luncheon	559	95
Totals:	559	95

<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:	6	3	\$16,846.86	\$50,540.58
Pre-EEO Complaint:			\$68,858.10	
EEO Complaint (after entering formal process):			\$65,742.70	
Totals:				\$50,540.58

<u>FEB- Sponsored Training Sessions</u>	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance (Cost Savings x # of Attendees)
Pre-Retirement – CSRS 4 classes	\$250	\$65	\$185	240	\$44,400
Pre-Retirement – FERS 3 classes	\$250	\$65	\$185	180	\$33,300
FERS Mid Career Planning Seminars -4	\$250	\$65	\$185	240	\$44,400
Emergency Preparedness XIV Half Day Training Program	\$25	\$0	\$25	120	\$3,000
TSP Thrift Savings Invest. Seminars - 4	\$100	\$20	\$80	210	\$16,800
TSP for HR Managers Seminar	\$250	\$80	\$170	35	\$ 5,950
Effort and Time Management Seminar	\$400	\$40	\$320	35	\$ 11,200
SADBOC Procurement Fair & Training	\$100	\$0	\$100	1,021	\$102,100
Federal Diversity Day	\$150	\$45	\$105	253	\$26,565
Totals:				2,334	\$287,715

October 2010

Note: This page is clearly legible in printed form.



Federal Executive Board of Minnesota Organizational Chart - Fiscal Year 2011

