



Fiscal Year 2008 Annual Report

*October 1, 2007 through
September 30, 2008*

**Minnesota
Federal Executive Board**

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National Business Center



TABLE OF CONTENTS

Demographics 3

Executive Summary 4

Background 8

Fiscal Year 2008 Results

 I. Emergency Preparedness, Employee Safety and Security 9

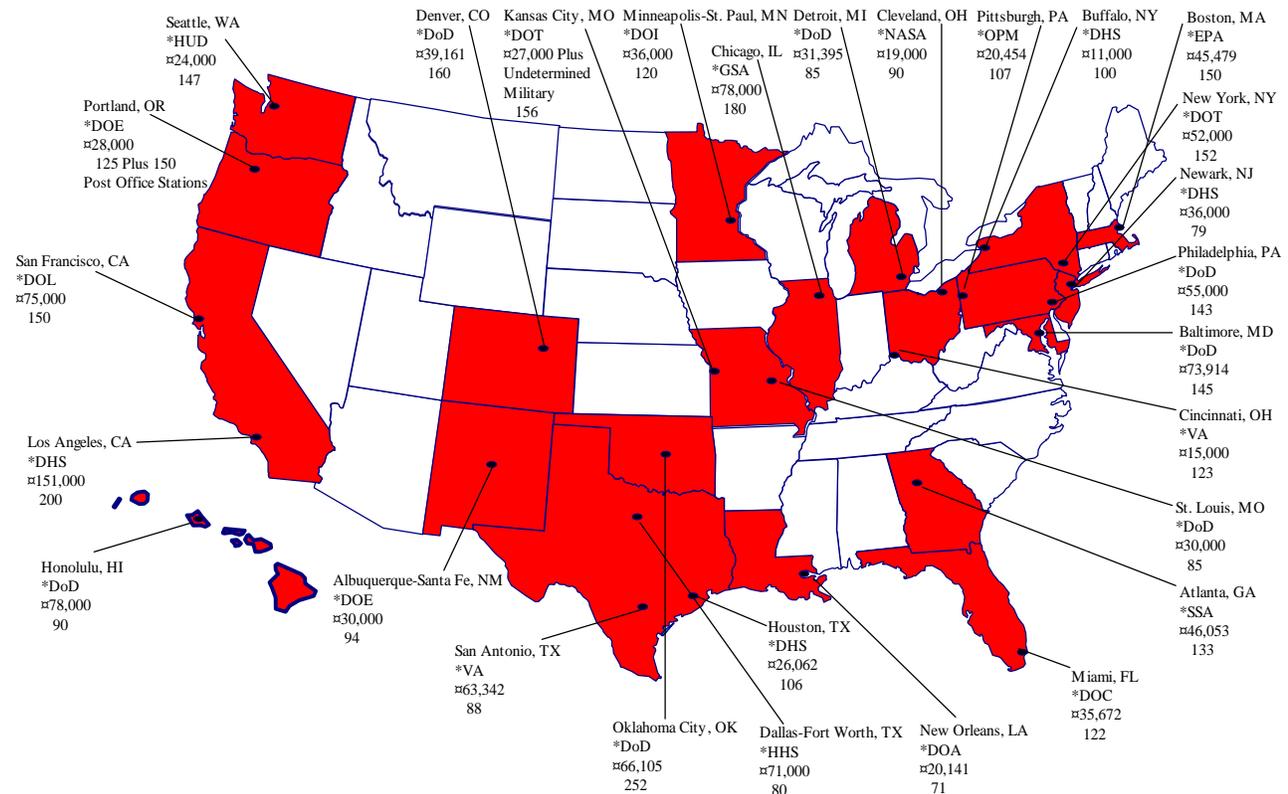
 II. Human Capital Readiness 13

 III. Foundational Activities: Intergovernmental and Community Activities 18

2008 Alternative Dispute Resolution (ADR) and Training Cost Avoidance Template 20

Organizational Chart 21

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; Peace Corps.
- √ The National Payroll 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.feb.gov to learn more

Leadership Fiscal Year 2008

Chair

Anne Lewandowski, District Manager
Social Security Administration, Saint Paul

First Vice Chair

Terrance Virden, Regional Director
Department of the Interior, Bureau of Indian Affairs

Second Vice Chair

W. Charles Becoat, Director
Food and Drug Administration

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 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 2008

- √ Homeland Security Activities and Education Sessions and the Republican National Convention
- √ Interagency training programs and Diversity/EEO programming
- √ FEB Minnesota student internship program
- √ 9th Annual Government On Display Exposition at Mall Of America
- √ 31st 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 2008, the US Office of Personnel Management continued to refine and define the two new lines of business 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

- √ 10/10/07– FEB Emergency Preparedness Seminar XI, the sole subject was the response to the I-35W Bridge Collapse.
- √ 4/30/07– FEB Cosponsored Identify Theft Training Seminar for Law Enforcement.
- √ 6/24/08- FEB Emergency Preparedness Seminar XII, this event had an agenda that included: Briefing on the National Response Framework; Personal Preparedness; Severe Weather in Minnesota and specifically the Hugo, MN Tornado; Infrastructure Protection in Minnesota.

Executive Summary

- √ The Federal Executive Board is a founding member of the U.S. Coast Guard Area Upper Midwest Area Maritime Security Committee.
- √ The FEB played an active role in the preparations before and during the Republican National Convention (RNC), held in St. Paul and the Twin Cities from September 1-4, 2008. We issued confidential briefing newsletters before and during the convention and released downtown St. Paul non-emergency employees early due to large demonstrations on September 4.
- √ Director Morris was invited to and attended the 11/30/07 meeting of the Manitoba Regional Federal Council in Winnipeg, Canada. He spoke to FEB emergency preparedness and human capital readiness issues.
- √ The FEB maintains a presence on the FBI Joint Terrorism Task Force executive council and the Infragard program. FEB MN also maintains an active role in the Association of Minnesota Emergency Managers and the Metropolitan Emergency Managers Association.
- √ The FEB attends all quarterly FEMA Region V Regional Interagency Steering Committee (RISC) Meetings in Chicago.
- √ 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 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

- √ Two initial briefings to the FEB Policy Board were conducted by officials from the U.S. Secret Service in FY 2007 on the potential impact of the September 1-4, 2008 Republican National Convention on Twin Cities Federal agencies.
- √ The FEB continued to expand and develop our intern program in FY2008. To meet this end we worked with several universities on internships and career opportunities for their college students and graduates. A total 22 interns reflecting 2.3 work years of donated intern time was accomplished in FY2008, with a cost savings of \$79,358 in direct work/service to the FEB and Federal community.

Executive Summary

- √ 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.
- √ The FEB held on 8/26-27/08 3 Thrift Savings Program Seminars that were attended by 276 employees.
- √ On 6/03-05/08 the FEB sponsored the 6 Core Competencies of Leadership Seminar that was attended by 47 people at a great cost savings to agencies.
- √ In July the FEB launched its Federal Outreach Leadership Development (FOLD) program. There are 18 participants from 9 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 2008 on 10/10/07. It was attended by 245 government employees.
- √ Sponsored 31th Annual Minnesota Federal Employee Awards Program on 5/09/08. A total of 122 employees were honored with 5 outstanding winners. Attended by over 540 employees from all over state
- √ FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution) Mediates most difficult cases - 8 cases in FY 08 (a 400% increase). Very cost effective (e.g. little or no cost to agencies) and is Statewide in scope.
- √ The FEB Small and Disadvantaged Business Opportunity Council hosted a Government Procurement Fair in Brooklyn Park, MN - 4/29/08 that drew 700+ people and provided 20 specialized seminars on contracting opportunities within the government including a major trade fair of agencies and prime contractors.
- √ 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.

Executive Summary

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 9th Annual Government On Display Exposition (GODE) at Mall Of America was held on January 26-27, 2008. A total of 24 Federal agencies exhibited at the expo and was attended by 225,000 visitors.

- √ The FEB oversees the Local Federal Coordinating Committee of the Northern Lights Combined Federal Campaign. The Fall 2007 Campaign \$1,025,545 (down - 6.1% from 2006, \$1,088,586)- 13.7% participation rate.

*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

- √ Federal Executive Board of Minnesota (FEB MN) sponsored major interagency Homeland Security Briefings: by the Department of Homeland Security; Minnesota Division of Homeland Security and Emergency Management; The City of Minneapolis Emergency Management and Police Department; Hennepin County Sheriff's Office; Hennepin County EMS; American Red Cross; Department of Commerce - NOAA - National Weather Service; U.S. Army - NORTHCOM; DHS FEMA, Region V; General Services Administration, Region V.

Noteworthy Accomplishments

- √ 10/10/07- FEB Emergency Preparedness Seminar XI, the sole subject was the response to the I-35W Bridge Collapse. This was the first interagency presentation on the response. Presenting agencies included: Minnesota Division of Homeland Security and Emergency Management; The City of Minneapolis Emergency Management and Police Department; Hennepin County Sheriff's Office; Hennepin County EMS; American Red Cross; U.S. Army - NORTHCOM; Department of Commerce - NOAA National Weather Service. A total of 92 attendees from Federal agencies were in attendance (Federal only event). On 4/22/08, the FEB received an award from the Twin Cities Chapter of the American Red Cross on behalf of the Federal response to the Bridge Collapse.
- √ 4/15-18/08- FEB Assistant Director Mulvihill attended a Canadian/U.S. Border Emergency Management program exploring issues relating to terrorism, pandemic influenza and other health concerns between officials in the Upper Midwest and corresponding Canadian officials from Manitoba and Ontario.
- √ 4/30/07- FEB Cosponsored Identify Theft Training Seminar for Law Enforcement. The training was done in conjunction with the U.S. Attorneys Office, U.S. Secret Service, and the U.S. Postal Inspection Service. Over 180 people from Federal, State and Local government agencies attended the day-long class.
- √ 6/24/08- FEB Emergency Preparedness Seminar XII, this event had an agenda that included: Briefing on the National Response Framework; Personal Preparedness; Severe Weather in Minnesota and specifically the Hugo, MN Tornado; Infrastructure Protection in Minnesota. Presenting agencies included: Minnesota Division of Homeland Security and Emergency Management;

Department of Commerce - NOAA National Weather Service. A total of 92 attendees from Federal agencies were in attendance.

- √ 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 48th Annual training Workshop, September 14-17, 2008. The FEB secured speakers from the State of California and Federal Bureau of Investigation to address the San Diego Fires and Evacuations and Cyberterrorism, respectively.
- √ The Federal Executive Board is a founding member of the U.S. Coast Guard Area Upper Midwest Area Maritime Security Committee. In this endeavor the FEB attended the initial meeting of the committee on 10/02/07 and participated in a tabletop exercise on 5/16/08. Both meetings were held in the Minnesota State Emergency Operations Center.

Activity Category: Crisis Communications and Partnerships

- √ The FEB played an active role in the preparations before and during the Republican National Convention (RNC), held in St. Paul and the Twin Cities from September 1-4, 2008. The FEB held two briefings to the Policy Board with the U.S. Secret Service and researched, edited, prepared and released biweekly For Official Use Only (FOUO) briefing newsletters to all Federal agencies on the RNC on July 17, July 29, August 12, August 22 and August 29. The FEB also developed and released daily newsletter briefings to all Federal agencies during the work days of the RNC, September 2-4.
- √ During the RNC the FEB on September 4 recommended an early release of all non-emergency Federal agencies in the downtown St. Paul zip code zone 55111 due to large demonstrations that obstructed the normal flow of traffic in the non-secure zones of the city. The FEB used the U.S. Public and Private Partnership (USP3) FBI communications system using the email and text to voice functions. The USP3 system worked flawlessly.
- √ Director Morris was invited to and attended the 11/30/07 meeting of the Manitoba Regional Federal Council in Winnipeg, Canada. The Federal Regional Council is an entity similar to the Federal Executive Board System. Morris presented a program detailing the FEB system and our work in emergency preparedness within our Federal sector. Morris also met with the U.S. Consular Officials at our Consulate in Winnipeg.
- √ The FEB continues to refine relations with all appropriate Federal agencies working in Homeland Security issues and Emergency Preparedness.

- √ During FY2008 FEB Minnesota continued the transition to the new FBI United States Public and Private Partnership (USP3) critical information communications program and updated all Federal agency emergency contacts. The system was tested live 2 times prior to the Republican National Convention.
- √ The FEB Intergovernmental Emergency Preparedness Council leadership continues with Department of Homeland Security - Transportation Security Administration as lead Federal agency.
- √ Director Morris received a Secret Security Clearance from the Department of the Interior following a field background investigation conducted by the OPM. Mr. Morris will join Assistant Director Mulvihill at the FBI Joint Terrorism Task Force's monthly executive meetings in Minneapolis representing the FEB.
- √ 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.
- √ 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.
- √ On 3/7/08 the FEB assisted the Canadian Consulate General of Minneapolis on a meeting of Canadian/U.S. Federal and State/Provincial emergency management officials at the Consulate on the subject of creating a Midwest regional emergency compact between Canada and the United States.
- √ The FEB was represented at the quarterly FY 2008 DHS FEMA quarterly Regional Interagency Steering Committee (RISC) meetings in Chicago and also attended a joint Region V FEMA/FEB/FEA regional meeting at FEMA Head quarters.
- √ The FEB continues as a secure member of the FBI Infrastructure Protection - Infraguard program. FEB Director Morris and/or Assistant Director Mulvihill attended most of the monthly general meetings in FY08.
- √ The State of Minnesota Division of Homeland Security and Emergency Management includes a report on FEB Minnesota's emergency management activities in their monthly metropolitan newsletter that goes out to all State and Local government agencies in the metro region. 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.doi.gov/febtc 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 information from the White House Office of Homeland Security / Department of Homeland Security and the ICEFISHX <http://www.icefishx.org> Statewide information sharing network with some classified at the Law Enforcement Sensitive level. On 11/27/07 Assistant Director Mulvihill attended a briefing on the MNJAC (MN Joint Analysis Center) Fusion Orientation Process at the MN Bureau of Criminal Apprehension.
- √ 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 on November 13-14, 2007.
- √ 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 18 key personnel of other FEBs throughout the country.
- √ The FEB organized the participation of key state and local government response and emergency management agencies for a meeting at the U.S. Postal Service, Accounting Operations Center in Eagan. Key postal service officials, state and local representatives and the FEB attended a emergency preparedness meeting at the payroll and computing center on 6/17/08.
- √ In September 2008 the FEB was invited and joined the Emergency Preparedness Committee (EPC), Minnesota Governor's Council on Geographic Information Meeting. This council works on Geographic Information System (GIS) issues in relation to emergencies. Morris attended an earlier meeting on 7/24/08 on intergovernmental/interagency coordination of GIS.

- √ 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.
- √ The FEB continued to distribute to agencies an updated self-booting CD-ROM based Homeland Security - Emergency Preparedness resource diskette including streaming videos, handbooks, guidelines, medical approaches and resources from many Federal, State and Local government agencies and non-profit preparedness materials from the Red Cross and like organizations. Over 600 MB of updated materials are on each diskette.
- √ 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 agency for a longer term COOP location, if needed.

II. Line of Business: Human Capital Readiness

FEB Minnesota Succession Planning and Leadership Development Initiative

- √ Negotiated partnerships with local universities for management training.
- √ University of Minnesota, Humphrey Institute of Public Affairs - seminars, Humphrey Forum Fellows, special intergovernmental meetings including a briefing on the results and findings from leading national speakers.
 - √ Assistant Director Mulvihill was selected as a Humphrey Policy Fellow for the 2007-2008 school term. She had an excellent leadership experience.
- √ Director Morris was invited to and attended the 11/30/07 meeting of the Manitoba Regional Federal Council in Winnipeg, Canada. The Federal Regional Council is an entity similar to the Federal Executive Board System. Morris presented a program detailing the FEB system and our work in human resources readiness within our Federal sector.
- √ Many agencies at the January 2007 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.
- √ Two initial briefings to the FEB Policy Board by officials from the U.S. Secret

Service were conducted in FY 2007 on the potential impact of the September 1-4, 2008 Republican National Convention on Twin Cities Federal agencies.

- √ 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 expand and develop our intern program in FY2008. To meet this end we worked with several universities on internships and career opportunities for their college students and graduates. A total 22 interns reflecting 2.3 work years of donated intern time was accomplished in FY2008, doubling last year's totals.
- √ The FEB participated in the MN CUCSA 4th Annual Government Job and Internship Fair held at University of Minnesota on 10/22/07. The FEB successfully recruited interns for the Fall, Spring and Summer terms.
- √ The FEB participated in the 7th Annual University of Minnesota Career and Intern fair on 2/25/08 and successfully recruited interns for the Spring and Summer terms.
- √ **An estimated total of 2.23 work years of time were donated by FEB interns that at a GS-5/1 salary and 10% additional benefits would equate to \$79,358 worth of direct work/service to the FEB and Federal community.**

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 6/03-05/08 the FEB sponsored the 6 Core Competencies of Leadership Seminar that was attended by 47 people at a great cost savings to agencies.

- √ In July 2008, the FEB launched its Federal Outreach Leadership Development (FOLD) program. There are 18 participants from 9 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 7th Annual Federal Employee Education Fair with Colleges and Universities on 3/4/08. Over 20 Colleges and over 300 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 3 Thrift Savings Program Seminars on 8/26-27/08 that was attended by 276 employees. The instructor came from D.C. from the Thrift Savings 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 - 4/29/08 that drew 700+ people 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 6 U.S. Congressional field offices by Director Morris and Assistant Director 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 2008 on 10/10/07. It was attended by 245 government employees. Throughout the spring and summer of 2008 the Council developed and planned a large, day-long

Diversity Day training program to be held on 11/19/08.

- √ Conducted special drives for special needs people/groups/organizations.
 - √ School Supply Drive for needy children/schools.
 - √ Food drive during the Martin Luther King holiday period.
 - √ Professional clothing drive for needy men/women.

- √ Morris presented a Multigenerational Workplace program to 30 members of command staff of the 133rd Air National Guard Airlift Wing in Fort Snelling on 2/09/08.

- √ Sponsored 31th Annual Minnesota Federal Employee Awards Program - 5/09/08.
 - √ A total of 122 employees were honored with 5 outstanding (record number of awardees).
 - √ Attended by over 540 employees from all over state.
 - √ Attended by 6 U.S. Congressional Offices who assisted with awards process on 4/22/08.

- √ Federal Employee Health Benefit Program (FEHB).
 - √ Organized 19 FEHB Health Fairs throughout the state- 11/13-12/06/07.
 - √ Coordinate visits by Health Insurance Agencies.

- √ FEB Minnesota contributed to numerous Federal Times articles in FY08 on field perspectives to national policies/issues.

- √ FEB Minnesota contributed to numerous Government Executive Magazine articles in FY08.

- √ Assistant Director Mulvihill attended the FEB Directors meeting in Atlanta, GA 2/4-7/08 and Director Morris and Chair Anne Lewandowski attended the FEB National Conference in Washington, D.C. 7/29-8/01/08.

- √ FEB MN assists employee morale by negotiating and offering discount programs to Minnesota professional sporting and other events including: MLB Minnesota Twins Baseball; 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 FY08.
 - √ Forum between contractors (hotels, restaurants, convention and visitor bureaus) and government meeting professionals.

- √ Assistant Director Tiffany Mulvihill 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 FY08.
- √ Provided assistance and communication to local hotels, motels and convention and visitor bureaus regarding questions on the new GSA Premier Lodging program called Fedrooms for the Minneapolis/St. Paul metropolitan area - All FY06.
- √ Director Morris served as a national workshop speaker at CFC Workshop in Las Vegas, NV. Assistant Director Mulvihill attended the CFC Workshop in Orlando, FL.

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 OSH 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 Rochester, MN - 10/17-18
 - √ Annual strategic planning session which benefits all agency performance and bottom line.
 - √ Received tour of the Mayo Clinic Emergency Preparedness capabilities.
- √ The FEB continued to enhance our web-based online registration program for all major FEB events during Fiscal Year 2008. This program was initially created by a former VA Information Technology department intern (now a contractor) and saves the FEB and government at least \$10,000 annually. Credit cards are taken online using the secure financial services of Verisign/Paypal. See <http://www.minnesotafeb.org>.
- √ FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution) -
 - √ Mediates most difficult cases - 8 cases in FY 08 (a 400% increase)
 - √ Very cost effective (e.g. little or no cost to agencies)
 - √ Statewide in scope

- √ 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 completely overhauled this year by an intern in FY08. This was the first major revision to the site in 4 years. The site is now periodically updated and meets Section 508 accessibility standards. This site continues to be located at our host agency, the Department of the Interior.
- √ The FEB continued to distribute to agencies a constantly updated CD-ROM on FEB activities, councils, bylaws, a complete on-disk version of the FEB web and interactive one click links to other important management resources like Results.Gov for Federal managers. This electronic business card replaces many handouts that the FEB had and the cost of each card is approximately \$.20.
- √ The FEB continued to update and distribute to agencies a second self-booting CD-ROM based Homeland Security - Emergency Preparedness resource diskette including streaming videos, handbooks, guidelines, medical approaches and resources from many Federal, State and Local government agencies and nonprofit preparedness materials from the Red Cross and like organizations. Over 600 MB of materials are on each diskette.

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

Ninth 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 9th Annual Government On Display Exposition (GODE) at Mall Of America was held on January 26-27, 2008. A total of 24 Federal agencies exhibited at the expo, including a NASA exhibit from the Glenn Research Center in Cleveland, OH. A congressional booth was staffed by all district U.S. Congressional Offices. Over 250,000 visitors attended this year's two-day event. 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; A program honoring the first responding organizations from the I-35W Bridge Collapse, Congressman Keith Ellison presented flags that flew over the U.S. Capital to all honorees. Other U.S. Congressional Offices were in attendance for the ceremony.

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

- √ **Fall 2007 Campaign \$1,025,545 (down – 6.1% from 2006, \$1,088,586)-
13.7% participation rate by the Minnesota/Dakotas Workforce collected
for charity 10/07.**
- √ Oversees Local Federal Coordinating Committee
- √ Recruits Federal volunteers. Recruited adequate number of Community Liaison (Loaned Executive) positions for the Fall 2008 campaign.
- √ Director Morris national workshop speaker at CFC Workshop in Las Vegas, NV.

Partnerships

- √ Morris held meetings on mutual issues with Canadian Consul General Kim Butler/Martin Loken and many with Consul Robert Pengally of the Canadian Consulate in Minneapolis in FY2008.
- √ 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
- √ 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
- √ 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 Blood Services – North Central Blood Region.
 - √ Morris was Vice Chairman and a member of the Board of Directors of the North Central Blood Region.
 - √ The FEB sponsored several Red Cross blood drives in Fort Snelling and other locations in the metropolitan area.

2008 ADR and Training Cost Avoidance Template Minnesota Federal Executive Board

| | |
|---|-------------|
| Combined Federal Campaign (CFC) 2007 Total Contributions | \$1,025,545 |
|---|-------------|

| Awards and Recognition (name of event) | Number of Attendees | Number of Awards Presented |
|---|---------------------|----------------------------|
| 31 st Minnesota Federal Civil Servant of the Year Luncheon | 562 | 127 |
| | | |
| | | |
| | | |
| Totals: | 562 | 127 |

| <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: | 8 | 5 | \$16,846.86 | \$84,234.30 |
| Pre-EEO Complaint: | | | \$68,858.10 | |
| EEO Complaint (after entering formal process): | | | \$65,742.70 | |
| Totals: | 8 | 5 | | \$84,234.30 |

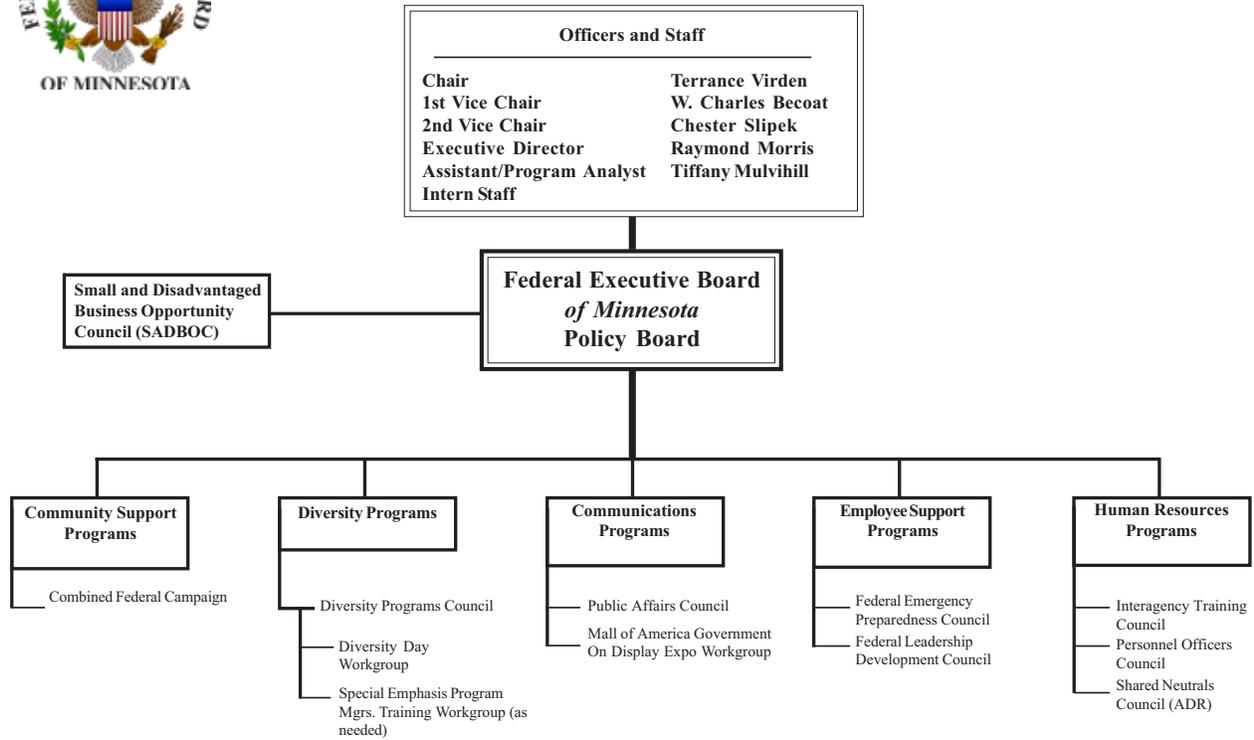
| FEB- Sponsored Training Sessions | Market Price | FEB Price | Cost Savings | Number of Attendees | Estimated Cost Avoidance (Cost Savings x # of Attendees) |
|--|--------------|-----------|--------------|---------------------|---|
| Pre-Retirement – CSRS 4 classes | \$250 | \$65 | \$185 | 240 | \$44,400 |
| Pre-Retirement – FERS 3 classes | \$250 | \$65 | \$185 | 180 | \$33,300 |
| FERS Mid Career Planning Seminar – 4 | \$250 | \$65 | \$185 | 240 | \$44,400 |
| TSP Thrift Savings Financial Seminar | \$100 | \$10 | \$90 | 276 | \$24,840 |
| Emerg Prep XI Seminar: I-35W Bridge Collapse Lessons Learned | \$25 | \$0 | \$25 | 92 | \$2,300 |
| Emerg Prep XII Seminar: Various Topics (NRF, Severe Weather, etc.) | \$25 | \$0 | \$25 | 110 | \$2,750 |
| Six Core Competencies of Leadership | \$600 | \$410 | \$190 | 47 | \$8,930 |
| SADBOC Procurement Fair & Training | \$150 | \$0 | \$150 | 815 | \$122,250 |
| Federal Diversity Day | \$100 | \$35 | \$65 | 235 | \$15,275 |
| Totals: | | | | 2,235 | \$298,445 |

September 2008

Minnesota Federal Executive Board Organizational Chart



Federal Executive Board of *Minnesota* Organizational Chart - Fiscal Year 2009



Rev. 10/2008