



Fiscal Year 2013

Annual Report

*October 1, 2012 through
September 30, 2013*



Minnesota Federal Executive Board
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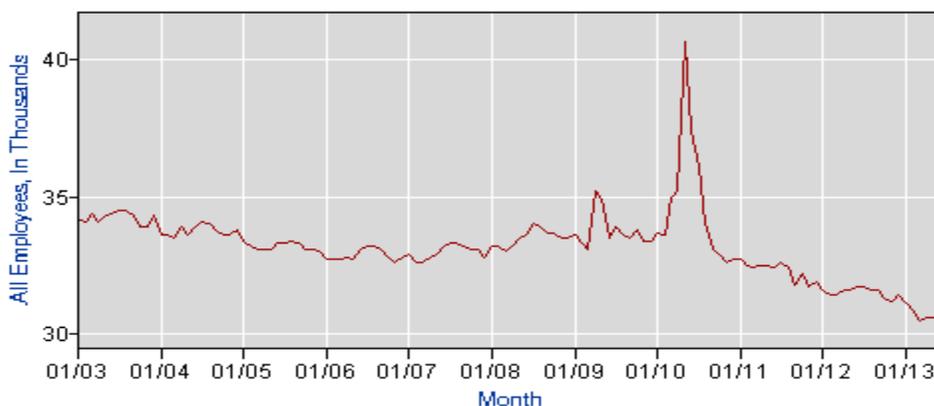
Demographics: Minnesota

Federal Workplace by the Numbers

The Federal government is the 4th largest employer in the State of Minnesota among public or private institutions. The U.S. follows the Mayo Clinic, the State Government of Minnesota and Target Corporation.

- ⇒ There are approximately 30,750 civilian Federal employees (includes full and part time) who work in over 300 duty stations across Minnesota.
- ⇒ In Minnesota, Federal employees have decreased by 10,000 since 2010.
- ⇒ There are 12,000 postal service mail sorters, processors and machine operators who live and work in Minnesota.
- ⇒ More than 29,000 Federal retirees reside in Minnesota.
- ⇒ More than 382,000 veterans live and work in Minnesota.

*Statistics from OPM, the BLS Current Employment Statistics (CES) Survey from July 2013, the National Active and Retired Federal Employees (NARFE) and from the Minnesota Assistance Council for Veterans (MAC-V)



MASS FACTS

- ⇒ Approximately 120 Federal agencies maintain a presence in Minnesota that consist of over 30,750 Federal employees.
- ⇒ The Federal Executive Associations (FEAs) based in Duluth and Fargo and Grand Forks, North Dakota are supported by the Minnesota FEB.
- ⇒ The Federal Executive Board of Minnesota leads the Region V, Department of Interior (DOI), Interior Regional Emergency Coordination Council which provides emergency coordination for all DOI agencies across the states of Minnesota, Wisconsin, Illinois, Indiana, Ohio, and Michigan.
- ⇒ The FEB of Minnesota sponsors the CFC Northern Lights Campaign in Minnesota, Iowa, and North Dakota.
- ⇒ The FEB's Shared Neutrals Program supports alternative dispute resolution in the 5 state area to include, Minnesota, Wisconsin, North and South Dakota and Iowa.

Leadership Fiscal Year 2013

Board Chair

Robert DeWitt

State Director, Minneapolis Passport Office
Department of State

First Vice Chair

Colleen Landkamer

State Director, Rural Development
US Department of Agriculture

Treasurer

Lt. Col. Erika Cashin

Executive Officer, 934th Airlift Wing, Air Force
Department of Defense

Local Federal Coordinating Committee (LFCC) Chair

Diane Langer, Federal Aviation Administration

Small and Disadvantaged Business Opportunity Council (SADBOC) Chair

Randall Czaia, Small Business Administration

Diversity Council Co-Chairs

Suzie Iverson-Rivers, Minneapolis Passport Agency

Zong Yang, DHS Customs & Border Protection

Shared Neutrals Council Co-Chairs

Duane Voy, USDA Risk Management Agency

Captain Kristin DeJarlais, MN National Guard

FOLD Council Co-Chairs

Mathew Weber, US Fish & Wildlife Service

Kristin Borntrager, 934th Airlift Wing, DOD

Executive Director

Joseph Schmitt

Assistant Director

Alyssa Bryan

Executive Summary

The Minnesota Federal Executive Board (FEB) fostered enhanced communication, coordination and collaboration among Federal offices across Minnesota in 2013. We produced new ideas and approaches to advance Federal initiatives and programs in the field with great success. We identified new strategic partners within the Federal, state and private sector which allowed us to better interact and meet the needs of our myriad customers. One example of this was bringing together 389,000 people to the Mall of America for the 2013 Government on Display Exposition.

In spite of leaner budgets and tighter resources the FEB of Minnesota realized a 68.45% improvement in our cost avoidance numbers over 2012, **saving over \$948,581.00 Federal dollars.** Based on feedback from our board of directors and our customers, we delivered excellence beyond expectations in 2013 as evidenced in our top five most valued accomplishments that are outlined below.

TOP FIVE FEB MINNESOTA ACTIVITIES IN FISCAL YEAR 2013

1. New website with advanced usability and analytics reflecting an average 1,800 visits per month
2. Hosted the first ever statewide FEMA COOP exercise consisting of 100 Federal agencies that exercised our ability to COOP during a natural disaster and power outage scenario
3. The FEB Diversity Council hosted Diversity Day 2013 "The Courage to Lead" for over 220 people with over 15 guest speakers at our partner institution, Metropolitan State University.
4. The Federal Outreach and Leadership Development (FOLD) Program came back after a one-year pause with 19 participants and, for the first time ever, one international participant.
5. 36th Annual Minnesota Federal Civil Servant of the Year Awards Program honoring 90 of our top performing Federal employees

Vision: To be a catalyst for better government in the State of Minnesota and the contiguous states.

Mission: To increase the effectiveness of Federal government by strengthening coordination of government activities in Minnesota.



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Executive Summary

I. Emergency Preparedness, Employee Safety and Security

- ⇒ FEB hosted the first ever statewide FEMA COOP exercise consisting 100 Federal agencies that exercised COOP in a natural disaster and in a power outage scenario this August.
- ⇒ In coordination with the Office of Personnel Management and the FEB National Network, the Minnesota FEB added, tested and maintained a new emergency notification system, Communicator!NXT. FEB Intern John Munis migrated hundreds of contacts to the system and prepared FEB for success with multiple test scenarios ready for use during emergencies.
- ⇒ FEB distributed 12 winter storm warnings during the months of November through May 2013.
- ⇒ The FEB distributed timely influenza updates and security considerations to Federal agencies from the MN Department of Health, and FEB Executive Director took a new role on the MDH Senior Advisory Committee.

II. Workforce Development and Support

- ⇒ The FEB further developed our intern program, with volunteer support in fiscal year 2013 from 4 interns who donated an **estimated 3,120 hours that a GS-7/1 salary and benefits would equate to approximately \$85,000 worth of direct work/service to the Federal community.**
- ⇒ The Federal Outreach and Leadership Development (FOLD) Council formed in December 2012, as alumni gathered monthly to strengthen and plan the 2013-2014 FOLD program.
- ⇒ The Interagency Diversity Council of the FEB sponsored Diversity Day on June 5, 2013 at Metropolitan State University' celebrating the theme "The Courage to Lead" and was attended by over 220 Federal, State and Local government employees.
- ⇒ The 36th Annual Minnesota Federal Civil Servant of the Year Awards Program was attended by 520 civilian and military employees and 6 Congressional offices, and recognition trophies were awarded to 90 civil servants including one "Excellence Beyond Expectations" award.
- ⇒ To support the increasing needs of retirement-eligible Federal employees, FEB hosted 5 pre-retirement benefits trainings for 114 Federal employees and their spouses

III. Intergovernmental Activities and Partnerships

- ⇒ The FEB built and strengthened relationships with the 11 Minnesota tribes and the MN Indian Affairs Council through various partnerships in Emergency Preparedness and training
- ⇒ The Fall 2012 CFC Campaign raised \$1,100,953 for Minnesota charities and over half the donations received were from online pledging.
- ⇒ The annual SADBOC Government Procurement Fair was held in Brooklyn Park, MN in April and drew a crowd of over 1000 business owners. This year's event featured 60 exhibitors, several procurement related workshops, and 400+ scheduled one on one meetings.

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. Over 85% 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 and volunteer interns manage the daily operations of the board.

Thank you to the U.S. Department of the Interior, Inner Office of the Secretary,
Office of Emergency Management for the outstanding support of
The Minnesota Federal Executive Board



Office of
Emergency Management

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

Noteworthy Accomplishments

- ⇒ FEB hosted the first ever statewide FEMA COOP exercise consisting of a natural disaster and power outage scenario this August. Over 550 agency leaders within 100 Federal agencies participated remotely in responding to 5 FEB/FEMA situation update injects throughout one day, simulating a week long disaster/recovery.
- ⇒ In coordination with the Office of Personnel Management and the FEB National Network, the Minnesota FEB added, tested and maintained a new emergency notification system, Communicator! NXT. FEB Intern John Munis migrated hundreds of contacts to the system and prepared FEB for success with multiple test scenarios ready for use during emergencies.
- ⇒ FEB distributed 12 winter storm warnings during the months of November through May 2013, after a FY2012 change to the FEB All-Hazards Emergency Plan such that FEB now offers recommendations to Minnesota Twin Cities agencies during inclement weather.
- ⇒ The FEB distributed timely influenza updates and security considerations to Federal agencies from the MN Department of Health, and the FEB Executive Director took a new role on the Board of Directors on the MDH Senior Advisory Committee.
- ⇒ The FEB regularly attended Emergency Preparedness meetings, work shops, planning groups and conducted exercises with Minnesota State Terrorism and Emergency Preparedness (M-STEP), Association of Minnesota Emergency Managers (AMEM), Metropolitan Emergency Managers Association of Minnesota (MEMA) with the primary focus being enhancing the abilities of individuals, communities, and businesses to respond to a disaster.
- ⇒ The Executive Director served as the Federal liaison to both AMEM and MEMA meetings where State and Local emergency managers were informed on current Federal policies, changes in Federal procedures, and highlights on future planning, training and exercise opportunities.
- ⇒ The FEB participates in the Federal Safety Council meetings in St. Paul and communicates all FEB training opportunities to the members in attendance as well as shares information obtained from these meeting with all Federal agencies.
- ⇒ FEB held many Active Shooter Response trainings in collaboration with Federal Protective Service, which informed the majority of Federal employees in the metro area how to act and react in the event of an active shooter in their workplace.



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

- ⇒ With FEB move to the Office of Emergency Management within DOI, the Executive Director is now the Chairman for Region 5 of the Interior Regional Emergency Coordination Council (I-RECC). Director Schmitt held quarterly conference calls with the I-RECC emergency managers who control DOI response assets in Minnesota, Wisconsin, Illinois, Indiana, Ohio, and Michigan. Chairman Schmitt designed a new IRECC dashboard that outlines all emergency response assets available in Region 5 as well as the staffing requirements to provide a full capability picture for National, regional and local leaders.
- ⇒ FEB intern Javier Cruz partnered with local Federal leadership, 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 through a Federal Point of Dispensing (POD). After a full feasibility study and careful planning, the FEB assessed that activation of such a plan must await full support from Minnesota Federal partners.
- ⇒ FEB continues to support quarterly FEMA Regional Interagency Steering Committee meetings in Chicago, as funds allow. Director Schmitt attended meetings throughout the year representing FEB and I-RECC interests.
- ⇒ In further support of inter-governmental partnerships with 11 Minnesota tribes, FEB participated in a tribal interoperability exercise at Camp Ripley. This afforded FEB the opportunity to build partnerships and also assess FEB capability for communication during emergencies.
- ⇒ 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).
- ⇒ The FEB leads the Emergency Planning Intergovernmental Working Group that supports coordination between federal, state and local emergency planners.
- ⇒ FEB continues to partner with the Minnesota Homeland Security and Emergency Management office and Public Safety Commissioner for the State to share information and leverage each other more effectively across the state.
- ⇒ FEB staff ran an annual Eagle Horizon communication test that utilized our recently implemented CommunicatorNXT software. This test proved successful and we continue to partner with our Federal, state and local partners on how best to interface with this Emergency Notification System.

II. Line of Business: Workforce Development and Support

Training and HR Management Performance

- ⇒ The FEB further developed our intern program, with volunteer support in fiscal year 2013 from 4 interns with varied professional expertise. FY 2013 interns designed emergency response “bail out bags”, managed all coordination and oversight of Government on Display, designed and tested the medical closed point of dispensing capability, ran all awards and marketing for our Civil Servant of the Year event, and contributed to all significant FEB operations. **An estimated 3,120 hours that a GS-7/1 salary and benefits would equate to approximately \$85,000 worth of direct work/service to the Federal community.** FEB Staff worked with all local colleges and universities on internship and career opportunities for their undergraduate students, graduate students recent graduates, and recruited directly at two career fairs organized by the University of Minnesota.
- ⇒ The Western Region Management Development Center came to Minnesota to offer “Exceptional Leader” training at reduced cost to twenty of Minnesota’s key leaders. The course featured one week of intensive collaborative-style training in emotional intelligence, business values and strategic career planning.
- ⇒ FEB Minnesota continues to offer pre-retirement and benefits seminars to meet the needs of the retirement-eligible Federal workforce. This year we hosted 6 pre-retirement benefits trainings for 149 Federal employees and their spouses, covering both FERS and CSRS retirement systems. A full accounting of all FEB training is available on the Cost Avoidance Report on page 18.
- ⇒ The FEB Human Resources Council formed this year, inviting HR professionals from all agencies to collaborate and seek peer training in areas such as veteran’s hiring, the Pathways program and Alternative Dispute Resolution. The Council shared resources during the year to add value to the Federal Human Resources community in Minnesota.
- ⇒ FEB Executive Director Joe Schmitt served as a guest speaker on *Servant Leadership* for the Federal Aviation Administration’s Regional Director’s Conference and the Minnesota National Guard’s Annual Training Luncheon for Military Officers and their spouses. The two presentations reached over 400 valued Federal stakeholders.

New FEB Website and Social Media

- ⇒ This February, the FEB redesigned and launched our new website, offering a more effective user experience. The site has accessible weather alerts, event notifications, FEB council resources and a full events calendar for better communication with our partners. The new site allows streamlined event registrations and access to social media and FEB archives, which allows FEB staff to work more effectively and efficiently with partners. The site is hosted on the secure Joomla platform, allowing FEB staff and council members to make edits and add pages, banners and news to the site as appropriate. We have counted over 1000 visitors to the site every month.
- ⇒ The FEB continues to grow its social media presence primarily through sharing important management and leadership initiatives with the Federal community. FEB maintains the largest presence on Facebook, and it also uses Twitter, YouTube and LinkedIn platforms to grow a greater online community.

FEB Annual Meeting and Executive Director's Meeting

- ⇒ The FEB Director and Assistant Director participated in the Annual FEB Conference and Annual Executive Director's conference, coordinated by the FEB Operations team under the U.S. Office of Personnel Management. Due to budget and travel limitations, the FEB Operations team hosted four accessible and interactive virtual meetings for the FEB Network and our local board members. FEB Minnesota staff joined the Board Vice Chair for policy briefings and educational seminars from various Federal executives including the OPM Deputy Director Angela Bailey, the Director of FEMA and speakers from the White House. The meetings were great opportunities to build economies of scale and discuss best practices with FEBs from across the United States.

FEB Employee Discount Programs

- ⇒ 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 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. These events benefited thousands of Federal employees and their families.

FEB Minnesota Succession Planning and Leadership

Development (FOLD)

- ⇒ In July 2013, the FEB launched the 2013-2014 FOLD class, the Federal Outreach and Leadership Development Program. There were 19 participants from 9 different agencies and the goals of the program is to assist in the development of future Federal leaders and to address projected leadership vacancies brought on by retirements. FOLD participants interact with local agencies on student-coordinated site visits and classroom sessions while focusing on various leadership skills in areas of communications, writing, management, self-awareness and personal development.
- ⇒ In fiscal year 2013, FOLD held an orientation day for participants at the Boy Scouts Base-Camp, complete with teambuilding exercises; they also conducted a Myers-Briggs personal personality inventory, and they met with a panel of Senior Executive Service and Military leaders in Minnesota to discuss Federal changes and demand for leadership in the coming years.
- ⇒ FOLD Cohort agency representation:
- Department of Homeland Security
 - Fish & Wildlife Service
 - Minnesota National Guard
 - Peace Corps
 - U.S. Air Force
 - USDA Animal and Plant Health Inspection Service
 - USDA Risk Management Agency
 - VA Debt Management Center
 - *And for the first time in FOLD history, our international participant from the Canadian Consulate*
- ⇒ The FEB determined to put “FOLD on hold” for the 2012-2013 program year due to limited staff resources, and to maintain leadership programming in its absence, the FEB sponsored a week-long leadership seminar in partnership with OPM’s Western Region Management Development Center, called “Extraordinary Leader”. The FOLD Program came back bold, and stronger than ever after forming a new FOLD Council to strengthen the programming as well as invite FOLD alumni to return to add value to the improved FOLD program.



Interagency Diversity Council

- ⇒ Develops and frames consistent Diversity /EEO policy among all Minnesota Federal agencies.
- ⇒ One new co-chair assumed responsibility for leading the Council beginning in October 2012. Zong Yang joined Suzie Iverson-Rivers in leading the Council in evaluating the Council's mission and bylaws and both relied on Council Secretary, Amy Schwarz, to lead Diversity Day and the myriad other activities hosted by the FEB Diversity Council.

- ⇒ The Interagency Diversity Council of the FEB sponsored Diversity Day on June 5, 2013 at Metropolitan State University's Saint Paul campus. The full day of diversity education and personal awareness celebrated the theme "The Courage to Lead" and was attended by over 220 Federal, State and Local government employees. The Council again offered the esteemed Management Track at the event to accommodate the specific needs of supervisors and managers,



and brought in disability policy speaker and Courage Center VP, John Tschida as the keynote, which received many accolades from the participants. After the lunch break, participants enjoyed Chinese and Thai dancing accompanied by cultural storytelling by the Iny Asian Dance Theater (above).

- ⇒ The Council conducted special drives to support needs of the community.
 - School Supply Drive to support four elementary schools expressing extreme need—July through September 2013
 - Food Drive during the Martin Luther King holiday period—January 2013
 - Eyeglasses Drive—October 2012

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 is a primary participant and advisor to the council.

36th Annual Minnesota Federal Employee Awards Program



- ⇒ Held this year at the Crown Plaza Hotel in St. Paul on May 3, 2013.
- ⇒ This year's keynote speaker was Mark Ritchie, Secretary of State, Minnesota, who offered an engaging and inspiring message to Federal employees, motivating them to serve and deliver results in their respective agencies despite the realities of sequestration on our government and our employees.
- ⇒ A total of 90 employees were honored for their civil service in the categories of Leadership, Professionalism, Community Service, Administrative and Skilled Trades. Honorees were called to the stage individually to accept their recognition, followed by an Academy Awards modeled program for the top award winners by category. The top award winners received their golden awards with joy, and one honoree proclaimed a moving "This is for you, Josh", after receiving his award, in recognition of his son serving in the armed forces in Afghanistan.
- ⇒ Attended by over 500 employees from civilian and military entities across Minnesota
- ⇒ Attended by 9 U.S. Congressional Offices and private business partners like the American Red Cross and the Federal Credit Unions who assisted with the awards process by serving on the Blue Ribbon Panel which met in April to help select our top award winners.

III. Line of Business: Intergovernmental Activities and Partnerships

14th Annual Government on Display at MOA

- ⇒ The FEB again hosted a Federal and State Government fair at the nation's largest shopping mall, the Mall of America (MOA). The 14th Annual Government on Display Exposition (GODE) at MOA was held on February 1-2, 2013. A total of 40 participating Federal and State agencies as well as representatives from U.S. Congressional offices exhibited at the expo. Over 389,000 visitors attended this year's two-day event.
- ⇒ The highly successful event hosted many bands and performances on stage, as well as live simulators, K-9 demonstrations, a naturalization ceremony and many more activities to tie the Federal government to the state of Minnesota. The DHS Citizenship and Immigration Services bureau hosted the Naturalization Ceremony conducted by US District Court Judge Tony Leung who swore in over 50 adults and children as U.S. citizens during the GODE event on Saturday morning.

Northern Lights Combined Federal Campaign (CFC) and Local Federal Coordinating Committee (LFCC)

- ⇒ The FEB oversees the Local Federal Coordinating Committee (LFCC) of the Northern Lights Combined Federal Campaign (CFC). The Fall 2012 Campaign raised \$1,100,953 and the majority of the donations came from the new online pledging system.
- ⇒ The LFCC was chaired by Diane Langer, FAA, with volunteer support from various Federal agencies in Minnesota. The LFCC also supports the Principle Campaign Finance Officer (PCFO) position. PCFO Wink Newcomb has managed the CFC campaign for the past 7 years and continues to work with the LFCC to broaden the list of participating charities to provide more valuable giving opportunities for Federal donors and to strengthen the Northern Lights campaign. Newcomb also worked diligently to share with FEB members the proposed changes to the CFC under OPM, and championed the programs that make ours a highly successful campaign.

Open Season Health Fairs

- ⇒ In partnership with health insurance representatives from multiples companies and the General Services Administration and other Federal building property managers across the State, the FEB hosted 22 health fairs during open season. This provided the opportunity for Federal employees across the state to ask their health insurance representatives important questions about their coverage and make educated decisions for their future health care needs.

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

- ⇒ Provides forum for Federal, State and Local Government agencies and non-profits to share information on upcoming contracting opportunities, small business outreach events, legislative and policy changes that affect contracting with small and diverse businesses
- ⇒ The annual SADBOC Government Procurement Fair was held in Brooklyn Park, MN on April 16, 2013 and once again drew a crowd of over 1000 business men and women. This year's event featured a 65 exhibitors, 18 procurement related workshops, and 325 scheduled one on one meetings between small business owners and buyers from Government agencies and large prime contractors.

Society of Government Meeting Professionals (SGMP)

- ⇒ FEB maintains active participation in the Northern Lights (MN) Chapter of the Society of Government Meeting Professionals. A forum between contractors (hotels, restaurants, convention and visitor bureaus) and government meeting professionals to share best practices and ethics for meeting planning. FEB Assistant Director served on the chapter board of directors for the second year as Membership Director.

American Red Cross Blood Drives

- ⇒ The FEB coordinated 5 blood drives between October 2012 and August 2013 which assisted the American Red Cross in providing blood to over **504 patients** in need. Director Schmitt also joined the Red Cross Blood Service board of directors to help advance the cause of blood services like the Red Cross whose services save lives and make an impact every day.

FEB Ongoing Partnerships

- ⇒ DOI BIA & FWS, 11 Tribal Nations of Minnesota and the Minnesota Indian Affairs Council
- ⇒ Numerous Minnesota State Government Agencies including: Department of Public Safety; MN Division of Homeland Security and Emergency Management; Minnesota Department State Workforce Centers; Minnesota Department of Health; and Metro Transit
- ⇒ Federal Executive Associations in Duluth, Fargo & Grand Forks
- ⇒ All Minnesota U.S. Congressional Offices
- ⇒ Canadian Consulate General in Minneapolis
- ⇒ Metropolitan State University
- ⇒ University of Minnesota



FINANCIAL PERFORMANCE

- ⇒ FEB Policy Board (Executive Committee) Workshop was held at Fitger's Inn in Duluth, Minnesota on September 12-13, 2012. Most Policy Board officers and the FEB staff rode to and from the retreat via government vehicle or POV.
 - ⇒ Annual strategic planning session which provides a collaborative environment to plan next fiscal year operations and benefits all agencies performance and bottom line.
 - ⇒ Participants were also able to hear from the Mayor of Duluth, Don Ness, who partnered with FEMA on the recent disaster response to the region
- ⇒ The FEB continued to see reduced funding from DOI Office of the Secretary during the Federal "sequestration" caused by automatic spending cuts in Washington. FEB travel and operations were limited to attending critical trainings.
- ⇒ The FEB continued to enhance our web-based on-line registration program for all major FEB events during Fiscal Year 2013. Our credit card transaction costs have been substantially lowered through the exclusive usage of PayPal's business services and the EventBrite online registration system. The FEB passed these savings along to agencies through lower costs for FEB training and programs.
- ⇒ FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution)
 - ⇒ Mediates most difficult cases - 7 cases in FY 13
 - ⇒ Very cost effective (e.g. little or no cost to agencies) \$316,010.22 in savings to the U.S. government (see Cost Avoidance Template - see page 18)
 - ⇒ The FEB Shared Neutrals program serves the state of Minnesota and contiguous areas of Wisconsin, Iowa and North and South Dakotas
- ⇒ Lt Col Erika Cashin of the Air Force's 934th Airlift Wing accepted the role of FEB Treasurer for 2013, following the retirement of former Treasurer, Jo Weber. FEB has benefited from her attention to detail in the reconciliation of all banking records dating back to October 1, 2013. Cashin balanced the reports on Quicken and the FEB Treasurer's reports.
- ⇒ New Treasurer's reports show accounting lines as separate "files" in FEB bank account, rather than as separate "accounts" which led to confusion about council funds.
 - ⇒ FEB funds in 2013 supported major scholarships to Federal employees for various training, to offset the reduced funding agencies experienced during sequestration. A total of \$3,200 in scholarships supported FOLD participation and \$7,800 supported Extraordinary Leadership training for FEB council leaders, and all scholarship recipients represented agencies without training funds due to sequestration.

2012 ADR and Training Cost Avoidance Report

Federal Executive Board

Combined Federal Campaign (CFC)	
2011 Total Contributions	\$1,100,953

<u>Awards and Recognition</u> (name of event)	Number of Attendees	Number of Awards Presented
36 th Minnesota Civil Servant of the Year Luncheon	570	90

<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:	1	1	\$17,371.08	\$17,371.08
Pre-EEO Complaint:	4	4	\$71,006.64	\$284,026.56
Facilitation	1	1	\$4,000.00	\$4,000.00
Totals:				\$305,397.64

FEB- Sponsored Training Sessions	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance (Cost Savings x # of Attendees)
CSRS Pre-Retirement Training (x1)	\$332	\$80	\$252	30	\$7,560.00
FERS Pre-Retirement Training (x3)	\$332	\$80	\$252	65	\$16,380.00
FERS Midcareer Benefits (x2)	\$279	\$80	\$199	54	\$10,746.00
Extraordinary Leadership Training	\$3,950	\$1,950	\$2,000	20 incl. 6 scholarships	\$51,700.00
FOLD Leadership Development Program – 10 months	\$4,761	\$900	\$3,861	19 incl 4 scholarships	\$76,559.00
SADBOC Procurement Fair	\$154	\$0	\$154	1027	\$158,158.00
Federal Diversity Day	\$381	\$30	\$351	223	\$84,963.00
GODE Recruitment/Marketing	\$3,280	\$125	\$3,155	40	\$126,200.00
Emergency Prep. (COOP) Training	\$30	\$0	\$30	120	\$3,600.00
Mediation Training (With DoD)	\$900	\$0	\$900	16	14,400
Mediation Training, Half Day	\$450	\$20	430	40	\$17,200
TSP Trainin	\$15	\$0	\$15	113	\$1,695
Training Total:					\$547,571
Total with ADR and Intern Pgm:					\$948,581.22

FEB Organizational Chart



Federal Executive Board of *Minnesota* Organizational Chart – Fiscal Year 2014



<u>Officers and Staff</u>	
Chair	Colleen Landkamer
Vice Chair	Cliff Van Leuven
Treasurer	Erika Cashin
Executive Director	Joe Schmitt
Assistant Director	Alyssa Bryan
Executive Interns	John Munis Javier Cruz Nicholas Theiss

Federal Executive Board *Of Minnesota* Policy Board / Partners

