



Fiscal Year 2015

Annual Report

*October 1, 2014 through
September 30, 2015*



**Federal Executive Board
Minnesota**

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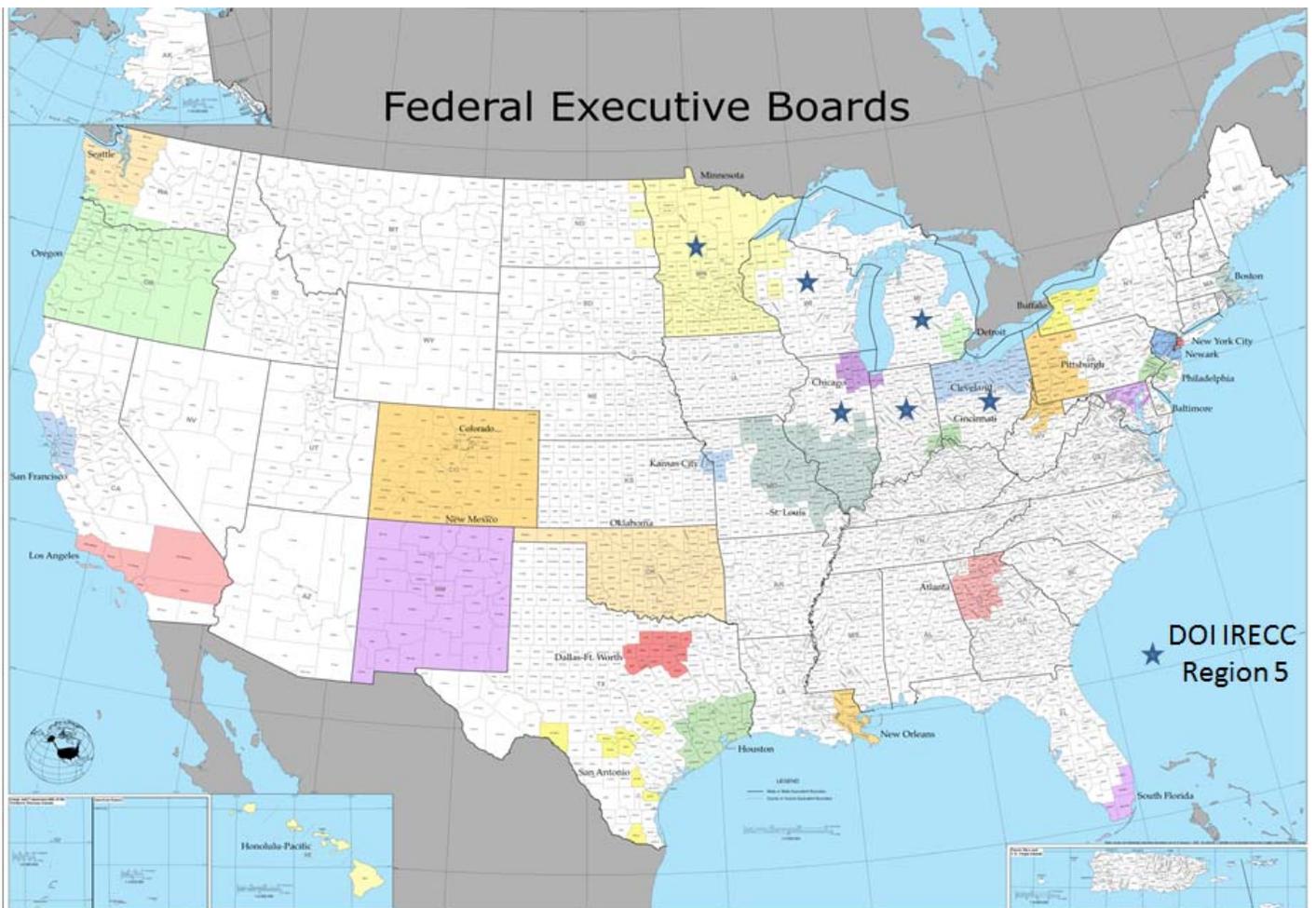
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FEB Nationwide Presence & IRECC Region 5



Demographics:

Minnesota Federal Workplace by the Numbers

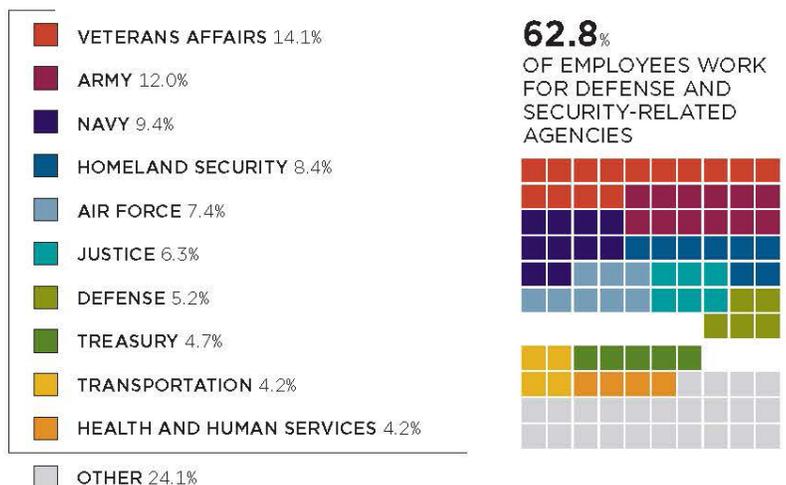
There are approximately 57,300 Federal, military and postal employees who work in Minnesota.

- ⇒ Roughly 31,500 Federal Employees
- ⇒ There are 12,300 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 380,000 veterans live and work in Minnesota.
- ⇒ More than 13,500 Members in the Minnesota National Guard

*Statistics from the BLS Current Employment Statistics (CES) Survey from June 2015, the National Active and Retired Federal Employees (NARFE), the MN Assistance Council for Veterans (MAC-V) and the Partnership for Public Service (graphic, right).

TOP EMPLOYERS: PROFESSIONAL AND ADMINISTRATIVE OCCUPATIONS

Defense and security-related agencies dominate the composition of the professional and administrative workforce. Employees in these agencies account for 62.8 percent of the professional and administrative workforce, with civilian employees at Department of Defense agencies alone accounting for 34 percent.



MASS FACTS

- ⇒ Approximately 90 Federal agencies maintain a presence in Minnesota.
- ⇒ The Federal Executive Associations (FEAs) based in Duluth, Minnesota and Fargo, North Dakota are supported by the Minnesota FEB.
- ⇒ The Federal Executive Board of Minnesota leads the Region V, Department of Interior (DOI), 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 2015

Board Chair

Cliff Van Leuven

Federal Security Director

Transportation Security Administration

First Vice Chair

Dr. Michael Dutcher

Health and Human Services

Food and Drug Administration

Second Vice Chair

CDR Jane Moraski

Department of the Navy

Joint Reserve Intelligence Center

Treasurer

John Scott

Veteran's Affairs

Debt Management Center

The FEB Policy Board continues to grow in membership and this year saw an average of 30 board members at each meeting. There are 90 representative agencies from across the state of Minnesota serving on the Policy Board with four serving as officers each year.

Diversity Council Co-Chairs

Margo Schroeder, 934th Airlift Wing, Air Force

Chris Franks, National Weather Service

Continuous Process Improvement Council

John Scott, Veteran's Affairs

Erika Cashin, 934th Airlift Wing, Air Force

FOLD Council Co-Chairs

Mada Tautges, Food & Drug Administration

Amanda Millsap, 934th Airlift Wing, Air Force

Executive Director

Alyssa Bryan (June 26—Sept 30, 2015)

Joseph Schmitt (Oct 1, 2014—March 8, 2015)

Human Resources Council Co-Chairs

Cynthia Grindahl, Food & Drug Administration

Rick Greenblat, Fish & Wildlife Service

Assistant Director

Alyssa Bryan (Oct 1, 2014—June 25, 2015)

Local Federal Coordinating Committee Chair

Diane Langer, Federal Aviation Administration

Executive Fellows

Karl Battle (Oct—Dec 2014)

Kaylee Eytchison (Oct—Dec 2014)

Julian Kritz (Oct 2014—May 2015)

Shared Neutrals Council Co-Chairs

Maj. Kristin DeJarlais, MN National Guard

Talaia Bowen, General Services Administration

Brooke McManigal (Oct 2014—Sept 2015)

Hannah Reichenbach (Jan 2015—Sept 2015)

Rosie Awad (Jan 2015—Sept 2015)

Small and Disadvantaged Business Opportunity Council (SADBOC) Chair

Randall Czaia, Small Business 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 Federal Executive Board was chartered in 1966 and for over 50 years, we have continued to explore new ways of bringing agencies together in a collaborative environment. We have 90 agencies in our state, from the 5000 employees working for the VA Medical Centers to the small Independent agencies such as the Corporation for National and Community Service with only 3 employees. The FEB champions the work of convening and communicating with the 90 agencies in our state and their collective 50,000 employees.

TOP FIVE FEB MINNESOTA ACTIVITIES IN FISCAL YEAR 2015

1. The FEB hired Alyssa Bryan as the new Executive Director in June and extended an offer to Andria Horwitz as the Assistant Director to begin next fiscal year. Joseph Schmitt took a new position with the VA in March 2015.
2. FEB hosted a Congressional briefing, garnering support from 9 of the 10 Congressional offices in Minnesota. Thirty-five Federal agencies presented their goals to the Congressional representatives to improve partnerships between Federal agencies and our elected officials.
3. The FEB Diversity Council hosted 250+ at Diversity Day 2015 “25 Years of ADA.”
4. The Federal Outreach and Leadership Development (FOLD) Program graduated 20 participants in 2014, totaling over 100 alumni to date. The FOLD Alumni Network was created.
5. FEB launched a Continuous Process Improvement Council made up of 18 distinct agency change agents, geared toward improving government processes in light of reduced resources.

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.



Visit us at www.minnesota.feb.gov

Executive Summary

I. Emergency Preparedness, Employee Safety and Security

- ⇒ The FEB re-launched the Closed Point of Dispensing (CPOD) task force to develop a plan for mass dispensing medical countermeasures to Federal employees and active duty military during a pandemic event in the metro area. FEMA, Air Force, Army, Navy, National Guard, DHS and FBI partners led this task force to work towards developing a plan with the MN Dept of Health and the Strategic National Stockpile to offset their planning by separating the 88,000 metropolitan area Federal employee population (including families) from the general public.
- ⇒ The FEB provided 3 weather related announcement and weather warnings to the Federal workforce in 2015 through our website, weather line and email notification.
- ⇒ FEB held three Active Shooter Response and personal safety trainings in collaboration with Federal Protective Service, who provided support to 76 Federal employees in Minnesota regarding protocol in the event of an active shooter event in their workplace.

II. Workforce Development and Support

- ⇒ The FEB further developed our fellowship program, with volunteer support in fiscal year 2015 from 6 fellows who donated an **estimated 4,680 hours that a GS-7/1 salary & benefits would equate to approximately \$94,021 worth of direct work/service to the Federal community.**
- ⇒ The Federal Outreach and Leadership Development (FOLD) Program graduated 19 participants from 2014-2015 and began the 2015 year with a cohort of 20 representing 14 agencies.
- ⇒ The Interagency Diversity Council of the FEB sponsored Diversity Day on June 4, 2015 at the Carlson School of Management celebrating the theme “25 Years of the ADA” and was attended by over 250 Federal, State and Local government employees.
- ⇒ The 38th Annual Minnesota Federal Civil Servant of the Year Awards Program was attended by over 550 guests and honored 91 of our top performing Federal employees.
- ⇒ FEB shared 3-5 Federal job announcements per week with 5-state area college career advisors to promote Federal recruitment to new populations of talent.

III. Intergovernmental Activities and Partnerships

- ⇒ FEB hosted a Congressional briefing, garnering support from 9 of the 10 Congressional offices in Minnesota. Thirty-five Federal agencies presented their goals to the Congressional representatives to improve partnerships between Federal agencies and our elected officials.
- ⇒ The Fall 2014 CFC Campaign raised \$813,061 for Minnesota charities and 60% of all donations were received from online pledging.
- ⇒ The annual SADBOC Government Procurement Fair was held on April 30, 2015 and drew a crowd of over 1000 business owners.

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 and volunteer interns manage the daily operations of the board.

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



Office of
Emergency Management

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

⇒ The FEB provided 3 weather-related recommendations and announcements to the Federal workforce in fiscal year 2015 through our website, weather line and email notification. Our weather recommendations are aimed at keeping the Federal workforce safe and are provided in coordination with the National Weather Service, MN Dept. of Transportation, MN Dept of Health and other partners.

⇒ Per the request from several agency and military partners, the FEB re-launched the Closed Point of Dispensing (CPOD) task force to develop a plan for mass dispensing medical countermeasures to Federal employees and active duty military during a pandemic event in the metro area. FEMA, Air Force, Army, Navy, National Guard, DHS and FBI partners led this task force to work towards developing a plan with the MN Dept of Health and the Strategic National Stockpile to offset their planning by separating the 88,000 metropolitan area Federal employee population (including families) from the general public.



⇒ The FEB conducted several tests of the Emergency Notification System with our FEB National Network, our emergency backup in Oklahoma, and our constituents in Minnesota. The FEB has provided Federal Agency Heads contact lists and critical Standard Operation Procedures (SOPs) for the Minnesota FEB to our backup FEB in Oklahoma to prepare them to stand in to serve our mission in the event of a devolution scenario (significant loss of life and property).

⇒ The FEB distributed timely ebola updates and security considerations to Federal agencies from the MN Department of Health during the national outbreak.

⇒ 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 procedures, and highlights on future planning, training and exercise opportunities.

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

- ⇒ FEB Minnesota continues to serve as the National FEB Network point of contact for the Government Emergency Telecommunications System and Wireless Priority Service (GETS/WPS).
- ⇒ The 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 in April 2015 to test our Communicator NXT software. FEB successfully administered the test to our 450 critical partners and we continue to partner with our Federal, state and local partners on how best to interface with this Emergency Notification System.
- ⇒ FEB held three Active Shooter Response and personal safety trainings in collaboration with Federal Protective Service, who provided support to 76 Federal employees in Minnesota regarding protocol in the event of an active shooter event in their workplace.

Federal Emergency Management Agency (FEMA) Partnerships

- ⇒ The FEB in coordination with FEMA Region 5 conducted a statewide Devolution Tabletop exercise in November 2014. The exercise featured a pandemic scenario in the wake of the Ebola outbreaks across the nation. Fifty-one agencies participated in this event, a precursor to the full-scale Devolution exercise slated for November 2015.
- ⇒ FEB continues to support quarterly FEMA Regional Interagency Steering Committee (RISC) meetings in Chicago, as funds allow. The FEB Executive Director participated in these cross-functional, intergovernmental emergency preparedness meetings throughout the year representing FEB and I-RECC interests and shared them with the FEMA Regional Administrator and his staff.

Federal Field Safety and Health Council

- ⇒ The FEB sponsors the Twin Cities Field Federal Safety and Health Council who received an OSHA Notable Recognition Award for its promotion of the advancement of occupational safety and health in the federal government and support of OSHA's federal agency program initiatives. The TCFFS&HC leverages expertise to provide training to its members. Sessions included Preparing for OSHA inspections, Active Shooter, a tour of a Spinal Cord Injury center with a focus on lifts for moving patients, OSHA 300 Recordkeeping, and chemical handling and disposal. Speakers included both former and current OSHA inspectors and a former EPA/MPCA inspector, and the OSHA Regional Director.

II. Line of Business:

Workforce Development and Support

College Outreach and FEB Fellowship Program

- ⇒ FEB shared 3-5 Federal job announcements per week with 5-state area college career advisors to promote Federal recruitment to new populations of talent.
- ⇒ FEB met with graduate and undergraduate students at annual Government Job and Internship fair to promote government service careers and promote the work of the FEB. The FEB received over 100 resumes and hired six fellows to serve during the 2015 fiscal year.
- ⇒ The FEB further developed our executive fellows program, with volunteer support in fiscal year 2015 from 6 college fellows with varied professional expertise. FY 2015 fellows stood in during the 9 month leadership gap during the hiring of the new Executive and Assistant Directors as well as they coordinated and developed partnership to advance the new Civil Servant Planning Committee, advised the Continuous Process Improvement Council, led FEB social media and website marketing campaigns and designed our first Congressional briefing in a decade. **FEB Fellows contributed an estimated 4,680 hours that a GS-7/1 salary & benefits would equate to approximately \$94,021 worth of direct work/service to the Federal community.**

Veterans Outreach

- ⇒ FEB Director met with veterans to support their career search and assist with resume writing, USAJOBS and interview skills to prepare our veterans for the civilian work force. FEB staff has successfully aligned veterans with leadership positions in government and the private sector.

Continuous Process Improvement

- ⇒ As agencies work to meet their mission with less resources and constant change, the FEB organized a network of change management and process improvement experts in the new Continuous Process Improvement Council. The Council works to grow the culture around process improvement and seeks to provide training to decision-makers and emerging leaders in 2016.

Building your Resume on USAJOBS

To an effort to assist the Federal hiring process toward a universal government format, the Office of Personnel Management (OPM) announced a new career application system. The new system will allow you to create a resume that is compatible with all of the federal data required for federal hiring.

The product that resulted was the USAJOBS Resume Builder. The USAJOBS Resume Builder allows you to create one uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes for each agency, you can build your resume once and use it for all job requirements.

Follow these tips:

- 1 Pay Attention to Keywords**

Whether you're writing your first resume or updating an existing one, stop and think about which keywords you need to add. You could be the most qualified person for the position, but you could be lost in a sea of applicants without the right keywords.

Single Keywords Communicate Multiple Skills and Qualifications

When a recruiter reads the keyword "analyst," he or she might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes. Just one keyword can have tremendous power and deliver a huge message.

Study Job Announcements

This is the best way to determine important keywords. Review several job announcements and their questions for your ideal position. The jobs don't have to be in your geographic target area. The idea is to find skills, experience, education and other credentials important in your field. You will probably find keywords frequently mentioned by different agencies. Focus on the "requirements," "skills" or "qualifications" sections of job ads, and look for "buzzwords" and desirable credentials for your ideal job.
- 2 Be Concise**

Don't confuse telling your story with creating your autobiography. Recruiters are inundated with applications and are faced with weeding out the good from the bad. The first step involves quickly skimming through submissions and eliminating candidates who clearly are not qualified. Therefore, your application needs to pass the skim test.

Look at your resume and ask yourself:

 - Can a hiring manager see my main credentials within 10 to 15 seconds?
 - Does critical information jump off the page?
 - Do I effectively sell myself on the top quarter of the first page?

The Sales Pitch

Because applications are quickly skimmed during the first pass, it is crucial your resume gets right to work selling your credentials. Your key selling points need to be prominently displayed at the top of the first page of the resume. For example, if an advanced degree is an important qualification, it shouldn't be buried at the end of a four-page resume. If a position requires writing ability, immediately detail your experience.

Use an Editor's Eye

Many workers are proud of their careers and feel the information on a resume should reflect everything they've accomplished. However, a resume shouldn't contain every detail and KSA's should only address the question at hand. So be judicious. If your college days are far behind you, does it really matter that you pledged a fraternity or delivered pizza? The editing step will be difficult if you are holding on to your past for emotional reasons.
- 3 Use Numbers to Highlight Your Accomplishments**

If you were a recruiter looking at a resume, which of the following entries would impress you more:

 - Wrote news releases.
 - Wrote 25 news releases in a three-week period under daily deadlines.

Clearly the second statement carries more weight. Why? Because it uses numbers to quantify the writer's accomplishment, giving it a context that helps the interviewer understand the degree of difficulty involved in the task. Numbers are powerful resume tools that will help your accomplishments draw the attention they deserve from prospective employers. With just a little thought, you can find effective ways to quantify your successes on your resume.

Think Money

For-profit, nonprofit, and government organizations alike are and always will be concerned about money. So as you contemplate your accomplishments and prepare to present them on your resume, think about ways you've saved money, earned money, or managed money in your internships, part-time jobs and extracurricular activities so far. A few possibilities that might appear on a typical college student's resume:

 - Identified, researched and recommended a new Internet Service Provider, cutting the company's online costs by 15 percent.
 - Wrote prospect letter that has brought in more than \$25,000 in donations to date.
 - Managed a student organization budget of more than \$7,000.

Think Time

You've heard the old saying, "Time is money," and it's true. Companies and organizations are constantly looking for ways to save time and do things more efficiently. They're also necessarily concerned about meeting deadlines, both internal and external. So whatever you can do on your resume to show that you can save time, make time or manage time will grab your reader's immediate attention. Here are some time-oriented entries that might appear on a typical college student's resume:

 - Assisted with twice-monthly payroll activities, ensuring employees were paid as expected and on time.
 - Attended high school basketball games, interviewed players and coaches afterward, and composed 750-word articles by an 11 p.m. deadline.
 - Suggested procedures that decreased average order-processing time from 10 minutes to five minutes.

Mediation and Conflict Resolution

- ⇒ To support the Federal government community through conflict resolution, the FEB Shared Neutrals program held **2 mediations/1 facilitation** in FY 2015. Shared Neutrals members also supported a member as they grieved the loss of an employee to suicide.
- ⇒ The Shared Neutrals Council again offered 2 training seminars at the FEB Diversity Day event, which saw 40+ managers and 40+ employees learn conflict resolution skills while gaining education in the ADR process.
- ⇒ Retired SES Vince Crawford in partnership with FMCS provided 8 hours of Adverse Actions training to 25 Federal managers and supervisors. Training included labor-management topics, dealing with performance and conduct issues and communication skills.

Training and HR Management Performance

- ⇒ FEB hosted FranklinCovey to deliver Speed of Trust and Championing Diversity training to equip and train Federal managers to lead well in a diverse environment.
- ⇒ 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 including one new seminar at the annual Diversity Day event. Seminars reached 230 Federal employees and their spouses, covering primarily the FERS retirement system. A full accounting of all FEB training is available on the Cost Avoidance Report on page 19.
- ⇒ The FEB Human Resources Council continues to coordinate peer training in areas such as Phased Retirement, Prohibited Personnel Practices and Special Hiring Authorities. The Council created a comprehensive list of over 160 college and university contacts to use for job announcement and Pathways information dissemination. FEB also worked with the State Dept to better employ the non-competitive hiring eligibility of Returned Peace Corps Volunteers.

FEB Website and Social Media

- ⇒ FEB continues to see success from our website, offering a more effective user experience and easier “pull communications” with a growing audience. The site has accessible weather alerts, event notifications, training and event registration and a full events calendar. We have counted over 1000 visitors to the site every month.
- ⇒ The FEB continues to grow its social media presence through sharing important management and leadership initiatives with the Federal community. FEB saw 77 new Twitter followers in only three months, and continues to grow its Facebook audience by sometimes 20 new “likes” per week. FEB continues to grow reach to new audiences through SM platforms.



FEB Leadership Development (FOLD) Program



- ⇒ The FOLD Council continues to assist with FOLD program coordination, and in their 4th year as a Council, the members have streamlined planning, mentorship and council logistics.
- ⇒ The FOLD Council organized an Alumni Network to plan events to foster networking in and among the FOLD graduates to build a leadership community.
- ⇒ The graduating 2014-2015 cohort viewed the Minneapolis St Paul Airport behind the scenes, visited the Canadian Consulate for International Day with foreign diplomats and participated in a Fortune 500 Company panel senior leaders from Target, Cargill, Genesis 10, and Wells Fargo. The FEB and FOLD Council members offered these opportunities to build a greater professional network for emerging leaders.
- ⇒ In July 2015, the FEB launched the newest FOLD class, consisting of 20 participants from 14 different agencies. The goals of this program is to assist in the development of future Federal leaders and to address projected leadership vacancies brought on by retirements.

⇒ FOLD Cohort agency representation:

- Air Force
- Army
- DHS Customs & Border Protection
- DOL Wage & Hour Division
- Federal Aviation Administration
- Fish & Wildlife Service
- Food & Drug Administration
- General Services Administration
- Minnesota Army & Air National Guard
- National Weather Service
- USDA Animal & Plant Health Insp. Service
- USDA Food Safety Inspection Service
- VA Debt Management Center



FEB Annual Meeting and Executive Director's Meeting

- ⇒ FEB Director attended the Executive Director's conference, hosted in February this year in conjunction with the Annual CFC workshop in Fort Worth, TX. FEB directors discussed ongoing opportunities to collaborate and shared best practices and goals for our future funding.
- ⇒ The FEB participated in the Annual FEB Conference in Washington D.C. coordinated by the U.S. Office of Personnel Management. FEB Director and FEB Chair joined the other active FEBs from across the nation for policy briefings from various Federal executives including the OPM Acting Director, leaders of key White House initiatives, and OMB representatives.

Interagency Diversity and Inclusion Council

- ⇒ Develops and frames consistent Diversity/EEO policy among all Minnesota Federal agencies.
- ⇒ Our chairs assumed responsibility for leading the Council beginning in October 2014. Margo Schroeder and Chris Franks lead the Council in evaluating the Council's mission and bylaws while facilitating Council meetings and the myriad other activities hosted by the FEB Diversity Council.
- ⇒ The Interagency Diversity and Inclusion Council of the FEB sponsored Diversity Day on June 4, 2015 at Carlson School of Management. This full day of diversity education and personal awareness celebrated the 25th Anniversary of the Americans with Disability Act and was attended by over 200 Federal, State and Local government employees. These employees were given the opportunity to choose from different speakers and interactive courses each hour to grasp a variety of topics circling around diversity. The Council again offered the esteemed Management Track at the event to accommodate the specific needs of supervisors and managers, and brought in keynote speaker, 1st runner-up to Ms Wheelchair USA, Jen Onsum (photo on the right) to share her experience growing up wheelchair bound.
- ⇒ 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 2015
 - Food Drive throughout the Martin Luther King holiday period—January 2015



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 30, 2015 and once again **drew a crowd of over 1000 business men and women**. This year's event featured a 100 exhibitors, 50 procurement related workshops, and hundreds of scheduled one-on-one "matchmaking" meetings between small business owners and buyers from Government agencies and large prime contractors.

38th Annual Minnesota Federal Employee Awards Program

- ⇒ Held this year at the Crown Plaza Hotel in St. Paul on May 8, 2015 and attended by over 550 employees from civilian and military entities across Minnesota.
- ⇒ This year's keynote speaker was Mayor Chris Coleman of St. Paul, who offered an engaging and inspiring message to Federal employees, motivating them to serve and deliver results in their respective agencies and continue to find value in our diverse workplace.
- ⇒ Senator Amy Klobuchar congratulated the nominees for their outstanding Federal service through a video presentation that was shown at the event.



- ⇒ A total of 91 employees were honored for their civil service in the categories of Leadership, Professionalism, Community Service, Administrative, Skilled Trades and "Excellence Beyond Expectations". 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.



- ⇒ In fiscal year 2015, the FEB also graduated 19 participants from the 2014-2015 FOLD program at our Civil Servant of the Year event, and paid them recognition for their hard work and accomplishments as the emerging leaders in Federal government in Minnesota.
- ⇒ The Blue Ribbon Panel took place in April to select the top award winners, attended by the Canadian Consul representatives, as well as the U.S. Congressional Offices and private business partners.

III. Line of Business: Intergovernmental Activities and Partnerships

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 2014 CFC Campaign raised **\$813,061** for Minnesota charities and **60%** of all donations were received from online pledging.
- ⇒ 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 9 years and continues to work with the LFCC to increase support to charities, champion best practices for the CFC and train and mentor new LFCC members. Newcomb also worked diligently to share with FEB members the upcoming changes to the CFC under OPM, and championed the programs that make ours a highly successful campaign.
- ⇒ FEB Director, Assistant Director, LFCC Chair and PCFO attended this year's annual CFC workshop in Fort Worth, TX to learn about online giving and LFCC structure changes to impact our campaigns in 2016.
- ⇒ The Office of Personnel Management has informed campaigns that the implementation of the new regulations and campaign configurations will be postponed until the 2017 campaign.

Federal Green Challenge

- ⇒ FEB hosted a Federal Green Challenge roundtable event in partnership with the Chicago Environmental Protection Agency. Federal speakers showcased their green initiatives in waste reduction, buildings, purchasing and landscaping for water runoff.

American Red Cross Blood Drives



- ⇒ The FEB coordinated 5 blood drives this year, which assisted the American Red Cross in providing blood to over **951 patients** in need. FEB has worked with agency leadership to increase worker flexibility around blood donation during work hours so more employees have the ability to give.

- ⇒ Director Schmitt also sat on the Red Cross Blood Board and supported *the 12 Hours of Giving event* in December, during which the Federal community took the lead in blood donations and contributed to the event's 430 total donations.

Open Season Health Fairs

- ⇒ In partnership with health insurance representatives from multiple companies and the General Services Administration and other Federal building property managers across the State, the FEB hosted **23 health fairs** during 2014 open season. This provided the opportunity for Federal employees to ask their health insurance representatives important questions about their coverage and make educated decisions for their future health care needs.

Promise Zone—North Minneapolis

- ⇒ FEB agencies supported the North Minneapolis Promise Zone, the first zone in our state to receive prioritized Federal grants and partnerships based on the high need in that locality. The Promise Zone initiative recognizes and rewards cities that develop innovative approaches and aligned programming that will revitalize high-poverty communities across the country. The Minneapolis Promise Zone (MPZ) plan is a comprehensive, community-driven revitalization strategy that builds on and aligns numerous initiatives to address the persistent unemployment, crime, housing blight, and poor educational outcomes that plague the area.

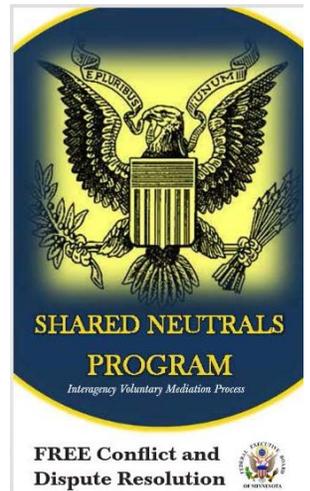
FEB Ongoing Partnerships

- ⇒ DOI BIA & FWS, 11 Tribal Nations of Minnesota and the Minnesota Indian Affairs Council
- ⇒ Numerous MN State Government Agencies including: Department of Public Safety; MN Division of Homeland Security & Emergency Management; Minnesota DEED State Workforce Centers; Minnesota Department of Health; and Metro Transit
- ⇒ Federal Executive Associations in Duluth, Fargo & Grand Forks
- ⇒ Canadian, Mexican and Ecuadorian Consulates General in Minneapolis
- ⇒ Metropolitan State University, Inver Hills Community College and University of Minnesota
- ⇒ Hudson High School
- ⇒ Mall of America
- ⇒ Society of Government Meeting Professionals (SGMP)



FINANCIAL PERFORMANCE

- ⇒ FEB Policy Board (Executive Committee) Workshop was held at Camp Ripley in Little Falls, Minnesota on September 17-18, 2015.
 - ⇒ Annual strategic planning session which provides a collaborative environment to plan next fiscal year operations and benefits all agencies performance and bottom line.
 - ⇒ Participants voted on updated FEB Minnesota fiscal policy, Business Plan and new budget template as well as new policy changes that will affect member agencies in FY2016.
- ⇒ The FEB continued to use Eventbrite as a web-based registration program for all major FEB events during Fiscal Year 2015. Our credit card transaction costs have been substantially lowered through the exclusive usage of PayPal's business services, and FEB Treasurer has begun including any PayPal balance in the monthly financial reports to the board. The FEB continues to pass savings along to agencies through lower costs for FEB training.
- ⇒ The FEB continued work with the FEB Performance Improvement Group (PIG) on financial issues pertinent to the FEB Network. PIG worked to provide Generally Accepted Accounting Standards and financial guidelines that can be adopted by FEBs.
- ⇒ FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution) mediates most difficult cases - 3 cases in FY 15. Very cost effective (e.g. little or now cost to agencies) at \$154,006 in savings 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.
- ⇒ The Minnesota FEB continues to market the Shared Neutrals program to increase its value in the Federal government. The Shared Neutrals Council which manages the program will conduct a cost-benefit analysis of the program in FY2016.
- ⇒ John Scott, Budget Analyst from the VA Debt Management Center assumed the role of FEB Treasurer in November 2014 and did an exceptional job in the role through 2015. He found ways to streamline processes and leverage electronic banking to cut down time needed with this additional task. Scott also lent his financial expertise in the creation of new budget templates for all FEB projects and Council activities.



COST AVOIDANCE

2015 Alternative Dispute Resolution (ADR) and Training Cost Avoidance Template Minnesota Federal Executive Board

COMBINED FEDERAL CAMPAIGN (CFC)

Total 2014 Contributions:	\$813,061.00
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AWARDS AND RECOGNITION

Name of Event	Number of Attendees	Number of Awards Presented
38th Annual Civil Servant of the Year	550	91
Totals:	550	91

ADR/SHARED NEUTRALS PROGRAM

Workplace Dispute: An issue not covered under an Equal Employment Opportunities (EEO) law that impacts the workforce or an individual in the workplace.

Pre-EEO: A potential EEO case that is in the pre-complaint stage at the agency (it has not been forwarded to EEOC or any other negotiated process).

Resolution Rate: Cases that are resolved during the mediation/facilitation process (withdrawing the case or cases that proceed to filing are not counted).

	Cases Accepted	Cases Resolved	Cost Avoidance per Resolution	Total Cost Avoidance Realized	Resolution Rate
Workplace Dispute	0	0	\$18,348.81	N/A	N/A
Pre-EEO Complaint	2	2	\$75,003.24	\$150,006.48	100.00%
Facilitation	1	1	\$4,000.00	\$4,000	100%
EEO Complaint (after entering formal process)	0	0	\$71,609.80	N/A	
Totals:	2	2		\$154,006.48	

SURVEY QUESTION #1: Overall, how satisfied were you with the ADR process?

	Very Satisfied (5)	Satisfied (4)	Neutral (3)	Dissatisfied (2)	Very Dissatisfied (1)
# of Responses received:	2				

COST AVOIDANCE

2015 Alternative Dispute Resolution (ADR) and Training Cost Avoidance Template Minnesota Federal Executive Board

FEB-SPONSORED TRAINING OPPORTUNITIES

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
FERS Pre-Retirement Training (x4)	\$275	\$95	180	156	\$28,080
FERS Midcareer Planning Seminar (x2)	\$275	\$95	180	74	\$13,320
FranklinCovey Championing Diversity	\$524	\$385	139	25	\$3,475
FOLD Leadership Development Pgm – 10 mo.	\$5,250	\$900	4350	20	\$87,000
SADBOC Procurement Fair & Training	\$154	\$0	154	1000	\$154,000
Federal Diversity Day	\$381	\$45	336	260	\$87,360
Adverse Actions Training	\$1,600	\$75	1525	25	\$38,125
FEB Internship Program*	\$15,670	\$0	15670	6	\$94,020
TOTALS:					\$505,380

*Interns donated an estimated 4,680 hours that a GS-7/1 salary and benefits would equate to approximately \$94,021 worth of direct work/service to the Federal community.