



**Annual Report Fiscal Year 2016
Federal Executive Board of Minnesota**

Collaborate

Develop

Prepare





“Although each executive agency and its field organizations have a special mission, there are many matters on which the work of the departments converge. Among them are management and budgetary procedures, personnel policies, recruitment efforts, office information duties, and similar matters. There are opportunities to pool experience and resources, and to accomplish savings. In substantive programs there are also opportunities for a more closely coordinated approach in many activities.”

President John F. Kennedy
November 13, 1961



In his 2016 proclamation of Public Service Recognition Week, President Obama said of civil servants:

“Both at home and abroad, they carry forward the notion that as Americans, we are committed to looking out for one another and to working together to forge a bright future for generations to come..”

And

“...we are implementing programs that encourage Government-wide collaboration, giving workers a chance to lend and develop their talents across agencies and departments so our best ideas can flourish and grow to their fullest potential.”

I truly believe that the Federal Executive Board of Minnesota exemplifies both of these ideals. Whether it is through education, outreach, leadership development, or honoring excellence, as a federal community we come together to lend and develop talents across our agencies. Collectively, we tackle mutual challenges and help our agencies and staff reach their utmost potential. Through our collective efforts and collaboration, in our FEB we are here to support each other and we are contributing to a brighter future for our agencies, our staff and for the public we serve - both now and for generations to come.

As President Obama also said, “We are the change we seek.”

I am proud of the FEB of Minnesota and all that it has accomplished. I am honored and humbled to have served as your chair for the past year. I will continue to support and promote all of the positive things you do and will always be and advocate for you and your agencies in any way I can.

Dr. Michael Dutcher
Chair,
Federal Executive Board of Minnesota



Vision	Be a catalyst for better government
Mission	Increase the effectiveness of the federal government by strengthening coordination of government activities
Guiding Principles	Service. Integrity. Excellence.



FEB National Network

Federal Executive Boards were established by Presidential Directive in 1961 to provide a forum for local federal leaders to share management challenges and strategies to meet agency missions and goals, identify common issues, develop collaborative initiatives, and share best practices among their peers.

The President has directed the head of every Executive Branch Agency to arrange for the leading official of their field office to personally participate on the Federal Executive Board. Membership is automatic and there are no dues or applications.

Business Lines

Through our three business lines and interagency councils, the FEB facilitates communication, sharing resources, workforce education, and intergovernmental partnerships. Each business line creates unique and exciting challenges and opportunities to interact with member agencies, employees, state and local governments, community organizations, and citizens. The councils within each business line offer training and collaborative opportunities for agency leaders, employees, and partners.

- Emergency Preparedness
- Workforce Development
- Intergovernmental Collaboration & Community Outreach





Spotlight on Minnesota

The Minnesota Federal Executive Board is one of 28 FEBs and represents over 90 Federal agencies and 45,870 Federal employees and Military personnel in Minnesota.

The Federal Government is the third largest employer in the state of Minnesota.

Department of the Interior Support

The FEBs were created by Executive Order but never funded, allowing each FEB to seek out support for staffing by one of the members. DOI has supported the MN FEB throughout our history, including staffing the FEB with two full time employees in FY2016. The Executive Director and Assistant Director would not be able to lead and engage agencies in MN without the support of DOI.

In FY2016, FEB staff partnered closely with DOI for two continuity exercises, one in Washington D.C. during the national Eagle Horizon exercise, and one to our devolution site later that year. MN FEB also provides leadership for the Region 5 Interior Regional Emergency Coordination Council (I-RECC) which aligns DOI bureau emergency managers with FEMA regions for close coordination during an emergency.



Thank you to the 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

Executive Summary

The Shared Neutral Council performed 5 mediations, saving agencies nearly \$251,118.07 in arbitration fees.



Shared 108 job announcements to increase the hiring pool for Federal employees.



Two FEB Executive Fellows contributed 1,664 total volunteer hours valued at nearly \$34,000.



The Combined Federal Campaign raised \$722,749.39 in 2015.



Provided Pre-retirement training for 207 federal employees.



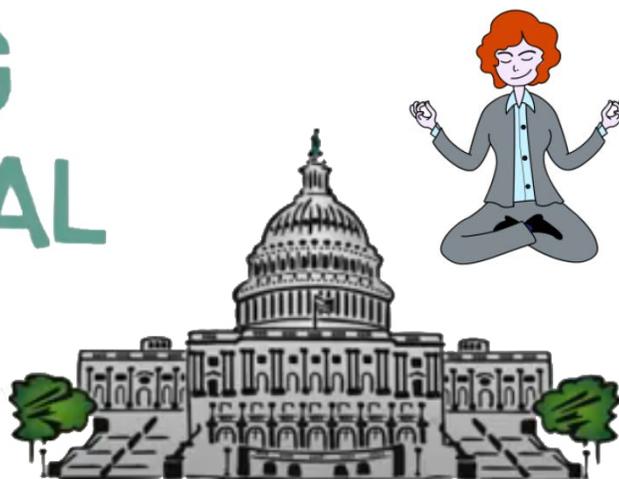
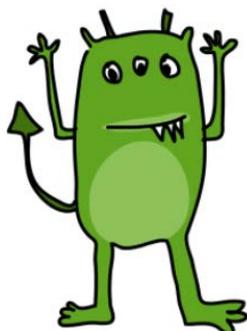
Recognized a record 96 Federal Employees for their service and accomplishments in 2015.



Transforming Our Workplace

The *Transforming Our Workplace* program worked to affect Federal workforce culture. Organizational Psychologist Dr. William Brendel from the University of St. Thomas trained 85 Federal employees across the country in practices that reduce stress and increase productivity. An after action survey showed that employees are equipped to handle stress and conflict in the workplace more productively.

TRANSFORMING ORGANIZATIONAL CULTURE



WITH DR. WILLIAM BRENDEL

Executive Summary

FEB Blood Drives collected **75 pints** of blood for the American Red Cross, benefiting up to **225 lives**.



Over 50 student Connections were made at the UMN Non-Profit and Government Career Fair.



USAJOBS and Interview Skills career events prepared 46 employees for advancement within Federal government.



Initiated MNCAPS partnership to engage, equip, and recruit High School students interested in public service to the Federal workforce.



OPM Hiring Excellence Campaign provided expert guidance to 70 Federal hiring officials on special hiring authorities.

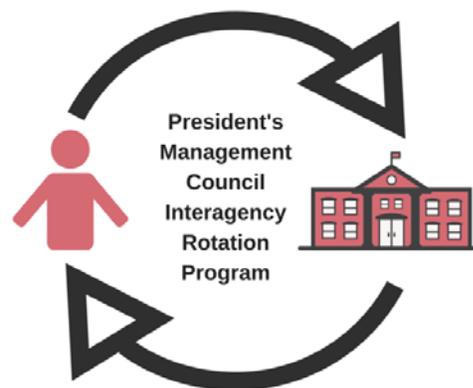


Conducted 6 all-hazards plan recommendations, all of them for inclement winter weather, and shared many other hazardous weather updates.



The pilot year of participating in this national presidential initiative was successful in providing a detail assignment to one employee and additional senior labor for one agency.

The 2016 pilot year built support for the free leadership deployment program and is gaining traction for increased participation by other GS13-15 employees in Minnesota.

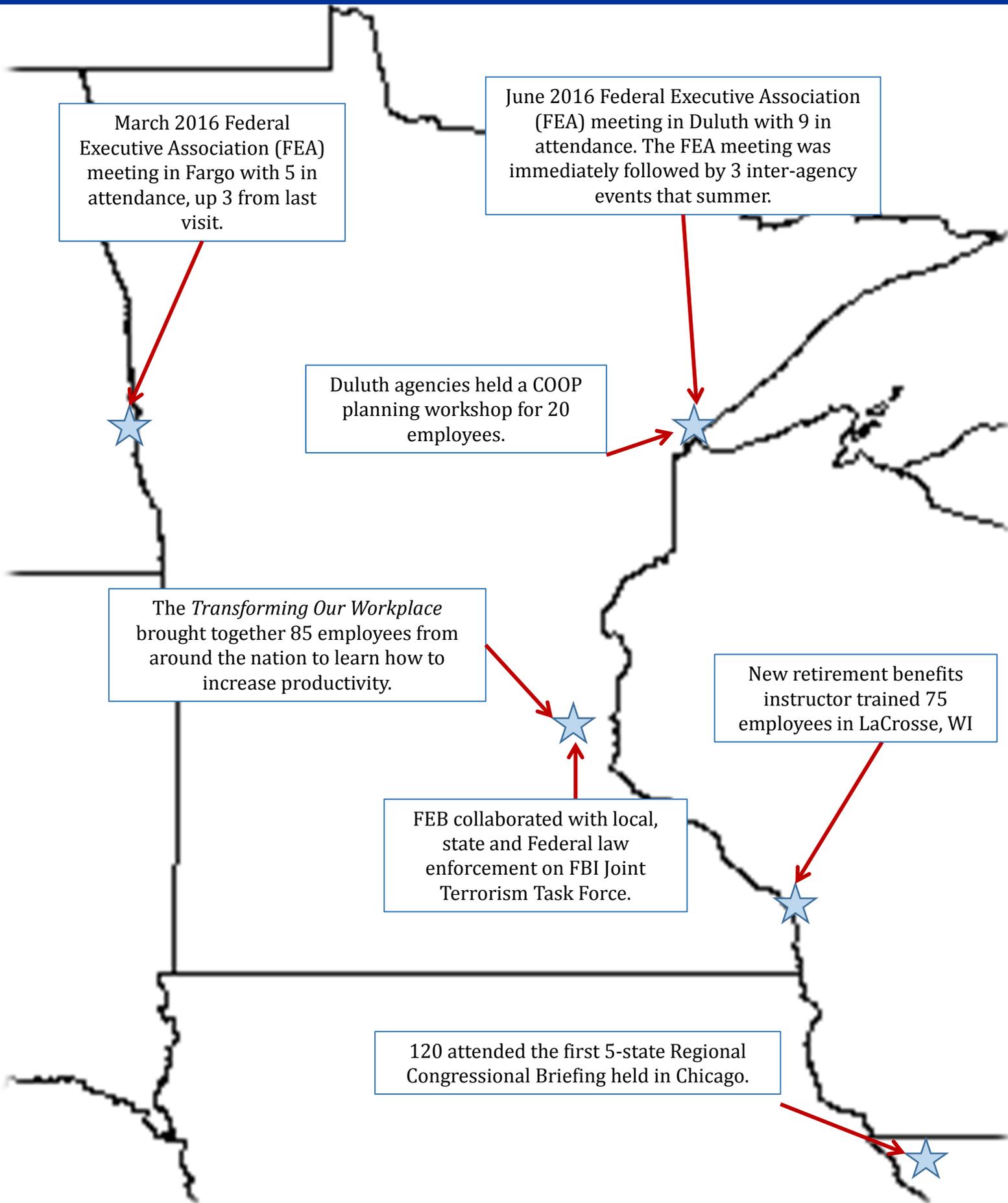


10.5% growth in FEB Facebook page reach in FY16



Total page likes **710**
Sept 30, 2016

Other Notable Activities



Office Performance

UNDERSTAND STAKEHOLDERS

FEEDBACK AND PARTICIPATION

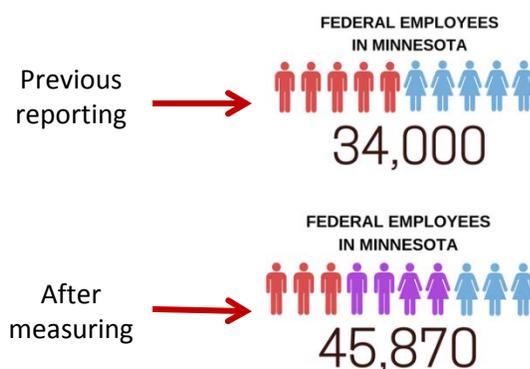
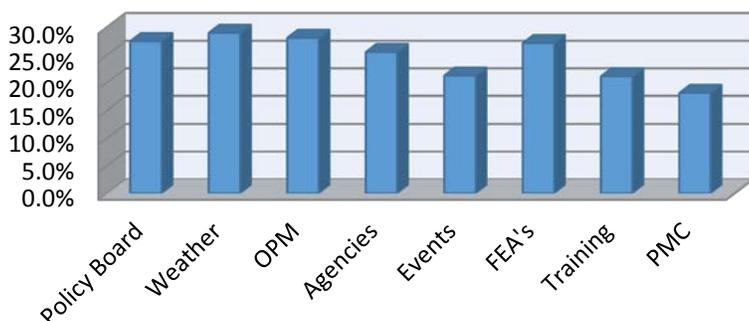
PROCESS IMPROVEMENT

CENSUS → MEASURE → REFINE

The FEB set a vision for FY2016 to better understand our stakeholders and their interests. Contact information was collected from 90+ agencies to refine how FEB communicates with its partners.

This resulted in a large contact update and a subsequent communications strategy that shifted messaging to Constant Contact to gather metrics to measure the effectiveness of email communications to agencies. FEB learned what agencies are most interested in reading, and specifically who wants to receive information from the FEB.

Constant Contact Read Rate



Financial Performance

FEB adopted an improved fiscal policy in FY2016, implementing best practices of the FEB Network. FEB created 14 financial categories to track revenues and expenses. Prior to FY2016, FEB only had one "FEB General" account to track revenue. Staff reviewed spending and set new goals to break even on events and raise revenue to exceed expenses in all program areas, ensuring net growth in FY2017. Staff created the first FEBMN annual budget for FY2017 based on the above research.

The figure (right) shows the FY2016 final budget.

Federal Executive Board of Minnesota FY2016		
Account	Revenues	Expenses
Office Supplies	\$ -	\$ 337.23
IT Services	\$ -	\$ 943.70
Policy Board	\$ 5,849.46	\$ 6,821.24
Local Travel	\$ -	\$ 999.54
Miscellaneous		\$ 421.89
Service fees	\$ -	\$ 1,434.04
Promotional Items		\$ 246.09
GODE	\$ 2,055.00	\$ 2,044.46
CSOY	\$ 9,936.91	\$ 10,857.52
Diversity Day	\$ 6,202.97	\$ 4,863.63
Training General	\$ 22,554.12	\$ 20,658.28
SADBOC	\$ 8,694.66	\$ 7,423.04
FOLD	\$ 24,086.60	\$ 15,884.06
Awards & Recognition		\$ 170.33
	\$ 79,379.72	\$ 73,105.05



Interagency Councils

*Leaders who served an FEB Council for part of the fiscal year are noted in parentheses

Civil Servant of the Year Planning Committee

Chair: COL Angela Steward-Randall, MNG (June 2016-present)

Chair: Nicole Haselberger, VADMC (October 2015-June 2016)

Closed Point of Dispensing Task Force

Chair: Emily Ward, Coast Guard

Continuous Improvement Council – “FEB Innovation Lab”

Chair: LTC Erika Cashin, AF Reserves (January 2016-present)

Chair: John Scott, VA DMC (October 2015-February 2016)

Vice Chair: CPT Dwight Howell, US Army Corps

Diversity and Inclusion Council

Chair: Chris Franks, NWS

Vice Chair: Mark Gutierrez, USDA RMA

Diversity Day Co-Chair: Mike Sanford, AF Reserves

Diversity Day Co-Chair: Amanda Tempel, CBP MHC

Federal Outreach and Leadership Development Council and Program

Chair: Mada Tautges, FDA

Vice Chair: Nicole Haselberger, VA DMC (July 2016 to present)

Vice Chair: Amanda Millsap, VBA (October 2015 to June 2016)

Human Resources Council (suspended November 2015-June 2016)

Chair: Angela Lennartson, CBP (July 2016-present)

Co-chair: Cynthia Grindahl, FDA (October 2015)

Co-chair: Rick Greenblat, FWS (October 2015)

Local Federal Coordinating Council (CFC)

Chair: Diane Langer, FAA

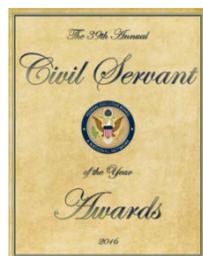
Shared Neutrals Council (ADR program)

Chair: Talaia Bowen, GSA PBS

Vice Chair: Corey Stoglin, DOL OFCCP

Small and Disadvantaged Business Opportunities Council (SADBOC)

Chair: Randall Czaia, SBA





Federal Outreach & Leadership Development (FOLD)

This council of FOLD program graduates plans the premier inter-agency leadership program for developing future leaders to deliver exceptional results in a dynamic environment.

- Implemented new leadership positions (Social Media/Marketing, Alumni Networking)
- Strengthened mentorship program to include mentor toolkit and speed mentoring event
- Expanded training and networking opportunities for alumni through special programming
- Graduated a successful cohort of 19 emerging leaders from agencies across Minnesota
- Minnesota FEB FOLD program was highlighted in a Federal News Radio article discussing the successes of the FEB network around the country



39th Annual Civil Servant of the Year

The Civil Servant of the Year Awards ceremony honors the great work of our employees.

- 480 guests attended the event along with 5 exhibitors and a record 96 nominees
- New award categories recognized the importance of Innovation and Customer Service
- A council has been established and has recruited members from 8 agencies
- Implemented a new spending model which led to a cost savings of nearly \$4,000



Diversity and Inclusion (D&I) Council

We exist to bring forward the importance of D&I to Minnesota's Federal workforce.

TRAIN: 175 trained at Diversity Day; 145 collectively trained at quarterly trainings: ADA, mental health in the workplace, Federally Employed Women, We are One MN

SHARE: Special observances months opportunities including engagement with local events

SERVE: Federal employees give back: MLK food drive, Feed My Starving Children activity, school supply drive



Continuous Improvement Council – “The FEB Innovation Lab”

Created CIMPLe, a 3-step process improvement approach to that can be applied by organizations to their methodologies.

The CI Council provided Six Sigma yellow belt to 19 Federal Outreach and Leadership Development participants and 20 other Federal employees to help agencies eliminate redundancies.

The CI Council is leading the Minnesota FEB Innovation Lab to help Federal Agencies and organizations cut waste through process improvement projects and protocols.

The CI Council doubled in size and has seen increased member engagement.

DEFINE

The first step is to determine the problem and define it. Then data is utilized to analyze the problem and determine the root causes. From that point the base is established to derive solutions to your problem.



DEVELOP

Solutions and strategies to fix your problems are developed. Utilizing a variety of tools, courses of actions are developed to solve the problem and meet the organization's goal(s).



DELIVER

Once a course of action is chosen, a plan is established to make effective change. The plan outlines the implementation, metrics, and control of the improvement.

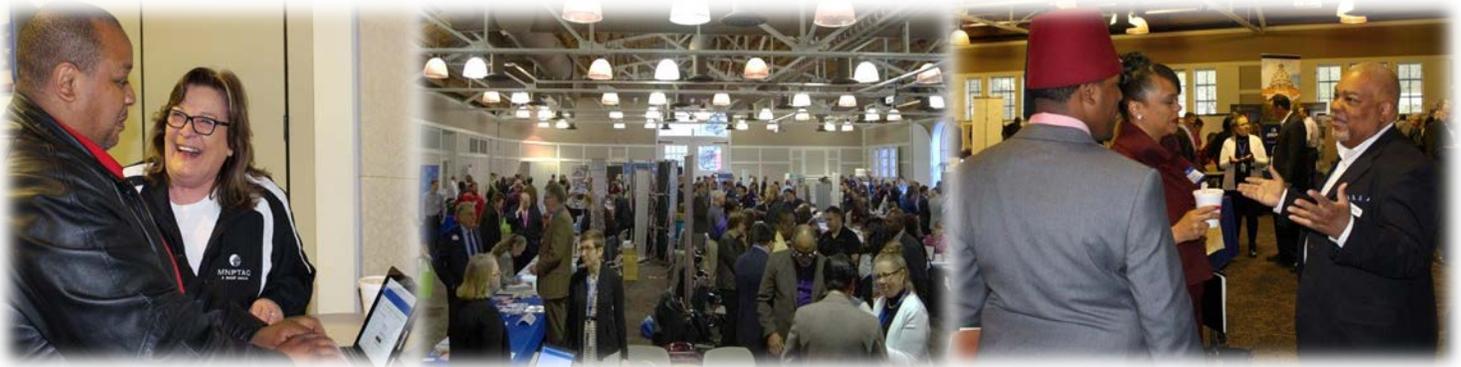


Small and Disadvantaged Business Opportunity Council



The 17th annual SADBOC Procurement Fair welcomed 66 exhibitors and over 950 participants to the Earle Browne Heritage Center.

- The SADBOC fair was featured on Minnesota Public Radio (MPR)
- 350 one-on-one matchmaking meetings occurred between government procurement officers and small business owners
- The fair provides access for over 950 small businesses to the nearly \$4.7 billion in government procurement spending in Minnesota.



Government on Display Exposition (GODE)

After a year hiatus, Government on Display returned to the Mall of America! The event gave 22 agencies the opportunity to share their missions with the general public.

- Agencies estimated that they interacted with an average 1400 MOA guests during event
- On Twitter, mentions of the GODE event had a combined reach to 90,000 Twitter users
- An Instagram post of the CBP K-9 received 800 'likes'



GODE 1999-2016





CHAIR

DR. MICHAEL DUTCHER
 District Director
 U.S. Food and Drug
 Administration

FIRST VICE CHAIR

LANE HARSTAD
 Director of Mediation Services
 Federal Mediation and
 Conciliation Service

SECOND VICE CHAIR

COL ANGELA STEWARD-RANDLE
 Director of Human Resources
 Minnesota National Guard



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EXECUTIVE FELLOWS

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