



Fiscal Year 2012

Annual Report

*October 1, 2011 through
September 30, 2012*



Minnesota Federal Executive Board
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of the Interior, Office of the Secretary



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FEB Nationwide Presence



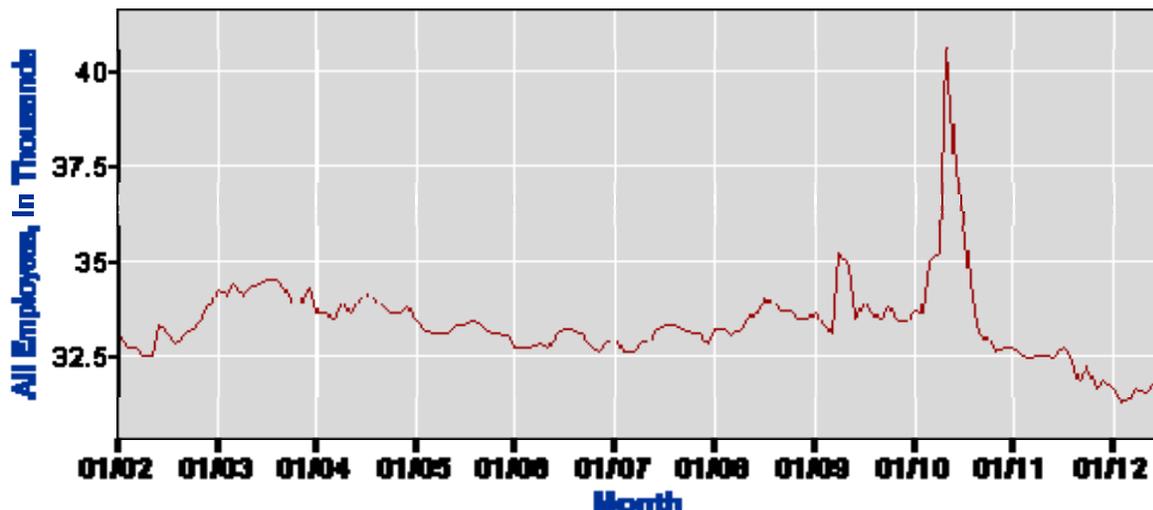
Demographics: Minnesota

Federal Workplace by the Numbers

The Federal government is the third largest employer in the State of Minnesota among public or private institutions. The U.S. follows the State Government of Minnesota and the nonprofit Mayo Foundation.

- ⇒ There are approximately 31,800 civilian Federal employees (includes full and part time) who work in over 300 duty stations across Minnesota.
- ⇒ Upwards of 12,700 postal employees live and work in Minnesota.
- ⇒ More than 28,000 Federal retirees reside here.
- ⇒ More than 400,000 veterans live and work in Minnesota.

*Statistics from the Bureau of Labor Statistics Current Employment Statistics (CES) Survey from July 2012



MASS FACTS

- ⇒ Approximately 120 Federal agencies maintain a presence in Minnesota that consist of over 34,000 Federal Employees.
- ⇒ The Federal Executive Associations (FEAs) based in Fargo and Grand Forks, North Dakota are supported by the Minnesota FEB.
- ⇒ The Federal Executive Board of Minnesota now serves as the Chairman for 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 2012

Board Chair

Daniel Luna

Meteorologist in Charge, Chanhassen Weather Forecast Office
Department of Commerce, NOAA, National Weather Service

First Vice Chair

Robert DeWitt

State Director, Minneapolis Passport Office
Department of State

Treasurer

Tom Grahek

Director, Debt Management Center
Department of Veteran's Affairs

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

Rebecca Arsenault-Herize, U.S Citizenship and Immigration Services

Suzie Iverson-Rivers, Minneapolis Passport Agency

Shared Neutrals Council Co-Chairs

Lendelle Adams, Federal Aviation Administration

Duane Voy, USDA Risk Management Agency

Executive Director

Joseph Schmitt (July 2012—present)

Raymond Morris (October 2011-January 2012)

Assistant Director

Alyssa Poucher

(Acting Director February-July 2012)

Executive Summary

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

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

TOP FIVE FEB MINNESOTA ACTIVITIES IN FISCAL YEAR 2012

1. New FEB Executive Director Joseph Schmitt Entered on Duty on July 16, 2012
2. Movement within the Department of Interior's National Business Center to The Office of Emergency Management with additional role as Chairman for the Interior Regional Emergency Coordination Council (I-RECC) for Region 5 of the United States
3. The FEB Shared Neutrals Program grew from two to more than 8 mediators representing 8 separate Federal agencies across the state of Minnesota.
4. 13th Annual Government On Display Exposition at Mall Of America
5. 35th Annual Minnesota Federal Civil Servant of the Year Awards Program

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

- ⇒ FEB Served as liaison for Federal, State and Local emergency officials for the floods that affected Minnesota, North Dakota.
- ⇒ With our move to the Office of Emergency Management within DOI, FEB now chairs the Region 5 of the Interior Regional Emergency Coordination Council (I-RECC).
- ⇒ FEB Minnesota successfully executed two FEMA exercises in FY12, including a COOP train-the-trainer exercise and a power outage tabletop exercise
- ⇒ The Executive and Assistant Director provided the Federal liaison reports during AMEM and MEMA meetings where State and Local emergency managers

II. Workforce Development and Support

- ⇒ After several years under the support of the DOI National Business Center (NBC), the FEB moved to the DOI Office of the Secretary Office of Emergency Management.
- ⇒ FEB Executive Director Joe Schmitt entered on duty on July 16, 2012
- ⇒ The FEB further developed our intern program, with volunteer support in fiscal year 2012 from 11 interns who donated an **estimated total 7,428 hours that a GS-4/1 salary and benefits would equate to \$105,605 worth of direct work/service to the Federal community.**
- ⇒ The fourth annual Federal Outreach and Leadership Development Program FOLD trained 26 participants from 13 different agencies in a 10-month leadership program
- ⇒ The Interagency Diversity Council of the FEB sponsored Diversity Day on June 5, 2012 at Metropolitan State University' celebrating the theme "Diversity in Challenging Times" and was attended by over 250 Federal, State and Local government employees.
- ⇒ **The** 35th Annual Minnesota Federal Civil Servant of the Year Awards Program was attended by 590 civilian and military employees and 6 Congressional offices, and recognition trophies were awarded to 90 civil servants and 26 FOLD program graduates.

III. Intergovernmental Activities and Partnerships

- ⇒ The 13th Annual Government On Display Exposition was held at Mall Of America and drew support from 17 Federal and State agencies and many U.S. Congressional representatives
- ⇒ The Fall 2011 CFC Campaign raised \$1,162,907.64 for Minnesota charities and the LFCC for this campaign continues to brainstorm creative ways to increase donor participation.
- ⇒ The annual SADBOC Government Procurement Fair was held in Brooklyn Park, MN in April and drew a crowd of over 1000 business men and women. This year's event featured a 64 exhibitors, 20 procurement related workshops, and 450 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. 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 to the U.S. Department of the Interior, Office of the Secretary,
National Business Center for the outstanding support of
The Minnesota Federal Executive Board



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

Activity Category: Training, Exercises and Educational Forums

Noteworthy Accomplishments

- ⇒ FEB Served as liaison for Federal, State and Local emergency officials for the floods that affected Minnesota, North Dakota. The FEB sent numerous communications to all agencies from various Federal and State government sources on the flood situation and coordinated human resource messaging to all agencies within OPM.
- ⇒ The FEB regularly attended Emergency Preparedness meetings, work shops, planning groups and conducted exercises with Minnesota State Terrorism and Emergency Preparedness (MSTEP), 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 disaster.
- ⇒ The FEB sponsored an Emergency Preparedness XVII seminar where Federal, State and Local attendees explored the latest trends in emergency management. Discussion topics included geospatial resources for emergency managers, Crisis Communications at the US State Dept, GETS and WPS communication and notifications systems, as well as a Association of Emergency Managers update and briefing.
- ⇒ The Executive and Assistant Director provided the Federal liaison reports during 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 were communicated.
- ⇒ 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.
- ⇒ The Federal Executive Board continues as a founding member of the U.S. Coast Guard Area Upper Midwest Area Maritime Security Committee.
- ⇒ FEB met with the Minnesota Homeland Security Critical Infrastructure representative and the Mille Lacs Band of Ojibwe DNR to discuss critical infrastructure plans, needs, and how the FEB can leverage its network to best support tribal efforts in the region.



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

⇒ With our 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). In this capacity, we will work with Federal Emergency Managers in conjunction with host agency, DOI Office of Law Enforcement and FEMA.

⇒ The FEB continued to work with the Minnesota Department of Health (MDH) and HHS Centers of 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 Distribution (POD).



⇒ 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). Additionally, in 2013 we will have redundancy in notification systems with use of Send Word Now and Communicator! NXT thereby ensuring appropriate notification to critical personnel in the event of a large-scale emergency.

⇒ The Federal Executive Board continues as a founding member of the U.S. Coast Guard Area Upper Midwest Area Maritime Security Committee.

⇒ The FEB continues to provide First Aid/CPR/AED training for Federal employees and our private sector partners located in MN. In addition to the training, the attendees receive a two-year certification following successful completion of the course.

⇒ The FEB leads the Emergency Planning Intergovernmental Working Group that supports coordination between federal, state and local emergency planners.

⇒ The FEB continues to build on its “All Hazards” Emergency Plan.

⇒ FEB Minnesota successfully executed two FEMA exercises in FY12. In May 2012 FEMA Region V COOP Manager conducted a train-the-trainer event that was attended by 20 Minnesota Federal Agencies. In August, 2012 the FEB conducted the 2nd exercise in conjunction with FEMA where a power outage scenario was used to facilitate open discussion with all Federal agencies in attendance.

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

- ⇒ FEB staff ran an annual Eagle Horizon communication test that utilized our recently implemented Send Word Now software. This test proved successful in communicating with others. There were minor reports of delivery failure and many reports of contact information updates being needed or those contacted not responding to the communication test.

II. Line of Business: Workforce Development and Support

Federal Executive Board DOI Sponsorship

- ⇒ After several years under the support of the DOI National Business Center (NBC), the FEB moved to the DOI Office of the Secretary Office of Emergency Management. The FEB was operationally supported by the OEM team in the final months of the fiscal year, and the move will be complete on October 1, 2012.

Federal Executive Board—Director Entered on Duty

- ⇒ FEB Executive Director Joe Schmitt entered on duty on July 16, 2012 under the DOI National Business Center, the sponsor agency of the Minnesota FEB. He officially swore in and read his oath of office to establish him as the Director of the Minnesota FEB. Within weeks of assuming his role, he visited DOI leadership in Washington D.C. and began reaching out to Minnesota member agencies.

Training and HR Management Performance

- ⇒ The FEB further developed our intern program, with volunteer support in fiscal year 2012 from 11 interns with varied professional expertise. FY 2012 interns remastered the FEB Minnesota COOP plan, designed and began implementation of a new FEB website, migrated all contacts to a new emergency notification system and contributed to all significant FEB operations. Interns supported the FEB Assistant Director during a 5-month Executive Director vacancy, lending to the seamless continuity of FEB services during a period of reduced paid staff. **An estimated total 7,428 hours were donated by FEB interns that a GS-4/1 salary and benefits would equate to \$105,605 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 and recent graduates, and recruited directly at two career fairs organized by the University of Minnesota.

Training and HR Management Performance (cont.)

- ⇒ FEB Director and Assistant Director presented 3 sessions on the Federal Government Hiring Process and OPM initiatives for the Minnesota Workforce Centers. FEB presented this seminar to over 85 unemployed individuals at three different Minnesota Workforce Centers in FY2012 and used these sessions as an opportunity to communicate the new and improved USAJOBS website.
- ⇒ FEB Assistant Director presented on a government and non-profit career hiring panel for Metropolitan State University. Over 40 students attended the event and received guidance on the Federal hiring process.
- ⇒ FEB Minnesota continues to offer pre-retirement and benefits seminars to meet the needs of the retirement-eligible Federal workforce, and this year held 14 benefits seminars for Federal employees under both FERS and CSRS systems. A total of 310 Federal employees were trained in these sessions. A full accounting of all FEB training is available on the Cost Avoidance Report on page 18.
- ⇒ The FEB coordinated two days of various training seminars instructed by the Thrift Savings Board, including two Thrift Savings Plan Investment seminars and two Thrift Savings Plan Pre Separation seminars. The four classes had a total of 350 Federal employees in attendance.

FEB Annual Meeting—Washington D.C.

- ⇒ The FEB Director and Assistant Director attended the Annual FEB Conference in Washington D.C., coordinated by the FEB Operations team under the U.S. Office of Personnel Management. FEB Minnesota staff joined the Board Chair and Vice Chair at two days of policy briefings and educational seminars from various Federal executives including the Director of OPM, John Berry, the GSA Deputy Administrator, a Member of Congress (Virginia) and speakers from the White House. The meeting was a great opportunity 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 2011, the FEB launched the 2011-2012 FOLD class, the Federal Outreach and Leadership Development Program. There were 26 participants from 13 different agencies and the goals of the program have been 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 and self-awareness and personal development.
- ⇒ FOLD site visits included tours and briefings at the Minneapolis Air Traffic Control Tower, Hennepin County jail, the State Capital, Hennepin County Medical Center, the Transportation Security Administration (TSA) operations, Metro Transit Police, the Air Force Reserve Base and C-130 aircraft hangar.
- ⇒ FOLD Cohort agency representation:
- U.S. Air Force
 - USDA Animal and Plant Health Inspection Service
 - Bureau of Alcohol, Tobacco, Firearms and Explosives
 - Bureau of Indian Affairs
 - Bureau of Labor, Wage and Hour Division
 - Department of Homeland Security
 - Department of State
 - Federal Mediation and Conciliation Service
 - Food and Drug Administration
 - USDA Food Safety Inspection Service
 - USDA Rural Development
 - Department of Veteran's Affairs
- ⇒ 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 two-day leadership seminar entitled EFFORT and the Role of Leadership. This August training event was well-attended by over 44 participants from 21 agencies across Federal, State and Local Government in Minnesota. Topics covered included leadership principles of Time Management, Sphere of Influence, Employee Development and Engagement. The FOLD Program is undergoing improvements and will return in 2013 stronger than ever.



Interagency Diversity Council

- ⇒ Develops and frames consistent Diversity /EEO policy among all Minnesota Federal agencies.
- ⇒ New co-chairs assumed responsibility for leading the Council beginning in October 2011. Rebecca Arsenault-Herize and Suzie Iverson-Rivers led the Council in evaluating the Council's mission and bylaws and worked hard to save Diversity Day from cancellation after the closure of the longstanding venue, the GSA Conference Facility.

- ⇒ The Interagency Diversity Council of the FEB sponsored Diversity Day on June 5, 2012 at Metropolitan State University's Saint Paul campus. The full day of diversity education and personal awareness celebrated the theme "Diversity in Challenging Times" and was attended by over 250 Federal, State and Local government employees. The Council succeeded with a pilot Management Track at the event to accommodate the specific needs of supervisors and managers,



and brought in renown diversity speaker Ondra Berry as the keynote, both which received many accolades from the participants. The event concluded with Native Pride dancers who entertained as well as educated the audience about Native culture and tradition (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 2012
 - Food Drive during the Martin Luther King holiday period—January 2012
 - Professional Clothing Drive—May

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.

35th Annual Minnesota Federal Employee Awards Program



- ⇒ Held this year at the Crown Plaza Hotel in St. Paul on May 4, 2012
- ⇒ This year's keynote speaker was Eric Schwartz, Dean of the University of Minnesota's Humphrey Institute
- ⇒ A total of 91 employees were honored for their civil service and 26 employees were honored as recent graduates of the Federal Outreach and Leadership Development Program (FOLD)
- ⇒ Attended by over 590 employees from civilian and military entities across Minnesota
- ⇒ Attended by 6 U.S. Congressional Offices who assisted with the awards process in April.

Federal Employee Health Benefit Program (FEHB) Health Fairs

- ⇒ The FEB organized 20 FEHB Health Fairs in Minneapolis, St. Paul, St. Cloud, Duluth and Rochester in November-December of 2011
- ⇒ The FEB coordinated visits by health insurance representatives at all locations



I. Line of Business: Intergovernmental Activities and Partnerships

13th 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 13th Annual Government on Display Exposition (GODE) at MOA was held on January 28-29, 2012. A total of 17 Federal and State agencies as well as representatives from U.S. Congressional offices exhibited at the expo. Over 300,000 visitors attended this year's two-day event.
- ⇒ FEB awards for the best displays went to #1—FAA, #2—Minnesota Army National Guard and #3—Minneapolis Passport Agency.
- ⇒ Special programs and events included the DHS Citizenship and Immigration Services bureau held a 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 2011 Campaign raised \$1,162,907.64 and the LFCC for this campaign continues to brainstorm creative ways to increase participation among newer employees.
- ⇒ 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 6 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.
- ⇒ The LFCC also recruited and trained several Community Liaisons from Minnesota Federal agencies, who worked hard to champion giving within their agencies.

American Red Cross Blood Drives

- ⇒ The FEB coordinated 5 blood drives between October 2011 and August 2012 which assisted the American Red Cross in providing blood to over **180 patients** in need. The FEB sponsored an additional drive this year to help the Red Cross meet the high demand for blood in 2012.

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 25, 2012 and once again drew a crowd of over 1000 business men and women. This year's event featured a 64 exhibitors, 20 procurement related workshops, and 450 scheduled one on one meetings between small business owners and buyers from Government agencies and large prime contractors.
- ⇒ SADBOC exhibited at the Midwest Minority Supplier Development Council's Business Opportunity Fair on September 29, 2011 at the Minneapolis Convention Center. SADBOC was a sponsor of SBA's E200 program which provided a six month MBA level training program to 19 selected small businesses.

Society of Government Meeting Professionals (SGMP)

- ⇒ Active FEB 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 as Membership Director.

FEB Ongoing Partnerships

- ⇒ Wisconsin Joint Assessment Steering Committee: DOI BIA & FWS, 6 Chippewa Tribal Nations under the Great Lakes Indian Fish and Wildlife Commission
- ⇒ Numerous Minnesota State Government Agencies including: Department of Public Safety; MN Division of Homeland Security and Emergency Management; Department of Labor - MN Workforce Centers; Department of Health, Association of Minnesota Emergency Managers.
- ⇒ Multicultural Development Center (Twin Cities)
- ⇒ Federal Executive Associations in Fargo and Grand Forks, North Dakota
- ⇒ All Minnesota U.S. Congressional Offices
- ⇒ Canadian Consulate General in Minneapolis
- ⇒ University of Minnesota



FINANCIAL PERFORMANCE

- ⇒ FEB Policy Board (Executive Committee) Workshop was held at the Minnesota National Guard Base, Camp Ripley in Central Minnesota on November 2-3, 2011. Most Policy Board officers and the FEB staff rode to and from the retreat via government vehicle or POV.
 - ⇒ Annual strategic planning session which benefits all agencies performance and bottom line.
 - ⇒ Agency heads saw the Camp Ripley facility and the low cost cut the expenses of the retreat by 50% over a normal conference locations.
 - ⇒ The members reviewed the training mission of the Minnesota National Guard at one of the largest and busiest National Guard bases in the country. This facility is also open to other Federal agency usage.

- ⇒ The FEB continued to see reduced DOI-OS-NBC funding. Over the past year as they restructure As a result, FEB travel was limited to attend critical trainings.

- ⇒ The FEB continued to enhance our web-based on-line registration program for all major FEB events during Fiscal Year 2012. Our credit card transaction costs have been substantially lowered through the exclusive usage of PayPal's business services. 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 - 5 cases in FY 12
 - ⇒ Very cost effective (e.g. little or no cost to agencies) \$70,020.00 in savings to the U.S. government (see Cost Avoidance Template - see page 19)
 - ⇒ Statewide in scope

- ⇒ The FEB continued to update all agency records in concert with the our Send Word Now 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 thereby saving costs associated with travel, lost productive hours, establish timely telework plans, and potential work related injuries.

- ⇒ Jo Weber of the Veteran's Affairs Debt Management Center performed much of the book-keeping in the FEB Treasurer role and she retired from this during the summer of 2012. FEB has benefited from her attention to detail and stellar reporting at the FEB monthly Policy Board meetings. The FEB Treasurer position on the board is vacant at the close of the fiscal year.

2012 ADR and Training Cost Avoidance Report

Federal Executive Board

Combined Federal Campaign (CFC)	
2011 Total Contributions	\$1,160,000.00

<u>Awards and Recognition</u> (name of event)	Number of Attendees	Number of Awards Presented
35 th Minnesota Civil Servant of the Year Luncheon	596	116
Totals:	596	116

<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:	4		\$17,371.08	\$70,020.00
Pre-EEO Complaint:			\$71,006.64	
EEO Complaint (after entering formal process):			\$67,794.02	
Totals:				

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 (x3)	\$324	\$80	\$244	90	\$29,160.00
FERS Pre-Retirement Training (x4)	\$324	\$80	\$244	154	\$49,896.00
FERS Midcareer Planning Seminar (x2)	\$272	\$80	\$192	66	\$17,952.00
EFFORT and the Role of Leadership	\$1090	\$155	\$935	44	\$41,140.00
FOLD Leadership Development Program – 10 months	\$4645	\$900	\$3745	27	\$101,115.00
Thrift Savings Plan Seminars (x4)	\$100	\$15	\$85	350	\$29,750.00
SADBOC Procurement Fair & Training	\$150	\$0	\$150	1024	\$153,600.00
Federal Diversity Day	\$372	\$45	\$327	235	\$76,845.00
GODE Recruitment/Marketing – 2 days	\$3200	\$325	\$2875	22	\$63,250.00
Emergency Preparedness Training	\$30	\$0	\$30	59	\$1770.00
Totals:					\$564,478.00

Federal Executive Board of Minnesota
Organizational Chart- Fiscal Year 2013



<u>Officers and Staff</u>	
Chair	Robert DeWitt
1 st Vice Chair	Vacant
2 nd Vice Chair	Vacant
Executive Director	Joseph Schmitt
Assistant Director	Alyssa Poucher
Intern Staff	

**Federal Executive Board
of Minnesota
Policy Board**

**Intergovernmental Activities
and Partnerships**

- Combined Federal Campaign
- Small and Disadvantaged Business Opportunity Council (SADBOC)
- Public Affairs council
- Government on Display at Mall of America Workgroup

**Emergency Preparedness,
Employee Safety and Security**

- Federal Emergency Preparedness Council
- Continuity Group
- Critical Emergency Preparedness Partnerships
- FEMA Region V
- Association of Minnesota Emergency Managers
- Metropolitan Emergency Managers Association
- FBI & FBI Infragard

Human Capital Readiness

- Diversity Programs Council
- Diversity Day Workgroup
- Special Emphasis Mgrs. Training Workgroup (as needed)
- Shared Neutrals Council (ADR)
- Personnel and Training Officers Council