



Fiscal Year 2009 Annual Report

*October 1, 2008 through
September 30, 2009*

**Minnesota
Federal Executive Board**

Bishop Henry Whipple Federal Building
1 Federal Drive, Suite 510
Saint Paul, Minnesota 55111-4008
P (612) 713-7200 F (612) 713-7203

www.minnesota.feb.gov

Supported by the U.S. Department
of the Interior, Office of the Secretary,
National Business Center



TABLE OF CONTENTS

Demographics 3

Executive Summary 4

Background 8

Fiscal Year 2009 Results

 I. Emergency Preparedness, Employee Safety and Security 9

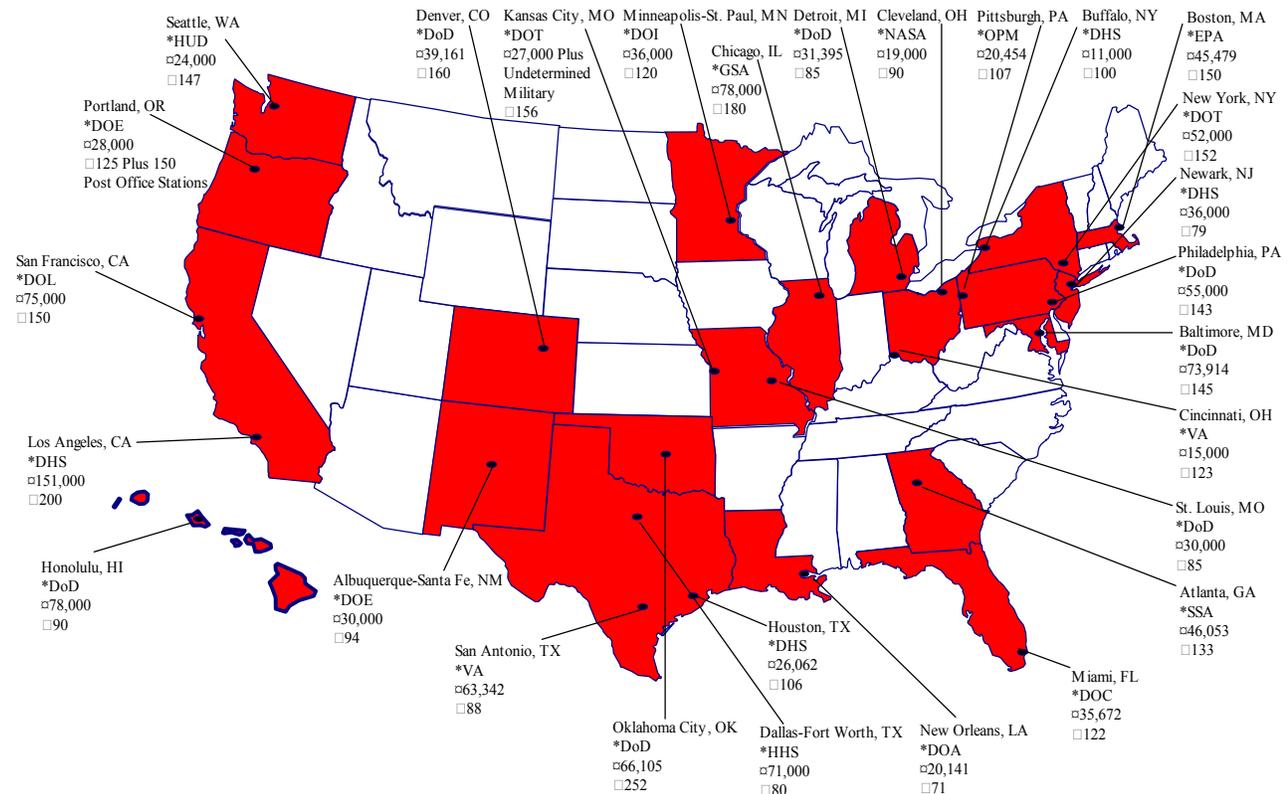
 II. Human Capital Readiness 13

 III. Foundational Activities: Intergovernmental and Community Activities 18

2009 Shared Neutrals/Alternative Dispute Resolution (ADR) and Training Cost Avoidance Template 20

Organizational Chart 21

Federal Executive Boards Nationwide



* Sponsoring Agency
 □ Civilian, Military, and Postal Population
 □ Number of Federal Agencies Served

DEMOGRAPHICS: Minnesota Federal Workforce by the Numbers

- √ The Federal government is the third largest employer in the State of Minnesota among public or private institutions.
- √ There are approximately 34,000 civilian Federal employees (includes full and part time) who work in over 300 duty stations across Minnesota.
- √ Upwards of 20,000 postal employees live and work in Minnesota.
- √ More than 43,000 Federal retirees reside here.
- √ More than 400,000 veterans live and work in Minnesota.

MASS FACTS

- √ Approximately 120 Federal agencies maintain a presence in Minnesota.
- √ The Twin Cities of Minneapolis and Saint Paul are regional centers for Federal bureaus in the Departments of Interior and Agriculture.
- √ The National Payroll, Accounting and Data operation of the U.S. Postal Service is located in the Twin Cities.
- √ Minnesota has 8 U.S. Congressional Districts.
- √ The Federal Executive Associations based in Fargo and Grand Forks, North Dakota that are supported by the Minnesota FEB.

Visit **www.minnesota.feb.gov** or **www.feb.gov** to learn more.

Leadership Fiscal Year 2009

Board Chair until June 2009
Terrance Virden, Regional Director
Department of the Interior, Bureau of Indian Affairs

Board Chair from June 2009 through September 2009
W. Charles Becoat, Director
Department of the Health & Human Services, Food and Drug Administration

First Vice Chair
Chester Slipek
Deputy Chief Examiner and Director, Market Risk Division
Farm Credit Administration

Executive Summary

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

The Twin Cities Federal Executive Board was chartered in 1966 and revised 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 2009

- √ Homeland Security Activities, Tabletop Exercises and Education Sessions
- √ Interagency training programs and Diversity/EEO programming
- √ FEB Minnesota student internship program
- √ 10th Annual Government On Display Exposition at Mall Of America
- √ 32nd Annual Minnesota Federal Civil Servant of the Year Luncheon

Vision: To become a premier and valued asset to the Federal agencies and personnel within the State of Minnesota and the contiguous states.

Mission: Federal Executive Boards are catalysts for developing partnerships to coordinate intergovernmental cooperation to advance local and national initiatives.

In Fiscal Year 2009, the US Office of Personnel Management continued to refine and define the two new lines of business plus foundational activities from our original business line for the FEB Network. The FEB successfully met the mandates under each line of business. This executive summary is addressed by each business line.

Emergency Preparedness, Employee Safety and Security

- √ FEB responded to the Red River Floods - North Dakota, South Dakota and Minnesota border region from March 20 through April 17. Throughout the period the FEB office sent numerous communications to all agencies from various Federal and State government sources on the flood situation and coordinated human resources messaging to all agencies with OPM.
- √ The FEB had a multifaceted and coordinated response to the H1N1 Flu Pandemic. On May 5, 2009, 5 days after the announcement of the H1N1 influenza outbreak, the FEB hosted the DHS-FEMA Determined Accord Pandemic Influenza tabletop exercise. Also beginning June 16, 2009 and

Executive Summary

lasting to the end of the Fiscal Year the FEB produced and distributed to all agencies an update open source newsletter on important news and reports on the H1N1 influenza outbreak.

- √ FEB Minnesota successfully conceived the idea and brought a Cyber Security training program and tabletop exercise and the potential effect on government agencies and key infrastructure businesses. The half day long training program and exercise FEB Minnesota was presented on September 15, 2009.
- √ The Federal Executive Board is a founding member of the U.S. Coast Guard Area Upper Midwest Area Maritime Security Committee.
- √ The FEB maintains a presence on the FBI Joint Terrorism Task Force Executive Board and the Infragard program. FEB MN also maintains an active role in the Association of Minnesota Emergency Managers and the Metropolitan Emergency Managers Association.
- √ The FEB attends applicable quarterly FEMA Region V Regional Interagency Steering Committee (RISC) Meetings in Chicago.
- √ The FEB continued to work with the 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.
- √ FEB Minnesota continues with the National Communications System as a Federal Points Of Contact (POC) for the Government Emergency Telecommunications System and Wireless Priority Service (GETS/WPS).

Human Capital Readiness

- √ The FEB continued to expand and develop our intern program in FY2009. To meet this end, we worked with several universities on internships and career opportunities for their college students and graduates. A total of 10 interns reflecting 2.01 work years of donated intern time was accomplished in FY2009, with a cost savings of \$71,919 in direct work/service to the FEB and Federal community.
- √ A total of 7 Pre-Retirement classes were held and 4 FERS Mid-Career programs were conducted. Nearly 700 Federal employees were trained in these sessions.

Executive Summary

- √ The FEB held on 2/20 & 8/25-26/09 - 3 Thrift Savings Program Investment Seminars that were attended by 210 employees. The FEB also hosted the 2-day TSP program for Supervisors and HR Managers on 2/18-19/09. The managers class was attended by 33 people.
- √ On 8/25-27/09 the FEB sponsored the Core Competencies for Success seminar that was attended by 12 people at a great cost savings to agencies.
- √ In July the FEB launched the 2nd year of the Federal Outreach Leadership Development (FOLD) program. There are 16 participants from 7 different agencies and the goals of the program are to assist in the development of future Federal leaders and to address projected leadership vacancies brought on by retirements.
- √ The FEB sponsors the Toastmasters Federal United Professionals chapter in Fort Snelling.
- √ Federal Diversity Day was held in Fiscal Year 2009 on 11/19/08. It was attended by 205 government employees.
- √ The FEB sponsored 32nd Annual Minnesota Federal Employee Awards Program on 5/08/09. A total of 92 employees were honored with 6 outstanding winners. Attended by over 540 employees from all over state.
- √ FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution) Mediates most difficult cases - 4 cases in FY 09 (a 50% decrease). Very cost effective (e.g. little or no cost to agencies) and is statewide in scope.
- √ The FEB Small and Disadvantaged Business Opportunity Council (SADBOC) hosted a Government Procurement Fair in Brooklyn Park, MN - 4/30/09 that drew over 1,000 people and provided 20 specialized seminars on contracting opportunities within the government including a major trade fair of agencies and prime contractors. This year's fair was a record for the over 13 years SADBOC has been hosting the procurement fair.
- √ The FEB sponsors quarterly Twin Cities Field Federal Safety and Health Council that facilitates the exchange of ideas and information about Occupational Safety and Health.

Executive Summary

Foundational Activities

- √ The FEB again hosted a huge Federal and State Government fair at the nation's largest shopping mall, the Mall of America. The 10th Annual Government On Display Exposition (GODE) at Mall of America was held on February 7-8, 2009. A total of 23 Federal agencies exhibited at the expo and was attended by 220,000 visitors.
- √ The FEB oversees the Local Federal Coordinating Committee of the Northern Lights Combined Federal Campaign. The Fall 2008 Campaign \$932,833 (down - 9.9% from 2007, \$1,025,545)- 7.2% participation rate.

*We are grateful for the support of our member agencies
who assist us daily in achieving our goals.*

BACKGROUND

By Presidential Directive in 1961, President John F. Kennedy established Federal Executive Boards (FEBs) to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC. In 1982, the Executive Office of the President transferred authority for the FEB functions to the U.S. Office of Personnel Management (OPM), which today maintains oversight of the FEB program.

The need for effective coordination among Federal organizations' field activities was clear then and is even more important in today's environment. Approximately 88% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and local offices of Federal departments and agencies. Our regional and local Federal officials are the Federal government's principal representatives to the vast majority of our nation's citizens.

The Boards function in four general areas: (1) providing a forum for the exchange of information between Washington and the field about programs, management methods and administrative issues; (2) coordination of local approaches to national programs as approved by the Director, OPM; (3) communication from Washington to the field of management initiatives and other concerns for the improvement of coordination; and (4) referral to the national level of problems that cannot be resolved locally.

Today, there are 28 FEBs located in areas with a significant Federal population. The Boards are comprised of the highest ranking local officials from each Federal agency in the FEB area. Board leadership and structure consists of elected officers (Chair and Vice Chairs) Councils and Committees specific to FEB programs. The FEB staff manages the daily operations of the board.

Thank you to the U.S. Department of the Interior, Office of the Secretary,
National Business Center for the outstanding support of
The Minnesota Federal Executive Board



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

Activity Category: Training, Exercises and Educational Forums

Noteworthy Accomplishments

- √ From March 20 through April 17, the FEB responded to the Red River Floods - North Dakota, South Dakota and Minnesota border region. Throughout that period, the FEB office sent numerous communications to all agencies from various Federal and State government sources on the flood situation in the Red River Valley, particularly in the Fargo, ND/Moorhead, MN area. Morris was in contact with OPM on consistent leave policies as well as the Fargo/Moorhead FEA and other agencies that had facilities in the cities.
- √ On May 5, 2009, 5 days after the announcement of the H1N1 influenza outbreak, the FEB hosted the DHS-FEMA Determined Accord Pandemic Influenza tabletop exercise. A large crowd of more than 180 were in attendance from Federal, State and Local government agencies as well as key infrastructure businesses. This exercise was slated for June 2009 but was moved due to the flu outbreak. The FEB had facilitators from FEMA Region V (Chicago), City of Minneapolis, State of Minnesota Division of Homeland Security and Emergency Management, National Bone Marrow Donor Program in Minneapolis and the FEB.
- √ Beginning June 16, 2009, and lasting to the end of the Fiscal Year, the FEB produced and distributed to all agencies an update open source newsletter on important news and reports on the H1N1 influenza outbreak. A total of 10 newsletters were transmitted to all agencies and the FEB network by the end of FY 2009. The newsletters are well received by agencies and other additional information including posters and human resource information was transmitted to agencies
- √ On August 19, a series of tornados struck the metropolitan area including one in downtown Minneapolis. In under 3 minutes of notification, the FEB issued a flash warning to all agencies using the U.S. Public and Private Partnership (USP3) FBI communications system's email and text to voice functions. The USP3 system contacted all key agency personnel and worked flawlessly.
- √ FEB Minnesota successfully conceived the idea and brought a Cyber Security training program and tabletop exercise and the potential effect on government agencies and key infrastructure businesses. A half-day training program and exercise on Cyber Security and Cyber Crime was presented on September 15, 2009. FEMA Plans and Programs (D.C.) and Region V supported this exercise as a pilot launch of a new national exercise. Other participants included: Minnesota Office of Enterprise Technology; DHS National Cyber

Security Division; FBI; U.S. Secret Service; DHS Immigration and Customs Enforcement (ICE); FBI Infragard Program. A total of 110 people from 70 agencies and businesses were in attendance. An optional afternoon session was attended by 24 people and focused on details of cyber security issues.

- √ The FEB distributed over 10,000 preparedness brochures during the week of December 29, 2008. The brochures were shared to Federal, State and Local government agencies and MN Tribal governments. The bound brochures paid by GSA Region V in cooperation with FEMA and the FEBs in Region V.
- √ The Federal Executive Board continues to play an active role in the Association of Minnesota Emergency Managers. Director Morris continues on the AMEM Board of Directors as Federal Agency Liaison. The FEB again assisted AMEM on their 49th Annual training Workshop, September 20-23, 2009. The FEB secured speakers from the FEMA Region V and Department of Energy, Radiological Assistance Program, Argonne National Laboratories, Region V. Morris also presented a popular program on the multigenerational workplace.

Activity Category: Crisis Communications and Partnerships

- √ Director Morris attended the First Annual FEMA Continuity of Operations Strategic Planning Conference for States, Territories, and the District of Columbia on March 10-12, 2009 in Kansas City, MO. FEMA paid the FEB Directors travel to the conference. The conference was marked with good net working with our FEMA National and Region V contacts and we had a private meeting between the FEB directors and FEMA officials from D.C.
- √ Assistant Director Mulvihill, on May 18-22, attended the National Security Forum at the Air War College at Maxwell Air Force Base in Montgomery, AL. This is an excellent program and offering her a greater understanding of the U.S. Air Force's mission and objectives and the threats facing the United States Military today.
- √ During FY2009, FEB Minnesota continued the transition to the new FBI United States Public and Private Partnership (USP3) critical information communications program and updated all Federal agency emergency contacts. The system was tested live twice during the year, once as part of the Eagle Horizon National Exercise on June 17.
- √ The FEB issued a weather warning to all agencies on the afternoon of 2/26/09 due to heavy snowfall. Nearly all non-emergency agencies used this message as a closure notice.
- √ The FEB Intergovernmental Emergency Preparedness Council leadership continues with Department of Homeland Security - Transportation Security Administration as lead Federal agency.

- √ Throughout FY09 Director Morris and Assistant Director Mulvihill continue to attend the FBI Joint Terrorism Task Force's monthly executive board meetings in Minneapolis representing the FEB. Mulvihill attended an FBI explosives training seminar and training class in Fargo, N.D.
- √ The FEB continues as a secure member of the FBI Infrastructure Protection - Infraguard program. FEB Director Morris and/or Assistant Director Mulvihill attended most of the monthly general meetings in FY09.
- √ The FEB continued to work with the Minnesota Department of Health (MDH) - Emergency Preparedness Division on priority prophylaxis treatment for key Federal employees in the event of a terror attack or pandemic infection of the population. FEB Staff held several meetings with MDH officials on the Strategic National Stockpile issues. Our FEB also discussed the issue with the Centers for Disease Control and Prevention which is working on this issue.
- √ Morris continues to serve on the FEB Network's Emergency Preparedness Council. This group helps to shape policy and direction for all FEBs in the area of emergency preparedness.
- √ The FEB cosponsored the National Weather Service Skywarn Spotter training program on 2/3/09 at the Whipple Federal Building in Fort Snelling. The training was open to all potential Skywarn volunteers who look for tornados and other severe weather during the season in Minnesota.
- √ The FEB was represented at mission applicable quarterly FY 2009 DHS FEMA Regional Interagency Steering Committee (RISC) meetings in Chicago and also attended a joint Region V FEMA/FEB/FEA regional meeting at FEMA Headquarters.
- √ The State of Minnesota Division of Homeland Security and Emergency Management includes a report on FEB Minnesota's emergency management activities in their monthly metropolitan newsletter that goes out to all State and Local government agencies in the metro region. The FEB Director and Assistant Director met on numerous occasions with Minnesota Commissioner of Public Safety Michael Campion and Minnesota Division of Homeland Security and Emergency Management Director, Kris Eide on mutual issues and emergency preparedness concerns.
- √ The FEB website has continues to enhance a special homeland security segment on FEB web www.minnesota.feb.gov dedicated to homeland security with links, information and other resources. Weather related closures, delays or early releases are posted via the FEB website.

- √ The FEB forwards regular statewide emails and faxes to Federal agencies on the latest preparedness information from the White House Office of Homeland Security / Department of Homeland Security / Health & Human Services.
- √ FEB continued in an active role in the Metropolitan (Twin Cities) Emergency Managers Association (MEMA) organization and reported on FEB training opportunities for state and local EMA managers.
- √ Director Morris and Assistant Director Mulvihill and other members of the Interagency Emergency Preparedness Council attended the M-STEP Minnesota Terrorism Symposium in Brooklyn Park, MN on November 11-12, 2008.
- √ FEB Minnesota continues with the National Communications System as a Federal Points Of Contact (POC) for the Government Emergency Telecommunications System and Wireless Priority Service (GETS/WPS). FEB Minnesota assisted several Minnesota Federal agencies to obtain GETS/WPS for their senior staff. FEB Minnesota also secured GETS/WPS for over a dozen key personnel of other FEBs throughout the country.
- √ Director Morris attended the Minnesota Governor's Emergency Management Conference in Brooklyn Park, MN on March 3-5, 2009. Morris had a Association of Minnesota Emergency Managers (AMEM) board of directors meeting the day before the start of the conference in Brooklyn Park. Morris used the conference to collaborate and discuss with State and Local Government emergency managers upcoming activities of the FEB.
- √ Both Director Morris and Assistant Director Mulvihill in October and November were trained and certified in two classes of the FEMA National Incident Management System (NIMS) Incident Command System -- ICS-300, Intermediate ICS for Expanding Incidents, and ICS-400, Advanced Command and General Staff.
- √ The FEB emailed many different preparedness guides and materials to agencies throughout the year. Information transferred to agencies included the following items: general information on terrorism, emergency planning and preparedness including pandemic influenza. COOP fill in the blanks templates; templates for preparedness resources; mental health resources, etc.
- √ The FEB continued to distribute to agencies an updated self-booting CD-ROM based Homeland Security - Emergency Preparedness resource diskette including streaming videos, handbooks, guidelines, medical approaches and resources from many Federal, State and Local government agencies and non-profit preparedness materials from the Red Cross and like organizations. Over 600 MB of updated materials are on each diskette.

- √ FEB staff also maintains fully functioning offices in their residences and regularly tests teleworking from those locations. The FEB also has a defined and signed Memorandum of Agreement with another agency for a longer term COOP location, if needed.

II. Line of Business: Human Capital Readiness

FEB Minnesota Succession Planning and Leadership Development (FOLD) Initiative

- √ Negotiated partnerships with local universities for management training.
- √ The FEB has worked with the Regional Metropolitan Council and the local Travel Management Organizations on an eWorkplace initiative that they are championing. Monies and free consultation is available to agencies on implementing a telework initiative.
- √ Many agencies at the February 2009 Government On Display Exposition at Mall of America did recruitment for vacant positions.

FEB Interagency Personnel Council

- √ Met periodically throughout the year to discuss OPM issues; the President's Management Agenda; Getting to Green initiatives of the OMB and OPM.
- √ The FEB Interagency Employee Development Council worked on revising its mission to be more reactive to the younger generations of employees and agency needs.
- √ The group is an interagency diverse group of young, emerging leaders who meet to plan strategy for ensuring a smooth transition to the new generation. Council co-chairs also sit on the FEB Policy Board (Executive Committee) to represent the general interests of emerging Federal leaders to the senior leadership.
- √ The FEB continued to develop and hone our intern program in FY2009. To meet this end we worked with several universities on internships and career opportunities for their college students and graduates. **An estimated total of 2.01 work years of time were donated by FEB interns that at a GS-5/1 salary and 10% additional benefits would equate to \$71,919 worth of direct work/service to the FEB and Federal community. More than 16 former interns are now working for the U.S. Government.** The FEB also developed and used a new stand alone exhibit used for Internship Fairs, the concept of the exhibit was done by interns working with FEB staff.

- √ The FEB participated in the MN CUCSA 5th Annual Government Job and Internship Fair held at University of Minnesota on 10/24/08. The FEB successfully recruited interns for the fall, spring and summer terms.
- √ The FEB worked with established partnerships with the Metropolitan Council and the Regional Traffic Management Organizations on a new eWorkplace (Telework) initiative they are championing. Monies and free consultation is available to agencies on implementing a telework initiative. The consortium made a presentation to the policy board and are offering free services to all agencies. They will sponsor a telework seminar for all agencies in December 2009 at no cost to the FEB or agencies.
- √ The FEB participated in the 8th Annual University of Minnesota Career and Intern fair on 2/09/09 and successfully recruited interns for the spring and summer terms.

FEB Interagency Training Council

- √ Offers a wide range of classes (benefits, personnel, IDP, etc.) in conjunction with the Minnesota Cooperative Administrative Support Unit (CASU) and with the VA Debt Management Center after the CASU was dissolved.
- √ A total of 7 Pre-Retirement classes were held and 4 FERS Mid-Career programs were conducted. Nearly 700 Federal employees were trained in these sessions.
- √ On 8/24-25/09 the FEB sponsored the Core Competencies for Success Seminar that was attended by 12 people at a great cost savings to agencies.
- √ In July 2009, the FEB launched the 2009-2010 Federal Outreach Leadership Development (FOLD) program. There are 16 participants from 7 different agencies and the goals of the program are to assist in the development of future federal leaders and to address projected leadership vacancies brought on by retirements. FOLD participants interact with local executives, visit local agencies, work in groups, refine their writing and speaking skills, share information and explore unique challenges faced and addressed by federal leaders in Minnesota. The program is self-managed and participant-driven.
- √ The FEB held in conjunction with the FAA the 8th Annual Federal Employee Education Fair with Colleges and Universities on 3/13/09. Over 20 Colleges and over 500 Federal employees attended the 4 hour event.
- √ The FEB Sponsors the Toastmasters Federal United Professionals chapter in Fort Snelling. Toastmasters International is a nonprofit organization which gives its members the opportunity to develop and improve their public speaking abilities through local club meetings, training seminars and speech contests.

- √ The FEB hosted 5 Thrift Savings Program Seminars on during the year. A TSP for HR Managers two day class was held 2/18-19/09 with 33 attendees. Three TSP investment seminars were held on 2/20 & 8/25-26/09 that was attended by 210 employees. The instructor travels from D.C. for the Thrift Savings Board.

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

- √ Provides forum to share upcoming contracting opportunities for 8A & SDBs among Federal, State and Local Government agencies and non-profit agencies which help SDBs.
- √ Hosted a Government Procurement Fair in Brooklyn Park, MN - 4/30/09 that drew a record crowd 1,000+ businessmen and women and provided 20 specialized seminars on contracting opportunities within the government. There is a major trade fair in addition to the educational sessions which are taught by Federal State and Local government agency representatives.
- √ Meetings were held with new Federal agency heads and 6 U.S. Congressional field offices by Director Morris and Assistant Director Mulvihill.

FEB Interagency Diversity Council

- √ Develops and frames consistent Diversity/EEO policy among all Minnesota Federal agencies.
- √ Federal Diversity Day was held in Fiscal Year 2009 on 11/19/08. It was attended by over 200 government employees. Throughout the spring and summer of 2009, the Council developed and planned a large, day-long Diversity Day training program to be held on 3/30/10.
- √ Conducted special drives for special needs people/groups/organizations.
 - √ School Supply Drive for needy children/schools.
 - √ Food drive during the Martin Luther King holiday period.
 - √ Professional clothing drive for needy men/women.
- √ Mulvihill on April 16 presented a program on “Leadership Without Express Authority” at DOD Defense Contract Management Agency (DCMA) Non-Supervisors Leadership Conference.
- √ Sponsored 31th Annual Minnesota Federal Employee Awards Program - 5/09/08.
 - √ This year’s keynote speaker was former Vice President Walter Mondale.

- √ A total of 96 employees were honored with 6 outstanding honors.
- √ Attended by over 560 employees from all over state.
- √ Attended by 6 U.S. Congressional Offices who assisted with awards process on 4/22/09.

- √ Federal Employee Health Benefit Program (FEHB).
 - √ Organized 20 FEHB Health Fairs throughout the state- 11/10-12/02/08.
 - √ Coordinate visits by health insurance agencies at all of the locations.

- √ FEB Minnesota contributed to a spotlight on the Twin Cities, MN Federal Times sidebar in FY09.

- √ Director Morris, Assistant Director Mulvihill and First Vice Chair Chester Slipek attended the FEB National Conference in Washington, D.C. 7/28-7/30/09.

- √ FEB MN assists employee morale by negotiating and offering discount programs to Minnesota professional sporting and other events including: MLB Minnesota Twins Baseball; NFL Minnesota Vikings Football; NHL Minnesota Wild Hockey; NBA Minnesota Timberwolves and WNBA Minnesota Lynx; St. Paul Saints Minor League Baseball Team; numerous music/events/shows at Excel Energy Center in St. Paul and the Target Center in Minneapolis; Actors Theatre in St. Paul.

- √ Active FEB participation in the Northern Lights (MN) Chapter of the Society of Government Meeting Professionals - All FY09.
 - √ Forum between contractors (hotels, restaurants, convention and visitor bureaus) and government meeting professionals.
 - √ Assistant Director Tiffany Mulvihill is the FEB representative to the organization. Director Morris continues as a founding member of the chapter.

- √ FEB assisted the GSA Office of Governmentwide Policy on travel issues during FY09.

- √ Provided assistance and communication to local hotels, motels and convention and visitor bureaus regarding questions on the new GSA Premier Lodging program called FedRooms for the Minneapolis/St. Paul metropolitan area - all FY09.

- √ Director Morris continues to serve as a national workshop speaker at this year's CFC Workshop in New Orleans, LA. Assistant Director Mulvihill attended the CFC Workshop in San Diego, CA.

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 (WI) is a primary participant and advisor to the council.

Improved Financial Performance

- √ FEB Policy Board (Executive Committee) Retreat in Hinkley, MN - 10/22-23, 2008
 - √ Annual strategic planning session which benefits all agency performance and bottom line.
- √ The FEB continued to enhance our web-based on-line registration program for all major FEB events during Fiscal Year 2009. Credit cards are taken on-line using the secure financial services of Verisign/Paypal.
See <http://www.minnesotafeb.org>.
- √ FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution)
 - √ Mediates most difficult cases - 4 cases in FY 09
 - √ Very cost effective (e.g. little or no cost to agencies) \$33,694 in savings to the U.S. Government
 - √ Statewide in scope
- √ The FEB completely revamped all agency records in concert with the FBI USP3 Critical Infrastructure Network - communications program. Several test messages were sent to all agencies using this redundant systems' communication network. This enhanced web-based notification system can contact more than 800 contacts in over 200 locations statewide.
- √ The FEB Website was updated throughout the year with some significant upgrades done by a summer intern in FY09. The site meets all DOI standards including Section 508 accessibility standards. This site continues to be located at our host agency, the Department of the Interior.
- √ The FEB continued to distribute to agencies a constantly updated CD-ROM on FEB activities, councils, bylaws, a complete on-disk version of the FEB web and interactive one click links to other important management resources like Results. Gov for Federal managers. This electronic business card replaces many handouts that the FEB had and the cost of each card is approximately \$.20.

- √ The FEB continued to update and distribute to agencies a second self-booting CD-ROM based Homeland Security - Emergency Preparedness resource diskette including streaming videos, handbooks, guidelines, medical approaches and resources from many Federal, State and Local government agencies and nonprofit preparedness materials from the Red Cross and like organizations. Over 600 MB of materials are on each diskette.

Please refer to previous goals which contain many intergovernmental and community outreach activities that reach those objectives too.

III. Foundational Function: Intergovernmental and Community Activities

Tenth Annual Government On Display at Mall Of America:

- √ The FEB again hosted a huge Federal and State Government fair at the nation's largest shopping mall, the Mall Of America. The 10th Annual Government On Display Exposition (GODE) at Mall Of America was held on February 7-8, 2009. A total of 23 Federal agencies exhibited at the expo. A congressional booth was staffed by all district U.S. Congressional Offices. Over 225,000 visitors attended this year's two-day event. Special program events included: The DHS - Citizenship and Immigration Services bureau held a Naturalization Ceremony conducted by Chief Judge *emeritus* Paul Magnuson who swore in 30 new citizens.

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

- √ **Fall 2008 Campaign \$932,833 raised for charity that reflects a decrease of 9.9% over the 2007 drive (2007 - \$1,025,545, 2006, - \$1,088,586)- The 7.2% participation rate represents a decline of 6.5% (13.7% in 2007)**
 - √ Oversees Local Federal Coordinating Committee
 - √ Recruits Federal volunteers. Recruited adequate number of Community Liaison (Loaned Executive) positions for the Fall 2009 campaign.
 - √ Director Morris national workshop speaker at CFC Workshop in New Orleans, LA. Assistant Director Mulvihill attended the CFC Workshop in San Diego, CA

FEB Foundational Committee

- √ Assistant Director Tiffany Mulvihill is a current member of the FEB Foundational Committee that addresses FEB Network policy and guidance on various traditional activities of FEB's.

Partnerships

- √ Morris held meetings on mutual issues with Canadian Consul General Martin Loken and many with Consul Jennifer Kay of the Canadian Consulate in Minneapolis in FY2009. The Consulate General hosted an FEB Policy Board meeting on 11/12/08.
- √ FEB is a member of the St. Paul Chamber of Commerce
 - √ Developed special pricing for Federal agency membership
 - √ Enhance business/government cooperation

The FEB maintains active partnerships with the following organizations:

- √ St. Paul Chamber of Commerce
- √ Metropolitan Council
- √ Association of Minnesota Emergency Managers (AMEM)
- √ Metropolitan Emergency Managers Association (MEMA)
 - √ Director Morris serves as a Board of Director to this organization in the position of Federal Agency Liaison
- √ Society of Government Meeting Professionals, Northern Lights Chapter (MN)
- √ Federal Executive Associations in Fargo and Grand Forks, North Dakota
- √ All Minnesota U.S. Congressional Offices
- √ Canadian Consulate General in Minneapolis
- √ Mexican Consulate in Saint Paul
- √ Wisconsin Joint Assessment Steering Committee: DOI BIA & FWS, 6 Chippewa Tribal Nations
- √ Multicultural Development Center (Twin Cities)
- √ Numerous Minnesota State Government Agencies including: Department of Public Safety; MN Division of Homeland Security and Emergency Management; Department of Education; Department of Revenue; Department of Natural Resources; Department of Health.
- √ American Red Cross Twin Cities Chapter
 - √ Morris was Co-Chair of the Service Delivery Committee as well as a member the Board of Directors.
- √ American Red Cross Blood Services – North Central Blood Region.
 - √ Morris appointed in July as a member of the Board of Directors of the North Central Blood Region.
 - √ The FEB cosponsored several Red Cross blood drives in Fort Snelling and other locations in the metropolitan area.

Note: This page is clearly legible in printed format.

FY2009 ADR and Training Cost Avoidance Template Federal Executive Board

Combined Federal Campaign (CFC) 2007 Total Contributions	\$932,833
---	-----------

<u>Awards and Recognition</u> <u>(name of event)</u>	Number of Attendees	Number of Awards Presented
32 nd Minnesota Civil Servant of the Year Luncheon	540	98
Totals:	540	98

<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	2	\$16,846.86	\$33,693.72
Pre-EEO Complaint:			\$68,858.10	
EEO Complaint (after entering formal process):			\$65,742.70	
Totals:				\$33,693.72

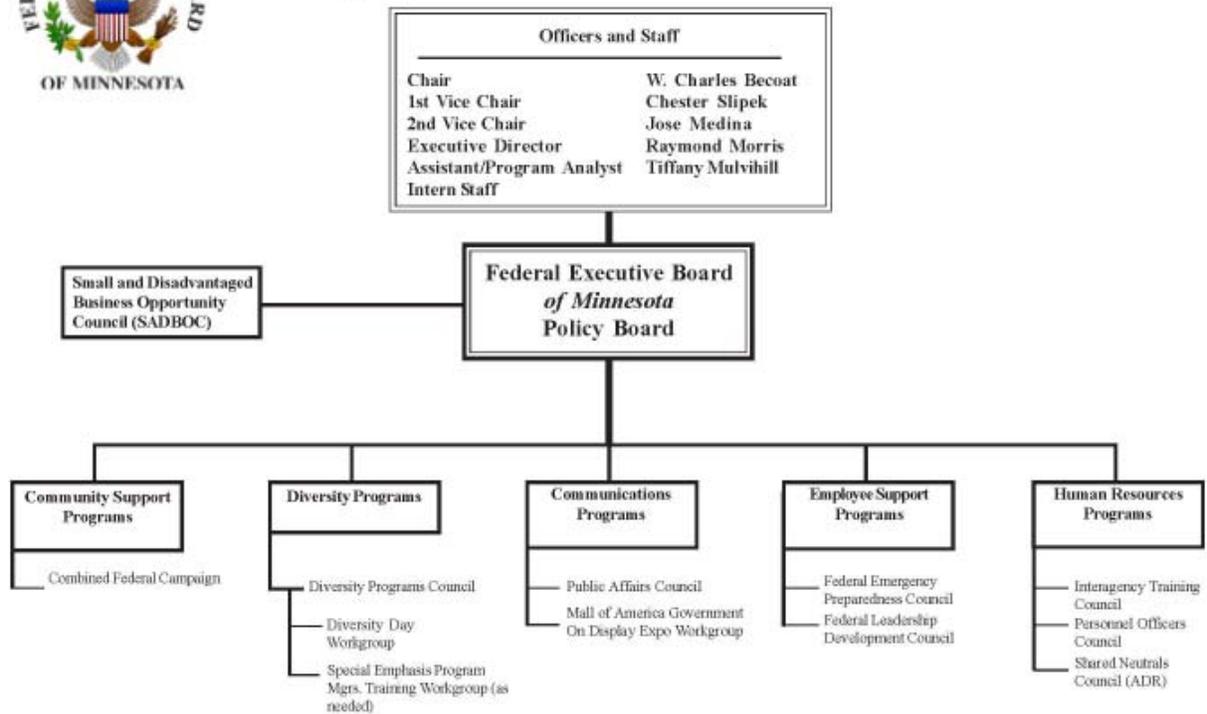
FEB- Sponsored Training Sessions	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance (Cost Savings x # of Attendees)
Pre-Retirement – CSRS 4 classes	\$250	\$65	\$185	240	\$44,400
Pre-Retirement – FERS 3 classes	\$250	\$65	\$185	180	\$33,300
FERS Mid Career Planning Seminars -4	\$250	\$65	\$185	240	\$44,400
Tabletop Exercise – Argonne NL (Radiological) FEB Directors Meeting February	\$25	\$0	\$25	24	\$600
Tabletop Exercise – Determined Accord – May	\$25	\$0	\$25	182	\$4,550
Tabletop Exercise – CyberSecurity - September	\$25	\$0	\$25	118	\$2,950
TSP Thrift Savings Invest. Seminars - 4	\$100	\$20	\$80	210	\$16,800
TSP for HR Managers Seminar	\$400	\$80	\$320	33	\$10,560
Core Competencies for Success	\$600	\$325	\$275	12	\$3,300
SADBOC Procurement Fair & Training	\$150	\$0	\$150	1,008	\$151,200
Federal Diversity Day	\$100	\$45	\$55	205	\$11,275
Totals:				2,452	\$323,335

September 2009

Note: This page is clearly legible in printed form.



Federal Executive Board of Minnesota Organizational Chart - Fiscal Year 2010



Rev. 10/2009