



Federal Executive Board of Minnesota Annual Accomplishments Report Fiscal Year 2004

Vision: To become a premier and valued asset: A nucleus of enthusiastic leaders for intergovernmental initiatives

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

TOP FIVE FEB MINNESOTA ACTIVITIES IN FY2004

1. **Homeland Security Briefings and Exercise**
 2. **27th Annual Minnesota Federal Civil Servant of the Year Luncheon**
 3. **Twin Cities Area Combined Federal Campaign**
 4. **Steadfast Response COOP Intergovernmental Tabletop Exercise**
 5. **5th Annual Government On Display Exposition at Mall Of America**
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FEB MN Action by Mission Goals

1. Advance the Administration's Goals and Initiatives
 2. Create and Advance Local Initiatives
 3. Provide Information, Referrals, and Guidance for Intergovernmental & Community Outreach (contained in first two goal descriptions)
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Goal #1. Advance the Administration's Goals and Initiatives

Homeland Security

- Federal Executive Board of Minnesota (FEB MN) Sponsored major interagency Homeland Security Briefings: by FBI, Transportation Security Administration, Centers for Disease Control and Prevention, Minnesota Department of Health, Secret Service, FEMA, Federal Protection Service, State/County Emergency Management Directors, Military, Weapons of Mass Destruction specialists. Noteworthy Accomplishments:
 - 4/06/03 - COOP - Preparing and Equipping Your Alternate Site; National Strategic Stockpile - 60 agencies
 - 6/10/04 - FEB Emergency Preparedness Council met in the Minnesota Division of Homeland Security and Emergency Management State Emergency Operations Center for a council meeting.
 - **8/18/04 - Steadfast Response COOP Tabletop Exercise** - Held in

conjunction with FEMA Region V and GSA Region V - 100 participants and observers from 65 Federal, State, and Local government agencies.

- The FEB received permission from the Department of Homeland Security to forward the daily DHS Open Source Information System reports to interested Federal agency heads and emergency managers on emergency preparedness and critical infrastructure issues - Ongoing.
- The FEB participated with OPM in the National COOP/COG Exercise Forward Challenge 2004.
- The FEB Intergovernmental Emergency Preparedness Council leadership was transferred from the National Weather Service to the Department of Homeland Security - Transportation Security Administration in December 2003. The TSA Midwest Regional Office continues to chair the council - Ongoing. FEB Interagency Emergency Preparedness Council: makes consistent policy among Federal agencies and coordinates with Minnesota State agencies.
- The FEB continues as a secure member of the FBI and National Infrastructure Protection Center (NIPC) Infraguard program. Attended monthly general meetings in FY04.
- 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.
- Enhancement of the special homeland security website on FEB web www.minnesota.feb.gov (www.doi.gov/febtc) dedicated to homeland security with links, information and other resources.
- Morris received a tour of the Naval Reserve Intelligence Center in Minneapolis. We hope to have a future council and policy board meetings in this location.
- FEB Sponsored a Severe Storms Awareness Programs in conjunction with two Homeland Security briefings to agencies. Communicated snow/severe weather/tornado alerts to agencies when needed.
- Director Morris and FEB Emergency Preparedness Council Chair Drew Rhodes participated in the Air National Guard, 133rd Air Lift Wing Chemical/Biological Terrorist Tabletop Exercise on 4/29/04.
- Forwards regular statewide emails and faxes to Federal agencies on the latest information from the White House Office of Homeland Security / Department of Homeland Security with some Law Enforcement sensitive
- FEB plays an active role in the Association of Minnesota Emergency Managers. Morris was appointed to the AMEM board of directors as Federal Agency Liaison, a newly created partnership with the organization. The FEB assisted AMEM with several instructors for their 44th Annual training/workshop program in 9/04.
- FEB plays 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.
- Staff Assistant Geisler and Director Morris attended the Minnesota Governor's Emergency Managers Conference in St. Paul, MN. 3/04
- Morris broadcasted several training opportunities to the League of Minnesota Cities on issues that have an intergovernmental appeal.
- Morris attended the Chicago area FEB COOP Tabletop "Steadfast Response" on 2/05/04. Morris traveled as a guest of FEMA Region V.
- FEB is an active member of the Minnesota Military Commanders Council which meets

- periodically and addresses general homeland security issues among the leadership from all branches of the service and the National Guard - Ongoing
- The FEB transmitted many different materials to agencies via email including but not limited to the following items: COOP Fill in the blanks templates; templates for preparedness resources to distribute to offices/personnel; mental health resources; etc.
 - The FEB developed and distributed 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 materials are on each diskette.
 - The FEB distributed 50 additional FEMA/GSA/NARA COOP training "how to" binders, each binder and associated computer CD that cost GSA approximately \$80 to produce.
 - Morris met with officials from the procurement non-profit organization - Minnesota Project Innovation on the Department of Homeland Security and possible contracting opportunities for Small and Disadvantaged Businesses that MPI supports.
 - The FEB hosted a Minnesota-wide Department of Homeland Security Agency quarterly meetings in December 2003, March, June and September 2004 to discuss transition implementation and assist each other in the process.
 - Director Morris spoke at the OPM Superconference in Baltimore, MD on 9/08-10/04 on Minnesota FEB's Emergency Preparedness Activities.
 - FEB is working with the U.S. DOI - Geological Survey in Moundsview, MN as a COOP alternate location for the Federal Executive Board of Minnesota. The proposal is currently in draft and will be finalized in FY05.

Strategic Management of Human Capital

- FEB Minnesota Succession Planning and Leadership Development Initiative - ongoing
 - Negotiated partnerships with local Universities for management training
 - University of Minnesota, Humphrey Institute of Public Affairs - seminars, Humphrey Forum Fellows, special intergovernmental meetings including a briefing on the results and findings from leading national speakers
 - The FEB held a successful Federal Hiring Fair in conjunction with the February 2004 Government On Display Exposition at Mall Of America.
- 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.
- Created in FY04 the FEB Interagency Employee Development Council (initially known as the JFEB)
 - Interagency diverse group of young, emerging leaders who meet to plan strategy for ensuring a smooth transition to the new generation. Council 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 worked with several universities on hiring new college graduates
 - Institutions included: University of MN, North Dakota State University
- FEB Interagency Training Council
 - Offers a wide range of classes (benefits, personnel, IDP, etc.)
 - Offered four separate classes in Performance Coaching to agency supervisors and personnel.

- Saves many agency dollars due to economies of scale (all MN Federal Government)
- Held in conjunction with the FAA the 3rd Annual Federal Employee Education Fair with Colleges and Universities. A total of 15 Colleges and over 200 Federal employees attended the event.
- FEB Interagency Diversity Council
 - Develops and frames consistent policy among all Minnesota Federal agencies
 - Developed and executed a large, day long training program: Federal Diversity Day attended by 280 employees from over 50 agencies - 5/25/04
 - Developed and executed a Special Emphasis Program Managers (SEPM) training program attended by 60 Federal SEPMs - 10/30/03
 - Ran special drives for special needs people/groups/organizations
 - Cell Phone Drive for Battered Women
 - Eyeglasses Drive for needy people (in cooperation with Lions Clubs)
 - School Supply Drive for needy children/schools
 - Food drive during the Martin Luther King holiday period
 - Professional clothing drive for needy men/women
- Sponsored 27th Annual Minnesota Federal Employee Awards Program - 4/30/04
 - Over 134 employees honored with 5 outstanding (record number of awardees)
 - Attended by 675 employees from all over state
 - Attended by U.S. Congressional Offices who assist with awards process
- Organized and Sponsored a Statewide Government Meeting Planners Seminar that included local experts as well as the GSA Office of Governmentwide Policy Travel Office from Washington - 10/16/03
 - Attended by over 20 Federal agencies
- Federal Employee Health Benefit Program (FEHB)
 - Organized 20 FEHB Health Fairs throughout the state - 11/03
 - Coordinate visits by Health Insurance Agencies
- Long Term Care Insurance Program (OPM)
 - The FEB is coordinated with the contractor to present 9 educational programs for Federal employees throughout 6 locations in Minnesota during FY03 Insurance Program on behalf of the Office of Personnel Management.
- FEB Minnesota contributed to numerous Federal Times articles in FY04.
- FEB Minnesota contributed to numerous Government Executive Magazine articles in FY04
- The FEB hosted a Merit System Protection Board presentation to the Policy Board and later in the day to Human Resources specialists about current trends and issues before the MSPB.
- The FEB hosted an Interagency Lunch and Learn Session on the new Light Rail transportation system at the Light Rail Maintenance Facility in Minneapolis in December.
- FEB MN assists agency morale programs 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; Minnesota Thunder Professional Soccer Team; University of Minnesota Football; numerous music/events/shows at Excel Energy Center in St. Paul.

Competitive Sourcing

- The FEB Small and Disadvantaged Business Opportunity Council (SADBOC) - ongoing
 - Provides forum to share upcoming contracting opportunities for 8A & SDBs among Federal, State and Local Government agencies and non-profit agencies which help SDBs
 - Host a Government Procurement Fair - 11/04/03
 - Drew 1,100+ people and provided 20 specialized seminars on contracting opportunities within the government. This is now one of the largest government procurement fairs in the Midwest. There is a major trade fair in addition to the educational sessions which are taught by Federal State and Local government agency representatives.
- Morris met with officials from the procurement non-profit organization - Minnesota Project Innovation on the Department of Homeland Security and possible contracting opportunities for Small and Disadvantaged Businesses that MPI supports.
- FEB assistance to the GSA Office of Governmentwide Policy on travel issues.
 - Provided assistance and communication to local hotels, motels and convention and visitor bureaus regarding questions on the new GSA Premier Lodging program for the Minneapolis/St. Paul metropolitan area - All FY04.
- The FEB cosponsored a Davis-Bacon Act training program with the U.S. Department of Labor 5/04. The training class drew 115 agency representatives and in a second session, 50 contractors.
- FEB Participation in the Northern Lights (MN) Chapter of the Society of Government Meeting Professionals
 - Active member of the board of directors and executive committee (Margaret Geisler, past president)
 - Forum between contractors (hotels, restaurants, convention and visitor bureaus) and government meeting professionals
- FEB is an active member of the St. Paul Chamber of Commerce
 - Developed special pricing for Federal agency membership
 - Enhance business/government cooperation

Improved Financial Performance

- FEB Policy Board (Executive Committee) Retreat in Duluth - 10/03
 - Annual strategic planning session which benefits all agency performance and "bottom line"
- FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution) - Ongoing
 - Mediates most difficult cases - 18 cases in FY 04
 - Very cost effective (e.g. no cost to agencies)
 - Statewide in scope
 - Sponsors and conducts Statewide interagency mediation training/workshops - 10/15/03 and 5/20/04
- Staff Assistant Geisler participated in the first ever, FEB Assistants training program in Oklahoma City, OK. The program was a great benefit and will improve office functionality and efficiency 8/18-20/04.
- Administers Combined Federal Campaign of the Twin Cities -
 - **FY04 \$943,806 (down - 0.5% from FY03, 7.9% from FY02 - 59th largest in country (62nd in FY02 & 57st FY01) collected for charity 10/04**

- ongoing

- Oversees Local Federal Coordinating Committee
- Recruits Federal volunteers. Recruited record number of Community Liaison (Loaned Executive) positions for the Fall 2003 campaign.
- Director Morris national workshop speaker at CFC Workshop in Fort Lauderdale, FL and San Antonio, TX 3/04
- Morris and LFCC Chair Roger Hanson attended OPM CFC LFCC workshops in Albuquerque, New Mexico and Columbus, Ohio, respectively. These workshops focused on continuing CFC changes and national trends that effect LFCCs.
- The Twin Cities LFCC merged with the Olmstead County LFCC and additionally expanded the CFC to cover underserved counties in the State. Our LFCC now covers 61 counties in Minnesota and changed the name of the campaign to the Greater Minnesota CFC to more adequately fit the expanded roles of the campaign.
- FEB is an active member of the Minnesota Cooperative Administrative Support Unit (CASU). Director Morris was elected chair of the local CASU Board of Directors.
- FEB Minnesota local books received their annual independent audit by the Farm Credit Administration and VA Debt Management Center.

Expanded Electronic Government

- The FEB developed and distributed to agencies an updated self-booting Electronic Business Card sized 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 250MB electronic business card replaces many handouts that the FEB had and the cost of each card is approximately 30 cents each.
- The FEB developed and distributed 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 materials are on each diskette.
- FEB Minnesota created a BLOG web log for discussions between FEBs.
- With the assistance of the VA Information Technology Division our FEB developed an on-line registration process for FEB events. This process was used for registering attendees for several FEB events.
- Enhanced and updated the FEB emergency email notification system to more than 800 contacts in over 200 locations statewide - ongoing
- The FEB website is periodically updated and meets Section 508 standards and has diverse segments on Homeland Security - ongoing
- The FEB email system was shutdown for several days due to a U.S. Court injunction against the Department of the Interior. We used a COOP email address and internet site to continue operations.
- Offering internet connectivity on FEB computers for offline DOI units affected by the Native American Trust Fund Court Injunction: Bureau of Indian Affairs Regional Office; DOI Hearings and Appeals Office. Ongoing

Budget and Performance Integration

- FEB assistance to the GSA Office of Governmentwide Policy
 - Provided assistance and communication to local hotels, motels and convention and visitor bureaus regarding questions on the new GSA Premier Lodging program for the Minneapolis/St. Paul metropolitan area - All FY04.

Goal # 2. Create and Advance Local Initiatives

- **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 - Mall Of America. The 5th Annual Government On Display Exposition (GODE) at Mall Of America was held on February 6-7, 2004. A total of 35 Federal and State government agencies exhibited at the expo, including a large NASA exhibit from the Glenn Research Center in Cleveland, OH. A congressional booth was staffed by all district U.S. Congressional Offices. Over 250,000 visitors attended this year's two-day event. Special program events included:
 - a program entitled *American Salutes It's Military* ceremony where Senator Norm Coleman, Senator Mark Dayton's Chief of Staff, Representative Gil Gutknecht and John Kline addressed returning veterans and the audience. Military speakers also were included.
 - a Naturalization Ceremony conducted by Chief Judge Paul Magnuson who swore in 34 new citizens.
- The FEB maintains active partnerships with the following organizations:
 - St. Paul Chamber of Commerce - ongoing
 - Metropolitan Council - ongoing
 - Association of Minnesota Emergency Managers (AMEM) - ongoing
 - Metropolitan Emergency Managers Association (MEMA) - ongoing
 - 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) - ongoing
 - Federal Executive Associations in North and South Dakota
 - Fort Snelling Area/Airport/Light Rail Council - ongoing
 - All Minnesota U.S. Congressional Offices - ongoing
 - Canadian Consulate General in Minneapolis - ongoing
 - Habitat for Humanity - Possible Federal home building program in FY04
 - Numerous Minnesota State Government Agencies including: Department of Emergency Management; Department of Education; Department of Revenue; Department of Natural Resources; Department of Health.
 - American Red Cross Blood Services - North Central Blood Region - ongoing. Morris is a member of the Board of Directors of the North Central Blood Region, - ongoing. The FEB sponsored several Red Cross blood drives in Fort Snelling and other locations in the metropolitan area.
 - The FEB Director met on numerous occasions with Minnesota Division of Homeland Security and Emergency Management, Al Bataglia on issues and concerns. Ongoing.

Goal #3. Provide Information, Referrals, and Guidance for

Intergovernmental and Community Outreach

- Please refer to previous goals which contain many intergovernmental and community outreach activities that reach those objectives too.
- The FEB was a chief sponsor of the Federal Employee Habitat for Humanity Project. Federal employees constructed a Habitat for Humanity home in the City of St. Paul throughout the Spring and Summer of 2004. Prime agencies sponsoring this activity included the FAA, VA, DHS-TSA and the U.S. Postal Service and many others.