



Federal Executive Board of Minnesota Annual Accomplishments Report Fiscal Year 2005

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 FY2005

- 1. Homeland Security Activities and HSIN-CI Notification Network**
 - 2. Training programs and Diversity/EEO programming**
 - 3. Greatly expanded the FEB student internship program**
 - 4. 6th Annual Government On Display Exposition at Mall Of America**
 - 5. 28th Annual Minnesota Federal Civil Servant of the Year Luncheon**
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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, Minnesota Department of Health, Secret Service, FEMA, Federal Protection Service, State/County Emergency Management Directors, Department of Defense. Noteworthy Accomplishments:
 - 10/20-21/04 - Incident Command System ICS220 Train the Trainer, taught by MN Division of Homeland Security and Emergency Management (HSEM)- 30 agencies
 - 7/12-13/05 - Senior Officials Workshop for Weapons of Mass Destruction and Terrorism Incident Preparedness, Taught by Texas A&M University System (TEEX) under the auspices of the DHS and MN HSEM. This was

- funded by DHS State & Local Government Coordination Preparedness.
 - 8/2/05- FEB presented a briefing on our emergency activities in conjunction with a day long DHS program to State and Local Government agencies in the Minnesota Division of Homeland Security and Emergency Management State Emergency Operations Center in St. Paul.
 - 9/8/05 - The Interagency Emergency Preparedness Council met in the FEB Conference room on current threats and preparedness issues. The FEB Interagency Emergency Preparedness Council: makes consistent policy among Federal agencies and coordinates with Minnesota State agencies.
- The FEB completely revamped all agency address records in concert with the DHS Homeland Security Information Network - Critical Infrastructure (HSIN-CI) communications program. On August 25, 2005, FEB Minnesota went online as the government sector of the Indiana DHS HSIN-CI System. Several test messages were sent to all agencies using this redundant DHS system's communication network.
- The FEB received a Stakeholders Award from the Department of Homeland Security - Transportation Security Administration (TSA) for our assistance in helping the TSA get their training program up and running in the Twin Cities.
- The FEB opened a dialogue with the Minnesota Department of Health - Emergency Preparedness Division on priority prophylaxis treatment for key Federal employees in the event of a terror attack or pandemic infection of the population. This also included obtaining the commitments of the VA Medical Centers in Minneapolis and St. Cloud in assisting in inoculations and/or drug dispensing using Strategic National Stockpile resources.
- The FEB forwards the daily Department of Homeland Security Open Source Information System reports to over 100 interested Federal agency heads and emergency managers on emergency preparedness and critical infrastructure issues - Ongoing.
- The FEB Intergovernmental Emergency Preparedness Council leadership continues with Department of Homeland Security - Transportation Security Administration as lead Federal agency - Ongoing.
- The FEB continues as a secure member of the FBI and National Infrastructure Protection Center (NIPC) Infraguard program. Attended many monthly general meetings in FY05.
- 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 website has completely revamped and enhanced of the special homeland security segment on FEB web www.minnesota.feb.gov (www.doi.gov/febtc) dedicated to homeland security with links, information and other resources.
- The FEB 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 and the ICEFISHX <http://www.icefishx.org> Statewide information sharing network with some classified at the Law Enforcement Sensitive level.
- FEB plays an active role in the Association of Minnesota Emergency Managers. Director Morris continues on 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 45th Annual training/workshop program in 9/05.
- FEB continues 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. Morris made a presentation to MEMA in November 3, 2004 on the role and function of the Federal Executive Board in Emergency Preparedness / Homeland Security.

- Staff Assistant Geisler, Director Morris and other members of the Interagency Emergency Preparedness Council attended the Minnesota State Fire Chief's Terrorism Symposium in Brooklyn Park, MN on November 4-5, 2004.
- Morris and Geisler attended the Minnesota Governor's Emergency Managers Conference in St. Paul, MN. 3/05.
- The FEB transmitted many different materials to agencies via email including but not limited to the following items: H5N1 Avian Influenza. COOP Fill in the blanks templates; templates for preparedness resources to distribute to offices/personnel; 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 finalized a Memorandum Of Agreement (MOA) with the U.S. DOI - Geological Survey in Moundsview, MN in the northern metropolitan area as a COOP alternate location for the staff of the Federal Executive Board of Minnesota. FEB staff also maintains fully functioning offices in their residences and regularly tests teleworking from those locations.

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 January 2005 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 continues to expand and develop.
 - 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 greatly expanded our intern program in FY2005. To meet this end we worked with several universities on internships and career opportunities for their college students and graduates.
 - Institutions included: University of MN and the MN Colleges and Universities Career Services Association (MN CUCSA). Morris addressed the CUCSA group

- in St. Paul on October 29, 2004 on government hiring prospects.
- The FEB participated in the MN CUCSA 1st Annual Government Job and Internship Fair held at St. Catherine's University in St. Paul. The FEB successfully recruited 7 interns for the Fall, Spring and Summer terms.
- The FEB also received 3 Department of Veterans Affairs Vocational Rehabilitation interns during FY2005.
- FEB Interagency Training Council
 - Offers a wide range of classes (benefits, personnel, IDP, etc.)
 - Offered four separate classes in Management Communications and Performance Coaching to agency supervisors and personnel.
 - Saves thousands of agency dollars due to economies of scale (all MN Federal Government)
 - Held in conjunction with the FAA the 4th Annual Federal Employee Education Fair with Colleges and Universities. Over 20 Colleges and over 300 Federal employees attended the event.
 - The FEB sponsored an OPM Briefing on Hiring Flexibilities on 12/21/04.
 - 6 Thinking Hats group dynamics class, taught by FEB Director Jack Ratcliff on 6/7/05.
- FEB Interagency Diversity Council
 - Develops and frames consistent Diversity/EEO policy among all Minnesota Federal agencies
 - Developed and executed a large, day long training program: Federal Diversity Day "A New Beginning" attended by 340 employees from over 70 agencies - 5/24/05
 - Developed and executed a Special Emphasis Program Managers (SEPM) training program attended by 50 Federal SEPMS - 10/7/04
 - Conducted 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 28th Annual Minnesota Federal Employee Awards Program - 5/06/05
 - Over 110 employees honored with 5 outstanding (record number of awardees)
 - Attended by 580 employees from all over state
 - Attended by U.S. Congressional Offices who assist with awards process
- Organized and Sponsored the 2nd Statewide Government Meeting Planners Seminar that included local experts as well as the GSA Office of Governmentwide Policy Travel Office from Washington - 12/9/04
 - Attended by over 40 Federal agencies
- Federal Employee Health Benefit Program (FEHB)
 - Organized 20 FEHB Health Fairs throughout the state - 11/04-12/04
 - Coordinate visits by Health Insurance Agencies
- Thrift Savings Program (TSP) Seminars
 - The FEB coordinated two special TSP training programs with trainers from the Thrift Savings Board in Washington, DC.
 - Two sessions of Thrift Savings Program for Federal Employees on 11/10/04
 - A two-day long Thrift Savings Program for Human Resource

Professionals on 3/9-10/05.

- FEB Minnesota contributed to numerous Federal Times and Washington Post Federal Page articles in FY05.
- FEB Minnesota contributed to numerous Government Executive Magazine articles in FY05
- Morris presented a Multi-generational Workplace program for over 50 VA Regional Office managers and supervisors on 11/15/05
- 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; University of Minnesota Football; numerous music/events/shows at Excel Energy Center in St. Paul.
- Staff Assistant Margaret Geisler retired from government on 9/2/05 after 33 years of service. Ms. Geisler was with the Federal Executive Board for nearly 8 ½ years.

Competitive Sourcing

- The FEB Intergovernmental 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 - 11/04/04
 - Drew 600+ people 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.
 - The SADBOC sponsored a Government Purchasing Conference in Minneapolis at the Butler Square Building 1/12/05.
- 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 called "Fedrooms" for the Minneapolis/St. Paul metropolitan area - All FY05.
 - 5/5/05 - FEB Assisted the Fedrooms contractor Carlson Wagonlit in how to market to field Federal agencies and use the FEB Network to communicate the new program to agencies.
- Active FEB Participation in the Northern Lights (MN) Chapter of the Society of Government Meeting Professionals - All FY05
 - 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 a 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 St. Cloud - 10/13-14/04
 - Annual strategic planning session which benefits all agency performance and "bottom line"
- The FEB used a newly created web based online registration program for all major FEB events during Fiscal Year 2005. This program was created by the VA Information Technology department and saved the FEB and government at least \$10,000 annually. Credit cards are taken online using the secure financial services of Verisign. Registrants receive automated emails confirming their registration, something that was not done in the past.
- FEB completed a successful fiscal practices audit by the VA Debt Management Center and the Internal Revenue Service - 7/05
- FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution) - Ongoing
 - Mediates most difficult cases - 6 cases in FY 05
 - Very cost effective (e.g. little or no cost to agencies)
 - Statewide in scope
 - Sponsored and conducted a Statewide interagency mediation training/workshop - 4/07/05
- **Administers Combined Federal Campaign of Greater Minnesota -**
 - **FY04 \$947,098 (down - 2.9% from FY03, \$975,589)- 59th largest in country (59th in FY03)** collected for charity 10/04 - ongoing
 - Oversees Local Federal Coordinating Committee
 - Recruits Federal volunteers. Recruited adequate number of Community Liaison (Loaned Executive) positions for the Fall 2004 campaign.
 - Director Morris national workshop speaker at CFC Workshop in Miami, FL and San Diego, CA 3/05 & 4/05
 - Early in 2005 the Greater Minnesota LFCC merged with the Central Minnesota LFCC and additionally expanded the CFC to cover underserved counties in the State. The Fall 2005 campaign will cover 81 Minnesota Counties with the exception of only the 5 county area around Duluth/Superior and 1 county containing the City of Morehead.
 - 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 had a National CFC Hero Awards winner this year - Valerie Vasquez-Elms of the U.S. Postal Service, Northland District. She received the award on the White House grounds. Morris was on the national awards committee but recused himself from this decision.

Expanded Electronic Government

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- The FEB completely revamped all agency records in concert with the DHS Homeland Security Information Network - Critical Infrastructure communications program. On August 25, 2005 FEB Minnesota has the government sector of the Indiana DHS HSIN-CI System. Several test messages were sent to all agencies using this redundant system's communication network. This enhanced notification system to more than 800 contacts in over 200 locations statewide - ongoing
- The FEB website was completely redesigned to current web standards by an intern this FY and periodically updated and meets Section 508 standards and has diverse segments on Homeland Security - ongoing
- The FEB continued to distribute to agencies an constantly updated self-booting 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 cents each.
- The FEB continued to 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 non-profit preparedness materials from the Red Cross and like organizations. Over 600 MB of materials are on each diskette.
- The FEB 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. We received 5 relatively new desktop computers from USDA - FSIS and 2 laptops from DOT-FHWA to help support these activities. Ongoing

Budget and Performance Integration

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 - 5/5/05 - FEB Assisted the Fedrooms contractor Carlson Wagonlit in how to market to field Federal agencies and use the FEB Network to communicate the new program to agencies.

Goal # 2. Create and Advance Local Initiatives

- **Sixth 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 - Mall Of America. The 6th Annual Government On Display Exposition (GODE) at Mall Of America was held on January 29-30, 2005. A total of 30 Federal 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:
 - The DHS - Citizenship and Immigration Services bureau held a Naturalization Ceremony conducted by Chief Judge *emeritus* Paul Magnuson who swore in 30

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 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 Vice Chairman and 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 mutual issues and emergency preparedness concerns. Ongoing.
- The FEB reorganized and standardized all FEB files to National Archives Records Administration (NARA) standards for the new OPM/FEB Record Group.

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 petitioned the OPM Office of CFC Operations for a Special Solicitation** benefitting the Girls and Boys Club of the Red Lake Nation following the tragic shootings on the reservation in April 2005. A total of \$10,891.32 was raised from Federal workers in Minnesota, Western Wisconsin and North Dakota. A check, less overhead expenses, for \$10,543.32 was delivered to the Red Lake Nation's Tribal Chairman by FEB Board member Terry Virden, Bureau of Indian Affairs Midwest Regional Director.
- Director Morris was a primary speaker representing the Federal government at the Minnesota State Council on Disability annual conference in St. Paul.
- Morris met with Shoab Dastgir, and international fellow at the Hubert Humphrey Institute for Public Policy. Mr. Dastgir is a senior national law enforcement director from Pakistan. He was very interested in duplicating the FEB's coordination and communications role in Pakistan.

- Morris had meetings on mutual issues with Canadian Consul General Kim Butler and another with Roman Borowik of the Canadian Consulate in Minneapolis in FY2005.
- 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 Minneapolis throughout the Spring of 2005. Prime agencies sponsoring this activity included the FAA, VA, DHS-TSA, FWS, US Air Force Reserve and the U.S. Postal Service and many others.