



## Federal Executive Board of Minnesota Annual Accomplishments Report Fiscal Year 2007

**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.

### TOP FIVE FEB MINNESOTA ACTIVITIES IN FY2007

1. Homeland Security Activities and One Large Scale Weapons of Mass Destruction Tabletop Exercises
2. Training programs and Diversity/EEO programming
3. FEB Minnesota student internship program
4. 8<sup>h</sup> Annual Government On Display Exposition at Mall Of America
5. 30 Annual Minnesota Federal Civil Servant of the Year Luncheon

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### FEB MN Action by Mission Goals

1. Line of Business: Emergency Preparedness, Security and Employee Safety
2. Line of Business: Human Resource Readiness
3. Foundational Function: Intergovernmental and Community Activities

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### Goal #1. Line of Business: Emergency Preparedness, Security and Employee Safety

#### Homeland Security

- Federal Executive Board of Minnesota (FEB MN) Sponsored major interagency Homeland Security Briefings: by the FBI, National Communications System, DHS TSA-Federal Air Marshal Service; Minnesota Departments of Public Safety and Health, Secret Service, FEMA, Federal Protection Service, State/County Emergency Management Directors, Department of Defense. Noteworthy Accomplishments:
  - 12/0706– FEB Emergency Preparedness Seminar X, subjects included: Avian Influenza H5N1 & Wild and Domestic Birds; FBI Briefing on Domestic Terror Groups; Transportation Sector Update from TSA Air & Ground, Federal Air Marshal Service; Family Preparedness
  - 2/21/07 Tabletop Exercise: Going To Red 2007 – Phase I: This was a

major tabletop exercise executed in 2007 with over 230 participants from over 100 Federal, State and Local government agencies and key infrastructure partners. The scenario was based on a improvised nuclear device (IND) terror threat to numerous U.S. Cities culminating with the detonation of a 10KT IND outside the Capitol City of Saint Paul. Major agency support came from Argonne National Laboratory, DHS FEMA Region V, MN Division of Homeland Security and Emergency Management, FBI, Cities of Minneapolis and Saint Paul and the surrounding counties and many other organizations.

- Director Morris was asked to speak at numerous conferences on the success/lessons learned from FEB Minnesota conferences on Pandemic Influenza tabletops and our recent Going To Red Tabletop. Speaking engagements included: 10/30/06 talking to 11 Northeast Metro School Districts on Pan Flu and WMD threats; 2/01/07 talking to 45 health professionals from over 30 schools in the Northern St. Paul Suburban Schools.
- The FEB played a critical role during two Federally designated disasters in August 2007. The I-35W Bridge Collapse in Minneapolis on August 1<sup>st</sup> and the extensive flooding in the Southeastern counties of Minnesota less than 2 weeks later saw the FEB coordinate information from State and Local Government resources and communicate appropriate information to all Federal agencies on the status of the recovery, alternate traffic routes and other sensitive information on each disaster.
- FEB Minnesota was positively profiled in the release of a General Accountability Office Report (GAO-07-515) in June 2007. The GAO assessed the capabilities of the FEB system for emergency preparedness and its potential role in responding to a pandemic influenza outbreak.
- Director Morris was called by the U.S. Senate Subcommittee on Oversight of Government Management, the Federal Workforce, and the District of Columbia to testify on The Role of Federal Executive Boards in Pandemic Preparedness on September 28, 2007 as a follow on to the GAO-07-515 report. FEB Minnesota was included in the testimony due to our leadership in pandemic preparedness and the tabletop exercises that we have developed and presented in the past two years.
- The FEB continues to refine relations with all appropriate Federal agencies working in Homeland Security issues and Emergency Preparedness.
- The FEB transitioned to the new FBI United States Public and Private Partnership (USP3) critical information communications program in August 2007. The DHS HSIN-CI program was disbanded by the DHS earlier in the year.
- The FEB Intergovernmental Emergency Preparedness Council leadership continues with Department of Homeland Security - Transportation Security Administration as lead Federal agency - Ongoing.
- Director Morris activated Assistant Director Mulvihill's prior OPM background investigation into a Top Secret Security Clearance with the Department of the Interior. Ms. Mulvihill later joined the FBI Joint Terrorism Task Force's monthly executive meetings in Minneapolis representing the FEB.
- Assistant Director Mulvihill attended a DHS FEMA Class Homeland Security Exercise and Evaluation Program (HSEEP) Training Course in Chicago in September, HSEEP is a newly developed, intermediate-level training course that incorporates exercise guidance and best practices.
- 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. A formal request for a memorandum of agreement on these issues was sent to the MDH through the Governor's office in the late Fall 2006.

- Morris continues to serve on the FEB network Emergency Preparedness Council leadership continues with Department of Homeland Security - Transportation Security Administration as lead Federal agency - Ongoing.
- In October and November, the FEB assisted the Canadian Consulate General of Minneapolis on a Border Issues summit that the consulate convened in Grand Forks, North Dakota on November 16, 2006. The FEB assisted by providing key speakers and participated in the very successful one day summit.
- Director Morris attended two of the quarterly FY 2007 DHS FEMA quarterly Regional Interagency Steering Committee (RISC) meetings in Chicago and also attended a joint Region V FEMA/FEB/FEA regional meeting at FEMA Headquarters.
- The FEB continues as a secure member of the FBI and National Infrastructure Protection Center (NIPC) Infraguard program. Attended many monthly general meetings in FY07.
- 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, Kris Eide on mutual issues and emergency preparedness concerns. Ongoing.
- The FEB website has continues to enhance a special homeland security segment on FEB web [www.doi.gov/febtc](http://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 47<sup>th</sup> Annual training/workshop program in 9/16-19/07. FEB Director Morris addressed the membership during the opening ceremonies on behalf of the Federal sector in Minnesota.
- 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.
- 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 8-9, 2006.
- FEB Minnesota successfully lobbied the National Communications System for FEBs to become Federal Points Of Contact (POCs) for the Government Emergency Telecommunications System and Wireless Priority Service (GETS/WPS). FEB Minnesota assisted several Minnesota Federal agencies obtain GETS/WPS for their senior staff.

- 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 staff also maintains fully functioning offices in their residences and regularly tests teleworking from those locations.

## Goal #2. Line of Business: Human Resource Readiness

- 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
    - Many agencies at the January 2007 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.
- Initial briefings to the FEB Policy Board by officials from the U.S. Secret Service were conducted in FY 2007 on the potential impact of the September 1-4, 2008 Republican National Convention on Twin Cities Federal agencies.
- 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 expand and develop our intern program in FY2007. To meet this end we worked with several universities on internships and career opportunities for their college students and graduates. A total 20 interns reflecting 2.2 work years of donated intern time was accomplished in FY2007, doubling last years totals.
  - The FEB participated in the MN CUCSA 3<sup>rd</sup> Annual Government Job and Internship Fair held at University of Minnesota in October 2006. The FEB successfully recruited interns for the Fall, Spring and Summer terms.
  - The FEB also participated in a February 2007 University of Minnesota, Humphrey Institute for Public Policy Career and Intern fair and successfully recruited interns for the Spring and Summer terms.
  - **An estimated total of 2.21 work years of time were donated by FEB interns that at a GS-5/1 salary and 10% additional benefits would equate to \$73,275 worth of direct work/service to the FEB and Federal community.**
- 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
- Saves thousands of agency dollars due to economies of scale (all MN Federal Government)
- Held in conjunction with the FAA the 6<sup>th</sup> Annual Federal Employee Education Fair with Colleges and Universities. Over 20 Colleges and over 300 Federal employees attended the event.
- 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
  - Throughout the Spring and Summer of 2007 the council developed and executed a large, day long training program: Federal Diversity Day that will be held in Fiscal Year 2008 on October 10, 2007
  - Morris presented a Multi-generational Workplace program to 20 members of the Federal Highways Administration St. Paul Office in January and to over 60 Bureau of Prisons managers and supervisors in Waseca, Minnesota in April.
  - 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 30<sup>th</sup> Annual Minnesota Federal Employee Awards Program - 5/04/07
  - Over 100 employees honored with 5 outstanding (record number of awardees)
  - Attended by over 500 employees from all over state
  - Attended by 6 U.S. Congressional Offices who assisted with awards process on April 23.
- Federal Employee Health Benefit Program (FEHB)
  - Organized 20 FEHB Health Fairs throughout the state - 11/06-12/06
    - Coordinate visits by Health Insurance Agencies
- FEB Minnesota contributed to numerous Federal Times articles in FY07.
- FEB Minnesota contributed to numerous Government Executive Magazine articles in FY07.
- Director Morris and Assistant Director Mulvihill attended the FEB Directors meeting in Denver, CO 4/2-4/4 and the FEB National Conference in Washington, D.C. 7/30-8/02.
- 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.
- 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
- Hosted a Government Procurement Fair in Brooklyn Park, MN - 11/08/06
- 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.
- FEB a Government Meeting Planners Forum on 6/19 on a wide range of Federal travel issues.
  - A half day of issues were explored and addressed by experts from Minnesota and from Washington, D.C.
- Active FEB Participation in the Northern Lights (MN) Chapter of the Society of Government Meeting Professionals - All FY07
  - 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 organization

## **Improved Financial Performance**

- FEB Policy Board (Executive Committee) Retreat in Duluth, MN - 10/25-10/26
  - Annual strategic planning session which benefits all agency performance and "bottom line"
- The FEB continued to enhance our web based online registration program for all major FEB events during Fiscal Year 2007. This program was initially created by the VA Information Technology department intern (now a contractor) and saved the FEB and government at least \$10,000 annually. Credit cards are taken online using the secure financial services of Verisign/Paypal. Registrants receive automated emails confirming their registration, something that was not done in the past. A module for selecting breakout sessions was begun in FY07.
- FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution) - Ongoing
  - Mediates most difficult cases - 2 cases in FY 06
  - Very cost effective (e.g. little or no cost to agencies)
  - Statewide in scope
- The FEB expanded use of a FEB Minnesota web based online registration program for all major FEB events during Fiscal Year 2006. 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.
- The FEB completely revamped all agency records in concert with the DHS Homeland Security Information Network - Critical Infrastructure communications program. 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 revised and kept 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 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 non-profit 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.***
- 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 FY06.

### **Goal # 3. Foundational Function: Intergovernmental and Community Activities**

- **Seventh 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 8<sup>th</sup> Annual Government On Display Exposition (GODE) at Mall Of America was held on January 27-28, 2007. A total of 24 Federal agencies exhibited at the expo, including a 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.
- **Administers Combined Federal Campaign of Greater Minnesota/Dakotas -**
  - **FY06 \$1,088,586 (down – 2.6% from FY05, \$1,117,387)- 13.1% participation rate by the Minnesota/Dakotas Workforce collected for charity 10/06 - ongoing**
  - Oversees Local Federal Coordinating Committee
  - Recruits Federal volunteers. Recruited adequate number of Community Liaison (Loaned Executive) positions for the Fall 2006 campaign.
  - Director Morris national workshop speaker at CFC Workshops in Seattle, WA and New Orleans, LA
- Board meetings were held at two foreign consulates in Minnesota during Fiscal Year 2007.
  - Canadian Consulate General sponsored our November 2006 meeting.
  - Mexican Consulate sponsored our May 2007 meeting.

- The Interagency Diversity Council conducted special drives for special needs people/groups/organizations in the Twin Cities community.
  - 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
- Morris had meetings on mutual issues with Canadian Consul General Kim Butler and many with Robert Pengally of the Canadian Consulate in Minneapolis in FY2006.
- 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 - 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
  - All Minnesota U.S. Congressional Offices – ongoing
  - Canadian Consulate General in Minneapolis – ongoing
  - Mexican Consulate in Saint Paul – ongoing
  - 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 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.
    - Morris was Red Cross National Nominating Committee member – 2006-2007.
    - The FEB sponsored several Red Cross blood drives in Fort Snelling and other locations in the metropolitan area.