

Fiscal Year 2011 Annual Report

*October 1, 2010 through
September 30, 2011*



**Federal Executive Board
Minnesota**

Minnesota Federal Executive Board
Norman Pointe II
5600 American Boulevard, West
Bloomington, Minnesota 55437-1461
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 2011 Results

 I. Emergency Preparedness, Employee Safety and Security 9

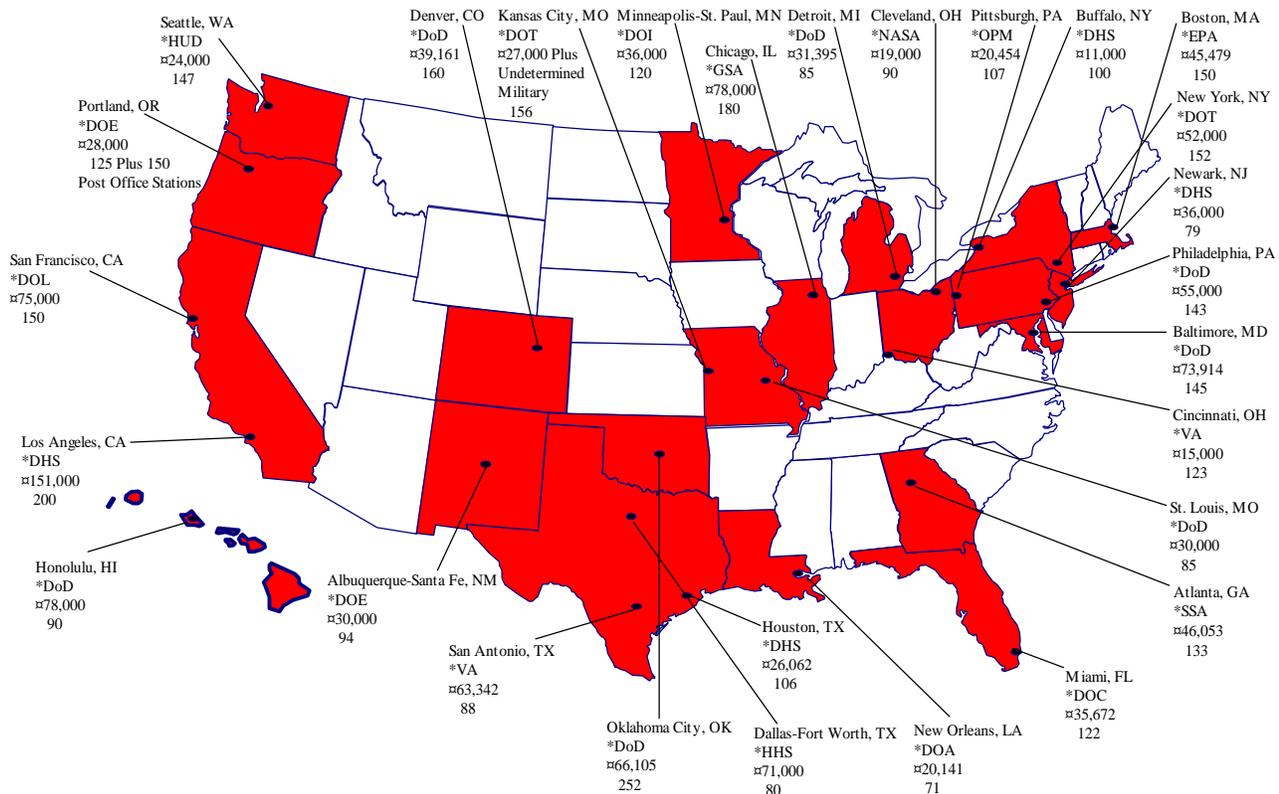
 II. Human Capital Readiness 13

 III. Intergovernmental Activities and Partnerships 18

 2011 Shared Neutrals/Alternative Dispute Resolution (ADR) and
 Training Cost Avoidance Template 22

Organizational Chart 23

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. The U.S. follows the State Government of Minnesota and the nonprofit Mayo Foundation.
- √ 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 Twin Cities of Minneapolis and Saint Paul are home to National Hiring Centers for the Departments of Homeland Security and the Department of 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 are supported by the Minnesota FEB.

Visit www.minnesota.feb.gov or www.feb.gov to learn more.
Leadership Fiscal Year 2011

Board Chair

Chester Slipek

Deputy Chief Examiner and Director, Market Risk Division
Farm Credit Administration

First Vice Chair

Daniel Luna

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

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.

In Fiscal Year 2011, FEB Minnesota saved agencies and taxpayers, at a minimum, an estimated \$484,151 in FEB sponsored training for agencies and through the FEB Shared Neutrals program an estimated \$213,020 in resolution of mediated cases that would have resulted in a formal EEO complaint. See the FY2011 ADR and Training Cost Avoidance Template on page 22 for more details.

The Federal Executive Board in September 2011 surveyed all agencies on how the FEB can assist all agencies with our activities during the anticipated budget shortfalls in Fiscal Years 2012 and 2013.

TOP FIVE FEB MINNESOTA ACTIVITIES IN FISCAL YEAR 2011

1. Homeland Security Activities, Tabletop Exercises and Education Sessions
2. Interagency training programs (TSP/Supv] and Diversity/EEO programming
3. Move of FEB Office Suite from the Whipple Federal Building in Fort Snelling, MN to Norman Pointe II in Bloomington, MN
4. 12th Annual Government On Display Exposition at Mall Of America
5. 34th Annual Minnesota Federal Civil Servant of the Year Awards Program

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 2011, the US Office of Personnel Management began the inclusion of a third line of business - the FEB Intergovernmental Activities and Partnerships from our original business line for the FEB Network. FEB Minnesota successfully exceeded the mandates under each line of business. This executive summary is addressed by each business line.

Executive Summary

I. Emergency Preparedness, Employee Safety and Security

- √ FEB responded to the Red River Floods - North Dakota, South Dakota and Minnesota border region and the Minnesota River Flooding in Southern Minnesota to St. Paul in March through early April 2011. 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 that began in Fiscal Year 2010 and lasted to the end of the wave in November 2011 (FY11) the FEB produced. The Minnesota FEB distributed 10 issues of an open source newsletter on important news and reports on the H1N1 influenza outbreak.
- √ FEB Minnesota successfully executed two FEMA tabletop exercises in FY11. In October 2010 the FEB conducted a IED/VBIED tabletop Cardinal Accord to an audience of 80 people from 60 Federal, State, and Local government agencies and key infrastructure businesses. In May 2011 FEMA launched the latest draft version (2.0) of Resilient Accord, an exercise sponsored by FEB Minnesota in May 2011 in St. Paul. National exercise instructors from DHS FEMA and the DHS Cyber Security exercise division taught the segment with Director Morris teaching a section. FEB Minnesota conceived of the original concept and tested the first version 1.0 of Resilient Accord in 2009.
- √ The Federal Executive Board continues as 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, the FBI National Security Working Group and the Infragard program. FEB MN serves as the Federal agencies liaison to the Board of Directors of the Association of Minnesota Emergency Managers and is an active member of the Metropolitan Emergency Managers Association.
- √ Due to DOI budget shortfalls the FEB was unable to attend the quarterly FEMA Region V Regional Interagency Steering Committee (RISC) Meetings in Chicago this fiscal year.
- √ 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 through a Federal Point of Distribution (POD).

Executive Summary

- √ 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).

II. Human Resources Readiness

- √ Our biggest news this year in Human Capital was the moving of the FEB Offices from the Bishop Henry Whipple Federal Building in Fort Snelling to the Norman Pointe II office complex in Bloomington, MN. This was necessitated by the ARRA Rehab project at the Whipple Federal Building. After some initial discussion with the General Services Administration, the FEB will be returning to the Whipple Federal building in Fiscal Year 2013 (at the earliest). The FEB has signed off on the new design for the Whipple FEB office suite that will be located on the second floor of the building.
- √ The FEB continued to develop our intern program in FY2011. To meet this end, we worked with several universities on internships and career opportunities for their college students and graduates. A total of 15 interns reflecting 2.7 work years of donated intern time was accomplished in FY2011, with a cost savings of \$96,088 in direct work/service to (figured at GS-4/1 + benefits) the FEB and Federal community.
- √ This year FEB Minnesota took total oversight and administration of the interagency benefit programs, a program originally administered in recent years by the VA Debt Management Center in partnership with the FEB. A total of 7 Pre-Retirement classes were held in FY2011 and 4 FERS Mid-Career programs were conducted. Nearly 700 Federal employees were trained in these sessions. In addition one of the sites for the FERS Pre-Retirement program was in Duluth, MN to extend FEB training opportunities to the second largest concentration of Federal workers outside the Twin Cities Metropolitan area.
- √ The FEB held - 2 Thrift Savings Program Investment Seminars that were attended by 210 employees. The FEB also hosted 2 - TSP Separation programs for Federal workers who are going to retire and how to use the TSP to their benefit.
- √ The FEB started two new training programs in Time Management and Managerial Skills that were both well received by agencies.
- √ In July the FEB launched the 4th year of the Federal Outreach Leadership Development (FOLD) program. For the July 2010- May 2011 session, there were 20 participants from 11 different agencies. For the July 2011 - May 2012 session there are 27 participants from 13 different agencies. The goals of the

Executive Summary

program are to assist in the development of future Federal leaders and to address projected leadership vacancies brought on by retirements.

- √ The FEB continued sponsoring the Toastmasters Federal United Professionals chapter in Fort Snelling.
- √ Federal Diversity Day was held on March 29, 2011. It was attended by 169 government employees and was a very successful day of training.
- √ The FEB sponsored 34th Annual Minnesota Federal Employee Awards Program on May 7, 2011 in downtown St. Paul. A total of 95 employees from over 33 agencies and bureaus were honored with 5 outstanding winners. Attended by over 621 employees from all over state.
- √ FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution) Mediates most difficult cases - 5 cases in FY 11. Very cost effective (e.g. little or no cost to agencies) and is statewide in scope. Cases this year were conducted in Wisconsin and North Dakota.
- √ The FEB Small and Disadvantaged Business Opportunity Council (SADBOC) hosted a Government Procurement Fair in Brooklyn Park, MN - May 5, 2011 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 another record for the over 17 years that the SADBOC council 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.

III. Intergovernmental Activities and Partnerships

- √ The FEB again hosted a huge Federal and State Government fair at the nation's largest shopping mall, the Mall of America. The 12th Annual Government On Display Exposition (GODE) at Mall of America was held on January 29-30, 2011. A total of 20 Federal and 1 State government agency exhibited at the expo and was attended by a crowd of over 300,000 visitors.
- √ The FEB oversees the Local Federal Coordinating Committee of the Northern Lights Combined Federal Campaign. The Fall 2010 Campaign raised \$1,290,057 (up 36% from 2009, \$951,843)- participation rate rose to 7.6% (6.62% in 200). Our campaign merged with Central Iowa CFC in 2010.

We are grateful for the support of our member agencies who assist us on a daily basis to help us 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 through mid-April, the FEB responded to the Red River and Minnesota River Floods affecting North Dakota, South Dakota and Minnesota. Throughout that period, the FEB office sent numerous communications to all agencies from various Federal and State government sources on the flood. Our interns researched, identified and updated our Federal agency contact lists in Grand Forks and Fargo, ND. The FEB worked with the OPM FEB Operations office for a special memorandum from the Director on HR flexibilities during the floods.
- √ The FEB sponsored two FEMA Accord series tabletop exercises during FY11. On October 5 the FEB hosted Cardinal Accord an improvised explosive device (IED/VBIED) detonation. A total of 80 people from 60 Federal, State and Local Government Organizations and key infrastructure businesses were in attendance. On May 25 the FEB in conjunction with the DHS FEMA National Continuity Programs Division and DHS National Cyber Security Division presented a pilot upgrade v.2.0 of the Resilient Accord Cyber Security Tabletop exercise in St. Paul. A total of 63 people from Federal, State and Local Government agencies and key infrastructure businesses were in attendance. FEB Minnesota originally launched the first Cyber Security Tabletop exercise in 2009 that DHS FEMA retooled into Resilient Accord.
- √ On October 7, 2010 Morris conducted a FEMA Resilient Accord Cyber Security Tabletop Exercise for 30 Minnesota Public Schools at their quarterly Health and Safety Committee meeting in Minneapolis.
- √ On October 26, 2010 Morris traveled to Chicago, IL to assist FEMA Region V with a Resilient Accord Cyber Security Tabletop Exercise to the Chicago Federal Executive Board. FEMA requested Morris' assistance and paid all travel expenses.
- √ On March 30, 2011 Morris conducted a FEMA Resilient Accord Cyber Security Tabletop Exercise at the request of the Mille Lacs Band of Ojibwa Tribal Emergency Response Committee comprised of the division chiefs of the Tribal government.
- √ Beginning June 16, 2010 (FY2010), and lasting to the end of the outbreak in November 2010, 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. The newsletters are well received by agencies and other additional information including posters and human resource information was transmitted to agencies

- √ On January 11 the FEB hosted our annual “Hot Topics” Emergency Preparedness seminar and again it proved to be a huge success. Topics included: DHS Domestic Nuclear Detection Office; Flood briefing by the National Weather Service and Army Corps of Engineers; Transit and Transportation Security by Metro Transit Police and the DHS Transportation Security Administration; Cyber Security by Wells Fargo Bank and the University of Minnesota. Over 100 attendees from 80 various federal, state, local agencies as well as non-profit and critical infrastructure business partners were present.
- √ FEB Minnesota at the DHS FEMA National Continuity Conference in Galveston, TX, gave a presentation that shared successes of our recent Cyber Security training program and tabletop exercise and discussed the FEB Net works emergency preparedness activities and capabilities. The program was well received by the audience.
- √ 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 51st Annual training Workshop, September 18-21, 2011. The FEB developed and Morris presented the introduction to a general session program on the New Madrid Seismic Zone with secured speakers from the FEMA Region V and the Army Corps of Engineers, St. Paul District. The presentation was well received by an audience of 350+ emergency managers.
- √ Assistant Director Poucher attended the U.S. Air Force National Security Forum at Maxwell Air Force Base in Montgomery, AL from May 15 - 19, 2011. This is an excellent high level forum on national and international security concerns of the U.S. Air Force and U.S. Government.
- √ Director Morris attended the U.S. Air Force National Security Alumni Forum at Peterson Air Force Base in Colorado Spring, CO from September 26-29, 2011. The forum explored high level issues related to the Air Force and Space, defense of the homeland and other concerns while visiting key military facilities in the Colorado Springs area.
- √ Director Morris and Assistant Director Poucher continued their FEMA training both on-line and on-site throughout FY2011.

Activity Category: Crisis Communications and Partnerships

- √ The FEB also notified all agencies throughout the year of severe weather that hit Minnesota during FY 2011. A total of 31 tornadoes (2 rated

EF-2, 12 rated EF-1, 17 rated EF-0) Two deaths, 31 injuries in the Minneapolis tornado alone that struck on May 22. The FEB shared NOAA NWS storm forecasts and state and local government assessments of severe weather and excessive heat in the metro area. The FEB used the USP2 system several times to send out weather notices to Twin Cities Metro agencies. No snow emergency messages were distributed to agencies by the FEB in FY2011.

- √ During FY2011, FEB Minnesota issued a notice to the DOI-NBC and OPM Washington of a White Powder incident to a DHS agency. The powder later was determined to be a talc and was not a threat.
- √ During FY2011, FEB Minnesota continued to use the 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 during a national exercise.
- √ The FEB Intergovernmental Emergency Preparedness Council leadership continues with Department of Homeland Security - Transportation Security Administration as lead Federal agency.
- √ Throughout FY11 Director Morris attended the FBI Joint Terrorism Task Force's monthly executive board meetings in Minneapolis representing the FEB. Assistant Director Poucher became part of the monthly classified FBI National Security Working Group meetings this year. Morris and Poucher hold Top Secret Federal Security Clearances.
- √ The FEB continues as a secure member of the FBI Infrastructure Protection - Infraguard program. FEB Director Morris and/or Assistant Director Poucher attended many of the monthly general meetings in FY11.
- √ 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 a high level meeting on May 23rd with MDH officials on the Strategic National Stockpile issues related to a Closed Point of Dispensing (PODS) for Twin Cities Federal agencies.
- √ 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 March 2011 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 continued its close cooperation with the State of Minnesota Division

of Homeland Security and Emergency Management. The FEB Director and Assistant Director met on numerous occasions with Minnesota Commissioner of Public Safety Michael Campion/Mona Dohman 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 other members of the Interagency Emergency Preparedness Council attended the M-STEP Minnesota Terrorism Symposium in Brooklyn Park, MN - November 2010.
- √ 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 St. Paul, MN on March 8-10, 2011. Morris had a Association of Minnesota Emergency Managers (AMEM) board of directors meeting the day before the start of the conference in St. Paul. Morris used the conference to collaborate and discuss with State and Local Government emergency managers upcoming activities of the FEB.
- √ Director Morris and Assistant Director Poucher continued completing certifications in classes of the FEMA National Incident Management System (NIMS) Incident Command System. Poucher took ICS-300 & ICS 400 command level classes this fiscal year.
- √ 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.

- √ 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 DOI agency for a longer term COOP location, if needed.

II. Line of Business: Human Capital Readiness

Federal Executive Board - Office On The Move

- √ The FEB worked for over 7 months on the moving of the general offices that occurred over the Memorial Day Holiday Weekend of May 27 - 30, 2011 from the Bishop Whipple Federal Building in Fort Snelling, MN to the Norman Pointe II office building in western Bloomington, MN. The move followed many changes to office layouts, GSA office design and new furnishing for the intern offices. The Fort Snelling Federal Building is undergoing a major remodeling and upgrading under the American Recovery and Reinvestment Act (ARRA) program. FEB Minnesota is slated to return to the Federal Building in Fiscal Year 2013. The Department of the Interior will need to pay for all moving expenses back to the building. However, the FEB's office space will continue to be considered "Common Use Space" by the GSA and DOI will not bear the cost for the office space in either building. The FEB is working with the DOI-OS-NBC IT director on a IT build out solution to the office upon return in FY2013.

FEB Products for Agencies

Minnesota Media Guide and U.S. Congressional and Minnesota Government Guide for Federal agencies

- √ Both products to Minnesota's Federal agencies are annually updated and completed by FEB Interns.
- √ Many agencies at the January 2011 Government On Display Exposition at Mall of America used the event to recruit for vacant positions, see pg. 18.

Training and HR Management Performance

FEB Interagency Personnel Council

- √ FEB Minnesota sponsored the OPM Hiring Reforms Workshop, Dec. 6-10, 2010, advertised to all FEB HR agencies including the 3 National hiring centers in Minnesota.
- √ Met as needed throughout the year to discuss OPM issues; the President's Management Agenda; Other issues pertinent to all agencies

- √ The FEB continued to develop and hone our intern program in FY2011. To meet this end we worked with several universities on internships and career opportunities for their college students and graduates. **An estimated total of 2.7 work years of time were donated by FEB interns that at a GS-4/1 salary and benefits would equate to \$96,088 worth of direct work/service to the FEB and Federal community. More than 20 former interns are now working for the U.S. Government.** The FEB updated 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 a employers hiring process seminar at Normandale Community College in Bloomington, MN. Morris presented a segment on how the Federal Government hires to an audience of over 80 students.
- √ The FEB participated in a session for Minnesota State Government workforce center professionals. Morris presented a program on The Federal Government Hiring Process to over 30 members of the statewide Minnesota Placement Advisory Group in Brooklyn Park, MN.
- √ The FEB presented 8 sessions on the Federal Government Hiring Process and new OPM hiring objectives at Minnesota State Government workforce centers. Director Morris and sometimes Assistant Director Poucher presented these program to audiences that ranged in size from 30 to 50+ in locations through out the Twin Cities Metropolitan Area. State officials have said this is their highest rated seminar that is presented in their workforce centers.
- √ The FEB participated in the Minnesota College and University Career Services Association (MCUCSA) 7th Annual Government Job and Internship Fair held at University of Minnesota on October 22, 2010. The FEB successfully recruited interns for the fall, spring and summer terms.
- √ Director Morris participated in a Partnership for Public Service panel with the Chicago and Boston FEB Directors at an evening seminar in Chicago, IL at the University of Illinois, Chicago. Morris was in town to assist FEMA in a training program at the Chicago FEB.
- √ The FEB participated in the 10th Annual University of Minnesota Career and Intern fair in February 2011 and successfully recruited interns for the spring and summer terms.

FEB Interagency Training Council

- √ This year FEB Minnesota took direct management of all benefit training and health and safety programs. A total of 8 Pre-Retirement classes were held, including one in Duluth, MN, and 2 FERS Mid-Career programs were conducted. A total of 586 Federal employees were trained in these sessions. A

full accounting of all FEB training is available on the Cost Avoidance Template on page 22.

√ The FEB sponsored a new 4-day Supervision and Management Class spanning 2 months (2 consecutive days) that was a success and well rated by the 17 Federal employees who attended the program at a great cost savings to agencies.

√ **FEB Minnesota Succession Planning and Leadership Development (FOLD) Initiative**

In July 2010, the FEB launched the 2010-2011 FOLD class (In July 2011, the FEB launched the 2011-2012 FOLD class) Federal Outreach Leadership Development (FOLD) program. There are 20 participants from 11 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 9th Annual Federal Employee Education Fair with Colleges and Universities in March 2010. 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/Norman Pointe II.

√ The FEB developed free “lunch & learn” personal financial training seminars in conjunction with US Federal Credit Union and HiWay Federal Credit Union.

√ The FEB held - 2 Thrift Savings Program Investment Seminars that were attended by 196 employees and 2 new programs on - TSP Pre-Separation for Federal workers who are going to retire and how to use the TSP to their benefit. This new program offering drew 274 employees to the presentations.

√ The FEB sponsored a Multi-Generational Workplace seminar at the Diversity Day workshop with a program Morris presented at the Chippewa National Forest all employee training day on June 22 in Bemidji, MN.

√ Meetings were held throughout the year with new Federal agency heads by Director Morris and Assistant Director Poucher.

FEB Interagency Diversity Council

√ Develops and frames consistent Diversity/EEO policy among all Minnesota Federal agencies.

- √ Morris presented a program at the USDA Annual Black History Month program in St. Paul on African Americans in the American Civil War, Feb. 28, 2011.
- √ Federal Diversity Day was held by the Interagency Diversity Council in Fiscal Year 2011 on March 29, 2011. It was attended by 169 government employees. Morris and Poucher taught a segment on the Multi-Generational Workplace at the program.
- √ The Council conducted special drives for special needs people/groups/ organizations.
 - √ School Supply Drive for needy children/schools - August
 - √ Food drive during the Martin Luther King holiday period - January
 - √ Professional clothing drive for needy men/women - May

34th Annual Minnesota Federal Employee Awards Program

- √ Held this is year held at the Crown Plaza Hotel in St. Paul on May 7, 2011
- √ This year's keynote speaker was Ambassador Janice Jacobs from the U.S. State Department.
- √ A total of 95 employees were honored with 6 outstanding honors.
- √ Attended by over 621 employees from all over state.
- √ Attended by 7 U.S. Congressional Offices who assisted with awards process in April.

Federal Employee Health Benefit Program (FEHB) Health Fairs

- √ Organized 20 FEHB Health Fairs throughout the state- November - December 2010.
- √ Coordinate visits by health insurance agencies at all of the locations.

FEB Annual Meeting and the FEB Turns 50 years old

- √ Director Morris attended the 50th Annual Celebration of the FEB's at the FEB National Conference in Washington, D.C. on July 19-21, 2011.

FEB Assists Agency Employee Morale Programs

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

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.

Financial Performance

- √ FEB Policy Board (Executive Committee) Retreat at the Minnesota National Guard Base, Camp Ripley in Central Minnesota. Most Policy Board officers and the FEB staff rode to and from the retreat via C-130 cargo plane that was on a training mission to/from Camp Ripley. The retreat was held on Wednesday and Thursday, November 3 - 4, 2010.
 - √ Annual strategic planning session which benefits all agency performance and bottom line.
 - √ Agency heads saw the Camp Ripley facility and the low cost cut the expenses of the retreat by 50% over a normal conference location.
 - √ The members reviewed the training mission of the Minnesota National Guard at one of the largest and busiest National Guard bases in the country. This facility is also open to other Federal agency usage.
- √ The FEB received a loss of \$12,000 dollars from our base DOI-OS-NBC funding in Fiscal Year 2011. Half of the FEBs travel was cut as a result of this loss.
- √ The FEB continued to enhance our web-based on-line registration program for all major FEB events during Fiscal Year 2011. Our credit card transaction costs have been substantially lowered through the exclusive usage of PayPal's business services. The FEB passed these savings along to agencies through lower costs for FEB training and programs. See <http://www.minnesotafeb.org>.
- √ FEB Interagency Shared Neutrals Council (Alternative Dispute Resolution)
 - √ Mediates most difficult cases - cases in FY 11
 - √ Very cost effective (e.g. little or no cost to agencies) \$213,020 in savings to the U.S. Government (see Cost Avoidance Template - see page 22)
 - √ Statewide in scope
- √ The FEB continued to update 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. The FEB used this program to warn agencies of the metropolitan tornado outbreak in May 2011. 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. 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.

III. Line of Business: Intergovernmental Activities and Partnerships

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

Twelfth 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 12th Annual Government On Display Exposition (GODE) at Mall Of America was held on January 29-30, 2011. A total of 20 Federal agencies and 1 State agency exhibited at the expo. A congressional booth was staffed by all district U.S. Congressional Offices. NASA's Glenn Research Center was back to the event have bypassing it the previous 2 years. Over 300,000 visitors attended this year's two-day event. FEB awards for the best displays went to #1 - NASA, #2 FAA, #3 Minnesota Army National Guard, Honorable Mention - U.S. State Department - Minneapolis Passport Agency.

Special programs & 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 and in a second ceremony swore in several of their children. Holocaust survivor Gerda Weissmann Klein delivered the keynote speech. Ms. Weissmann-Klein received the Presidential Medal of Freedom at the White House several weeks after the event.

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

- √ The FEB oversees the Local Federal Coordinating Committee of the Northern Lights Combined Federal Campaign. The Fall 2010 Campaign raised \$1,290,057 (up 36% from 2009, \$951,843)- participation rate rose to 7.6% (6.62% in 200). Our campaign merged with Central Iowa CFC in 2010.
- √ Oversees Local Federal Coordinating Committee
 - √ Recruits Federal volunteers. Recruited adequate number of Community Liaison (Loaned Executive) positions for the Fall 2010 campaign.
 - √ Director Morris attended and presented CFC 101 for the National CFC Office at OPM at the CFC Workshop in New Orleans, LA, Feb. 14-18, 2010

Energy Conservation, Telework and Commuting Issues

- √ The FEB has worked with the Regional Metropolitan Council and the local Travel Management Organizations on an eWorkplace initiative with a special training seminar that was presented on December 8, 2010. The FEB also worked with Metro Transit and Metro Commuter Services on improving commuting options and developing a bus route to the new “swing” space for the agencies displaced by the modernization project at the Whipple Federal Building. Two Van-GO car pools were started to the Norman Pointe II facility due to FEB efforts.

American Red Cross Blood Drives

- √ The FEB began coordination of American Red Cross Blood Drives with the move to the Norman Pointe II office complex, it has been a good partnership. The first blood drive was held on August 30th.

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 another record crowd at the Government Procurement Fair in Brooklyn Park, MN - May 4, 2011. Drew a record crowd 1,000+ businessmen and women and provided 15 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.

Meeting Planning: Society of Government Meeting Professionals (SGMP)

- √ Active FEB participation in the Northern Lights (MN) Chapter of the Society of Government Meeting Professionals - All FY11.
- √ Forum between contractors (hotels, restaurants, convention and visitor bureaus) and government meeting professionals.
- √ Assistant Director Alyssa Poucher is the FEB representative to the organization and was elected as a board member in July 2011.
- √ Director Morris continues as a founding member of the chapter.
- √ Assistant Director Alyssa Poucher attended the June 6-11 National SGMP Education Conference with a scholarship from the state chapter.
- √ Director Morris presented a segment on the Federal Lodging and Per Diem determination process for the GSA Office of Governmentwide Policy at the May SGMP meeting.

- √ Provided assistance and communication to local hotels, motels and convention and visitor bureaus regarding questions on the GSA Premier Lodging program called FedRooms for the Minneapolis/St. Paul metropolitan area - all FY11.

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 FY2011.
- √ 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)
 - √ Assistant Director Poucher was elected and serves as a board member of the Northern Lights SGMP Chapter



**Federal Executive Board
Minnesota**

The FEB maintains active partnerships with the following organizations

- √ 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 under the Great Lakes Indian Fish and Wildlife Commission
- √ 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 Labor - MN Workforce Centers; Department of Health.
- √ American Red Cross Twin Cities Chapter
 - √ Morris continued as a member of the Chapter Board of Directors.
- √ American Red Cross Blood Services – North Central Blood Region.
 - √ Morris appointed in July as the Vice Chair of of the Board of Directors of the North Central Blood Region.
 - √ The FEB cosponsored several Red Cross blood drives in Fort Snelling and Norman Pointe II buildings and other locations in the metropolitan area.



Note: This page is clearly legible in printed format.

FY2011 ADR and Training Cost Avoidance Template Minnesota Federal Executive Board

Combined Federal Campaign (CFC) 2010 Total Contributions	\$1,290,057
---------------------------------------------------------------------	-------------

<u>Awards and Recognition</u> (name of event)	Number of Attendees	Number of Awards Presented
34 th Minnesota Civil Servant of the Year Luncheon	621	95
Totals:	621	95

<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:			\$17,371.08	
Pre-EEO Complaint:	5	3	\$71,006.64	\$213,020
EEO Complaint (after entering formal process):			\$67,794.02	
Totals:				\$213,020

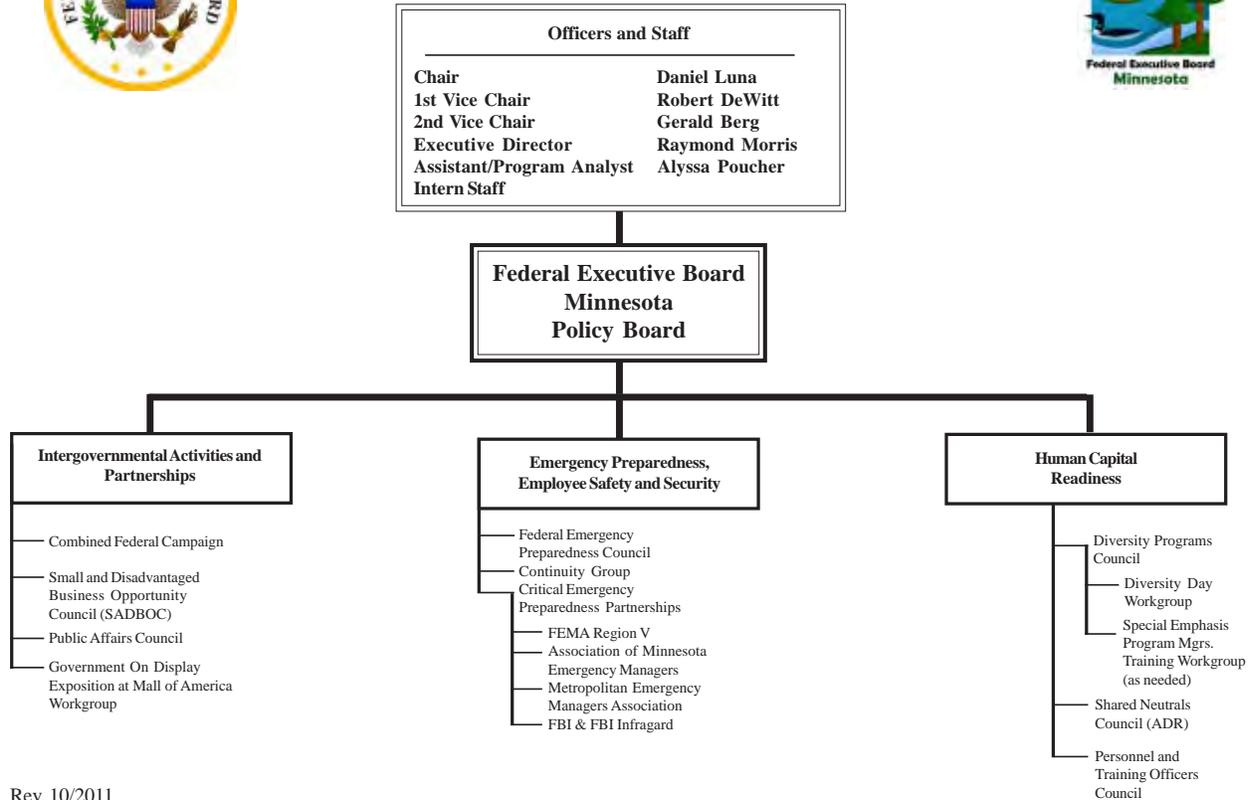
FEB- Sponsored Training Sessions	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance (Cost Savings x # of Attendees)
Pre-Retirement – CSRS 3 classes	\$250	\$80	\$170	180	\$30,600
Pre-Retirement – FERS 4 classes	\$250	\$80	\$170	240	\$40,800
Pre-Retirement – FERS - Duluth, MN	\$300	\$80	\$220	76	\$16,720
FERS Mid Career Planning Seminars -2	\$250	\$80	\$170	90	\$15,300
Emergency Preparedness XV Half Day Training Program	\$30	\$0	\$30	102	\$3,060
TSP Thrift Savings Invest. Seminars - 4	\$100	\$10	\$90	196	\$17,640
TSP Pre-Separation Seminars - 4	\$100	\$15	\$85	274	\$23,290
Effort and Time Management Seminar	\$400	\$50	\$350	16	\$ 5,600
SADBOC Procurement Fair & Training	\$100	\$0	\$100	1,015	\$101,500
Federal Diversity Day	\$150	\$45	\$105	169	\$17,745
Cardinal Accord FEMA Tabletop	\$50	\$0	\$50	80	\$4,000
Resilient Accord FEMA Tabletop	\$50	\$0	\$50	63	\$3,150
Management & Supervision – 4 days	\$800	\$350	\$450	17	\$3,150
FOLD Leadership Develop Program	\$5,000	\$900	\$4,100	47	\$192,700
MS Sharepoint Trng for DOI offices	\$500	\$100	\$400	20	\$8,000
Financial Planning Seminars (FCU's)	\$50	\$0	\$50	20	\$1,000
MN Safety Council CPR, AED, 1 st Aid	\$75	\$55	\$20	13	\$ 260
Totals:				2,618	\$484,515

August 2011

Note: This page is clearly legible in printed form.



Federal Executive Board Minnesota Organizational Chart - Fiscal Year 2012



Rev. 10/2011