



# **ANNUAL REPORT**

## **Fiscal Year 2009**



**San Francisco**

**SAN FRANCISCO BAY AREA  
FEDERAL EXECUTIVE BOARD**  
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**BACKGROUND**  
**San Francisco Bay Area Federal Executive Board**  
**FY09ANNUAL REPORT**  
**(10/1/08 – 9/30/09)**

**HISTORY**

In 1961 President John F. Kennedy took the bold forward thinking step and signed an Executive Letter establishing the Federal Executive Boards (FEBs). Approximately 90% 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. Today, almost a half century later, 28 FEBs exist to provide more efficient coordination among Federal agencies outside of Washington, DC, and to be closer to the issues and people they serve.

**THE MISSION**

The San Francisco Bay Area Federal Executive Board is the catalyst for developing and coordinating intergovernmental partnerships to advance local and national initiatives.

**OVERVIEW and COMPOSITION**

The San Francisco FEB is situated in one of the most diverse communities in the United States. In a state with over 38 million citizens, we are the Federal community in what is called the San Francisco Bay Area Metropolitan Statistical Area (MSA) of Northern California (2009):

- 9 county governments: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma,
- 7,096,575 citizens who reside in 7,416 square miles (fifth-largest market in the nation)
- Approximately 70,000 Federal employees
- 14 U.S. Congressional Districts
- 101 City Governments
- Approximately 160 Federal agencies
- 2009 FEB Chair – Rosemary Langley Melville, Citizenship and Immigration Service/DHS
- 26 member Policy Board Committee

**GOALS**

As regional hubs for all government activity, the FEBs work to fulfill goals related to:

- Line of Business #1 - Emergency Preparedness, Security and Employee Safety
- Line of Business #2 - Human Capital Readiness
- Foundational Function: Intergovernmental and Community Activities

**FEDERAL EXECUTIVE BOARD STAFF**

Executive Director:

Ms. Dianna Louie

Executive Assistant:

Ms. Gail Castaneda

## BOARD OF DIRECTORS

The Board of Directors governs the FEB. Listed below are the 2009 officers and members that comprise the Board of Directors:

### **Chair**

Rosemary Langley Melville, *District Director, Immigration and Naturalization Service*

### **Vice Chair**

John P. Leonard, *Area Port Director, Customs and Border Protection/DHS*

### **Second Vice Chair**

Richard Holden, *Regional Commissioner, Department of Labor, BLS*

### **Ex Officio Members**

Doug Betten, *Regional Administrator, OASAM, Department of Labor*

Lynn Flint, *Regional Director, Department of Veterans Affairs Regional Office*

Al Herrera, *Director, San Francisco Oversight Division, Office of Personnel Management*

Jeff Neely, *Acting Regional Administrator, General Services Administration*

Nancy Ward, *Regional Director, Department of Homeland Security, FEMA*

### **Elected Members**

Philip Belisle, *Regional Director, Financial Management Service, U.S. Treasury Department*

Amy Dunning, *Regional Director, U.S. Merit Systems Protection Board*

Maria Jauregui, *Court Administrator, San Francisco Immigration Court*

Stephanie Douglas, *Special Agent in Charge, Federal Bureau of Investigation*

### **Appointed Members**

Michael Baldonado, *District Director, Equal Employment Opportunity Commission*

Winifred Groux, *San Francisco District Manager, Customer Service and Sales, U.S. Post Office*

Larry Eckerman, *Plant Manager, U.S. Mint*

Jean Mitchell, *Special Agent in Charge, U.S. Secret Service*

Allen Ng, *Regional Administrator, Food and Nutrition Services, USDA*

Mark Roh, *Regional Food and Drug Director, Food and Drug Administration*

William Smitherman, *Deputy Regional Director, Office of Federal Contract Compliance Program*

Peter Spencer, *Regional Commissioner, Social Security Administration, Region IX*

### **Military Chair**

RDML Joseph R. Castillo, *Commander, United States Coast Guard*

### **Standing Committee Members**

#### Combined Federal Campaign Chair

Mark Reiss, *Customer Service Director, GSA*

#### Equal Employment Opportunity Chair

Michael Baldonado, *District Director, EEOC*

#### Emergency Preparedness Chair

Kevin Clark, *Emergency Analyst, Department of Homeland Security, FEMA*

#### Executive Development Program Chair

David Drake, *Assistant Regional Administrator, National Archives and Records Administration*

#### Program Chair

Minnie Loo, *Attorney, United State Trustee*

**Past Chair** - Cathy Dunlap, *Senior Commissioner's Rep, Internal Revenue Service*

## Executive Summary

During Rosemary Melville's tenure as Chair, there were collaborations and partnerships forged through the Federal Executive Board that affected the whole Federal Community. The FEB proved that intergovernmental relationships continue to work and improve the quality of employees' work and lives. The FEB's strategic goals set forth and accomplished are quantifiable, yet intangible in their magnitude. Over 25 events/programs were conducted with Cost savings to government of over \$2,833,030.

*Below are highlights of significant accomplishments:*

### **San Francisco and Los Angeles FEBs' Executive Leadership Forum – Leadership Edge III, “Effecting Change during Challenging Times”**

This outstanding forum presented topics that were both timely and vital to **Region IX Leaders**. The Forum included: Green Initiatives, Social Media, Increasing Diversity in the workplace, Strategies for Effective Succession Management, EEOC updates, Partnership for Public Service, MSPB findings, Congressional happenings, Inside the Beltway, Best practices, and Disaster Preparedness and Recovery issues (to include Continuity of Operations Planning). *Gov.Exec.Com* and *Government Executive Magazine* ran three articles based on briefings from the forum.

### **Shared Neutrals Program/ADR**

In place since 2000, the goal of the program is to provide low cost, high quality mediation services to federal agencies by creating a pool of trained mediators from participating agencies. The Social Security Administration coordinates this FEB program. Currently there are 30+ new mediators and 22 senior mediators. There was a 4% increase in the number of cases requested from FY08. Cost savings to the Government was \$2,316,627.

### **2008 CFC – “Be a Star in Someone's Life”**

The team effort and partnership of all the federal executives, loaned executives, key workers and Metropolitan Arts Partnership proved successful. The dollars raised for the 2008 CFC were \$3.906 Million. The 2009 CFC theme is “*iCan – Now More than Ever.*” Bay Area CFC and Sacramento CFC merged to become Norcal CFC.

### **27th Annual QUAD Conference “We Know EEO!”**

This unique EEO Diversity training conference attracted over **110 attendees** from all over the country. The quality of the speakers and workshops keeps this annual conference high on the must-attend list of federal EEO professionals. The cooperation of the four FEB Councils that make up the QUAD also speaks volumes in terms of focus of purpose. There was a cost savings to government of \$26,400.

### **Executive Development Program**

The need for local affordable leadership training is growing. To facilitate agencies and their Human Capital/Succession planning this program has proven invaluable. The objective of the EDP is to serve as a **self-directed program** that provides its members opportunities to explore many facets and aspects of leadership and fulfill their goals for professional development. The 2-year curriculum addresses executive skills and competencies needed for Leadership. Cost savings to the Government was \$194,075.

## RETURN ON INVESTMENT

For the investment made by the funding agency - Department of Labor, the San Francisco Bay Area FEB provides a valuable return. Based on an investment figure of \$244,000 per year, the FEB provided a cost-avoidance to the Bay Area Federal community of \$2,833,030, an over **11.6% return**. The majority of the cost savings were from the Alternative Dispute Resolution/Shared Neutrals mediation program with the remainder from training and educational programs.

Line I

**Emergency Preparedness, Security and Employee Safety**

*Executive Director is a member of the National FEB Emergency Preparedness, Employee Safety & Security Council. This Council discusses issues and provides guidance to the FEB network relative to this line of business and liaises with OPM, FEMA and other Administration officials.*

***Continuity of Operations (COOP) Activities:***

*The COOP Working Group (CWG) met throughout the year on training, speakers, technology and exercise planning.*

- ***“Cardinal Accord” – June 2009.*** FEB, FEMA and the COOP Working Group hosted the Bay Area-wide interagency Table Top on Building Risk Assessment. There were matter-experts leading the 5 day class comprised of private, state, local and federal sectors. Twelve Agencies participated. After-action report was issued in June.
- ***CWG trainings –2009.***
  1. How do I ensure my Continuity Plan will work/FDC-1
  2. How to Prepare your Vital Records
  3. Devolution and Alternate Facilities
  4. Continuity Implementation Plan/Best Practices

***Regional Interagency Steering Committee (RISC):***

- Executive Director attended these FEMA/DHS sponsored meetings. These quarterly meetings include Federal, State and Local government “emergency services.”
- National Response Framework briefings
- NOAA national weather forecast – La Nina and El Nino
- Great California Shake-out event updates
- H1N1 update and briefing
- Hawaii exercise planning
- California Fire threats

***Closed Points of Dispensing (PODs) – Anthrax and possible anti-virals***

- Coordinated pandemic coordinator list for State of CA and local county health departments
- Ascertained employee populations for Northern and Southern CA from GSA in Federal buildings and leased space

***FEMA’s National Continuity of Operations Conference – Kansas City – March 2009***

Executive Director participated in conference and met with CA, NV, AZ and HA COOP contacts

***Oakland Federal Building Security Committee and Safety meetings –2008/2009.***

Executive Director participated in bi-annual meetings.

***Emergency Preparedness Plan (Plan) – January 2009.*** The latest version of the “Agency Head Plan” was posted on the SFFEB web site providing general information to Bay Area Federal employees on the Emergency Notification and Dismissal. The Plan created a Crisis Management Team, led by the FEB Chair, to coordinate

and implement emergency notification procedures for Bay Area employees. The CMT is comprised of Agency Heads from the FBI, FEB, FEMA, FPS, GSA, and OPM.

***FEB Crisis Management Team Updates\*:***

- *USP3 Phone Alert – tested quarterly*
- *24/7 contact wallet cards updated regularly*
- *Tested bridge line and GETs Cards quarterly*

*\*The Plans are updated as needed to include new contact information.*

*Misc – FEB sent out Transit Tips and sample letters for employees during potential BART Strike; news updates on BART protests and police actions near the Oakland Federal Building,*

## **Line II** **Human Capital Readiness**

***ADR/Shared Neutrals Mediation***

- The SFFEB, through its shared neutrals program, has provided mediators to federal agencies in the Bay Area since June 2000, to assist them in implementing their **Alternative Dispute Resolution (ADR)** programs. The goal of the program is to provide low cost, high quality mediation services to federal agencies by creating a pool of trained mediators from participating agencies. Mediations are not restricted to EEO cases. In FY09, 70 mediations were conducted for federal agencies. A complete resolution was achieved on 36 mediations. Feedback from agencies and complainants was positive about the program and quality of the mediators (currently 22 senior and 30+new).
- The estimated cost saving to the government was \$2,316,627.
- *Basic Mediation training – 2009.* Cost savings to government \$31,500.
- *Advance Mediation training – 2009.* Cost savings to government \$4,750.

***Retirement Seminars – 2009.*** A Retirement Counselor, Financial Advisor, Trust Attorney, Long-Term Care Rep, NAFRE and Peace Corps were the team that advised CSRS and FERS employees and spouses on the importance of retirement and estate planning. Held four 2-day sessions for almost 190 attendees and received rave reviews. Cost savings to the government of \$21,175.

***Dealing with Performance Issues –2009.*** The FEB hosted a two-day seminar with the class fully engaged. Discipline, performance, probation and ADR were discussed. Pragmatic solutions were introduced. There were **33 attendees**. The cost savings to the government was approx. \$12,210.

***Executive Development Program (EDP)***

- ***March 2009.*** The new class admitted XX Candidates. Candidates participate in a two-year leadership-enhancing curriculum. The goal of the EDP is to develop and ensure a pool of future Federal leaders. There are currently 27 candidates total, enrolled. This program saved the government an estimated \$194,075.

***Grammar/Writing/Communication – February 2009.*** There were 63 attendees and a cost savings to government of \$19,278.

*Government Job Workshop and Fair – Spring 2009.* FEB participated in “How to Apply for a Federal Job” workshop at Sacramento State University. We gave an overview of the Federal perspective on government service and jobs. We also distributed USAJOBS website information at the Fair. Attendance was 1,000+.

*Administrative Professionals Training – April 2009.* The SFFEB hosted this ever popular “*Re-New, Re-Wind, Re-Work*” training. There were approximately 110 attendees at this one-day session and had an estimated cost savings of \$19,800.

*Leadership Training – April 2009.* The SFFEB hosted this dynamic “*5 Modules of Effective Leadership*” training. There were approximately 36 attendees at this three-day session and had an estimated cost savings of \$36,000.

*Los Angeles and San Francisco FEBs held Executive Leadership Forum – June 2009.* The theme was “*The Leadership Edge III– Effecting Change During Challenging Times.*” Feedback on the Forum was very positive. Excellent speakers (EEOC; Government Affairs, Social Networking; Partnership for Public Service, ARRA; MSPB; *GovExec Magazine*), panels (Green Initiatives; Emergency Preparedness Issues; Succession Management) and workshop. SF Cost savings \$5,115.

- Three articles on the Forum appeared in *GovExec.com and magazine.*

*FEB Internal Audit – 2009.* Annual audit was conducted by the IRS on 2008 FEB operations and the 2008 QUAD Conference. Audit results were clean.

*E-Mail.* The San Francisco FEB utilizes email (450+ e-mail databases) to keep Board members apprised of Homeland Security issues, current events and programs. The Board, in turn, cascades information to thousands of Federal and Military employees. Also utilizes USP3 a DOJ/FBI secure platform for 24/7/365 email, text and voice alerts.

*Web Site.* The SF FEB web site ([www.sffeb.us](http://www.sffeb.us)) is updated every month and is OMB A-130 compliant. The information is current and convenient for all federal employees. Employees can find out about: new initiatives, training; newsletters; FEB programs; Emergency Preparedness; links to local, state and federal web sites; the Combined Federal Campaign (CFC); Homeland Security threat levels; Mediation, Swine Flu and more.

### III

#### Foundational Function: Intergovernmental and Community Activities

#### 2008 COMBINED FEDERAL CAMPAIGN (and part of 2009 CFC)

*\* The CFC Executive Cabinet Committee met throughout the Campaign year.*

*Combined Federal Campaign (CFC) – 2008.* We partnered with a new PCFO, Metropolitan Arts Partnership. The San Francisco Bay Area CFC raised \$3.9 million during the 2008 campaign. The theme of the campaign was “*Be a Star in Someone’s Life.*” Over 1,000 employees attended official CFC hosted kick-offs in Silicon Valley, San Francisco, Sacramento and Oakland. Numerous employees were responsible for this successful campaign.

- The PCFO proposals request was advertised via *Public Notice.*
- *September - November 2008.* Individual agencies hosted campaign training and kick-offs.

- Other awards and recognition were given to Sector Heads, Loaned Executives, Coordinators, Key Workers and the PCFO.
- Military Eagle luncheon was held at Travis AFB.
- USPS grand Finales for North and East Bay
- *Application Training – March.* Admission’s Chair led training for over 25 charities on how to apply to the CFC.
- *Review Process – March.* Approximately 10 reviewers evaluated over 500 CFC applications from Federations, unaffiliated, and military charities.
- *CFC Workshop – April.* Executive Assistant participated in workshop held in San Diego.
- *Appeals Review – May.* LFCC reviewed all denial appeals: 38 were originally denied.
- *Loaned Executives (LE) Training – August.* There are 15 LEs for the 2008 Campaign.
- *Silicon Valley LE training–* United Way of Silicon Valley held training for the Valley.
- *2007-2008 Audit Compliance – September 2009.* LFCC portion was sent to OPM on Brochure requirements, Pledge cards and payments to charities.

*Board Meetings.* The SFFEB held Board of Directors meetings in FY09: November, March (ARRA Forum), May and August. The strategic plan was initiated and put forward.

*2009 FEB Installation and Recognition Ceremony – January 2009.* New and current FEB Board of Directors members were recognized along with others who have helped the FEB throughout the year. There were approx 80 attendees.

*American Recovery and Reinvestment Act Forum – March 2009.*

- Arranged for agencies and representatives from Senators’ Boxer and Feinstein offices to discuss plans for implementing the stimulus plan. **Over 60 attendees.**
- Later held conference calls to continue discussion and progress with agencies.

*Public Service Recognition Week (PSRW) – May 2009*

- *31<sup>st</sup> Annual Federal Employees of the Year Awards Program.* The theme was “*FEDs: Celebrating Achievement, Recognizing Excellence.*” There were 12 categories with over **104 nominees.** There were **160 attendees** at this morale-boosting event.

*Governmentwide Real Property Information Sharing Forum (GRPIS) – Quarterly Meetings.* Related to the President’s new initiative to account for all federal real property the GRPIS meets to encourage and facilitate the sharing of real property information among Federal agencies, resulting in better real property asset management decisions, leading to cost effective use of resources and improved efficiencies. NASA, GSA, CBP and DOI hosted meetings.

*Asian Pacific American Heritage Celebration - May 2009*

- Cultural activities were held throughout **May.** Participating Federal Agencies: IRS, DVA, DHS, GSA, USDA, DOL, SSA, and FEB. **Over 200 attendees.**

*FEEA Scholarship Program- July 2009.* The FEB and SBA hosts this program. There were over 144 applications with \$18,000 of scholarships awarded to Northern CA/NV students.

*2009 Annual FEB Conference – July 2009.* The OPM/FEB hosted the annual national conference in DC. The restructuring of the FEBs was the main topic. Speakers included OPM, DHS, HHS and OMB leaders.

***“Federal Employees Night at the Park” – August 2009.***

- This SF Giants baseball event continues to be one of the highlights of the year in the San Francisco Bay Area Federal Community. There were over **600 attendees**.

**FEB SPECIAL EMPHASIS COUNCILS**

*There are 6 Councils (5 active), the 4 listed below and the Western Federal Financial Managers Council (FFMC) and Public Affairs Officers’ Council (PAO).*

***QUAD Conference – September 2009.*** The four SFFEB/EEO Councils, called the QUAD, hosted the 26th Annual QUAD Conference, led by the Equal Employment Opportunity Officers’ Council and FEB EEO Chair, Michael Baldonado, EEOC:

1. Disabled Opportunity Council (**DOC**)
2. Equal Employment Opportunity Officers’ Council (**EEOO**)
3. Federal Women Program Managers’ Council (**FWPM**)
4. Hispanic Employment Program Mangers’ Council (**HEPM**)

The theme was **“We Know EEO!”** was the theme. After participation in the required workshops, EEO Counselors received a Certificate of Training. This satisfies the annual refresher counselor-training requirement per EEOC’s Management Directive 110. Approximately **110 federal employees**, from all over the country, attended this timely and informative event. Cost savings of **\$26,400**.

**The 5 active Councils held other training sessions throughout the year:**

**1. EEO Council’s Workshops**

*Met bi-monthly:* Held workshops on: an Overview of the EEO program; Health Awareness; Special Emphasis Program Managers Refresher course, mediation and training.

**2. DOC**

*Met bi-monthly:* Held briefings on: Changes in Regulations; Partnership with Department of Rehabilitation; and Disability Legal Updates.

**3. FWPM**

*March 2009.* The SFFEB and Federal Women Program Managers’ Council hosted a 1-day event with workshops in recognition of **Women’s History Month**. There were approx. **80 attendees**.

**4. HEPM**

*Met bi-monthly:* Conducted scholarship program.

**5. PAO**

*Met bi-annually:* With over 20 active Public Affairs Officers, this council hosted Social Media briefings.

**Guides**

*March 2009.* The SFFEB published and distributed the **FEB Membership Directory**, which includes relevant information for Federal agencies, such as contacts and email addresses. The **Media Guide** and **Resource Sharing Guide (now part of the Directory)**, contains various resources available to the

SFFEB. Resources include: auditoriums/halls; conference rooms/classrooms; translation services; audio/video film and tapes; plus audiovisual equipment.

*Junior Achievement – March 2009.* This is the 11<sup>th</sup> year the SFFEB partnered with Junior Achievement of the Bay Area. Volunteers lead children from kindergarten to fifth grade through a series of hands-on activities to demonstrating basic economic principles. The SFFEB recruited **40 volunteers** to participate in the “Done in a Day” program at Bella Vista Elementary School in Oakland, CA. This was a terrific success based on feedback by the school and students. Over **560 students** were taught in one day.

#### *MISC Activities*

Numerous announcements were sent out to the full FEB Board on: job vacancies, ARRA updates, SES pay, Special Agency events, OPM announcements, initiatives or programs, Feds Feed Families food drives, Pandemic training, Toys for Tots, etc.

#### *Referrals for:*

ADR Mediation, Meeting rooms, Conferences, FEB Network contacts, Interpreters, Speakers, Hotels and more.

The FEB staff attended many intergovernmental events including: Change of Commands, collaborations with the Federal Regional Council, building safety meetings, hotel site visits, CFC Awards and finales, Agency Open Houses/Celebrations and other events.

**2009 ADR and Training Cost Avoidance Template**  
**Federal Executive Board**

<b>Combined Federal Campaign (CFC) 2008 Total Contributions</b>	\$3,906,338
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<b>Awards and Recognition (name of event)</b>	<b>Number of Attendees</b>	<b>Number of Awards Presented</b>
PSRW Federal Employees of Year Awards Ceremony	160	104
Installation and Recognition Ceremony	80	62
Executive Development Program Graduation	40	10
<b>Totals:</b>	<b>280</b>	<b>176</b>

<b>Alternate Dispute Resolution (ADR) - Shared Neutrals Program</b>	<b>Number of Cases Accepted</b>	<b>Number of Cases Resolved</b>	<b>Cost Avoidance Per Resolution</b>	<b>Total Cost Avoidance Realized</b>
Workplace Dispute:	6	3	\$16,846.86	\$50,540.58
Pre-EEO Complaint:	55	31	\$68,858.10	2,134,601.10
EEO Complaint (after entering formal process):	9	2	\$65,742.70	131,485.40
<b>Totals:</b>	<b>70</b>	<b>36</b>		<b>\$2,316,627.08</b>

<b>FEB- Sponsored Training Sessions</b>	<b>Market Price</b>	<b>FEB Price</b>	<b>Cost Savings</b>	<b>Number of Attendees</b>	<b>Estimated Cost Avoidance (Cost Savings x # of Attendees)</b>
Basic Mediator Training (40 hours)	\$1,500	0	\$1,500	21	\$31,500
Advanced Mediation training	250	0	250	19	4,750
CSRS/FERS retirement training (2)	375	100	275	77	21,175
Dealing with Performance Issues (1)	645	275	370	33	12,210
Administrative Professional Day (1)	265	85	180	110	19,800
5 Modules of Leadership (1)	1,395	395	1,000	36	36,000
Grammar/Writing/Presentation classes	595	289	306	63	19,278
Executive Development Program (12)	5,945	400	5545	35	194,075
QUAD Conference (1)	735	495	240	110	26,400
LA/SF FEBs Executive Leadership Forum (1)	600	435	165	62/2=31	5,115
Building Risk Assessment/Cardinal Accord TTX (1)	6,615	0	6,615	22	145,530
Telework Overview (1)	195	0	195	30	570
Continuity Working Group training (5)	0	0	?	143	
<b>Totals:</b>	<b>\$1,500</b>	<b>0</b>	<b>\$1,500</b>	<b>21</b>	<b>\$516,403</b>
<b>Grand total:</b>					<b>\$2,833,030</b>

