

SOUTH FLORIDA FEDERAL EXECUTIVE BOARD
FY2005 Annual Report



Chairman

**Commander David A. Cinalli
U.S. Coast Guard, ISC**

Vice-Chairman

**Francisco Maldonado
Veterans Affairs – Miami**

**Executive Director
Jaqueline H. Arroyo**

February 13, 2006

It is only through a team effort with each of us pitching in,
that we can keep this network active to achieve success.

Advance the Administration's Goals and Initiatives

Combined Federal Campaign

- The FEB assisted with the implementation of the annual CFC Regional Workshop (3/7-10/04) held in Miami, Florida. The FEB assisted the national CFC with logistics and arranged a speaker during the lunch session.
- The FEB administered two combine federal campaigns that covered our four county areas. In FY2005, the CFC raised more than \$2.1 million for local and national charities. Campaign contributions reflect the generosity of our federal employees and ensure that those in need within the community are provided for.

Homeland Security

- The FEB helped the federal community prepare for the activities surrounding the visit of 34 ministers from the western hemisphere countries to Ft. Lauderdale. The Organization of American States (OAS) held its General Assembly in Ft. Lauderdale in June 2005. In addition to the ministers, other dignitaries that attended included the Secretary of State, President, and the Governor. In anticipation of this meeting, the FEB partnered with the local Designated Federal Official, state and local officials and local area police departments to brief our members on the upcoming visit, including security concerns, transportation issues, and the potential for disruption from protesters. We also kept the members informed throughout the event. After the event, the Designated Federal Official provided the members with an after action report.
- The SFFEB kicked off its emergency management education and awareness program. Specifically, we partnered with OPM to co-sponsor an Emergency Preparedness Workshop (October 23, 2004), we established a Homeland Security/COOP working group, the FEB Vice Chair and Executive Director observed the Atlanta FEB Interagency tabletop exercise, we sponsored a COOP Managers workshop that was conducted by FEMA, and the FEB Vice Chair and Executive Director attended the national rollout of the National Response Plan.
- On June 5-7, 2005, the Organization of American States (OAS) held its General Assembly in Ft. Lauderdale. Thirty-four ministers from the western hemisphere countries converged on Ft. Lauderdale along with other dignitaries, including the President, Secretary of State, and Governor. The FEB took a number of steps to prepare the federal community for this visit:
 - In March, the FEB invited the key players to its full board meeting to discuss the upcoming event. Representatives from the Department of State Diplomatic Security Service (Delegated Federal Official), DHS Federal Protective Service, the Broward Sheriffs Office, Customs and Border Protection, and the Fort Lauderdale Police Department brief the board members on the upcoming visit from OAS.

It is only through a team effort with each of us pitching in, that we can keep this network active to achieve success.

- The FEB prepared an informational page on its website, and sent letters out to the membership to ensure that everyone was aware of the event and its potential impact on the city—i.e. traffic, road closures, etc.
- During the event, the Federal Protective Service and Ft. Lauderdale Police Department kept us informed as the event unfolded.
- After the event, the delegated federal official provided the board with an after action report at our June full board meeting.

Strategic Management of Human Capital

- The SFFEB partnered with OPM to support the Administration's Human Capital Initiative by sponsoring a Hiring Flexibilities workshop (October 22, 2004) and hosting a focus group on Human Capital Issues that was moderated by OPM's Associate Director for Human Capital Leadership and Merit Systems Accountability (May 19, 2005).

Create and Advance Local Initiatives

Weather/Emergency Activities

- For the second year in a row, the FEB interagency emergency management policy was put to the test when four hurricanes and one tropical storm threaten South Florida in a 6-week period. The FEB was instrumental in tracking the storms, working with the National Weather Service and three other federal agency heads to make recommendations to its members on employee dismissal or delay in opening of federal agencies. The FEB kept its members informed by providing regular updates on its hotline voice mail, website, and by providing email status reports to Board members, OPM and the Department of Commerce. The FEB Executive Director continued to provide status reports from home, as long as her electricity held out.
- At the FEB March quarterly full board meeting, representatives from the Department of State Diplomatic Security Service (designated federal official), DHS Federal Protective Service, the Broward Sheriffs Office, and the Fort Lauderdale Police Department brief the board members on the upcoming visit from the Organization of American States (OAS). OAS will be holding its General Assembly in Florida at the Broward Convention Center on June 5-7, 2005. Meeting participants include 34 ministers from the western hemisphere countries; other dignitaries that may be in attendance include the Secretary of State, President, and the Governor. The Federal Protective Service and Ft. Lauderdale Police Department will keep us informed as the planning progresses.
- The FEB partnered with the Red Cross as well as state and local emergency agencies to establish a one-stop center for Katrina victims. The inter-organization group was called the Katrina Hurricane Relief Committee.

It is only through a team effort with each of us pitching in,
that we can keep this network active to achieve success.

Training

- The FEB hosted or co-hosted four health fairs during the month of November 2004. Health insurance providers (such as Blue Cross Blue Shield, GEHA, etc.) provided information and answered questions to federal employees within the four counties about their plans.
- The FEB in partnership with FEMA, hosted COOP training for managers. In addition to training from FEMA, representatives from OPM and NARA provided information.
- The FEB hosted six half-day pre-retirement seminars for federal employees. The training covered civil service and federal retirement systems for law enforcement, military, and general federal employees.
- The FEB also hosted a one-day course entitled Managing Multiple Projects, Objectives, and Deadlines. We were able to provide this training to our federal employees at no cost.

Public Service Recognition Week

- Our annual Federal awards program, May 5, 2005, was a tremendous success. We recognized more than 200 outstanding federal employees before an audience of 500 executives, managers, employees, and family members. Our guest speaker was Martha Fields, President and CEO of Fields Associates, Inc., a human resources company in Cambridge, Massachusetts.

Alternative Dispute Resolution

- Fiscal year 2005 was the second year that the FEB Shared Neutrals Program was in full operations. We resolved obtained 66 cases, 26 EEO cases and 40 workplace disputes. Of those EEO cases, 20 were resolved and the remaining 6 went forward. Regarding the workplace dispute cases, 37 were settled. These 57 settled cases saved the government almost \$5 million in litigation costs.
- In addition to providing neutral third parties at the behest of federal agencies, SNAP is and will continue to provide all mediation services for all the federal cases scheduled to go before an Administrative Judge at the Miami Equal Employment Opportunity Commission. SNAP flyers are placed in all letters sent to complainants who are requesting a hearing before an Administrative Judge.
- The South Florida Shared Neutrals Program obtains advice and support from the EEOC and the Federal Mediation & Conciliation Service.

Combined Federal Campaign

- During FY2005, the FEB administered and managed two CFC campaigns over a four county area that contributed more than \$2.2 million to local and national charities.

Locality Pay

It is only through a team effort with each of us pitching in, that we can keep this network active to achieve success.

- After three years of FEB involvement in trying to secure locality pay for Monroe and Palm Beach County federal employees, these employees have finally achieved pay parity with their counterparts in Broward and Miami-Dade Counties. As of January 1, 2005, Monroe and Palm Beach Counties were included in the Miami locality pay area.

Drives – Blood, Food, and Toys

- In addition to our hurricane relief effort, this year, the FEB worked with local emergency food organizations to plan and implement a federal food drive. “Fed by the Feds” was launched in September 2005 for a two-week food drive. By the end of the month, the Federal community donated more than 4 tons of food to local food banks and pantries in a four county area.

EEO/Diversity Events

- The FEB Diversity Council planned and implemented a Women’s History Month Luncheon (March 11, 2005). Dottie Johnson, Diversity Specialist, U.S. Postal Service served as the guest speaker at the Women’s Luncheon.

Partnerships

- The FEB partnered with local emergency management officials, during the June 2005 Organization of American States general assembly, the Broward County Sheriff’s Office and the Federal Protective Service kept the FEB informed about the ongoing situation. During hurricane season, County emergency managers provided the FEB with information about roads, schools, and public transportation.

Provide Information, Referrals, and Guidance for Intergovernmental & Community Outreach

Weather Related Information

- For the second year in a row, the FEB interagency emergency management policy was put to the test when four hurricanes and one tropical storm threaten South Florida in a 6-week period. The FEB was instrumental in tracking the storms, working with the National Weather Service and three other federal agency heads to make recommendations to its members on employee dismissal or delay in opening of federal agencies. The FEB kept its members informed by providing regular updates on its hotline voice mail, website, and by providing email status reports to Board members, OPM and the Department of Commerce. The FEB Executive Director continued to provide status reports from home, as long as her electricity held out.

FEB Membership Directories

It is only through a team effort with each of us pitching in, that we can keep this network active to achieve success.

- The FEB maintains a directory of all its members. The Membership Directory list the membership by department, agency/office, member and alternate names, their direct phone lines, email, and address. The directory also contains their mission statement, areas served, and 24-hour emergency contact. In FY2005, we began incorporating the director into our website behind a lock for member use only.

Citizen Inquiries

Whether responding to request from federal employees or local citizens, the FEB was there to help. Assisting customers and coworkers resolve problems or issues are a large part of the FEB's responsibilities. We are a liaison between the federal agencies and between the local citizenry and the federal community.

- The FEB routinely respond to questions from federal employees regarding such issues as job search assistance, resume writing, and retirement information.
- Our more routine calls from local citizens involve requesting information about grants, housing, emergency food, business development, immigration, and job assistance (how do you find a job in the federal government). The FEB office directs them to the appropriate federal agency, website site, or local organization.
- This year, the FEB assisted one of our member agencies, Office of Cuba Broadcasting (OCB), with entry into the Keys during Hurricane Dennis. OCB has a radio and TV broadcast facility in Cudjoe Key and Marathon. Before Hurricane Dennis struck, all residents were required to evacuate the area. OCB employees needed to get to their facility immediately after the storm, during the restricted hurricane evacuation period, in order to conduct a damage assessment.

On their behalf, the FEB contacted the Monroe County Emergency Operations Center to get two employees entry into the restricted area. We were also able to provide him with a point of contact that he could use after the community got back to normal and obtain an entry sticker for future access.