

**SOUTH FLORIDA
FEDERAL EXECUTIVE BOARD
FY2007 Annual Report**



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**Francisco D. Maldonado
Veterans Affairs - Miami**

Vice-Chairman

**Ron Demes
Naval Air Station Key West**

**Executive Director
Jaqueline H. Arroyo**

November 1, 2007

Background

By Presidential Directive in 1961, President John F. Kennedy established 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 on 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 South Florida FEB is comprised of the senior official of each department or agency located in the 4 county metropolitan area. There are 129 federal agencies representing over 35,000 civilian, military, and postal employees. The South Florida FEB has three full-time (FTE) Federal employees, (one Executive Director and two assistants) who manage the daily operations of the board. Administrative funding is provided by the U.S Department of Commerce.

Mission Statement

The South Florida Federal Executive Board identifies and addresses challenges requiring interagency leadership. (Interagency is defined as Federal, State, and Local.)

Vision

Provide premier leadership and coordination for interagency collaboration

Values

Commitment
Consensus
Coordination
Communication
Collaboration

Emergency Preparedness, Security and Employee Safety

Homeland Security

- In January 2007, we launched an effort to upgrade and expand our emergency notification system. We invited our members to participate in the Homeland Security Information Network, by requesting the appropriate documentation. Response has been slow; however we are still collecting the information and expect to have all members in the system in FY08.
- Many South Florida citizens, including some federal employees, keep a watchful eye on what happens 90 miles south of Key West on the communist island of Cuba. With the recent leadership change on the island and continuous rumors of Fidel Castro's demise, South Florida needs to be prepared for a mass exodus from Cuba and other Caribbean islands to the Florida Straits. In addition, we are also concerned about Cuban exiles taking to the sea from Florida to Cuba in order to care for family members, handle property concerns, etc. To address this issue, a representative from DHS' briefed our members about the potential for a Mass Migration and his agency's role. Executive Order 13276 charges Immigration and Customs Enforcement, DHS with the responsibility of providing for the custody, care, safety and other needs of migrants and undocumented aliens seeking to enter the US, or who are intercepted in the Caribbean region, until determination is made regarding the person's status and resettlement.
- The FEB in partnership with FEMA sponsored an interagency Pandemic Table Top exercise (Determined Accord) in May 2007. The goal of the exercise was to increase federal agencies awareness of the requirement to incorporate pandemic Influenza procedures into COOP planning, identify special considerations for protecting the health and safety of employees, and to Miami how to maintain essential government functions and services during a pandemic outbreak. The 6-hour event afforded the participants the opportunity to interact with other Agencies along with representative from the local and state community to test and validate their plans. The number of participants were 85 federal employees, representatives from the State of Florida, OPM, and Senator Bill Nelsons' office were in attendance.
- The FEB hosted a 3-Day COOP Managers Training course in June 07 in coordination with FEMA and the National Archives and Records Administration. The course trained COOP managers to identify the, elements of a viable COOP program; processes, resources, and tasks necessary to implement and manage a successful COOP program. Participants included member agencies, local emergency managers and US court representatives from Montana, South Dakota, Ft. Lauderdale, and Albany New York.
- In our June Full-Board meeting Rear Admiral Kunkel from the Coast Guard 7th-District, briefed FEB members on their Mass Migration contingency plans and exercises.

- The FEB coordinated and marketed SkyWarn training in August 2007. SKYWARN is a volunteer program with nearly 280,000 trained severe weather spotters. These volunteers help keep their local communities safe by providing timely and accurate reports of severe weather to the National Weather Service. Eight member agencies participated resulting in 20 certified severe weather spotters. Two members of the FEB staff were among those certified.

Human Capital Readiness

Strategic Management of Human Capital

- At our March Full-Board meeting, the Department of Labor Washington D.C. briefed our members on The Disabled Veterans’ Hiring Initiative at our March Full-Board meeting. This initiative provides technical assistance to federal agencies and encourages federal agencies to recruit and hire veterans with disabilities in support of Executive Orders 13078 and 13163. Also, at the meeting a representative from Miami Veterans Affairs discussed their Home TeleHealth Program. Home Telehealth is a service available to veteran patients with chronic diseases such as diabetes, heart failure and chronic pulmonary disease. These veterans can be monitored daily at home using technologies. This prevents or delays elderly veterans from needing to leave their home to move into long-term institutional care.
- Established GIFT (Government’s Investment in Future Talent) initiative. With the graying of the federal workforce, our future success is dependent on the recruitment and retention of new and younger talent. Recognizing South Florida’s diverse community and our abundance of regional colleges and universities from which to recruit; it became clear that we need to be more proactive in cultivating homegrown talent. Through GIFT we can better educate the local non-federal community on who we are and our current and future needs.

To achieve our goal, the South Florida FEB partnered with the Miami Dade Public school system to provide intern opportunities for their high school students. The federal community has also been invited to work along side private industry experts, academicians, and other public sector experts on the academic curriculum of these students. By sitting on “academy boards”, our federal community would be able to provide some insight on the types of skills needed to successfully compete for federal positions. The FEB Director along with the Co-chair of our Humanitarian, Innovation and Philanthropic Committee (HIP) currently sit on the Advisory Board for the Miami-Dade Public School System.

- In support of recruitment and employment efforts, the South Florida FEB partnered with local and federal organizations to publicize and encourage agencies’ participation in job fairs. For example,
 - In May 2007 we solicited agencies to participate in The State of Florida Safety & Career Day Event. Over 5,000 high school and college students turned out for this event. Agencies that participated were TSA, US Postal Service, Customs and Border Protection, US Secret Service, US Coast Guard, FAA, NOAA, ATF, ICE, and all military branches.

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

- In May 2007 we publicized a Job fair sponsored by U.S. Southern Command, Miami Veterans Center, South Florida Workforce One, and U.S. Coast Guard event focusing on military members transitioning into civilian life. During this event we hosted 68 potential employers, among them several Federal agencies, including the Department of Commerce.
- In partnership with Miami- Dade College the FEB offered agencies the opportunity to recruit rising college graduates through free participation in a job fair and panel presentation in October 2007. The federal agency panel allowed students to learn more about working for the federal government, especially about the many opportunities for federal employment in South Florida.
- In May 2007 the FEB hosted its Federal Employee of the Year Awards Program. We recognized 210 men and women for their exemplary job performance and contributions to the federal government and/or their local community.
- In support of the Administration's Financial Literacy initiative, the FEB sponsored five low-cost inter-agency pre-retirement seminars within its four counties. Each course was filled to its capacity and by hosting the training through the FEB, we saved the government more than \$87,000.
- In support of recruitment and employment efforts of many sectors of the South Florida community through participation in job fairs, FEB members have publicized and attended numerous job fairs such as;

Public Service Recognition Week

- Our annual Federal awards program, May 11, 2007, was a tremendous success. We recognized more than 210 outstanding federal employees before an audience of 450 executives, managers, employees, and family members.

Intergovernmental and Community Activities

- The FEB hosted or co-hosted ten health fairs during the months of November and December 2006. Health insurance providers (such as Blue Cross Blue Shield, GEHA, etc.) provided information and answered questions from federal employees about their plans.
- The FEB hosted five full-day pre-retirement seminars for federal employees. The training covered civil service and federal employee retirement systems for law enforcement, military, and general federal employee.

Alternative Dispute Resolution

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- Fiscal year 2007 was the fourth year that the FEB Shared Neutrals Program was in full operation. We mediated 112 cases, of those 23 were EEO cases, 41 were workplace disputes, and were 48 contract/grievances. Of the EEO cases, 20 were resolved and the remaining 3 went forward in the EEO process. Regarding the workplace dispute cases, 38 were settled and the remaining 3 went forward, and of the Contract/grievance cases, 40 were resolved and the remaining 8 went forward. These 98 settled cases saved the government over \$2 million in litigation costs.
- Through our partnership with EEOC and Federal Mediation Conciliation Services, South Florida Shared Neutrals Program obtains advice and support, and was able to provide training to address issues that impact our program.

Combined Federal Campaign

- During FY2007, 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.

Drives – Blood, Food, and Toys

- In December 2006, the FEB coordinated the collection of toys for the US Marines’ Toys for Tots program in the four county area.
- The FEB and the federal community partnered with Habitat for Humanity to participate in their annual Blitz Build from January 29 thru February 10, 2007. The Blitz is an accelerated construction event in which twelve homes in Miami were built in two weeks. More than 150 federal employees volunteered for this very worthwhile community event.
- In August, our Fed by the Feds food drive collected a total of 8,369 lbs of food to help replenish the local emergency food organizations’ food banks and pantries in a four county area. There were over 45 collection points.

EEO/Diversity Events

- The FEB Human Capital/Diversity Council planned a recognition event for our veterans and active military personnel. This event is named “Military StandTo.” The purpose of the “Military StandTo” is to honor the men and women of our Armed Forces on Veteran Day with a public celebration at the Miami Dolphins vs. Buffalo Bills game. In addition to receiving tickets for the football game, South Florida’s military components will participate in a pre-game and half-time show. We have also arranged for a variety of resource booths staffed with individuals that can address veterans’ needs, such as housing, finance, medical, and mental. (NOTE: Although the event will fall under FY08, of the planning was conducted in FY07.)

Partnerships

- The FEB co-sponsored “A Customer Service Day” with the Miami Passport Office in November 2006. The Miami Passport Office reserved two days for federal employees and their immediate family members to apply in person for a passport. More than 186 federal employees and their family members took advantage of this opportunity.
- In February 2007 the FEB began participating in the Senior Community Service Employment (SCSEP) program by providing our office as a job training site. The SCSEP program is affiliated with the AARP. The program’s purpose is to provide job training to low-income retirees who wish to reenter the workforce. Clients are placed in non-profit or government organizations for 4 hours a day, 5 days a week to provide office or other services while strengthening saleable skill. Clients are paid and receive benefits through the SESEP program. We have been so pleased with the employees and SCSEP that we have been promoting the program to our members.
- We partnered with three local sports entities; The Miami Dolphins (football), Miami Heat (basketball), and Miami Panthers (hockey) to provide group discount tickets to the federal community and to encourage participation in a worthwhile initiative. For example,
- Miami Heat – To further recognize top contributors in our Tri-County Combined Federal Campaign (CFC), at the end of the campaign, we arranged for the top two contributing agencies to play an 8 minute mini-basketball game prior to the start of a Miami Heat game. Not only does the local community learn about federal employees’ generosity and support of local and national charities, but our federal employees get to strut their basketball stuff before thousands of individuals.
 - ❖ Miami Dolphins – In partnership with many organizations, the FEB co-hosted a Veterans Celebration. On November 11, 2007, our celebration, called “Military StandTo” will honor the men and women of our Armed Forces. Our partners included the Miami VA Medical Center, The Dolphins, South Florida Federal Credit Union, Senator Bill Nelson’s office, Blue Cross Blue Shield, Miami-Dade County, Miami and West Palm Beach Veterans Affairs.

FEB Membership Directories

- The FEB maintains a directory of all its members. The Membership Directory lists 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.

Citizen Inquiries

- Whether responding to requests 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, passports, 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, or local organization.

Combined Federal Campaign

- The FEB administered two combine federal campaigns that covered our four county areas. In FY2007, the CFC raised more than \$2.2 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.