

**SOUTH FLORIDA  
FEDERAL EXECUTIVE BOARD  
FY2008 Annual Report**



***Chairman***

**Ronald A. Demes  
Naval Air Station key West**

***Vice-Chairman***

**Harold E. Woodward  
U.S. Customs & Border Protection**

**Executive Director  
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**October 23, 2008**

## 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

- Collected, prepared, and disseminated emergency information within 24 hours of receipt. Depending on the type of information collected and prepared, it was disseminated to either the Board members, Human Resources Council, and/or All Hazards Emergency Council members by either email or our 24/7 alert and notification system. For example; in July 2008, OPM forwarded a communication from Director Linda Springer that encouraged the use of their Handbook on Pay and Leave Benefits for Federal Employees Affected by Server Weather Conditions or Other emergency situations. Within 24 hours, that information was blasted to members of the Human Resource Council and all 129 agency heads. To ensure that this metric is met, the office maintains a file on all incoming emails, memos, etc, requiring dissemination or requesting information. We file those requests with the office's response attached and copies of emails used to disseminate the data.
- Briefed and partnered with the new County Emergency Managers in Miami-Dade and Broward; and continued an on-going relationship with the Monroe County emergency manager. The value of these partnerships is critical during times of emergencies. For example, for days forecasters predicted that the Florida Keys was in the direct path of Hurricane Ike. Our Emergency Dismissal Committee Chairman in the Keys was working day and night with the city and county emergency managers to develop a recommendation for the local and federal communities; evacuate or not evacuate was the question. The storm was expected to hit the Keys on Tuesday, September 2, 2008. Late Friday night before the storm was expected to hit, after learning that the Governor, Monroe County emergency Manager and the Key West Emergency Manager were meeting at the Miami-Dade EOC the next day, the FEB Committee Chair called to see if FEB Director could receive an invitation to the meeting.

Because of the partnership that had been established, contact was made with the Deputy Manager that night and we learned that the meeting was primarily a photo opportunity.

- On May 7-8, 2008, the FEB office participated in the National Level COOP Exercise (NLE) titled Eagle Horizon. This segment of the exercise focused on continuity capabilities, hurricane preparedness and disaster response. As the devolution site of the Department of Commerce's Office of Human Resource Management in Washington, DC, we trained with the headquarters staff before the exercise and were prepared for FEB Director to assume responsibility for the accountability of the Commerce employees and work with the National Finance Center to ensure employees continue to receive their pay checks.
- This year we developed, tested, and implemented the U.S. Public Private Partnership (USP3) 24/7 emergency alert and notification system. USP3 was up and running by June 1, 2008 and the communication system was tested on June 30, 2008. It was officially put to use on August 14<sup>th</sup> with Tropical Storm Faye; again with Tropical Storm Hanna (9/2/0/), and then with Hurricane Ike (9/09/08). We received very possible feedback from our members after each use.

- Our June 2008 Full-Board meeting focus is on emergency readiness and management, was held at the Miami-Dade Emergency Operations Center (EOC). Emergency and COOP managers was invited and attended with the SFFEB members. During this meeting we conducted an Inter-Agency COOP Tabletop Exercise called the FEB HURREX 2008 PLAN.

In the course of the exercise, various phases of a hurricane emergency were described by the facilitator, followed by explanations from member agencies of what their responsive actions would be. Approximately 85 individuals representing 44 agencies participated in the exercise, including.

- Also during the June 2008 Full board meeting, the National Security Program Coordinator for National Preparedness, FEMA Region IV, gave an overview of the National Response Framework.

## Human Capital Readiness

### Strategic Management of Human Capital

To address this major activity, this fiscal year, we have made available to our members training opportunities, mediation services, employee recognition opportunities, and marked job fairs.

- At our March Full-Board meeting, the Department of Labor (Washington D.C.) briefed our members on the Disabled Veterans' Hiring Initiative. 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 homes 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 2008 we solicited agencies to participate in The State of Florida Safety & Career Day Event. Over 6,500 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.
  - In June 2008 we publicized Job fair ( Call To Service Sunshine Blitz) sponsored by U.S. Customs and Border Protection. Job fairs were held in Ft. Lauderdale, Orlando, Tampa, Tallahassee, Pensacola, and Jacksonville, Florida.
  - In June 2008 we publicized the 3<sup>rd</sup> annual Job fair sponsored by U.S. Southern Command. Attending were, 45 employers, educational institutions, volunteer organizations, and federal government agencies. This event was intended for active duty military, spouses, family members, reservists, veterans, National Guard, retirees, civilians, and DOD civilian personnel. Over 600 were in attendance.
  - 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 2008 the FEB hosted its Federal Employee of the Year Awards Program. We recognized 130 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 and financial planning 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 \$118,950.

### **Public Service Recognition Week**

- Our annual Federal awards program, May 9, 2008 was a tremendous success. We recognized more than 130 outstanding federal employees before an audience of 345 executives, managers, employees, and family members.

## Intergovernmental and Community Activities

- The FEB hosted or co-hosted eleven health fairs during the months of November and December 2007. 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 and financial planning seminars for federal employees. The training covered civil service and federal employee retirement systems for law enforcement, military, and general federal employee.

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### Alternative Dispute Resolution

- Fiscal year 2008 was the fifth year that the FEB Shared Neutrals Program was in full operation. We mediated 84 cases, of those 24 were EEO cases, 60 were workplace disputes. Of the EEO cases, 13 were resolved and the remaining 11 went forward in the EEO process. Regarding the workplace dispute cases, 56 were settled and the remaining 4 went forward. These 68 settled cases saved the government over \$1.8 million in litigation costs.
- Through our partnership with EEOC and Federal Mediation Conciliation Services, South Florida Shared Neutrals Program obtains advice and support.

### Combined Federal Campaign

- During FY2008, the FEB administered and managed two CFC campaigns over an eight county area that contributed more than \$2.3 million to local and national charities.

### Drives – Blood, Food, and Toys

- In December 2007, the FEB coordinated the collection of toys for the US Marines' Toys for Tots program in the four county areas.
- The FEB and the federal community partnered with Habitat for Humanity to participate in their annual Blitz Build from January 14-16, 2008. The Blitz is an accelerated construction event in which ten homes in Miami were built in two weeks. More than 300 federal employees volunteered for this very worthwhile community event.
- In September 2008, our Fed by the Feds food drive collected a total of 27,310 lbs or 12 tons of food to help replenish the local emergency food organizations' food banks and pantries in a four county area.

## **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. The pre-game events included displays of military equipment and armory by the Air Force, Marines, Coast Guard, Navy and Army, an area of manned booths providing information on services and programs available to Veterans, and pre-game ceremonies on the field. On field ceremonies included the StandTo ceremony, where 310 of our uniformed military representing all arms of informed services stood in formation on the football field to lead a moment of silence in observance of lives lost in the service of our country. The service members unfurled a huge American flag while a medley of Service anthems was played, followed by the singing of the national anthem by a US Southern Command participant.
- The FEB Human Capital/Diversity Council conducted a Multi-Cultural picnic in May 2008. The picnic was opened to the entire federal community, and featured a variety of activities as well as a Fly-Over by the US Coast Guard and a K-9 demonstration by US Customs and Border Protection. Over 1,200 veterans including their family and friends attended.

## **Partnerships**

- The FEB co-sponsored “A Customer Service Day” with the Miami Passport Office in October, 2007. The Miami Passport Office reserved two days for federal employees and their immediate family members to apply in person for a passport. More than 500 federal employees and their family members took advantage of this opportunity.
- The FEB continues 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 continue our partnership 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.

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

- ❖ Miami Dolphins – In partnership with many organizations, the FEB co-hosted a Veterans Celebration. On November 11, 2007, our celebration, called “Military StandTo” honored 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, and West Palm Beach VA Medical Center.

### **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 eight county areas. In FY2008, the CFC raised more than \$2.3 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.
- Meetings were held with LFCC committee members from both the Treasurer Coast and Tri-County campaigns to discuss merging the campaign for the 2009 Campaign season.

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