



SOUTH FLORIDA FEDERAL EXECUTIVE BOARD

STRATEGIC AND OPERATIONAL PLAN

FISCAL YEAR 2006

MISSION STATEMENT

THE SOUTH FLORIDA FEDERAL EXECUTIVE BOARD FACILITATES INTERAGENCY COORDINATION IN AREAS OF COMMON INTEREST; SETS POLICY APPROPRIATE TO LOCAL NEEDS; AND ENSURES BENEFIT TO THE FEDERAL WORKFORCE AND THE LOCAL COMMUNITY.

VISION

TO PROVIDE PREMIER LEADERSHIP FOR INTERGOVERNMENTAL INITIATIVES.

VALUES

**COMMITMENT
CONSENSUS
COORDINATION
COMMUNICATION**

GOALS

- PROVIDE TIMELY AND RELEVANT INFORMATION TO SUPPORT EMERGENCY PREPAREDNESS AND RESPONSE COORDINATION.
- OVERSEE THE DEVELOPMENT OF A BROAD-SCOPE TRAINING PLAN FOR FEDERAL EMPLOYEES IN SOUTH FLORIDA.
- CONTINUE WORKING ON ADMINISTRATIVE AND QUALITY OF LIFE INITIATIVES.

STRATEGIC OBJECTIVES

PROVIDE TIMELY AND RELEVANT INFORMATION TO SUPPORT EMERGENCY PREPAREDNESS AND RESPONSE COORDINATION,

STRATEGIC GOAL 1: SERVE AS A CATALYST TO KEEP EMERGENCY PREPAREDNESS AT THE FOREFRONT OF AGENCY PLANNING.

ASSESS AGENCIES' NEED FOR ADDITIONAL COOP DEVELOPMENT AND OVERSIGHT TRAINING BY MAY 19, 2006.

PROVIDE INFORMATION, EITHER AWARENESS SEMINARS AND/OR WRITTEN GUIDANCE, ON SUCH ISSUES AS RECORDS MANAGEMENT AND EMPLOYEE ACCOUNTABILITY BY SEPTEMBER 30, 2006.

PROVIDE OPPORTUNITIES FOR FEDERAL AGENCIES TO INTERACT WITH EMERGENCY PREPAREDNESS PARTNERS IN THE LOCAL AND STATE COMMUNITIES BY JUNE 30, 2006.

IMPLEMENT A 24/7 EMERGENCY ALERT AND NOTIFICATION SYSTEM TO CONTACT SOUTH FLORIDA EXECUTIVES IN THE EVENT OF AN EMERGENCY BY MAY 31, 2006.

DEVELOP AN INTERAGENCY ALL-HAZARDS OR HOMELAND SECURITY EMERGENCY PLAN FOR THE BOARD BY JULY 1, 2006.

DEVELOP AND MAINTAIN A CURRENT LIST OF THE EMERGENCY MANAGERS AND COOP MANAGERS IN THE SOUTH FLORIDA FEDERAL COMMUNITY AND KEEP THEM UP-TO-DATE ON ISSUES RELATED TO EMERGENCY PREPAREDNESS. LIST DEVELOPED BY MARCH 30, 2006 AND CONTINUOUS MAINTENANCE. <*COMPLETED*>

STRATEGIC OBJECTIVES

OVERSEE THE DEVELOPMENT OF A BROAD-SCOPE TRAINING PLAN FOR FEDERAL EMPLOYEES IN SOUTH FLORIDA.

STRATEGIC GOAL 2: DEVELOP AND PROVIDE QUALITY-TRAINING OPPORTUNITIES AT A MINIMUM COST.

DEVELOP AN INTERAGENCY TRAINING COMMITTEE TO ADDRESS THE TRAINING NEEDS OF OUR COMMUNITY BY JANUARY 2006. *<COMPLETED>*

CONDUCT A NEEDS ASSESSMENT TO DETERMINE TYPES OF TRAINING TO OFFER BY FEBRUARY 2006. *<COMPLETED>*

DEVELOP A FORMAT TO PUBLICIZE TRAINING ON THE FEB WEBSITE AS WELL AS AN ON-LINE PAYMENT OPTION BY FEBRUARY 2006. *<COMPLETED>*

IDENTIFY COMPANIES THAT CAN PROVIDE QUALITY TRAINING AT LOW COST TO THE FEDERAL COMMUNITY AND ROLL OUT WORKSHOPS, SEMINARS, AND TRAINING THROUGHOUT THE YEAR.

DEVELOP AND BEGIN TO PROVIDE INFORMATION SEMINARS TO FEDERAL EXECUTIVES, SUCH AS WEALTH MANAGEMENT SEMINARS, LEADERSHIP SYMPOSIUMS, EXECUTIVE WOMEN'S FORUMS, ETC. BY JULY 2006. *<ROLLED OUT WEALTH MANAGEMENT SEMINARS ON MARCH 8, 2006.>*

DEVELOP A ONE-STOP SHOP FOR WEB-BASED TRAINING ON A VARIETY OF SUBJECTS BY JUNE 2006.

ASSESS THE QUALITY OF TRAINING PROVIDED TO FEDERAL EMPLOYEES THROUGH THE USE OF SURVEYS, INTERVIEWS, AND OTHER FEEDBACK MECHANISMS. EVALUATE SUCCESS OF TRAINING BY SEPTEMBER 29, 2006.

STRATEGIC OBJECTIVES

CONTINUE WORKING ON ADMINISTRATIVE AND QUALITY OF LIFE INITIATIVES.

STRATEGIC GOAL 3: CONTINUE ADDRESSING ISSUES IMPORTANT TO OUR MEMBERS.

TELEWORK – PROVIDE INFORMATION AND GUIDANCE ON TELEWORK PROCEDURES. HIGHLIGHT BENEFITS OF TELEWORK AND CAPTURE SUCCESS STORIES BY JULY 2006.

COMBINED FEDERAL CAMPAIGN –

- o DEVELOP A STRUCTURED APPROACH TO GAIN LOANED EXECUTIVES FOR EACH CAMPAIGN. <COMPLETED>
- o INVOLVE UNION EMPLOYEES EARLY IN THE CAMPAIGN BY AUGUST 1, 2006.
- o DEVELOP A FEDERAL EMPLOYEE ASSISTANCE FUND THAT WILL ENABLE US TO HELP FEDERAL EMPLOYEES IN TIMES OF EMERGENCIES BY SEPTEMBER 1, 2006.

COST OF LIVING ISSUES – EXAMINE SALARY, COMPENSATION, AND HOUSING ISSUES IN OUR COMMUNITY AND DETERMINE AVENUES WHERE THE FEB CAN ASSIST–I.E., SECURE DISCOUNTS, WORK WITH LOCAL COMMUNITIES INVOLVED WITH AFFORDABLE HOUSING ISSUES, AND EXAMINE AVAILABLE RECRUITMENT AND RETENTION OPTIONS FOR EMPLOYEES.

RESOURCE SHARING GUIDE – DEVELOP A PUBLICATION AVAILABLE FOR FEB MEMBERS THAT OUTLINE MEMBER INFORMATION AND RESOURCES AGENCIES ARE WILLING TO SHARE WITH OTHER FEDERAL AGENCIES. SUCH RESOURCES COULD INCLUDE CONFERENCE ROOMS, MILITARY AIRFIELDS, EQUIPMENT, AND/OR STAFF WITH SPECIALIZED SKILLS (I.E., TRANSLATORS, ENGINEERS, IT).

- U.S. NAVAL AIR STATION KEY WEST WILL DEVELOP AND FINALIZE THE FIRST GUIDE BY JULY 30, 2006.

- FEB WILL USE NAS' GUIDE AS A TEMPLATE TO COMPLETE A GUIDE FOR THE WEST PALM BEACH AREA BY DECEMBER 15, 2006.

EMPLOYEE RECOGNITION – SECURE HOSTS FOR FEDERAL EMPLOYEE OF THE YEAR AWARDS PROGRAM AND PLAN THE 2006 AWARDS PROGRAM BY MAY 12, 2006. <ONGOING>

COMMUNICATION/MARKETING PLAN – REENGAGE THE PUBLIC AFFAIRS COUNCIL TO HELP MARKET THE POSITIVE FACE OF THE FEDERAL COMMUNITY, PROJECTS COULD INCLUDE UPDATING THE SOCIO-ECONOMIC STUDY CONDUCTED IN 2002 AND PROVIDING MEDIA EXPOSURE FOR FEB EVENTS, SUCH AS THE INTERAGENCY AWARDS PROGRAM, BY SEPTEMBER 29, 2006.