



MINUTES

San Francisco Bay Area Federal Executive Board October 19, 2017

2017 FEB Board of Directors

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Council Chairs

Jim Macaulay, FEMA

John Kramar, USCIS

June Moss, VA

Kimberly Nash, HUD

Leo Kay, DOL

Linda Moore, USPS

Maria Jauregui, DOJ

Ridwana Bentley, DOJ

Robert Trefault, OPM

Attendees

1. Gita Uppal, VA
2. John Kramar, USCIS
3. Anupa Bajwa, USCIS
4. Nik Crain, Peace Corps
5. Simma Liberman, Diversity
6. John Moroney, HRSA
7. June Moss, VA
8. Kimberly Nash, HUD
9. Bajwa Anupa, USCIS
10. Patricia Raymond, SSA
11. Kathleen Roscher, TSA DHS
12. Betsy Thompson, HHS
13. Sara Snyder, MSPB
14. Lorraine Strayhorn, EEOC
15. Janie Thomas, DOL OASAM
16. Robert Trefault, OPM
17. Molly Hwe, CBP
18. Stephen Buzzeo, USDOJ
19. Douglas Cyr, FOH HHS
20. Keith Honda, Peace Corps
21. Michael Sullivan, USCIS
22. Ram Koppaka, HHS
23. Sheyi Ogunleye, DHS
24. Heather Beutler, CBP
25. Sara Russell, FEB
26. Gail Castaneda, FEB

- **Welcome & Roll Call & Approval of September Minutes:** Gita Uppal, VA, Chaired the meeting. Motion to Approve Sept. Minutes: Janie Thomas, DOL. Second: John Kramar. Approval: Unanimous
- **Executive Director's Report:** Sara Russell, gave an update on FEB events.
 - SBA hosted congressional briefing.
 - Presidential Management Council's (PMC) Interagency Rotation Program was very successful, and our three participants have graduated.
 - FEB financial budget report June 30 – October 2017. Balance as of 9/30/2017 \$35,492.58
 - FEB will continue to email updates and resource on fires.
- **The Opioid Crisis and the Federal Response:**
 - Presentations
 - Captain John Perez, Regional Administrator, SAMSA, HHS
 - Steve Busseo, DEA
 - Doug Cyr, EAP Program Assistance
 - Federal Take-Back Day on October 25th at SFFB and Phillip Burton
- **Diversity and Inclusion – Training Trends for the 21st Century:** Simma Liberman
 - Inclusion, people feel they belong to an organization, people more willing to take risks and it's OK to fail.
 - When you are new if you aren't made welcome to join in, you won't participate as fully. Need to create an environment where people get to know each other. Need to be part of the communication loop.
 - Recognition for your employee's contributions to the organization., and be specific to what they accomplished.

- **CFC Kick-Offs:** June Moss, VA, CFC Chair. FEB/CFC need help with Loaned Executives, SSA, VA, IRS, and USPS.

San Francisco, Oakland, Mountain View and Monterey

October 19th 50 United Nations Plaza
October 24th 50 United Nations Plaza
October 25th, EPA employees only
October 31st, Drug Enforcement Agency, 450 Golden Gate
November 2nd, NASA NASA Ames Research Center Mountain View
November 11th, Oakland Federal Building, 1301 Clay St
Coast Guard (No confirmed date or time)
November 11th, Monterey, Defense Manpower Data Center

Fresno, Sacramento, Stockton, Susanville, and Madera

October 18, 2017, IRS Only Kick-Off – Fresno-
October 19, - West Sacramento All-Agency Kick-Off & Coordinator/Key Worker Training
October 20, 2017 – Stockton All-Agency Kick-Off & Coordinator/Key Worker Training
October 25 - West Sacramento CFC Presentation - Upper Management USPS –Year-End Meeting, October
26 Sacramento District Post Masters – CFC Presentation - West Sacramento
November 1 CFC Presentation - SBA – Fresno –
November 2 All-Agency Coordinator/ Key Worker Training - Herlong/Susanville
November 8, AM – Fresno All-Agency Coordinator/Key Worker Training
November 9, PM – Madera All-Agency Coordinator/Key Worker Training

- **Leadership Development Program (LDP):** Robert Trefault, OPM. 38 applicants that have been accepted into LDP. There will be two cohort classes this is a nine-month program. The FEB needs help with mentors. Please contact robert.trefault@opm.gov or russell.sara.l@dol.gov if you're able to provide a mentor for the program. Next month we'll report out on the contract for the Program Director.
- **Adjourn**

2. **Executive Director's Report** - Gail Castaneda for Sara Russell

- a. July Update: Civility in the Workplace, EAP was well attended. EAP offers a variety of training and will present at all agencies if anyone is interested. Summer Ice Cream Social, was in the Sky Garden. Approximately 80 attendees, this was a huge success, and the comments were they want to have more social events.
- b. August Update: The Bamboo Principle: 7 Roots of Peak Performance and Front and Center: Effective Communication & Presentation Skills. Both were successful and outstanding evaluations were received.
- c. September Training: Plain Writing, Beyond Time Management, and Building Teams.
- d. Federal Night at the Park, September 15th, Giants vs. Diamond Backs
- e. Planning: Active Shooter, FERS Retirement Session and Congressional Briefing and Speed Networking

3. **PMC Rotation Program:** Anupa Bajwa, Kelly Shaban, and Connie Yao PMC presentation. Presentation attached.

Council Report: Subroto Banerji on Outer Island Committee:

What is the Outer Pacific Committee? The Outer Pacific Committee is an Interagency Committee, chaired by U.S. Department of Health and Human Services, Office of the Assistant Secretary for Health, Region 9. We bring together staff working on programs in the U.S. Territories (American Samoa, Commonwealth of the Northern Mariana Islands, and Guam) and the Freely Associated States (The Federated States of Micronesia, Republic of the Marshall Islands, and the Republic of Palau). The purpose of the group is to share information about federal programs affecting the communities and work on common issues. For more information about the Outer Pacific and how they govern see, [Outer Islands Formation, Governance, and Descriptions](#). **Contact:** If you work on Pacific Island issues and want to learn more about this group or sign up for our email distribution list, contact Mr. Subroto Banerji, U.S. Department of Health and Human Services, Office of the Assistant Secretary for Health, at 415-437-8114 or Subroto.Banerji@hhs.gov.

4. **CFC Report:** June Moss, announced the CFC open season, October 2 through January 12th. CFC changes: 1. No cash donations 2. Retirees can now donate to CFC 3. New hires will have the opportunity to donate

Tour of the Historic U.S. Customs House

Adjourn