



## AGENDA

### 2017 FEB Board of Directors

#### Officers

**Gita Uppal, Chair**  
**Les Yamagata, 1<sup>st</sup> Vice Chair**  
**John Cabeca, 2<sup>nd</sup> Vice Chair**  
**Janie Thomas, Treasurer**  
**John Kramar, Past Chair**

#### Ex-Officio

Ahsha Tribble, FEMA  
Dan Brown, GSA  
Janie Thomas, DOL  
John Bennett, FBI  
Mario Canton, FPS  
Robert Trefault, OPM  
Linda Rivera, IRS

#### Appointed

Betsy Thompson, HHS  
Fred Lau, DHS, TSA  
Jesus Mendoza, USDA, FNS  
John Cabeca, U.S. Patent Office  
John Kramar, USCIS  
Kathleen Roscher, DHS, TSA  
Patricia Raymond, SSA  
Rafael Nunez, USPIS  
Lydia Baca, FMCS

#### Military

CAPT Joseph Kramek, USCG  
Merry Goodenough, USACE  
Michael Stocks, U.S. Army

#### 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

## San Francisco Bay Area Federal Executive Board

**November 9, 2017**

9 – 9:30 AM - Networking

9:30 – 11 AM – Meeting

**San Francisco Federal Building**  
**90 7<sup>th</sup> St. Basement Room B040, San Francisco**

or call In @ 9:30AM, 877-936-3556 - Passcode: 335881#

Adobe Connect: <https://share.dhs.gov/sffeb/>

- Welcome, Roll Call & Approval of August Minutes
  - Updated Bylaws – Board Nomination Committee

Gita Uppal  
Chair, SFFEB  
U.S. Department of Veterans Affairs
- Executive Director's Report 

Sara Russell
- Council Reports
  - Leadership Development Program Update 

Robert Trefault, OPM
- Army Corps of Engineers 

Christopher Schooley  
Sr. District Ranger  
USACE, San Francisco District
- [Recreation Program](#)
- November is Gratitude Month
  - Video and EAP Discussion 

Douglas Cyr, MPA, MFT, CEAP  
Field Consultant  
Federal Occupational Health
- Adjourn

## U.S. Army Corps of Engineers – Recreation Program

### Christopher Schooley

Sr. District Ranger  
USACE, San Francisco District  
3333 Skaggs Springs Rd.  
Geyserville, CA 95441  
Ph: (707) 431-4555  
[Christopher.G.Schooley@usace.army.mil](mailto:Christopher.G.Schooley@usace.army.mil)  
<http://www.spn.usace.army.mil/Missions/Recreation/>

The US Army Corps of Engineers owns and operates over 4,300 recreation sites around the country, but those in the San Francisco District are some of the most beautiful.

Lake Sonoma: <http://www.spn.usace.army.mil/Missions/Recreation/Lake-Sonoma/>  
Nestled in the beautiful coastal foothills of Sonoma County, California, Lake Sonoma is surrounded by world famous vineyards and land that is rich in history. Created by the construction of Warm Springs Dam in 1983, the lake provides for flood control, irrigation and recreation. When full, the lake has a surface area of more than 2,700 acres and 50 miles of shoreline, forming the perfect setting for a wealth of recreational activities. We invite you to hike, swim, ride, boat, camp, fish, or hunt at our beautiful lake.

The Corps story began more than 200 years ago when Congress established the Continental Army with a provision for a chief engineer on June 16, 1775. The Army established the Corps of Engineers as a separate, permanent branch on March 16, 1802, and gave the engineers responsibility for founding and operating the U.S. Military Academy at West Point.

The U.S. Army Corps of Engineers:

- Is the Nation's number one federal provider of outdoor recreation.
- Is the Nation's environmental engineer.
- Owns and operates more than 600 dams.
- Operates and maintains 12,000 miles of commercial inland navigation channels.

## Gratitude in the Workplace

*"We tend to think of organizations as transactional places where you're supposed to be 'professional,'" says Ryan Fehr, an assistant professor of management at the University of Washington, Seattle, who recently published a paper summarizing the landscape of gratitude in business. "We may think that it's unprofessional to bring things like forgiveness or gratitude or compassion into the workplace." Yet evidence suggests that gratitude and appreciation contribute to the kind of workplace environments where employees actually want to come to work and don't feel like cogs in a machine.*

[https://greatergood.berkeley.edu/article/item/how\\_gratitude\\_can\\_transform\\_your\\_workplace](https://greatergood.berkeley.edu/article/item/how_gratitude_can_transform_your_workplace)

Video:

YouTube video from Mike Robbins, <https://mike-robbins.com/> that echoes that sentiment: TED Talk: The Power of Appreciation, <https://www.youtube.com/watch?v=a3wX8nmvI20>

November 17<sup>th</sup> Conference – Greater Good Science Center, UC Berkeley  
Gratitude and Well Being at Work, Ft. Mason,  
[https://ggsc.berkeley.edu/what\\_we\\_do/event/gratitude\\_well\\_being\\_at\\_work](https://ggsc.berkeley.edu/what_we_do/event/gratitude_well_being_at_work)

**Bylaws and Nominations for FEB’s Governing Council**

<p><b>ARTICLE III Membership &amp; Participation</b></p>	<p><b>Section 1 Membership</b></p>	<p><b>FEB Membership</b> originates from 5 CFR 960.104 , which requires “...the heads of agencies to arrange for the leading officials of their respective agencies' field activities to participate personally in the work of Federal Executive Boards... The head of every Executive agency<sup>1</sup> will designate, by title of office, the <b>principal regional officer</b>, if any, and the <b>principal area officer</b> or officers, if any, who will represent the agency on each Federal Executive Board....”</p> <ol style="list-style-type: none"> <li>1) “Principal regional officer” is the senior official of that agency in a Regional Office. “Principal Area Officer” means the senior official within that metropolitan area, other than in the Regional office, which has no superior official within that metropolitan area. Where an agency maintains facilities of more than one bureau or other subdivision within the metropolitan area, and where the heads of those facilities are in separate chains of commands within the agency, there may be more than one principal area officer.</li> <li>2) Members may also designate an <b>alternate member</b> “...to attend meetings and otherwise serve in the absence of the member...An alternate member will be the deputy or principal assistant to the member or another senior official of the member's organization.</li> <li>3) Designations should be made in writing to the Chair of the FEB and may be amended at any time by the head of an agency.</li> </ol>
<p><b>ARTICLE IV Leadership</b></p>	<p><b>Section 1 Governing Council</b></p>	<p>The SFFEB is governed by a cross-agency <b>Governing Council</b> comprising <b>Officers and Appointed Members</b>. The Governing Council provides internal governance and strategic direction, consistent with OPM guidance, to reflect the particular needs, resources, and customs among our membership.</p> <ol style="list-style-type: none"> <li>1) The Governing Council Year runs from January 1 – December 31.</li> <li>2) <b>Officers:</b> 5CFR 950.105 directs each FEB to have a <b>Chairperson</b> for a one-year term. The Chairperson may be elected for additional one-year terms. In addition, the Governing Council includes the Vice Chair, Secretary, and Treasurer, and the Immediate Past Chair.</li> <li>3) <b>Appointed Members:</b> Up to a maximum of 25, to include, as a goal, one representative from each of the 18 cabinet-level departments.</li> <li>4) The <b>Committee Chairs</b> will be made up appointed members.             <ol style="list-style-type: none"> <li>a. Local Federal Coordinating Committee Chair for the Combined Federal Campaign (CFC);</li> <li>b. Emergency Preparedness Advisory Leadership Committee (EPAC) Chair;</li> <li>c. Emergency Preparedness Working Committee (EPWG) Chair;</li> <li>d. Senior Service Leadership Committee Chair;</li> <li>e. Public Service Week Committee Chair;</li> <li>f. Human Resources Leadership Committee Chair,</li> <li>g. Leadership Development Programs Committee Chair;</li> <li>h. Public Affairs Officers Committee Chair;</li> <li>i. Shared Neutrals Program Chair;</li> <li>j. Acquisition Interagency Leadership Committee Chair</li> <li>k. and others as created by the Governing Council.</li> </ol> </li> </ol>

<p><b>ARTICLE V</b> <b>Decision Making</b></p>	<p><b>Section 1</b> <b>Voting &amp; Quorums</b></p>	<p>(1) 5CFR 960 requires the actions of an FEB will only be taken with the approval of a majority of the members.</p> <p>a. <b>“Majority”</b> is defined in Roberts Rules of Order as more than half.</p> <p>(2) The <b>Governing Council</b> is a forum of equal partners, seeks full discussion and consensus on all matters to the extent possible. Voting rights are retained for the following actions:</p> <p>a. Establishment of Committees</p> <p>b. Motions Raised by Chairs, Directors, or Members</p> <p>c. Bylaws Amendments</p> <p>(3) The <b>Officers</b> is a forum of equal partners seeks full discussion and consensus on all matters to the extent possible. Voting rights are retained to the Officers for the following actions:</p> <p>a. Vote for Appointed Members for following term.</p> <p>b. FEB Budget and all matters outlined in the FEB Fiscal Guidelines</p> <p>(4) ...</p> <p>(5) ...</p> <p>(6) Members may designate by written <b>proxy</b> that another Member will cast her or his vote. The Member should present the proxy to the Chair at the start of the meeting.</p> <p>a) A vote may only be held at a meeting where a <b>quorum</b> is present. A quorum for each Governing Council meeting will be a simple majority of Officers seated. The quorum status will be checked when the Chair opens the meeting, and if Members have exited during the meeting before a vote is taken.</p> <p>b) ....</p>
	<p><b>Section 2</b> <b>Nominations, Elections and Committees</b></p>	<p><b>1) Nominating Committee:</b> It shall be the duty of the Chairperson to appoint a nominating committee by November 1, of not less than five members, who place in nomination one or more names for the <b>Officers</b>. In order to permit full consideration of the candidates, a listing of the nominees will be transmitted to the members with the notice of the meeting at which the election will be held.</p> <p><b>2) Election of the Officers</b> shall be held annually in <b>December</b>, and they will assume their duties as of January 1. All members of the SFEB will be able to cast a vote if they are in attendance or have sent a proxy vote to the Executive Director via email or by sending a printed copy.</p> <p>a. If a vacancy occurs among the Officers prior to the end of the year, the Chairperson will appoint an Officer from the existing Appointed Members.</p> <p>b. If a vacancy occurs among the Appointed Members prior to the end of the year, the Chairperson will appoint a member.</p> <p><b>3) The Current Officers</b> will appoint the follow year’s <b>Appointed Members with concurrence from all the SFEB members at the December meeting</b>. The Current Officers will assign Appointed Members, with agreement from the assignee, as Committee Chairs.</p> <p><b>4) Approval of Committee Proposals</b> may also come before the Governing Council for voting, depending on the Board’s requests or the Committee’s bylaws.</p> <p><b>5) Approval of new Committees</b> may be sought by the Chair at any regular or special meeting.</p>