



AGENDA

April 13, 2017

General Services Administration
50 UN Plaza, 2nd Floor, Los Angeles Conference Room
San Francisco - Civic Center BART
or call: 877-936-3556, Passcode: 335881#

2017 FEB Board of Directors

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Gita Uppal, Chair
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Jesus Mendoza, USDA, FNS
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Patricia Raymond, SSA
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Leo Kay, DOL
Linda Moore, USPS
Maria Jauregui, DOJ
Ridwana Bentley, DOJ
Robert Trefault, OPM

9 – 9:30 AM

Networking/Coffee/Pastries

9:30 AM

Welcome

Gita Uppal, Chair
Introductions
Approval of March
Minutes

9:40-9:50 AM

Executive Director's Report

Sara Russell
Latest News from SFFEB
Finance Report

9:50 AM – 10:15 AM

Hiring Freeze Ends April 21st, now what?

Robert Trefault

10:15 – 11 AM

"Interagency Collaboration Focus for 2017"

Review and Discuss
Sara Russell

11 AM

Adjourn

Optional Architectural Tour of 50 UN Plaza

Upcoming Board Meetings – Topics Tentative

May 11	SFFB, E.O. on Agency Reorganization Presentation with OPM DC Presenter
June 8	U.S. Court of Appeals, Ninth Circuit Bldg, Tour & Ergonomics Presentation
July 13	EPA Offices, Discussion on Sanctuary City Status and Federal Funding and EPA funding impacts, tour of new space
August 10	DHS Offices, Immigration E.O., Dispelling Myths



Interagency Collaboration Focus for 2017

January Retreat

The San Francisco Bay Area Federal Executive Board met in January for our annual retreat. SFFEB has three, “Lines of Business”; Emergency Preparedness, Workforce Development, and Interagency/Intergovernmental Collaboration. The board decided to concentrate this year on Interagency Collaboration. This year we will pivot to tailor our training, board meetings, and projects to support this emphasis. In addition, SFFEB will continue to carry out functions in our other two lines of business. However, by focusing in one area, we can make better decisions where to place our resources.

Interagency Collaboration Strategic Goals

Goal 1: Increase Participation & Improve Quality of Interagency Collaboration Programs

Goal 2: Provide Training Supporting Certification Needs of Federal Agencies

The San Francisco Bay Area is made up of nine counties and has three major cities: San Francisco, Oakland and San Jose. The Federal government is the **largest employer** in the Bay Area. **37,366** Federal employees work in **57** Departments and Independent Agencies.

The three Federal agencies with the largest number of employees are the Department of Veterans Affairs, the Department of Homeland Security and the Social Security Administration.

Contra Costa and Alameda Counties (where the city of Oakland is located) are home to **18 Federal** Departments and Agencies, and **15,653** Federal employees

San Francisco is home to **30** Federal Departments and Agencies, and **11,748** Federal employees



San Mateo and Santa Clara Counties (where the City of San Jose is located) are the home to **15** Federal Departments and Agencies, and **8,057** Federal employees

Goal 1: Increase Participation & Improve the Quality of Interagency Collaboration Programs

Objectives:

1. Increase participation at Board Meetings and FEB Events by 10%.
2. Improve quality of interagency collaboration resulting in greater understanding of benefits of engaging with the SFFEB.
3. Improve quality of interagency programs resulting in outstanding ratings (data collected from surveys) from leaders of Bay Area federal agencies.

Strategy	Action Step
<p style="text-align: center;">Retreat on Interagency Collaboration</p>	<ol style="list-style-type: none"> 1. Define what we mean by Interagency Collaboration 2. Set out process for a more meaningful collaboration <ol style="list-style-type: none"> a. Focus on a project where we can implement new interagency collaboration strategies and evaluate results. 3. Create unified message for Staff/Board/Members to explain benefits of SFFEB. <ol style="list-style-type: none"> a. Update marketing materials and website to align with message. b. Embed message into all outreach.
<p style="text-align: center;">Federal Reorganization Preparation</p>	<p>Provide information for agencies and assist as needed in the event there is a reorganization and/or possible staffing reduction.</p> <ol style="list-style-type: none"> 1. Pre-Reorganization Strategy <ol style="list-style-type: none"> a. Resume Writing Classes b. USA Job Search info c. Gather info from past Federal Reorgs and reduction in force d. Work with HR Council to determine what other support is needed e. Review of OPM Reorganization and Furlough Guidebooks 2. Pre-Reorganization Strategy for SFFEB Operations <ol style="list-style-type: none"> a. Make the case to DOL OASAM DC for continued funding of SFFEB b. Succession planning for SFFEB 3. Post-Reorganization Strategy <ol style="list-style-type: none"> i. HR Council to coordinate best practices. ii. Federal Staff Career Fair iii. Resume Repository iv. Job Repository

Strategy	Action Step	
Speed Networking for Federal Agencies	Technology	May, 31
	Immigration Information	June, 27
	Diversity and Inclusion	August, 31
	Emergency preparedness	September, 28
Rapid Response for new Directives	<ul style="list-style-type: none"> • Hiring Freeze - created • Sanctuary City & Federal funding • Federal Reorganization/Budget Reductions 	
Request GSA to Review Bay Area Perdiem	East Bay, Peninsula, and South Bay do not have hotel inventory that meets GSA per diem rates. Suggestion to raise these areas to San Francisco city rates.	
Social Gatherings for Board and FEB Members	Happy Hour	April 20 th , 5PM
	Theater Shows	
	Federal SF Scavenger Hunt	
	Escape Room	
	Other Ideas?	
Public Service Week May 7-13, 2017	<p>Public service recognition week is 7-13 May 2017 http://publicservicerecognitionweek.org/celebration_toolkit/.</p> <p>Public Affairs Council highlighting federal employees to media.</p>	
Homeless Feds	SFFEB Website as a place for rooms available in federal family	
Tools for Collaboration	<p>Membership Directory</p> <ol style="list-style-type: none"> 1. Membership Bios 2. Membership Director 3. Political Appointee List 4. Improved mechanism to facilitate communication among Board members. <p>Dignitary Visit Tracker</p> <ol style="list-style-type: none"> 1. Calendar of Cabinet/Agency Director visits to Bay Area 2. Using unified message identified at retreat, demonstrate to DC leaders that Bay Area feds are coordinated and work seamlessly together. 3. Invite other agencies to Cabinet level/Agency Director meetings 4. Create Online Tracker System. 	

Goal 2: Provide Training Supporting Certification Needs of Federal Agencies

Objective: Provide three No or low-cost certification or core staff classification training

Strategy	Action Step	
Identify Certification Courses	<ol style="list-style-type: none"> 1. Ask SFFEB members for training needs 2. Identify other agencies who could benefit from training 3. Identify trainers 	
	<p>Potential Certification Classes</p> <ol style="list-style-type: none"> 1. Team Leader Certificate Program 2. Supervisor Certificate Program 3. Manager Certificate Program 4. Federal Acquisition and Contracting 5. Business Analysis 6. Communication and Professional Skills 7. Federal Financial Management 8. Government Audit Training 9. Grants Management 10. Federal Human Resources Management 11. Information Technology 12. Personal Property Management 13. Program and Management Analysis 14. Project Management 15. Security Training 	
Additional Suggested Classes	Diversity Awareness	June
	Active Shooter in the Building – FPS	August
	Emergency Prep for Home	September
	SharePoint or other Collaborative IT Tools	November
Classes Already Scheduled	Resume Writing	March 27-29
	Stress and Resiliency	April 25, SF
	Contracting Officer Representative	April 27, Oakland
	Administrative Professionals Day	April 27, SF
	Plain Writing Clinic	May 22-23, SF
	Coaching Yourself and Others	May 24-25, SF
	Effective Team Building	May 26, SF
	FEMA Continuity of Operations Class	June 6-7, SF
	FERS Retirement Classes	June 19-20 – Oakland & June 21-22 - SF
	Performance and Conflict Management	June 28-29, SF
	Ergonomics	TBA
Leadership Development Programs	PMC Rotation Program Launched (GS13-15)	April – Sept.
	Launch LDP (GS11-13)	Oct. 2017 – Sept. 2018



SFFEB Upcoming Trainings

April-June 2017
www.sffeb.us

April

[Breaking the Cycle of Stress:
Resilience Skills for the Federal
Workforce](#)
[April 25th – San Francisco](#)

This training provides both physical and cognitive techniques to overcome the negative impacts of stress, and to increase our capacity to bounce back from adversity.

[The COR's Guide to
Performance and Quality](#)
[April 27th – Oakland](#)

Whether you are a new or experienced COR, contracting professional, or simply a member of the acquisition team, this seminar is for you!

[Administrative
Professionals Day](#)
[April 27th - SF](#)

[Writing Your Way to Success:
Communicating with Precision](#)

Business writing is a standard requirement for all federal jobs, so it's critical to your success.

May

[Plain Writing Clinic](#)
[May 22-23rd – SF](#)

If you are serious about simplifying your writing, saving time in doing it, and seeing results quickly, then this two-day intensive course is for you.

[Coaching Yourself and Others for Peak
Performance](#)
[May 24-25th – SF](#)

This two-day introductory coaching course is about a powerful, dynamic, new discipline. It has become a "must" for successful workplaces.

[Building Effective Teams](#)
[May 26th – SF](#)

Teams have become a principal building block of successful organizations. Whether the focus is on service, quality, cost, value, speed, efficiency, performance, or other similar goals, teams are the central methodology of most organizations.

June

[FEMA's L548
COOP Program Manager](#)
[June 5-6th – SF](#)

Describes requirements for developing a continuity program as prescribed in Federal Executive Branch National Continuity Program.

[FERS Retirement](#)
[June 19-20 – Oakland](#)
[June 21-22 – SF](#)

Prepare for your retirement.

[Dealing with Performance and
Conduct Issues](#)
[June 28-29th – SF](#)

Supervisors, Managers and
Union Reps



**San Francisco Bay Area
Federal Executive Board**

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