



## San Francisco Bay Area Federal Executive Board April 13, 2017 Board of Directors Meeting Minutes

### 2017 FEB Board of Directors

#### Officers

Chair, Gita Uppal  
Treasurer, Janie Thomas  
Past Chair, John Kramar

#### 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, USPIIS

#### 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

#### Call to Order

Gita Uppal, FEB Chair, called the meeting to order at 9:30AM .

#### Attendees

##### Board Members

Joseph Kramek - USCG  
Patricia Raymond – SSA  
Linda Rivera – IRS  
Jeff Reily – FEMA  
Robert Trefault – OPM  
Gita Uppal - VA  
Les Yamagata – GSA

##### Guests

Lorraine Stayhorn – EEOC  
Kelly Shaban – US Courts  
Christy Riccardi – DHS  
Wayne Sauseda – HUD  
Susan Benjamin – USCG

##### Staff

Gail Castaneda – SFFEB  
Sara Russell – SFFEB  
Roger Richardson - SFFEB

#### Minutes Approval

Motion to Approve March Minutes Robert Trefault  
2<sup>nd</sup> : Les Yamagata  
Vote to Approve: Unanimous

#### Appointments

Les Yamagata is our 1<sup>st</sup> Vice Chair  
John Cabeca is our 2<sup>nd</sup> Vice Chair

#### West Coast FEBs

(Honolulu, Seattle, Oregon, San Francisco, Los Angeles)  
Gita is heading up an effort to connect EDs and Chairs in the West Coast FEBs to get a better understand on what other FEBs are doing.

## **Executive Director's Report**

### **FEB Office**

- Sara introduced Roger Richardson, FEB Associate who will be with the FEB for 2 months. Roger is working on updating the FEB Directory, updating and re-writing the FEB Leadership Development Program and making contacts to set up Points of Dispensary (PODs).

### **Emergency Preparedness**

- Roger Richardson discussed setting up a Point of Dispensary (PODs) in San Francisco. He's working with the City of San Francisco and GSA. This is follow up from the City's presentation late in 2016 to the Board.

### **Workforce Development**

- March 27 & 28<sup>th</sup>, Classes "Writing Your Federal Resume." ,Todd A. Florsheim, OPM. The training was very successful more than 300 federal employees attended.
- Rober Trefault, OPM encouraged everyone to follow their agency's directions in implementing OPM's, "[Workforce Reshaping Operations Handbook.](#)"
- OMB's "[Comprehensive Plan for Reforming the Federal Government and Reducing the Federal Civilian Workforce.](#)" Robert Trefault, OPM stated look at performance and position descriptions and change the PD if necessary.

### **Interagency Collaboration**

- Combined Federal Campaign (CFC) we are now Zone 4 due to the merger. We have added Monterey, Santa Cruz, Central California and Kings/Tulare counties and we have a drafted bylaws.

## **Interagency Collaboration Focus for 2017**

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. We discussed the the below attachment.

## **Open Discussion**

- IDEA for SFFEB: Try better network federal agencies in the region based on specific topics. Try Speed Networking and invite private sector
- Host FEB Board meetings at different locations and include tour
- Per Diem Issues for Bay Area. Travel Issue, no hotel inventory in Oakland and South Bay, so can't get per diem rate and end up getting hotels far away and get car so less money than SF per diem.

**Meeting Adjourned:** 11:00 am, followed by Tour of 50 UN Plaza

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

<b>Speed Networking for Federal Agencies</b>	Technology	May, 31
	Immigration Information	June, 27
	Diversity and Inclusion	August, 31
	Emergency preparedness	September, 28
<b>Rapid Response for new Directives</b>	<ul style="list-style-type: none"> <li>• Hiring Freeze - created</li> <li>• Sanctuary City &amp; Federal funding</li> <li>• Federal Reorganization/Budget Reductions</li> </ul>	
<b>Request GSA to Review Bay Area Perdiem</b>	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.	
<b>Social Gatherings for Board and FEB Members</b>	Happy Hour	April 20 <sup>th</sup> , 5PM
	Theater Shows	
	Federal SF Scavenger Hunt	
	Escape Room	
	Other Ideas?	
<b>Public Service Week May 7-13, 2017</b>	<p>Public service recognition week is 7-13 May 2017  <a href="http://publicservicerecognitionweek.org/celebration_toolkit/">http://publicservicerecognitionweek.org/celebration_toolkit/</a>.</p> <p>Public Affairs Council highlighting federal employees to media.</p>	
<b>Homeless Feds</b>	SFFEB Website as a place for rooms available in federal family	
<b>Tools for Collaboration</b>	<p><b>Membership Directory</b></p> <ol style="list-style-type: none"> <li>1. Membership Bios</li> <li>2. Membership Director</li> <li>3. Political Appointee List</li> <li>4. Improved mechanism to facilitate communication among Board members.</li> </ol> <p><b>Dignitary Visit Tracker</b></p> <ol style="list-style-type: none"> <li>1. Calendar of Cabinet/Agency Director visits to Bay Area</li> <li>2. Using unified message identified at retreat, demonstrate to DC leaders that Bay Area feds are coordinated and work seamlessly together.</li> <li>3. Invite other agencies to Cabinet level/Agency Director meetings</li> <li>4. Create Online Tracker System.</li> </ol>	

## 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	
<b>Identify Certification Courses</b>	<ol style="list-style-type: none"> <li>1. Ask SFFEB members for training needs</li> <li>2. Identify other agencies who could benefit from training</li> <li>3. Identify trainers</li> </ol>	
	<p><b>Potential Certification Classes</b></p> <ol style="list-style-type: none"> <li>1. Team Leader Certificate Program</li> <li>2. Supervisor Certificate Program</li> <li>3. Manager Certificate Program</li> <li>4. Federal Acquisition and Contracting</li> <li>5. Business Analysis</li> <li>6. Communication and Professional Skills</li> <li>7. Federal Financial Management</li> <li>8. Government Audit Training</li> <li>9. Grants Management</li> <li>10. Federal Human Resources Management</li> <li>11. Information Technology</li> <li>12. Personal Property Management</li> <li>13. Program and Management Analysis</li> <li>14. Project Management</li> <li>15. Security Training</li> </ol>	
<b>Additional Suggested Classes</b>	Diversity Awareness	June
	Active Shooter in the Building – FPS	August
	Emergency Prep for Home	September
	SharePoint or other Collaborative IT Tools	November
<b>Classes Already Scheduled</b>	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	
<b>Leadership Development Programs</b>	PMC Rotation Program Launched (GS13-15)	April – Sept.