

MINUTES

SFFEB Board of Directors Retreat
January 27, 2017
9 AM – 5 PM
San Francisco Federal Building



NOTE SEE TO DOs on Page 5

Attendees	<p>Officers John Kramar – USCIS Gita Uppal – VA Janie Thomas – DOL</p> <p>Board Members John Cabeca – Patent and Trade Office Michael Connolly - EEOC Maria Jauregui - DOJ Leo Kay – DOL Joseph Kramek - USCG June Moss – VA Kimberley Nash – HUD Kathleen Roscher – DHS Janie Thomas – DOL Patricia Raymond - SSA Robert Pesapane– FEMA for Ahsha Tribble</p> <p>Staff Sara Russell – SFFEB Gail Castaneda – SFFEB Leah Ganj-Bakhsh –SFFEB Intern</p> <p>LDP Graduate Demetria Summers</p> <p>Facilitator Michael Locke – USCIS</p>
Purpose:	Consensus for Activities in 2017 Develop a Framework for an Action Plan

Board Welcome	<ul style="list-style-type: none"> John Kramar expressed interest in seeing Chair position rotate every year. Gita Uppal welcomed everyone and is looking forward to working with everyone. All present introduced themselves and answered icebreaker questions, see Attachment A for answers. 																											
Review of Board Structure	<ul style="list-style-type: none"> Sara Russell went over current board structure and proposed a more streamlined structure. A Bylaws and restructuring workgroup was created with: Board Leadership Council and Joseph Kramek, Robert Pesapane and Kim Nash. 																											
Programs and Resources Past, Present, Future Leadership Development Program Survey	<ol style="list-style-type: none"> Leadership Development Program, please take this survey and send to any supervisors/managers/trainers in your agency: <ol style="list-style-type: none"> https://www.surveymonkey.com/r/LDP_Survey_Jan SFFEB Director Needs: <table border="1" data-bbox="267 758 1209 1354"> <thead> <tr> <th>Line of Business</th> <th>Need</th> <th>Who is Responsible to find Resources</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>Emergency Preparedness</td> <td>Recruit USGS to EPWG and EPAG by 3/31/17</td> <td>Staff</td> <td>March 31</td> </tr> <tr> <td>Workforce Development</td> <td>Board Members to sign up to conduct 2 outreach meetings to Bay Area agencies</td> <td>Board</td> <td>January 31</td> </tr> <tr> <td>Who has someone to help with data entry?</td> <td>Database Entry</td> <td>Board – anyone you know can help?</td> <td>January 31</td> </tr> <tr> <td></td> <td>Training Director</td> <td>Board</td> <td>February 10</td> </tr> <tr> <td rowspan="2">Interagency & Intergovernmental Collaboration</td> <td>Board Structure and Bylaws Workgroup</td> <td>Board Officers, Nash, Kramek, Persepapane</td> <td>January 31</td> </tr> <tr> <td>Public Service Week</td> <td>Maria Jauregui</td> <td>March 31</td> </tr> </tbody> </table> 	Line of Business	Need	Who is Responsible to find Resources	Deadline	Emergency Preparedness	Recruit USGS to EPWG and EPAG by 3/31/17	Staff	March 31	Workforce Development	Board Members to sign up to conduct 2 outreach meetings to Bay Area agencies	Board	January 31	Who has someone to help with data entry?	Database Entry	Board – anyone you know can help?	January 31		Training Director	Board	February 10	Interagency & Intergovernmental Collaboration	Board Structure and Bylaws Workgroup	Board Officers, Nash, Kramek, Persepapane	January 31	Public Service Week	Maria Jauregui	March 31
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Board Election Motion to Approve: Janie Thomas 2nd: John Cabeca Approved: 13 Opposed: 0 Abstain: 0	<p>Leadership Committee Chair: Gita Uppal 1st Vice Chair: TBA 2nd Vice Chair: TBA Treasurer: Janie Thomas Immediate Past Chair: John Kramar</p> <p>Board members were asked to submit their names for consideration for the 1st and 2nd vice chair positions that are currently open. These positions will be voted on at a future meeting.</p>																											

Who told me they may have someone to help with data entry?

Council Chairs:
 CFC: June Moss
 Shared Neutrals Program: Kimberley Nash
 USCG: Joseph Kramak for 11st District Admiral
 Emergency Preparedness Working Group: Jim Macauley
 Emergency Preparedness Advisory Committee: John Rielly/Robert Pesapane for Ahsha Tribble
 Federal Employee of the Year Awards: Maria Jauregui
 Public Affairs Council: Leo Kay
 Leadership Directors Robert Trefault and John Cabeca
 SES Council: John Kramar
 Acquisition Council: Les Yamagata
Training: VACANT

At Large Board Members
 Mick Connolly
 Patricia Raymond
 Kathleen Roesher

Review Survey Results

- Michael Locke – see attached PowerPoint
- Discussed and agreed on merits of working on FEB's- three lines of business but focusing this year on one line of business. This helps the staff and board to prioritize their resources. Usually SFFEB works fairly equally on all three lines of business. John and Janie shared their experience in working with other FEBs who have one area of focus, a program or service that FEB is known for, and how that leads to clearer understanding of what the FEB does and helps to market and bring in greater engagement with the Feb.
- We discussed and agreed we should focus on one line of business. Besides gaining the benefits listed above, one focus area will also help staff and the board make decisions on where to spend our limited resources.
-
- **Outcome: This Year's Focus: Interagency Collaboration**
 1. Interagency Outreach and FEB Engagement
 2. Workforce Development (Training/Certification)
 3. Policy Implementation/ Best Practices and Rapid Response Teams

Comment [DoVA1]: Please include this below

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Comment [DoVA2]: Can you explain this a bit more – just want to make sure there is an understanding that we will still focus on the other two areas.

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Target Areas: Small Group Work

Decision: Focus on Interagency Collaboration, Suggested areas of focus:

If you have additional notes from your breakout session please take a photo or email the notes to Sara asap.

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1. Interagency Outreach and FEB Engagement

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- a. Outreach to 57 agencies this year, board and ED, make sure all the agencies know Workforce Development – Identify Training for certification
- b. Increase SFFEB engagement with Federal employees
 - i. Explain the value of engagement & share the value of the SFFEB
 - ii. Sara to pull together materials with help from Public Affairs Council on messaging and will assist all the Board in scheduling and conducting outreach
- c. Set up “open houses” at different federal installations

Comment [DoVA3]: Is this all the notes you received? I was in this group and we had a lot of ideas that aren't listed here.....

2. Workforce Development – Identify Training for certification

- a. Work with new Training Director, TBA, to identify certification needs for training classes

3. Policy Implementation/Best Practices and Rapid Response Teams

- a. Assist agency executives to implement mission ~~during administration transition~~
 - i. ~~Hiring Freeze confusion information sharing, share info and Best Practices through HR Council –Rapid Response needed~~
 - ii. ~~Understand how Sanctuary City Policy may affect our federal grant dollars~~
- b. Setting up Rapid Response Teams ~~as needed to change in directions~~
 - i. SFFEB sets up a cloud-based information sharing on a topic, encourage policy interpretation sharing, clearinghouse for information, SFFB board bios, suggested best practices, blog, pull in info from other FEBs
- c. Develop collaborative partnerships with state/local and businesses
- d. SFFEB Chair ~~take initiative~~ to reach out to FEB Chair Network for information sharing
- e. Discuss ~~appropriate~~ agency ~~messaging, strive for consensus in mess~~ consistent messaging
 - i. ~~Focus on solution oriented – look at metrics to support policy interpretation and support our missions and fiduciary obligation to the American public~~

<p>To-Do's</p>	<p>Sara</p> <ol style="list-style-type: none"> 1. Add Kim Nash to Emergency and All Contacts list – done 2. Set up meeting for Bylaws workgroup – in progress 3. Outreach to USGS to join Emergency Preparedness workgroups – in progress 4. Identify with Training Director, TBA, certification needs of federal agencies to inform what classes we need to schedule – Need help from Board to identify a candidate <p>Board – ALL DUE BY 2/10/17</p> <ul style="list-style-type: none"> • Please take this survey for the Leadership Development Program, and send link to any supervisors/managers/trainers in your agency: <ul style="list-style-type: none"> ◦ https://www.surveymonkey.com/r/LDP_Survey_Jan • Each Board Member, please confirm your assignments and if you wish please sign up for at least two agencies for additional agencies to conduct outreach to broaden engagement with SFFEB, see Attachment AB, page 78. Sara will work up materials and talking points, please don't schedule until we've talked about the outreach. • Look in your agency and see if you have a candidate for Director for the Training Council. • See page 104 and give corrections to Sara on Political Appointees for your agency.
<p>Parking Lot Review</p>	<ol style="list-style-type: none"> 1. Grants Admin – Building Federal Grant Administration Capacity for Tribes and Pacific Islands 2. Reduction of fed benefits for new staff

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Group Photo



Attachment A

Answers to How FEB has Benefits Your Agency

Comment [DoVA4]: I don't think this needs to be included in the minutes. This was just an introduction plus not everyone answered this question

John Kramar—U.S. CIA:

Agency realized \$6,000 in training costs by collaborating with SFFEB and getting training needed for not only their staff but for other federal agency staff as well.

Janie Thomas—DOL OASAM:

SFFEB helps with human resources by sharing information between agencies and in emergency response notices and training. The SFFEB helps federal staff feel supported and united.

John Cabeca—U.S. PTO:

The PTO is always looking for ways to work with other agencies who support the new enterprises emerging in the Bay Area. SFFEB assist in collaboration with federal agencies, identifying resources and assisting emerging enterprises identify disrupters and predators who give them false government information.

Leo Kay—DOL:

SFFEB and the Public Affairs Council helps to highlight to the public individuals whose lives have benefited from DOL employees implementing programs.

Maria Jauregui—DOJ:

DOJ realizes huge benefits by coordinating training needs with SFFEB, this year alone we sent employees and supervisors to conflict resolution courses, EAP classes and we've supported the Shared Neutrals Program by providing mediators. Our staff who are mediators really embrace the mediation ethic, and it enhances their job satisfaction. I've come to rely on SFFEB for emergency notifications, retirement seminars, security updates and so much more.

Patricia Raymond—SSA:

SFFEB helps us connect with other federal agencies to amplify our message. This year we were able to partner with USCIS at Naturalization Ceremonies to help enroll new citizens into Social Security. SFFEB also amplifies our message by posting what we do on the website and through emails.

Mick Connolly—EEOC:

SFFEB helps to serve our area veterans by linking them to existing services. Contacts made at SFFEB Board meetings have made our outreach more robust. We also support SFFEB with training for the Shared Neutrals Program and with mediators.

Joe Kramak—USCG:

SFFEB helps bring a wider view to a federal agency, giving us more perspective and more ideas on how to manage our federal staff and programs.

Kimberley Nash—HUD:

HUD has benefited from being involved with the SFFEB through active participation and leadership in the Shared Neutrals Program. HUD would like to help raise the profile of SFFEB so that all 57 federal agencies in the Bay Area would learn and participate in all the great collaboration and communication that happens in our meetings.

June Mess—VA:

SFFEB helped VAPalo Alto this year in particular by sponsoring a site visit to Kaiser's Innovation Lab. Instead of flying people to Utah, we save thousands of dollars and made connections with a local resource.

Attachment **BA****SFFEB Board Outreach to Non-FEB Participating Agencies**

By February 10 Please confirm your assignment and add one more agency.

Sara will work up outreach materials and speaking points and will accompany you in most cases.

See agencies highlighted in yellow – these need sign ups

SAN FRANCISCO FEB COUNTS, BY AGENCY				
SOURCE: MARCH 2016 EHRI-SDM (VIA FEDSCOPE)				
Agency Name		# of Staff	Outreach Needed	Board Member or POC
Cabinet Level Agencies	AF-DEPARTMENT OF THE AIR FORCE	1,627	X	
	AG-DEPARTMENT OF AGRICULTURE	904	X	Jesus Mendoza
	AR-DEPARTMENT OF THE ARMY	923	X	
	CM-DEPARTMENT OF COMMERCE	345	X	
	DD-DEPARTMENT OF DEFENSE	568	X	
	DJ-DEPARTMENT OF JUSTICE	1,734	X	Maria Jauregui
	DL-DEPARTMENT OF LABOR	573	X	Janie Thomas
	DN-DEPARTMENT OF ENERGY	155	X	
	ED-DEPARTMENT OF EDUCATION	125	X	
	HE-DEPARTMENT OF HEALTH AND HUMAN SERVICES	741	X	Ken Shapiro for Secretary's Representative
	HS-DEPARTMENT OF HOMELAND SECURITY	3,349	X	John Kramar John Kramak
	HU-DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT	184	X	Wayne Saucedo
	IN-DEPARTMENT OF THE INTERIOR	1,235	X	Laura Joss - Natl Park Service
	NV-DEPARTMENT OF THE NAVY	125	X	
	ST-DEPARTMENT OF STATE	68	X	David Tyler
	TD-DEPARTMENT OF TRANSPORTATION	948	X	
	TR-DEPARTMENT OF THE TREASURY		X	

		2,138		
	VA-DEPARTMENT OF VETERANS AFFAIRS	9,715	X	Michelle Kwok Bonnie Graham June Moss
	Cabinet Level Agencies	25,457		
Large Independent Agencies	CU-NATIONAL CREDIT UNION ADMINISTRATION	21		
	EE-EQUAL EMPLOYMENT OPPORTUNITY COMMISSION	77	X	Mick Connolly
	EP-ENVIRONMENTAL PROTECTION AGENCY	755	X	
	FC-FEDERAL COMMUNICATIONS COMMISSION	3		
	FD-FEDERAL DEPOSIT INSURANCE CORPORATION	233	X	
	FR-FEDERAL RESERVE SYSTEM	46	X	
	FT-FEDERAL TRADE COMMISSION	27	X	
	GS-GENERAL SERVICES ADMINISTRATION	512	X	Dan Brown
	LP-GOVERNMENT PRINTING OFFICE	6		
	NF-NATIONAL SCIENCE FOUNDATION	2		
	NL-NATIONAL LABOR RELATIONS BOARD	81	X	
	NN-NATIONAL AERONAUTICS AND SPACE ADMINISTRATION	1,129	X	
	NQ-NATIONAL ARCHIVES AND RECORDS ADMINISTRATION	41		
	NU-NUCLEAR REGULATORY COMMISSION	5		
	OM-OFFICE OF PERSONNEL MANAGEMENT	49		
	PU-PEACE CORPS	11		
	SB-SMALL BUSINESS ADMINISTRATION	55		
	SE-SECURITIES AND EXCHANGE COMMISSION	128	X	
	SZ-SOCIAL SECURITY ADMINISTRATION	2,306		
		Large Independent Agencies (1000 or more employees)	5,487	

Medium and Small Independent Agencies	AU-FEDERAL LABOR RELATIONS AUTHORITY	7		
	BD-MERIT SYSTEMS PROTECTION BOARD	16		
	BF-DEFENSE NUCLEAR FACILITIES SAFETY BOARD	1		
	BO-OFFICE OF MANAGEMENT AND BUDGET	2		
	EB-EXPORT-IMPORT BANK OF THE UNITED STATES	2		
	FM-FEDERAL MEDIATION AND CONCILIATION SERVICE	7	X	Lydia Baca
	FW-OFFICE OF SPECIAL COUNSEL	9		
	GJ-PRESIDIO TRUST	329	X	
	KS-CORPORATION FOR NATIONAL AND COMMUNITY SERVICE	3		
	RR-RAILROAD RETIREMENT BOARD	5		
	SK-CONSUMER PRODUCT SAFETY COMMISSION	7		
	TB-NATIONAL TRANSPORTATION SAFETY BOARD	1		
	Medium Independent Agencies (100-999 employees)	389		
Small Independent Agencies (less than 100 employees)	11			
Agency - All	31,344			

Attachment C - Federal Employee Demographic Data

1. Bay Area is home to 57 Federal Agencies
 - a. 38,000 Federal employees
 - b. Largest employer in the Bay Area
 - c. Largest: Veterans Affairs, DHS & SSA
2. 83 SES in the Bay Area
 - a. NASA 15
 - b. EPA 9
 - c. USDA 7
 - d. VA 6

24 Political Appointees: Dated Information, **Please send Sara corrections by 2/10/17:**

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- USDA
 - Attorney
 - FNS Reg. Admin.
 - NRCS Regional Forester
- HHS
 - Regional Director
 - Regional Counsel
 - ACF Director
 - Medicare Director
- DHS
 - FEMA
- HUD
 - Reg. Admin.
- DOI
 - Reg. Dir.
- DOJ
 - US Attorney
 - Chief Officer AG
 - SF Field Office
 - U.S. Marshall
- DOL
 - Reg. Dir OFCCP
 - ETA
 - OSHA Reg. Admin.
- DOL
 - Reg. Dir OFCCP
 - ETA
 - OSHA Reg. Admin.
- DOT
 - Reg. Admin.
- VA
 - SFVA
 - Dir. Integrated Service
 - Civil Rights Chairman
- EPA
 - Reg. Admin.
- EEOC
 - Program Mngr
- GSA
 - Gen. Counsel
 - Reg. Admin.
- Presidio Trust
 - Chairman
 - 7 Board of Directors
- SSA
 - Regional Commissioner