



Philadelphia Federal Executive Board
FY2008 Annual Report

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Overview:

On behalf of the FEB FY08 Chair, Gregory L. Lefever, Regional Administrator, DOL-OASAM, and the FY09 Chair, Brenda M. Laroche, Deputy Regional Administrator, HUD, the Philadelphia Federal Executive Board presents this Annual Report and summary of key accomplishments.

For the second full year the FEB was staffed solely by the Executive Director. However, at critical times during the year additional personnel were detailed to the FEB for short periods. Specifically, the IRS and DOL loaned support in the spring 2008 to facilitate the Combined Federal Campaign eligibility process and the annual FEB Excellence in Government Awards program and luncheon. That help was instrumental in making both efforts highly successful.

During the conduct of the Fall 2007 CFC Loaned Executives from DOL, IRS, and the US Postal Service were critical in making the campaign a \$2.6 success. Loaned Executives are an essential part of running an effective campaign and we thank those three agencies for the stellar services of their staff members.

FY08 saw the rebirth of two FEB councils. First, the Federal Employee Development Society (FEDS) was re-constituted and presented a program on the "Six Disciplines of Breakthrough Learning". A quarterly schedule of meetings was established. Similar quarterly programs and meetings are in store for the Public Affairs Officers' Council. The council was in hiatus for several years following the termination of our regular radio program. That brings to six the number of functioning FEB committees or councils. Activities of each will be presented in more detail later.

Single-event highlights for the year included the 11/19/07 *12th Annual EEO/Diversity Day of Training*, the 4/2/08 LIBERTY DOWN '09 table top and full scale emergency exercise, and the 5/08/08 Excellence in Government Awards Luncheon.

The Shared Neutrals Program run by the Partners in Equality Council resolved both workplace disputes referred to it and eight of the thirteen pre-EEO complaint disputes it accepted. Based upon figures provided by the Office of Personnel Management, those successes saved member agencies **\$584,258.52**. Similarly, the 26 fee-based training programs offered this year (a smaller number than normal) produced additional cost-avoidance of **\$453,705**. Total cost avoidance for the year from these two initiatives came to **\$1,037,963.52**.

Considering the total cost of FEB operations (ED salary and benefits, operating budget), **the ROI for the FEB exceeds 7:1.**

In the remainder of this report no attempt will be made to list every activity, meeting attended, or communication released. It will be rightfully understood by those reading this report that every event or activity discussed was supported by days, weeks, or months of preparation and planning.

INTERGOVERNMENTAL AND COMMUNITY ACTIVITIES

- With the assistance of Loaned Executives from IRS, USPS, and DOL we completed a CFC campaign at raised nearly \$2.7 million. During the April 2008 CFC awards breakfast more than 150 awards were presented to agencies, campaign coordinators and key-workers, and individual contributors.
- The FEB prepared an article for FEDERAL TIMES on places to see and things to do for the Philadelphia-bound traveler. The article also explored changing federal workforce demographics in the Philadelphia area.
- Several quarterly general membership meetings had an intergovernmental or community outreach component. In March 2008 Donald Kettl from the Fels Institute of Government discussed the intergovernmental aspects of 9/11 and Hurricane Katrina and why the results were so different. He stressed the burgeoning importance of networks. In June 2008 the Centers for Medicare & Medicaid Services (CMS) briefed the membership on its programs and their changing demographics. In the same meeting representatives from EPA and the City of Philadelphia discussed the city's water system, examining its strengths and vulnerabilities. Exciting plans for the future of the city were explained.
- In February-March 2008 in cooperation with the USDA Food & Nutrition Service the FEB sponsored its 9th Annual Food Drive. More than 40 agencies participated in a food collection effort for a local food bank that resulted in donations that exceeded six tons of high quality food.
- In March 2008 the FEB, using a competitive bidding process, selected the United Way of Southeastern Pennsylvania as the CFC Principle Combined Fund Organization (PCFO) for the next three years.
- In April the FEB Public Affairs Officer Council was re-established. It went into suspension five years ago when our public-affairs radio program left the air because the station changed formats. The initial meeting consisted of mostly networking and trying to identify member strengths and topics of interest to the group. In July the council hosted a meeting that consisted of several of the area's prominent print journalists to explore the federal image issue and how to deal productively with journalists.
- The Executive Director attended the Atlanta Executive Director's meeting in February 2008. The Executive Director and incoming Chair, Brenda Laroche, attended the national FEB conference in July.

EMERGENCY PREPAREDNESS, SECURITY, AND EMPLOYEE SAFETY

- The FEB COOP Working Group planned, designed, and executed a combined table-top and full-scale emergency exercise in April 2008 named LIBERTY DOWN 08. More than 30 organizations (including some from state units of PA and DE) participated in the table-top portion of the exercise. Another 20 organizations conducted a full-scale exercise by deploying COOP personnel to alternate work sites. Working group members wrote the scenario (anthrax), developed key injects (with some playing agency help), and staffed the exercise with volunteer facilitators and SimCell personnel. More than 50 federal and state entities participated.
- The COOP Working Group meets monthly and has begun work on LIBERTY DOWN 09.
- In June 2008 several members of the Working Group, including the FEB, GSA, EPA, FEMA, SSA, and USCG, acted as observers during a table-top exercise operated by the City of Philadelphia's Office of Emergency Preparedness.
- A December 2007 FEB membership meeting featured a presentation from the City of Philadelphia's Office of Emergency Preparedness on the city's plans for evacuating key areas in the event of any kind of emergency.
- That same meeting featured a presentation by FEMA on results of the hot washes held with the Miami, Houston, and New Orleans FEB's arising from the 2006 hurricane season.
- The FEB has been instrumental in getting federal COOP personnel registered in ALERT PHILADELPHIA, a text and voice mail system that alerts officials about anything that could impact organizational operations, e.g., traffic accidents, major road closures, demonstrations, mass transit disruptions, etc.
- The FEB COOP Working Group is working closely with City of Philadelphia officials regarding credentialing issues that impact the ability of key emergency personnel to access buildings or other spaces in cordoned-off areas. HSPD-12 credentials by themselves will not help the officer of the scene decide if a specific official should be allowed into an emergency area. The group is working to develop an effective protocol.

Human Capital Readiness

➤ **Philadelphia Area Staffing Society (PASS)**

The theme for the year was “Thriving, not Just Surviving in HR.” The society steering committee meets quarterly and typically presents a quarterly public program.

The October meeting’s featured speaker was from the US Census Bureau, who described the changes to the census and how HR specialists could better utilize census information. A GSA speaker offered a presentation on how to inquire about HR services using the GSA schedule.

The January meeting featured a presentation by the MSPB Chief Judge. He discussed cases of interest ranging from VEOA, USERRA, etc. In addition, an administrative judge from EEOC discussed important cases impacting on the federal HR community.

The yearly PASS EXPO drew more than 100 attendees from 26 different agencies. Workshops included: DEU Review Tips; Coping Strategies with Multi-Tier Appraisal Systems; Agency Veteran Recruitment Strategies; Changing Pay Systems, and Personnel Credentialing. The EXPO also featured two keynote presentations – Dan Fusco from OPM discussed the new End-to-End Hiring Initiative, and James Tsugawa from MSBP HQS discussed the board’s most recent report, “Federal Appointment Authorities.”

➤ **Federal Employee Development Society (FEDS)**

After a hiatus of several years, FEDS was reconstituted in July. More than 50 training specialists and managers interested in the subject participated in a discussion/workshop conducted by Fort Hill Company, Wilmington, DE. The training assessment showcase was sponsored by the FEB, the Graduate School USDA, and Fort Hill.

The session dealt with six breakthrough disciplines of training, with special emphasis on post-training evaluation and follow-up. Fort Hill conducted a live demonstration of their web-based tool – Friday 5s. Each quarter FEDS will explore more deeply each of the six disciplines, beginning in the fall with D1- Define the Business Objective.

➤ **Partners In Equality Council (PIE)**

PIE's seminal program each year is the *Annual EEO/Diversity Day of Training*, a full-day, multi-workshop conference that in 2007 drew 805 registrants. The conference theme was "The Intergenerational Workplace". Our featured luncheon speaker was Linda Springer, Director, U.S. Office of Personnel Management. Workshops explored: Unconscious Bias, Relationship Awareness, MD 715 Update; Helicopter Parent Syndrome; Generational Differences;

This year the conference displaced the *Excellence in Government Awards Luncheon* as our largest single-day event.

PIE is responsible for operating our ADR/Shared Neutrals Program called SMART. The program successfully handled 10 of 15 disputes, resulting in a cost avoidance exceeding \$580,000.

PIE also host regular public meetings that look at topics beyond those addressed at the Day of Training. A "You Be the Judge" session was enlightening. A June meeting dealt exclusively with issues related to hiring and communicating with persons with disabilities. Dinah Cohen from the DOD CAP program was featured.

➤ **Organizational Coaching Steering Committee**

This year we completed our third year of workshop partnership with the Graduate School for Organizational Dynamics at the University of Pennsylvania. We presented five two-day workshops on different aspects of organization coaching: coaching & facilitating teams, coaching for development; coaching for corrective action; coaching through conflict, and coaching tools & techniques. Each workshop is capped at 25 participants. At the end of this round of sessions we have 26 participants who have completed all five workshops. In FY09 we will continue to offer workshops but we will also offer interested participants the opportunity to be coached. Ultimately, we hope to form an interagency coaching consortium.

➤ **Excellence in Government Awards Program**

Normally the largest single-day event on the FEB calendar, this year the *Excellence in Government Awards Program and Luncheon* drew 725

attendees. A total of 278 award nominations were received either for individuals or teams in 24 possible categories. At the May 8 luncheon 23 Gold Medals were presented, along with another 76 Silver Medal certificates. The remaining 179 individual and team nominees received Bronze Medal Certificates of Achievement.

- The Executive Director is a member of the National FEB Network Human Capital Council and contributed to the development of the training cost avoidance template and the training assessment template. The council also played a significant role in the developing the National FEB Strategic Plan and the Model Performance Elements and Standards.