



***FY 14
Annual Report***

***Philadelphia
Federal Executive
Board***

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Executive Director
October 17, 2014*

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FEB Background

President John F. Kennedy established FEBs by Presidential Directive in 1961 to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC.

The need for effective coordination among Federal organizations' field activities was clear then and is even more important in today's environment. Approximately 85% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and district offices of Federal departments and agencies as they are the Federal government's principal representatives to the vast majority of citizens.

The Boards function in 4 general areas: (1) Coordinating local approaches to national programs and shared management needs; (2) Providing a forum for the exchange of information between Washington and the field about programs, management methods and administrative issues; (3) Communicating from Washington to the field about management initiatives and other concerns for the improvement of coordination; and (4) Raising awareness at the national level of local issues with potential far reaching impacts. Per regulation, the Director, US Office of Personnel Management (OPM), maintains oversight of the FEB Network.

Today, there are 28 FEBs located in areas with a significant Federal population. FEBs are comprised of the highest ranking local officials from each Federal agency in the geographic area. The Philadelphia leadership team consists of a Policy Committee with a Chair, First Vice Chair, Second Vice Chair, several at-large members who serve at the discretion of the Chair, as well as councils and committees specific to FEB programs. An Executive Director manages the board's daily operations.



The Federal Executive Board National Network

Vision: To be the catalysts for better government.

Mission: Increase the effectiveness of Federal Government by strengthening coordination of government activities.

Guiding principles:

1. Integrity
2. Service
3. Excellence

Strategic Goals

The Federal Executive Boards will –

1. Promote and deliver programs and services related to Emergency Preparedness, Security and Employee Safety;
2. Promote and deliver programs and services related to Workforce Development and Support;
3. Promote and deliver programs and services related to Intergovernmental and Interagency Collaboration and Community Outreach;
4. Support the Federal Executive Board Network by building the capacity of all Federal Executive Boards and improving commonalities within the network's administrative functions.

Philadelphia FEB at a Glance

Federal Employees and Agencies: About 45,000 employees, including civilians, military, and postal, in over 130 organizations.

Area served: The formal area covered by the Philadelphia FEB includes Philadelphia, Bucks, Montgomery, Chester, and Delaware counties in Pennsylvania, and Camden, Burlington, and Gloucester counties in New Jersey. Operationally, we cover southern New Jersey up to and including the McGuire-Dix-Lakehurst installation, and northern Delaware as far south as New Castle County. Agencies further west in Pennsylvania participate in Philadelphia FEB activities on an occasional basis.

Leadership: FEB Officers of Chair, 1st Vice Chair, and 2nd Vice Chair positions are held by agency heads from local Federal agencies who have volunteered.

Host Agency: The Philadelphia FEB was established in 1961. DLA Troop Support has been the host agency since 1995. The FEB Executive Director position is DoD funded. Selected in-kind voluntary support is provided by FEB member agencies.

Staff: Current FEB staff consists of the Executive Director.

Major Programs: Excellence in Government Awards Ceremony each May, and EEO/Diversity Day of Training each November. Other annual programs include Reverse Job Fair, Intergovernmental Emergency Exercise Liberty Down, and Eastern Pennsylvania and South Jersey Combined Federal Campaign.

Web site: www.philadelphia.feb.gov

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FEB Officers

Chair

D. Scott Blake
Director, Mediation Services
Federal Mediation and Conciliation Service

1st Vice Chair

Walter Bednarczyk
Commissioner
Federal Mediation and Conciliation Service

2nd Vice Chair

Karen Franchi
Director, Human Resources
US Army Corps of Engineers

Policy Committee

Paul Pelullo
Director, Office of Policy & Oversight, OPM

Terry Stradtman
Regional Commissioner, SSA

Ron Borsellino
Assistant Regional Administrator for Policy &
Management, EPA

Diana Rubens
Director, VA Benefits Administration

Richard Ellis
Deputy Commander, DLA Troop Support

Fernando Armstrong
Regional Director, US Census Bureau

Maryann Tierney
Regional Administrator, FEMA

Spencer H. Lewis, Jr.
Acting District Director, EEOC

Rose Marie Flynn
Senior Program Manager, NAVICP

Sara Manzano-Diaz
Regional Administrator, GSA

Gregory Lefever
Regional Administrator-OASAM, DOL

Cynthia MacLeod
Superintendent, Independence NHP

V. Chapman-Smith
Regional Liaison, NARA

Margaret M. Mannion
Senior Commissioner's Representative, IRS

FEB Council Chairs

Emergency Preparedness and Security

Maryann Toniazzi, GSA
Robert Lazarski, DOL

Partners in Equality (PIE)

Nancy Anthony, SSA
Marc Ferdas, NRC

Philadelphia Area Staffing Society (PASS)

Karen Franchi, ACE

Federal Interagency Council

David Campbell, EPA
Antonio Ceballos, Bureau of Trade

Executive Summary

Emergency Preparedness, Security, and Employee Safety

The Philadelphia Federal Executive Board hosted “Liberty Down 14,” our interagency emergency exercise, in June 2014. This year’s exercise was presented in a workshop format and featured presentations and discussion from local and federal law enforcement agencies on the impact of an active shooter on federal operations. Close to 150 individuals from 50 different agencies attended this year’s exercise, which covered many aspects of the scenario, including what law enforcement does during the situation, the aftermath and impact on continuity, as well as social media usage and management during the event and afterwards.

The Emergency Preparedness and Security Council sponsored several presentations and speakers on topics that drew wide attendance, including Active Shooter Awareness Training, America’s PrepareAthon! and Building a Readiness Kit. Through these open events, the Emergency Preparedness and Security Council has been able to stimulate interest in preparedness beyond the emergency preparedness professionals and participating in the annual interagency exercise.

Workforce Development and Support

The hallmark training event of the year is our annual EEO/Diversity Day of Training. The theme for the November 2013 event was “Diversity: New Challenges/New Solutions.” In light of tight budgets and furloughs, this year’s event was offered at no cost to attendees. Moving the event to federal space enabled us to avoid the costs of renting space at a commercial venue, and our speakers, all federal employees, did an outstanding job providing valuable information to our attendees. Although we had reduced attendees because of space restrictions, we were still able to offer 14 workshops to 185 attendees, and 96.1% of the attendees would continue to recommend the Day of Training to others.

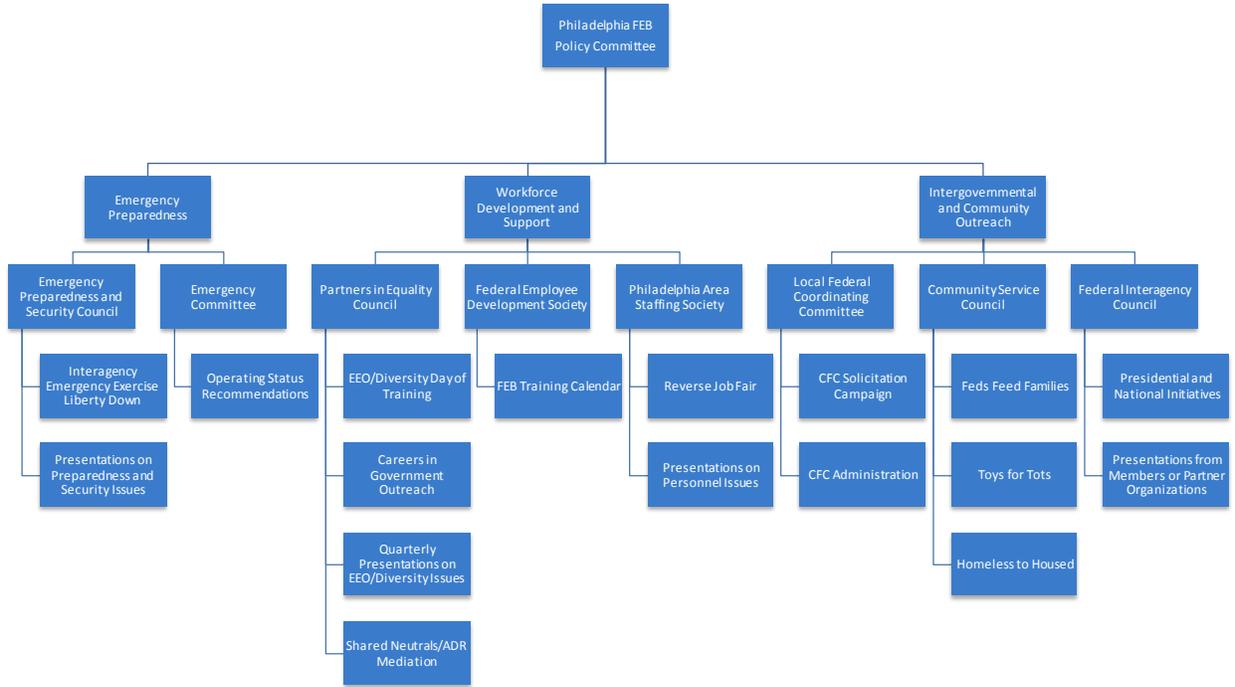
Continued growth in the cadre of qualified and available mediators to participate in our Shared Neutrals program and support local mediation needs was one of the achievements for this year. In FY 11, the Philadelphia FEB was able to respond to two cases, and resolved only one. In FY14, we were able to respond to eighteen requests for mediators, and our mediators were able to settle 35% of the cases.

Intergovernmental and Interagency Collaboration and Community Outreach

In partnership with the University of Pennsylvania Fels Institute of Government, The Philadelphia FEB invited Mr. Gene Dodaro, Comptroller General of the United States, to speak to our executives in an informal setting. Mr. Dodaro engaged in a discussion with the Director of Fels, Mr. David Thornburgh, followed by a question and answer session. Mr. Dodaro discussed the challenges of measurement in government, as well as provided a long term perspective to improvement and success. This event was one of the highlights of the year.

The Community Service Council sponsored three federal-wide drives this year, supporting the US Marine Corps Reserve Toys for Tots drive, Feds Feed Families, and a “Homeless to Housed” drive. Toys for Tots always generates an enthusiastic response from our employees, who enjoy the prospect of providing the means to make a child smile during the festive holiday season. Agencies in our area who participated in Feds Feed Families once again proved that federal employees care for their neighbors, and donated over 11,000 pounds of food through their respective agencies. The “Homeless to Housed” drive collected new items to assist previously homeless veterans and the chronically homeless who are moving into housing.

Local FEB Committees



Annual Report

Emergency Preparedness, Security, and Employee Safety

The Philadelphia Federal Executive Board hosted “Liberty Down 14,” our interagency emergency exercise, in June 2014. This year’s exercise was presented in a workshop format and featured presentations and discussion from local and federal law enforcement agencies on the impact of an active shooter on federal operations, including the Philadelphia Police and Fire Departments, Secret Service, and Federal Bureau of Investigation. Close to 150 individuals from 50 different agencies attended this year’s exercise, which covered many aspects of the scenario, including what law enforcement does during the situation, the aftermath and the impact on continuity. In addition, representatives from the Red Cross, FEMA, and Philadelphia’s Office of Emergency Management discussed aspects of social media usage and its management during the event and afterwards. The information shared led several agencies to revisit their continuity plans and start revisions to incorporate their better understanding of what to anticipate in an active shooter situation.



The Emergency Preparedness and Security Council sponsored several presentations and speakers on topics that drew wide attendance, including Active Shooter Awareness Training, America’s PrepareAthon! and Building a Readiness Kit. Through these open events, the Emergency Preparedness and Security Council has been able to stimulate interest in preparedness beyond the emergency preparedness professionals and participating in the annual interagency exercise.

One of the most visible and appreciated aspects of emergency preparedness offered through the FEB is communication during severe weather events. The winter of 2014 will be remembered for the Polar Vortex that brought Arctic cold to much of the country, including the Philadelphia metropolitan area. The winter also brought many snowstorms, and the FEB was able to provide detailed watch and warning information that was prepared by our members at the National Weather Service. Their briefings provide information agencies need to make informed decisions regarding conditions and safety. The FEB Emergency Committee, when required, makes the recommendation on operating status, based on the weather report and local conditions.

The Philadelphia FEB now uses “Communicator! NXT” as our emergency communication system during emergency events. We have actively tested the system regularly, including national tests through Eagle Horizon and nationwide stress tests, to ensure that, in the event of an actual emergency, information would be released and that all included parties will respond appropriately. In addition, two backup administrators for the system are now identified and trained, helping to ensure continuity of information flow during an event and that communication systems are operational when needed.

Human Capital Readiness

The hallmark training event of the year is our annual EEO/Diversity Day of Training. The theme for the November 2013 event was “Diversity: New Challenges/New Solutions.” In light of tight budgets and furloughs, this year’s event was offered at no cost to attendees. Moving the event to federal space enabled us to avoid the costs of renting space at a commercial venue, and our speakers, all federal employees, did an outstanding job providing valuable information to our attendees. Many of our local senior leaders were able to address our attendees at this year’s



event, and our participants welcomed the opportunity to discuss leadership and diversity with these officials. Although we had reduced attendees because of space restrictions, we were still able to offer 14 workshops to 185 attendees, and 96.1% of the attendees would continue to recommend the Day of Training to others. Six Partners in Equality Achievement Awards were presented at the event. This day is the result of many hours of hard work and dedication from the Partners in Equality (PIE) Council members.

In addition to the EEO/Diversity Day of Training, the PIE Council works in three other areas: Careers in Government Outreach, quarterly presentations on diversity topics, and Shared Neutrals/Alternate Dispute Resolution.

The PIE Careers in Government Outreach team establishes partnerships with local colleges and universities to inform students about possible careers in the federal government and helps recruit qualified and diverse candidates to federal service. They also keep colleges, universities, and interested students apprised of different employment mechanisms available, e.g., internships, handicapped appointments, etc.

PIE sponsors public meetings each year, with the EEO/Diversity Day of Training considered the largest of these events. This year, PIE was able to host presentations Kathryn Campbell, a woman who was part of the first US Marine Corps Female Engagement Team. It was a very interesting and honest presentation of life as a female Marine during deployments to Afghanistan and the ability to build relationships with the Afghan women that was not possible by male Marines. Another public meeting was on the topic of Sexual Harassment and Culture, which reviewed the policy statements prohibiting sexual harassment and provided guidance for managers and employees on what to do when faced with incidents of sexual harassment. The meetings were noteworthy for the outstanding quality of the presentations and the spirited discussions around the topics with interested and engaged attendees.



PIE sponsors a Shared Mediators/Alternate Dispute Resolution Team, known as SMART. Continued growth in the cadre of qualified and available mediators to participate in our Shared Neutrals program and support local mediation needs was one of the noteworthy successes for this year. In FY 11, the Philadelphia FEB was able to respond to two cases, and resolved only one. In FY14, we responded to eighteen requests for mediators and were able to settle 35% of

the cases. Our pool of mediators has grown to 18 qualified individuals, who are trained and ready to assist in resolving differences. Use of the SMART mediators generated a cost avoidance of \$449,000 for the federal community (see cost avoidance information for details). Even when we weren't able to help the parties resolve a complaint entirely, we did allow for enhanced communication, and gave the parties an open/safe forum to discuss the issues.

The Philadelphia Federal Executive Board sponsored several training classes throughout the year. In addition to our regular offerings of retirement training and both basic and advanced mediation, we added Mental Health First Aid to our schedule this year. The Philadelphia FEB was able to generate a cost avoidance of \$126,264 (see cost avoidance information for details). In addition, the Philadelphia FEB instituted a Lunch and Learn series of free programs on financial literacy and health insurance issues for which there is no cost avoidance information available.

The Philadelphia Area Staffing Society, or PASS, once again held a "Reverse Job Fair" for local Federal agencies and colleges. The fair gives Federal agencies an opportunity to discuss what kinds of skills they will be seeking, which enables the colleges to direct their students appropriately, and give the colleges a chance to discuss the recruiting process and any issues with agencies. Topics related to hiring college students were also shared by OPM. In addition, PASS sponsored presentations on evaluating job applicants and the Pathways program being used for applicants to the federal service.

A program sponsored by the Philadelphia FEB for the second year encouraged employees to "Maintain, Don't Gain" weight during the holiday season between Thanksgiving and New Year's. The e-mail program focuses on reminders on ways to reduce calories and increase physical activity during the holidays, and includes healthy recipes to assist in meeting those goals. Our second offering of this program had 99 participants, up from 73 in the first year, and 73% of the participants were able to maintain their weight during a season when many Americans gain weight.

Intergovernmental and Interagency Collaboration and Community Outreach

In partnership with the University of Pennsylvania Fels Institute of Government, The Philadelphia FEB invited Mr. Gene Dodaro, Comptroller General of the United States, to speak to our executives in an informal setting. Mr. Dodaro engaged in a discussion with the Director of Fels, Mr. David Thornburgh, followed by a question and answer session. Mr. Dodaro discussed the challenges of measurement in government, as well as provided a long term perspective to improvement and success. This event was provided a unique opportunity for our executives to interact with one of our nation's most senior officials.



The Federal Interagency Council provides topical and relevant information to the federal community, bringing in agencies and speakers in response to recent events or controversies, to educate attendees and keep them informed on the issues and correct inaccuracies. The council also provides a forum for agencies to garner support and participation, helping agencies meet mission goals, through efforts such as support of the USDA Summer Food Service Program, growing US business through supporting small businesses (SBA) and the President's National Export Initiative (EDI), and implementation of the Affordable Care Act and the Health Insurance Marketplace (CMS).



Our annual Excellence in Government Awards program continues to be a highly anticipated event. This year's celebration of outstanding accomplishments was conducted in accordance with the current atmosphere of tight budgets and austerity at no cost to member agencies. We hosted our awards ceremony in federal space while still providing the pomp and ceremony associated with the awards luncheon, and were able to honor our local federal employees and recognize their achievements. All told, there were 131 nominations representing 500 employees from 20 agencies, which resulted in 61 medals presented in 25 categories (15 areas, individuals and groups). Employees and agencies welcomed the recognition, and appreciated the zero impact on their budget.

The Eastern Pennsylvania and South Jersey Combined Federal Campaign raised \$3.16 million in pledges from federal employees during our 2013 campaign, a decrease of 16.4% from the 2012 campaign. Contributions represent participation by about 21.5% of the total civilian, military, and postal employees in the area. St. Jude's Children's Hospital was the largest single recipient of designated funds from the 2014 pledges, with more than \$101,000 pledged to support their research and care for stricken children.

The Philadelphia FEB once again acted as the coordinator for the Federal Employee Education and Assistance Fund (FEEA) scholarship committee for Pennsylvania. The scholarship

reviewers represented several agencies, management and non-supervisors, labor unions, and management associations, and included reviewers from outside the Philadelphia area who were able to participate in the final determination of winners via conference call. We reviewed 148 applications to identify the 8 recipients of \$1000 scholarships. Many of our returning reviewers expressed how inspired they are by the accomplishments of the applicants. The only regret is the limit of the money available for scholarships.

The Community Service Council sponsored three federal-wide drives this year, supporting the US Marine Corps Reserve Toys for Tots drive, Feds Feed Families, and a "Homeless to Housed" drive. Toys for Tots always generates an enthusiastic response from our employees, who enjoy the prospect of providing the means to make a child smile during the festive holiday season. Agencies in our area who participated in Feds Feed Families once again proved that federal employees care for their neighbors, and donated over 11,000 pounds of food through their respective agencies. The "Homeless to Housed" drive collected new items to assist previously homeless veterans and the chronically homeless who are moving into housing. Agencies were innovative in their approach to support the Homeless to Housed drive. Some asked for general items, some created friendly competitions to collect items, and others asked specific work units to furnish a room. In one agency, their goal was to furnish one house. They collected enough goods to furnish three! More importantly, the donations enabled our veterans and non-veterans who have been living on the streets to get a fresh start in a new home

Cost Avoidance

COMBINED FEDERAL CAMPAIGN (CFC)

Total 2013 Contributions:	\$3,165,180.00
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AWARDS AND RECOGNITION

Name of Event	Number of Attendees	Number of Awards Presented
Partners in Equality EEO/Diversity Awards	185	6
Excellence in Government Awards	150	61
Totals:	335	67

ADR/SHARED NEUTRALS PROGRAM

	Cases Accepted	Cases Resolved	Cost Avoidance per Resolution	Cost Avoidance Realized	Resolution Rate
Workplace Dispute	0	0	\$18,318.98	\$0.00	0
Pre-EEO Complaint	17	6	\$74,881.29	\$449,287.74	35.29%
EEO Complaint (after entering formal process)	1	0	\$71,493.37	\$0.00	0.00%
Totals:	18	6		\$449,287.74	

FEB-SPONSORED TRAINING OPPORTUNITIES (does not include FEMA exercises, workshops, or emergency trainings)

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
EEO/Diversity Day of Training	\$481.00	\$0.00	\$481.00	185	\$88,985.00
Retirement Planning Seminar	\$296.00	\$75.00	\$221.00	53	\$11,713.00
Mental Health First Aid	\$0.00	\$0.00	\$0.00	28	\$0.00
Mental Health First Aid	\$0.00	\$0.00	\$0.00	22	\$0.00
Basic Mediation	\$793.00	\$250.00	\$543.00	9	\$4,887.00
Advanced Mediation	\$529.00	\$175.00	\$354.00	22	\$7,788.00
Neuroscience of Adult Learning	\$0.00	\$0.00	\$0.00	12	\$0.00
Administrative Professionals Training Day	\$350.00	\$75.00	\$275.00	30	\$8,250.00
Veteran's Preference Training			\$0.00	11	\$0.00
Retirement Planning Seminar	\$296.00	\$75.00	\$221.00	21	\$4,641.00
Mental Health First Aid	\$0.00	\$0.00	\$0.00	10	\$0.00
TOTALS:				403	\$126,264.00

FEB-SPONSORED EMERGENCY PREPAREDNESS TRAINING OPPORTUNITIES (includes all FEMA exercises, workshops, or emergency trainings)

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
FPS Active Shooter Awareness	\$0.00	\$0.00	\$0.00	35	\$0.00
L-141 Instructional Presentation & Evaluation Skills	\$0.00		\$0.00		\$0.00
L-153 Bldg Design for Homeland Security for COOP	\$0.00		\$0.00		\$0.00
L-156 Bldg Design for HS for COOP TTT	\$0.00		\$0.00		\$0.00

L-262 Instructional Delivery for SMEs	\$0.00		\$0.00		\$0.00
L-548 COOP Manager's Train-the-Trainer Course	\$0.00		\$0.00		\$0.00
L-549 Reconstitution Planning Workshop	\$0.00	\$0.00	\$0.00	30	\$0.00
L-550 Continuity Planners TTT Workshop	\$0.00		\$0.00		\$0.00
L-551 Devolution Planning Workshop TTT	\$0.00		\$0.00		\$0.00
L-552 Continuity of Operations for Tribal Govt	\$0.00		\$0.00		\$0.00
L-553 Resilient Accord/Cyber Security Planning Workshop	\$0.00		\$0.00		\$0.00
L-554 Pandemic Influenza Determined Accord Workshop	\$0.00		\$0.00		\$0.00
L-556 Guardian Accord/Terrorism-Based Planning Workshop	\$0.00		\$0.00		\$0.00
L-557 Mission Essential Functions Workshop for State, Territorial, Tribal & Local Govts	\$0.00		\$0.00		\$0.00
L-605 Instructional Delivery	\$0.00		\$0.00		\$0.00
Liberty Down 14 - Active Shooter	\$0.00	\$0.00	\$0.00	150	\$0.00
TOTALS:				215	\$0.00