

# San Francisco Bay Area Federal Executive Board

## FY2015 ANNUAL REPORT October 2015



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## ABOUT THE FEDERAL EXECUTIVE BOARDS

There are 28 [Federal Executive Boards](#) in the United States and the [San Francisco Bay Area Federal Executive Board](#) was amongst the first ten established. John F. Kennedy established the Federal Executive Boards in 1961 with [Presidential Directive 465](#), focusing on the need for greater coordination of regional and field activities of the government. As part of the order, he stated:



“Although each executive agency and its field organization have a special mission, there are many matters on which the work of the departments converges. Among them are management and budgetary procedures, personnel policies, recruitment efforts, office information duties, and similar matters. There are opportunities to pool experience and resources, and to accomplish savings. In substantive programs there are also opportunities for a more closely coordinated approach in many activities.”

## SAN FRANCISCO BAY AREA FEDERAL EXECUTIVE BOARD (SFFEB)

The [SFFEB](#) mission is to foster communication, coordination, and collaboration among local Federal field agencies, to provide leadership on national initiatives, and to build useful partnerships between the public and private sector. SFFEB delivers services in three lines of business: Emergency Preparedness, Security and Employee Safety; Workforce Development; and Intergovernmental and Community Initiatives.

### **How is SFFEB involved in emergency preparedness?**

SFFEB increases [emergency preparedness](#) of federal communities by facilitating planning, training, and coordination among federal agencies to ensure continuity of operations, and assuring federal community awareness by providing timely and accurate communication of emergency information. The SFFEB sponsors an interagency Emergency Preparedness Working Group and annual Table Top Exercise to assist agencies in training, testing, and exercising their emergency plans.

## **How is SFFEB involved in workforce development?**

SFFEB conducts outreach to inspire and educate key pools of talent needed by government; provide cost-effective services to resolve disputes and preserve working relationships through alternative dispute resolution with the Shared Neutrals Programs; and develop the federal workforce by providing critical training opportunities and learning experiences. The SFFEB has sponsored a successful Leadership Development Program for 20 years, in which agency candidates participate in a two-year program of projects and developmental opportunities that is designed to develop core leadership competencies in a cost-effective format.

## **What are some of SFFEB's intergovernmental and community initiatives?**

SFFEB improves communications among federal agencies within the Bay Area. SFFEB supports federal participation in trainings and leadership development programs, sponsors Public Service Recognition Week /Federal Employee of the Year Award events and sponsors councils to bring together professionals from all federal agencies who work on the same job classification such as acquisition, public affairs and diversity.

The SFFEB cultivates community relations by coordinating federal participation in local events, supporting the Combined Federal Campaign and sponsoring federal participation such as Junior Achievement, Feds Feed Families, Toys for Tots, and Federal Employee Emergency Assistance Scholarships.





## Who makes up SFFEB?

**The SFFEB includes the nine counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma.** The SFFEB connects nearly **150 federal agencies** and facilities, with over **70,000 civilian, postal, and military federal employees.** The SFFEB was one of the original ten regional cities across the nation where FEBs were first organized.



The Bay Area is home to approximately 8.6 million people. The combined urban area is the second-largest in California (after the Greater Los Angeles area), the fifth-largest in the United States, and the 43rd largest urban area in the world. There are 13 U.S. Congressional Districts in the Bay Area.

## How is SFFEB Organized?

**Membership:** The SFFEB membership is made up of the highest-ranking federal leaders in the nine county Bay Area. Members represent civilian, military, postal, and law enforcement agencies. The FEBs operate under the oversight of the U.S. Office of Personnel Management in accordance with [5 CFR § 960](#).

**Board of Directors:** The SFFEB's Board of Directors is made up Ex Officio members – executives from specified agencies designated in our bylaws as well as Appointees (Chair appoints) members. The Board of Directors each year holds an election to fill the Leadership Committee positions which include: Chair, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair, and Treasurer. In addition, the Leadership Committee also includes the Immediate Past Chair.



SFFEB Board of Directors

**Councils:** SFFEB has nine councils plus additional workgroups. The councils are designated in the bylaws and are headed by members of the Board of Directors or their designee. The councils provide opportunities for networking and collaboration among federal employees and across agencies, as well the advancement of national and local initiatives.

**Staff:** SFFEB is staffed by two federal employees; an Executive Director and Program Specialist. The staff is hosted by the Department of Labor's San Francisco/Seattle Regional Office of the Office of the Assistant Secretary for Administration and Management.

## 2015 BOARD OF DIRECTORS

### Leadership Committee

#### Chair

John Kramar  
Director, U.S. Citizenship and  
Immigration Services

#### 1st Vice Chair

Cathy Dunlap  
Senior Commissioner's  
Representative, Internal Revenue  
Services

#### 2nd Vice Chair

Julianna Boor  
Director, U.S. Department of  
Veterans Affairs

#### Treasurer

Janie Thomas  
Regional Administrator,  
Department of Labor

#### Immediate Past President

Marie Jauregui  
Court Administrator, Department  
of Justice

### Ex Officio

- Julianna Boor, Director, U.S. Department of Veterans Affairs
- Mario Canton, Regional Director, Department of Homeland Security, FPS
- Bob Fenton, Regional Administrator, Federal Emergency Management Agency
- Maria Jauregui, Court Administrator, U.S. Department of Justice
- David Johnson, Special Agent in Charge, Federal Bureau of Investigations
- Andrew McMahan, Regional Administrator, General Services Administration
- Janie Thomas, Regional Administrator, Department of Labor
- Robert Trefault, Group Manager, Office of Personnel Management
- Jan Wright, Director Client Solutions Division, General Services Administration

### Military

- John Morrow, Lt. Colonel, Commander, U.S. Army Corps of Engineers
- RADM Joseph Servidio, Rear Admiral, United States Coast Guard

### Appointed

- Lydia Baca, Commissioner, Federal Mediation and Conciliation Service
- Cathy Dunlap, Senior Commissioner's Representative, Internal Revenue Services
- Tatum King, Deputy Special Agent in Charge, Department of Homeland Security
- John Kramar, Director, U.S. Citizenship and Immigration Services

- Fred Lau, Federal Security Director, Department of Homeland Security, SFO
- Jesus Mendoza, Regional Administrator, USDA, Food and Nutrition Service
- Rafael Nunez, Inspector in Charge, United States Postal Inspection Service
- Patricia Raymond, Public Affairs Director, Social Security Administration
- Kathleen Roscher, Federal Security Director, Department of Homeland Security, SJS
- Carol Russo, Community Relations Service, U.S. Department of Justice
- Betsy Thompson, Deputy Regional Health Administrator, Health and Human Services
- Gita Uppal, Director, Strategy & Outreach, VA Medical Center

## Staff

[Sara Russell, Executive Director](#)

[Gail Castaneda, Program Specialist](#)

## Councils

1. **Combined Federal Campaign**, Tatum King, Department of Homeland Security, ICE HSI
2. **Emergency Preparedness Advisory Council**, John Kramar, U.S. Citizenship and Immigration Services
3. **Executive Leadership (SES)**, vacant
4. **Federal Employees of the Year Awards**, Co-Chairs: Gita Uppal, Department of Veterans Affairs, VA Medical Center and Maria Jauregui, Court Administrator, Department of Justice
5. **Human Resource Council**, Co-Chairs: Robert Trefault, Group Manager, Office of Personnel Management and Denise Dial, Human Resource Director, Department of Veterans Affairs, VA Medical Center
6. **Leadership Development Program**, Co-Chairs: Kathleen Roscher, Federal Security Director, Department of Homeland Security, SJS; Cathy Dunlap, Senior Commissioner's Representative, Internal Revenue Service; Robert Trefault, Group Manager, Office of Personnel Management
7. **Public Affairs Council**, Marlow Schindler, Public Affairs Officer, Small Business Administration
8. **Shared Neutrals Program**, Cathy Dunlap, Senior Commissioner's Representative, Internal Revenue Service
9. **Acquisition Interagency Council**, Les Yamagata, General Services Administration

## FY2015 ACCOMPLISHMENTS

### *Emergency Preparedness*

#### **Exercising Your Continuity Plan**

**Workshop:** The event was organized by [Emergency Preparedness Working Group](#) and included trainers from the Federal Emergency Management Agency, General Services Administration, and United States Coast Guard. The

workshop focused on practical information for implementing continuity exercises. The audience consisted of agency's continuity coordinators, emergency planners, and exercise program managers. The workshop objectives included: preparing for emergency events, increasing organizational resiliency, maintaining continuity plans to ensure the continuation of essential functions. The workshop incorporated both facilitated discussion and group activities to explore the continuity exercise requirements outlined in FEMA's Federal Continuity Directive 1 (FCD-1) and exercise guidance set forth in DHS/FEMA, Homeland Security Exercise and Evaluation Program (HSEEP).



### *Workforce Development*

#### **Leadership Training Co-Sponsored by SFFEB and OPM:**



On June 8<sup>th</sup> we hosted 92 participants for two leadership development half day programs. The morning session targeted GS 7-11's was titled, "Moving Ahead in the Federal Government." Using OPM's "Leadership Competency Model," participants learned how to make informed choices in establishing development opportunities in their *Individual Development Plans*. Our speaker was Yadira Guerrero, Senior Executive Service, OPM, Leadership & Executive Development Policy Office. The afternoon session targeted GS 12-15's and was titled, "Women in Motion: Pathways to the Senior Executive Service." This session focused on encouraging employees to apply for SES, provide SES qualifications training, and an opportunity to learn from women executives.

**Leadership Development Program (LDP):** Ten associates graduated the LDP program this year. Operating for over 20 years, the previously titled *Executive Development Program* became the [Leadership Development Program](#). For the first time ever, we had more applicants than slots. This self-directed, experiential learning program met the need for local, affordable training and helped agencies with their human capital and succession planning. LDP had 32 first and second-year associates. This year one of the trainings added to the program was OPM's "Leadership Profiler Self-Assessment" tool. Current Associates in program hail from EPA, GSA, EEOC, DOL, USSS, HUD, OPM, FERC, DHS, USCG, and HHS.



**Shared Neutrals Program:** One of the most cost-effective programs sponsored by the San Francisco FEB, the [Shared Neutrals \(SNP\)](#) Alternative Dispute Resolution program, offers a cadre of trained mediators from different federal agencies in the San Francisco Bay Area who can provide agencies with mediation or facilitated discussion services at no cost. The average cost for a Bay Area private mediator is \$4000. EEOC estimates that it costs \$150,000 to process an EEO complaint from the counseling stage through an EEOC hearing. The SFEB has saved agencies in excess of \$1.7M for agencies since the program began.

Experienced and in-training SNP mediators are available to conduct mediation sessions or facilitated discussions regarding most types of work-related disputes. This year the Social Security Administration transferred the program to SFEB. SFEB is now responsible for all mediation requests, providing mediators for cases, scheduling newly trained mediators for observation to fulfill their requirements for certification, tracking cases, training and recertification. This year we SNP completed 22 mediations saving the Bay Area agencies \$88,000. EEOC provided a 40 hour, no cost interactive training to 36 new mediators.

## *Intergovernmental and Community Initiatives*

### **Training for Special Emphasis Program**

**Managers:** The 64 attendees are staff responsible for required and optional special emphasis programs, such as: Hispanic Employment Program, Federal Women's Program, Disability Employment Program and others with equal opportunity responsibilities. The class focused on identifying individual roles for Special Emphasis Program Managers, understanding the overall EEO laws and outlined the roles of EEO officials.



**Norcal Combined Federal Campaign (CFC): \$3.1 million dollars** was raised through CFC contributions and ranked in the top 10 regions in the U.S. For over 50 years, the CFC has provided federal employees with an opportunity to give to the charities of their choice at their place of work, including payroll deduction and online giving. It is the largest workplace charitable campaign in the world, and has raised more money for charities than any other workplace campaign in history. The mission of the CFC is to promote and support philanthropy in our communities.

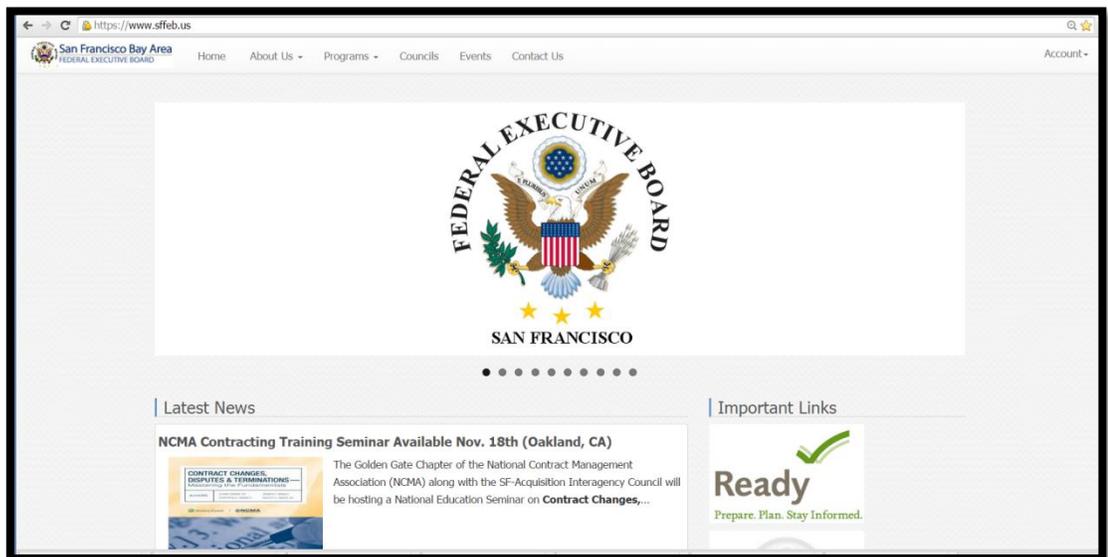
The SFFEB coordinates the [Norcal CFC Campaign](#), encompassing the entire 34 counties in Northern California area with close to 80,000 federal civilian, military, and postal employees.



**Junior Achievement:** 62 federal employees taught Junior Achievement curriculum at in 31 classes at a local elementary school for the day. The employees combined worked 372 community service hours. This is an annual project of an LDP Associate; done as team project this year.



**SFFEB's Website Relaunch:** [www.sffeb.us](http://www.sffeb.us). The site offers information of interest to all Bay Area federal employees highlights FEB meetings, trainings and workshops and helps orient new executives to our mission and find contacts.



## A Look Ahead....

FY15 has seen a lot of accomplishments and we look forward to FY16 where we will launch a restructuring of our Leadership Development Program, host the semi-annual Federal Employee of the Year Awards and prepare for onboarding new executives as a result of the upcoming change in administration.

If you have any questions please do not hesitate to call the FEB office at: 415-625-2461.