



San Francisco Bay Area Federal Executive Board

FY2015 ANNUAL REPORT October 2015

San Francisco Federal Building
90 7th Street, Suite 18300
San Francisco, CA 94103
(415) 625-2461
www.sfeb.us



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)

[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 Continuity 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 (ADR), also known as Shared Neutrals Programs; and develop the federal workforce by providing critical training opportunities and learning experiences. The SFFEB has sponsored a successful Executive Development Program for close to 18 years, in which agency candidates participate in a 2-year program of projects and developmental opportunities that is designed to develop core leadership competencies in a cost-effective format.

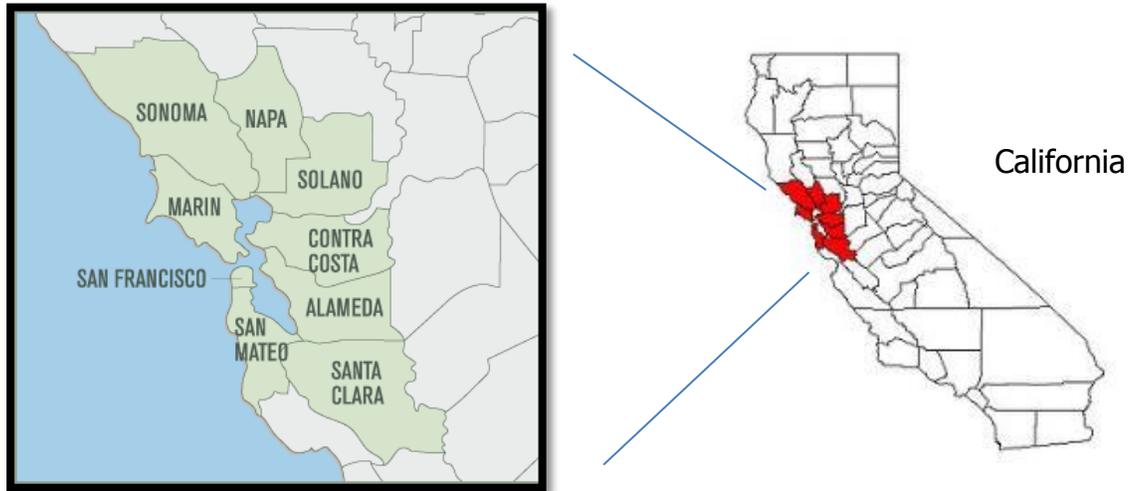
What are some of SFFEB’s intergovernmental and community initiatives?

SFFEB improves communications among federal agencies within each FEB, across the nationwide FEB Network, and with headquarters’ agencies in Washington, DC. The FEBs serve as a focal point for state and local governments planning emergency response

for the Federal workforce; cultivate community relations by coordinating federal participation in local events; and support the Combined Federal Campaign (CFC) by providing federal employees the opportunity for local charitable-giving.

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. For many years, SFFEB has sponsored federal participation in community programs such as Junior Achievement, Feds Feed Families, Toys for Tots, Federal Employee Emergency Assistance Scholarships, Feds Night at the Ballpark, among others.

Who makes up SFFEB?



The Bay Area encompasses the major cities of San Francisco, Oakland, and San Jose, and the nine counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma. 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.

The SFFEB was one of the original ten regional cities across the Nation where FEBs were first organized. The SFFEB connects in excess of 134 Federal Agencies and Facilities, with an estimated 70,000 civilian, postal, and military federal employees. Most offices of federal agencies throughout Northern California connect to the SFFEB through the NorCal Combined Federal Campaign, which includes all of the 40 counties in the northern half of California.

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, both small and large in size. The FEBs operate under the oversight of the U.S. Office of Personnel Management in accordance with regulations located at [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 ten Appointed (by the Chair) members. The Board of Directors each year holds election to fill the Leadership Committee positions which include: Chair, 1st Vice Chair, 2nd Vice Chair, and Treasurer. In addition, the Leadership Committee also includes the Immediate Past President.

Standing Committees: SFFEB has ten Standing Committees plus additional workgroups. The Committees are designated in our bylaws and are headed members of the Board of Directors or other federal staff as appointed by the Board. The Committees 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 sponsored 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

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

Military

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

Appointed

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

Standing Committees

1. **Combined Federal Campaign**, Tatum King, Department of Homeland Security, ICE HSI
2. **Acquisition Interagency Council**, Les Yamagata, General Services Administration
3. **Emergency Preparedness Advisory Council**, John Kramar, U.S. Citizenship and Immigration Services
4. **Emergency Preparedness Working Group**, James Macauley, Federal Emergency Management Administration and Richard Boyden, National Archives and Records Administration

5. **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
6. **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
7. **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
8. **Public Affairs Council**, Marlow Schindler, Public Affairs Officer, Small Business Administration
9. **Shared Neutrals Program**, Cathy Dunlap, Senior Commissioner's Representative, Internal Revenue Service
10. **Training and Employee Development**, vacant

Staff

Sara Russell, Executive Director
 Gail Castaneda, Program Specialist

MAJOR ACCOMPLISHMENTS IN FY 2015

Emergency Preparedness

Exercising Your Continuity Plan:

The event was organized by Emergency Preparedness Working Group and included trainers from Federal Emergency Management Agency, General Services Administration, and United States Coast Guard. The focus was on practical information for implementing continuity exercises. Our audience consisted of agency's continuity coordinators, emergency planners, and exercise program managers. The workshop objectives were to prepare for emergency events and increase organizational resiliency,



organizations must maintain continuity plans and programs to minimize potential disruptions and ensure the continuation of essential functions. The workshop incorporated both facilitated discussion and group activities to explore the continuity exercise requirements outlined in 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 8th we hosted 92 participants for leadership development. The morning session targeted GS 7-11's was titled, "Moving Ahead in the Federal Government," highlighted OPM's Leadership Competency Model to help participants begin to make an informed choice on development opportunities for their individual development plans. Our speaker was Yadira Guerrero, Senior Executive Service & Performance Management, Work-Life, Leadership and Executive Development, Office of Personnel Management, Washington DC.

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): We graduated 10 associates from our program this year. Now 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 FEB 2-year, self-directed, experiential learning program met the need for local, affordable training and helped agencies with their Human Capital/Succession planning. We had 32 first- and second-year associates. This year we added OPM's Leadership Profiler self-assessment tool. Current Associates in program hail from EPA, GSA, EEOC, DOL, USSS, HUD, OPM, FERC, DHS-CBP, 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 San Francisco FEB has shown cost savings in excess of \$1.7M for agencies.

Experienced and in-training SNP mediators are available to conduct mediation sessions or facilitated discussions regarding most types of work-related disputes, not limited to disputes in the EEO arena. This year the Social Security Administration transferred the program to SFFEB. SFFEB is now responsible for all mediation requests, providing mediators for cases, scheduling newly trained staff for mediation observation to fulfill their requirements for certification, tracking cases, training and recertification. This year we successfully oversaw 22 completed mediations. 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 were 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 focus was to identify individual roles for Special Emphasis Program Managers, understand the overall EEO and AAP process and laws and outline the roles of EEO officials.

NorCal CFC: We raised \$3.1 million dollars through CFC contributions and were ranked amongst the top 10 regions in dollars raised. For over 50 years, the Combined Federal Campaign 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. The CFC 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 Northern California area with close to 75,000 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. This is an annual project of an LDP Associate; done as team project this year. This represented 372 hours of community service.



SFFEB's new website was launched: 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 our contacts.

San Francisco Bay Area FEDERAL EXECUTIVE BOARD

Home About Us Programs Councils Events Contact Us

Contact Us

San Francisco Cable Car. Cropped version of a photo by Fred Hall. License: GNU Free Documentation License, via Wikimedia Commons

Latest News

NCMA Contracting Training Seminar Available Nov. 18th (Oakland, CA)

The Golden Gate Chapter of the National Contract Management Association (NCMA) along with the SF-Acquisition Interagency Council will be hosting a National Education Seminar on **Contract Changes**,...

OPM's New Self+1 Health Care Option

SELF + ONE | Self Plus One Enrollment Type

The Bipartisan Budget Act of 2013 establishes a Self Plus One enrollment type in the Federal Employees Health Benefits (FEHB) Program. Coverage under a Self Plus One enrollment will be available...

E.O. 13693 Planning for Federal Sustainability in the Next Decade

Executive Order 13693- Planning for Federal Sustainability in the Next Decade Signed March 19, 2015 Executive departments and agencies (agencies) have been among our Nation's leaders as the United States...

Important Links

Ready
Prepare. Plan. Stay Informed.

USAJOBS
WORKING FOR AMERICA

Web graphic - Join the Millions Planning for SOMEDAY - my Social Security - Open Your Account

FEDERAL OCCUPATIONAL HEALTH

- National Federal Executive Board Website
- Feds Hire Vets
- Federal Emergency Management Agency
- If you see something, say something.
- Identity Theft
- Federal News Radio
- Telework.gov

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 change in administrations.

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