



**San Francisco Bay Area Federal Executive Board  
September 10, 2015  
Board of Directors Meeting Minutes**

John Kramar, Chair, called the meeting to order at 9:00 a.m.

The following individuals representing the Board and FEB were present:

**Board of Directors**

John Kramar, DHS/USCIS, Chair  
Cathy Dunlap, IRS, 1<sup>st</sup> Vice Chair  
Julianna Boor, VA, 2<sup>nd</sup> Vice Chair  
Janie Thomas, DOL, Ex-Officio  
Robert Trefault, OPM, Ex-Officio  
Patty Kalla, for Robert Fenton, DHS/FEMA - Ex-Officio  
Maria Jauregui, DOJ, Ex-Officio  
Rafael Nunez, USPIS, Appointed Member  
Jesus Mendoza, USDA/FNS, Appointed Member  
RADM, Joseph Servidio, USCG, Military Chair  
Les Yamagata, GSA, Chair, Acquisition Interagency Council  
Tatum King, DHS/ICE, Chair, Combined Federal Campaign  
Serena McIlwain, for Jared Blumenfeld, Environmental Protection Agency

**Guests**

Joe Hicken, Presenter, General Services Administration  
Ben Machol, Environmental Protection Agency  
Matt Yttrup, Leadership Development Program  
Shirley Karrer, Leadership Development Program

**Staff**

Gail Castaneda, Federal Executive Board  
Sara Russell, Federal Executive Board

**Approval of Minutes:** The minutes from August 13, 2015, Board of Directors meeting were approved. Cathy Dunlap made the motion, seconded by Maria Jauregui.

**FEB Executive Director Report:**

Introduction of Sara Russell, Executive Director

Sara Russell, FEB Executive Director, introduced herself and spoke about her background. Sara comes to the SF FEB from the US Environmental Protection Agency where she serves most recently as EPA R9's Grants Management Officer. She has direct experience with a myriad of FEB programs: FEB's Leadership Development Program and Federal Employee of the Year (FEYA). She has strong leadership skills, a love of people, a proven ability to coordinate a diverse group towards a common goal, and a passion for the value of FEBs to our federal community. Sara holds a Master's in Public Administration in Intergovernmental Relations from the University of Southern California and a BA in Government from Mills College in Oakland, CA. She was a Coro

Fellow with a Fellowship in Public Affairs, and started her federal career through OPM's Presidential Management Fellowship program.

Sara highlighted her goals:

- FEB the “go to” place for information for the federal workforce in both emergencies and for information that affects all agencies
- Increase awareness about the FEB and the contributions federal employees make in the Bay Area
- Increase transparency in FEB operations and finances is to keep the website current.

Sara will be making appointments with all the FEB board members and committee chairs in the next month to get your input on how the FEB can help you.

Sara polled the attendees and all agreed they would like an updated on-line membership directory.

#### FEB Financial Guidelines

- Sara emailed draft FEB Financial Guidelines for their review. The guidelines were developed in FY15 by a committee of FEB executive directors. All FEBs are required to adopt the guidelines with changes as they see fit.
- FEB will discuss the adoption of the guidelines and any Bylaw changes that are necessary at our October meeting. Sara asked Board members review the guidelines and submit any questions, changes or corrections to Sara at [russell.sara.l@dol.gov](mailto:russell.sara.l@dol.gov)
- Sara reported the FEB has \$36,319.02 in its checking account. Once the guidelines are established the next step is to set a FY16 budget and Sara will begin collecting the board's recommendations for a budget.

*(Note the Agenda was changed to reflect the FEB's three lines of business, now all agenda items will be placed under Emergency Preparedness, Workplace Development or Intergovernmental and Community Outreach.)*

#### **Emergency Preparedness:**

Robert Trefault, OPM reported on the Cybersecurity and OPM data breach.

- OPM recently discovered two separate but related cybersecurity incidents that have impacted the data of Federal government employees, contractors, and others.
- In April 2015, OPM discovered that the personnel data of 4.2 million current and former Federal government employees had been stolen. This means information such as full name, birth date, home address and Social Security Numbers were affected.
- You should have already received a notification if you were impacted.
- While investigating this incident, in early June 2015, OPM discovered that additional information had been compromised including 19.7 million individuals that applied for a background investigation, and 1.8 million non-applicants, primarily spouses or co-habitants of applicants.

- Please share with your staff these sites for more information:  
<https://www.opm.gov/cybersecurity> and <https://www.identitytheft.gov>

**Workforce Development:**

No Items

**Intergovernmental & Interagency Collaboration and Community Outreach:**

**Combined Federal Campaign:** Tatum King, Combined Federal Campaign (CFC), Chair

**Local Federal Coordinating Committee (LFCC),** CFC is working on the 2015 campaign and hold monthly meetings. The LFCC is reviewing CFC materials such as pledge forms, charity applications and other materials that will be going out in September or October. Principal Combined Fund Organization (PCFO) contact expires December, 2015. The LFCC is working on the solicitation for a 2016 PCFO.

**Locality Pay Increase:** Tatum King would like to collaborate with agencies. Asked for group to volunteer and work on this project. The following volunteered John Kramar, RADM Joseph Servidio, Serena McIlwain will send someone from EPA HR, Janie Thomas, Rafael Nunez and Julianna Boor. Tatum recommended National Active and Retired Federal Employees Association (NARFE) speak an upcoming Board of Directors meeting.

**Executive Order 13693 – Planning for Federal Sustainability:** Joe Hicken, Special Assistant to the Regional Administrator, General Services Administration, presenter.

- Mandate: Within 180 days of the date of this order [September 15, 2015 each EPA and GSA Regional office shall in coordination with Federal Executive Boards convene regional interagency workgroups.
- Purpose: to identify and address: a) sustainable operations of fleet vehicles b) water resource management c) climate change preparedness d) procurement of clean energy.
- Next Steps: Names from each agency, please email your names to Sara Russell and Joe Hicken ([russell.sara.l@dol.gov](mailto:russell.sara.l@dol.gov) and [joseph.hicken@gsa.gov](mailto:joseph.hicken@gsa.gov) )
- Presentation to be emailed out.

**Committee Announcements/Updates**

**Emergency Preparedness Working Group:** Next meeting October 1, 2015. New San Francisco Federal building, 90 7<sup>th</sup> Street, San Francisco. Conference Room B110, 9:00 am – 11:00 am.

**Federal Employees of the Year Awards (FEYA):** Maria Jauregui, FEYA Chair update on FEYA 2016. Maria is looking at dates for the event, locations and FEB budget for the event. Tentative Date: May 3, 2015.

**Acquisition Roundtable:** Les Yamagata, GSA updates. Proposed an Acquisition Excellence category be added to the Federal Employees of the Year Awards. Les will write up the criteria and present it at the October, Board meeting for a vote.

National Education Seminar (NES) on "Contract Disputes, Changes, and Terminations. This is a new course which is being offered by NCMA. You can find out more information at:<http://www.ncmahq.org/learn-and-advance/events-education/in-person/national-education-seminars/national-education-seminars---detail/Coming-July-2015-Contract-Changes-Disputes-and-Terminations>

One day training at Oakland Federal Building. Offering a one-time, super-low price of only \$100 per person to attend this training event, usually \$300. The Chapter will be picking up the cost of the instructor, training materials, and the book.

**Military Chair: RADM Joseph Servidio**, United States Coast Guard announced **fleet week** will be held October 5 – October 12, 2015. For a list of events and activities [www.fleetweeksf.org](http://www.fleetweeksf.org)

**Shared Neutrals Program:** Cathy Dunlap, IRS plans to meet with Gail Castaneda, FEB in October to review and discuss the program.

**FEB Members Announcements, Retirements, Appointments, Promotions, and Transfers:**

Ryan L. Spradlin, New Regional Administrator, Immigration & Customs Enforcement, Department of Homeland Security.

**Next Meeting:** October 8, 2015.

The meeting adjourned at 10:30 a.m.

Minutes respectfully submitted,

Gail Castaneda and Sara Russell  
San Francisco Federal Executive Board