



# ANNUAL REPORT

## Fiscal Year 2010



**OREGON**

*1969-2010 — 41 YEARS OF SERVICE*

### **OREGON FEDERAL EXECUTIVE BOARD**

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Oregon Federal Executive Board staffing was funded by Portland VA Medical Center, Bonneville Power Administration, Forest Service, Region 6, Bureau of Land Management, Oregon State Office and the Federal Highway Administration, Western Federal Lands Highway Division. Operating support was provided by 150 member agencies in Oregon and Southwest Washington.

## TABLE OF CONTENTS

Policy Committee Members and brief history of Oregon Federal Executive Board .....	
<u>Page 2</u>	
Executive Summary .....	
<u>Page 3</u>	
Cost Avoidance Template for FEB Activities .....	
<u>Page 4/5</u>	
Five Highly Valued Accomplishments in Fiscal Year 2010:	
Intergovernmental Collaboration and Community Outreach.....	
<u>Page 6</u>	
Emergency Preparedness, Employee Safety & Security .....	
<u>Page 6/7</u>	
Human Capital Readiness .....	
<u>Page 7</u>	
Oregon FEB Organization Structure.....	
<u>Page 8</u>	

### **2010 Officers and Staff**

<u>Chair</u> David J. Ferguson <i>Transportation Security Administration</i>	<u>Vice Chair</u> Clara Conner <i>Federal Highway Administration</i>
<u>Immediate Past Chair</u> William McNamee <i>Citizenship and Immigration Services</i>	<u>Executive Director</u> Ron Johnson, <a href="mailto:rjohnson@pcez.com">rjohnson@pcez.com</a> <u>Management Analyst</u> Jeff Sargent, <a href="mailto:jsargent@pcez.com">jsargent@pcez.com</a>

### **Additional agencies represented on the Policy Committee**

*Bureau of Land Management, Bonneville Power Administration, Customs and Border Protection, Federal Protective Service, General Services Administration, Social Security Administration, U. S. Army Corps of Engineers, U.S. Coast Guard, U.S. Fish and Wildlife Service, Veterans Affairs Medical Center, Veterans Affairs Regional Office, Veterans Affairs Regional Counsel*

### **Oregon Federal Executive Board History**

*The Portland Federal Executive Board was established in July 1969 and primarily served federal agencies in the greater Portland metropolitan area for nearly thirty years. In October 1998, the Oregon Federal Executive Board was formed, becoming only the third FEB in the country to offer services statewide. Currently the Oregon FEB's primary service area includes Oregon, Southwest Washington and parts of other adjacent states.*

## EXECUTIVE SUMMARY

In August 2010 the Oregon Federal Executive Board moved to the Gus J. Solomon Courthouse, which symbolized the beginning of 42 years of service to Federal agencies in Oregon and Southwest Washington. Oregon FEB staff and members, like all 28 FEBs in the National FEB Network [www.feb.gov](http://www.feb.gov), provided services to federal, state and local government agencies and other resource partners in three lines of business,:

- Intergovernmental Collaboration and Community Outreach
- Emergency Preparedness, Employee Safety & Security
- Human Capital Readiness

Oregon FEB operations were guided by an 18-member Policy Committee. Services included critical continuity of operations planning, an all-hazards communication system, emergency planning exercises, targeted education forums/classroom training sessions/workshops, executive forums; an interagency Alternative Dispute Resolution Service (mediation and facilitation) and a charitable giving campaign - Combined Federal Campaign – in 37 counties. On-going interagency communication and collaboration was maintained through the following Oregon FEB committees and teams:

- Policy Committee
- Oregon and Washington Crisis Continuity Coalition (C3) – Interagency Emergency Working Group
- Shared Neutrals Program – Alternative Dispute Resolution (ADR) Service
- Combined Federal Campaign (CFC) Leadership Team – Strategy and Marketing
- Local Federal Coordinating Committee – CFC Compliance/Administrative Oversight

In FY 10, Oregon FEB staff and committee members provided services to more than 30,000 Federal agency personnel and our interagency partnerships brought together countless members from state, local government and tribal entities. Together, Oregon FEB members helped those organizations achieve common objectives. Our mission – *to create value to the public* – was achieved by providing timely information, sharing best practices and offering low cost services to member agencies, partners and their staff.

The Oregon FEB is one of only five Federal Executive Boards in the country offering services statewide. Our staff and committee members effectively used multiple communication methods to efficiently deliver and receive requested information in a timely manner. The OFEB web site, [www.oregonfeb.us](http://www.oregonfeb.us), the Oregon FEB *News and Events* Newsletter, the OFEB Extranet at Google Sites, our Internet service at [ofebtraining@pcez.com](mailto:ofebtraining@pcez.com) and our use of the USP3 emergency system helped us maintain effective communication, coordination and collaboration among Oregon FEB members, partner organizations and the National FEB Network.

**Cost Avoidance** is a key performance measure for the National FEB Network. It is determined by producing lower cost services, reducing/eliminating travel and lodging expenses and collaborating with other FEBs and their members.

For FY10, the Oregon FEB proudly reports \$1,016,007 in cost avoidance estimates from our Alternative Dispute Resolution Services and our comprehensive training curriculum!

# 2010 ADR and Training Cost Avoidance Template

## Oregon Federal Executive Board

<b>Combined Federal Campaign (CFC)</b>	
<b>2010 Total Contributions</b>	<b>\$ 1,691,578</b>

<u>Awards and Recognition</u> (name of event)	Number of Attendees	Number of Awards Presented
Oregon FEB Policy Committee – October '09	30	20
Combined Federal Campaign Breakfast/Luncheons – January '10	200	500
FEB Education Forum/Oregon FEB <i>News and Events</i> – May '10	120	30,000
<b>Totals:</b>	350	30,520

<u>Alternate Dispute Resolution (ADR) - Shared Neutrals Program</u>	Number of Cases Accepted	Number of Cases Resolved	Cost Avoidance Per Resolution	Total Cost Avoidance Realized
<b>Workplace Dispute:</b>	67	45	\$16,898.97	\$642,160.86
<b>Pre-EEO Complaint:</b>	4	1	\$69,071.10	\$ 68,520.23
<b>EEO Complaint (after entering formal process):</b>	4	3	\$65,946.06	\$196,260.33
<b>Totals:</b>	75	49		\$1,016,006.89

FEB- Sponsored Training Sessions	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance(Cost Savings x # of Attendees)
CSRS Retirement Planning	\$375	\$125	\$250	28	\$7,000
FERS Retirement Planning	\$375	\$125	\$250	30	\$7,500

CSRS Retirement Planning	\$375	\$125	\$250	30	\$7,500
Employee Engagement	\$100	None	\$100	40	\$4,000
FERS Retirement Planning	\$375	\$125	\$250	60	\$15,000
Mediation	\$100	None	\$100	30	\$3,000
CSRS Retirement Planning	\$375	\$250	\$125	50	\$12,500
Executive Forum	\$75	None	\$75	120	\$9,000
Performance and Conduct	\$ 500	\$300	\$ 200	12	\$2,400
FERS Retirement Planning	\$375	\$125	\$250	58	\$14,500
Web 2.0	\$50	None	\$50	20	\$1,000
First Aid/CPR/AED	\$50	\$25	\$25	10	\$250
First Aid/CPR/AED	\$50	\$25	\$25	15	\$375
Facilitation	\$150	None	\$150	32	\$4800
Performance Appraisals	\$500	\$300	\$200	12	\$2,400
Web 2.0	\$50	None	\$50	15	\$750
Performance and Conduct	\$500	\$300	\$200	37	\$7,400
CSRS Retirement Planning	\$375	\$125	\$250	35	\$8,750
FERS Retirement Planning	\$375	\$125	\$250	47	\$11,750
<b>Totals:</b>				1024	\$119,875

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## **Five Highly Valued Oregon Federal Executive Board Accomplishments in FY 10**

### **Intergovernmental Collaboration and Community Outreach – Line of Business**

Due to the generous funding support from the organizations listed on the cover of this report, Oregon FEB Officers, Staff, Policy Committee Members and Members At-Large were able to devote their time and talents to strengthen and/or create partnerships, programs and valued services. Countless organizations and communities in Oregon, Washington and other neighboring states benefited from Oregon FEB services. Resources used to promote FEB services included the web site, [www.oregonfeb.us](http://www.oregonfeb.us), the Oregon FEB *News and Events* newsletter, the Oregon FEB Extranet, the National FEB Extranet and finally our local Combined Federal Campaign web site at [www.yourcfc.org](http://www.yourcfc.org).

#### **1. Combined Federal Campaign (CFC) – Pacific Northwest CFC 0728:**

Our Local Federal Coordinating Committee (LFCC) and CFC Leadership Team supported the Pacific Northwest CFC which now serves 30,000 employees in 37 Oregon and Southwest Washington counties. The 2009 campaign was completed in FY 10 with employee and fundraising contributions reaching \$1,691,000! Our campaign also had one of the lowest operating costs in the country– just slightly more than 7%.

Our LFCC & CFC Leadership Team members performed these important functions:

- Monitored performance of the United Way of the Columbia-Willamette, our Principal Combined Fund Organization (PCFO) - they completed the third year of a three-year agreement to support our work-place giving campaign in an expanded service area
- Evaluated and received approval from OPM for two CFC mergers into CFC 0728
- Solicited/reviewed/approved 392 local 2010 CFC charity applications and processed denied applications in accordance with CFC Regulations, CFR 950
- Completed audit and compliance reports for the Office of CFC Operations (OPM)
- Supported annual recognition activities for 500 CFC volunteers (awards, certificates)
- Recruited, oriented and trained CFC Leadership Team members, Regional Trainers and Coordinators to serve employees in 30 Oregon and 7 SW Washington counties

### **Emergency Preparedness, Security and Employee Safety – Line of Business**

**2. Crisis Continuity Coalition:** This Line of Business was supported by our Crisis Continuity Coalition (C3) members –federal, state and local government agencies. They met every two months in Portland to share best practices, provide employee training, conduct exercises and agree on collaborative efforts to benefit their organizations. The Oregon Federal Executive Board’s Crisis Continuity Coalition fulfills the Office of Personnel Management requirement for an FEB Interagency Emergency Working Group.

C3 members were supported by the Oregon FEB Management Analyst who served as the President of the Oregon Emergency Management Association, coordinated C3 meetings, conducted employee training sessions, and shared information via email, phone, the Oregon FEB newsletter (Ready Feds) and our web site at [www.oregonfeb.us](http://www.oregonfeb.us).

Crisis Continuity Coalition outputs included the following:

**3. Partnerships with FEMA Staff and Contractors:** The following key exercises and services strengthened partnerships between C3 members, Oregon FEB staff and FEMA staff/contractors in Regions VI, VIII and X.

#### **— Exercises and Emergency Communications**

“Rose Guardian” - a Local Functional Federal Continuity Exercise (Vehicle Born Improvised Explosive Device) was conducted in April to test the readiness and capabilities of Oregon FEB members. C3 members and Oregon FEB staff collaborated with FEMA staff and contractors on this exercise (some alternate sites were activated).

“Eagle Horizon”- a Full Scale exercise coordinated by FEMA in Washington, DC in June involved Oregon FEB Staff and Officers who tested our communications systems

“Resilient Accord” – a tabletop exercise coordinated by FEMA Region X and C3 members was held in Portland to highlight the importance of cyber security

United States Public Private Partnership (USP3) Emergency Communication System was maintained and tested with Oregon FEB members and with the New Mexico FEB (our backup)

The Executive Director and Management Analyst implemented the Oregon FEB Hazardous Weather Service in December/January via phone, email and web

### **— Education and Training**

“Work Place Violence Awareness” – a workshop conducted in June that addressed risk assessment, planning and mitigation

“First Aid, CPR and AED” – two training sessions were conducted in March/April to help members maintain their certification

### **Human Capital Readiness – Line of Business**

The Executive Director, members of the Oregon FEB Policy Committee and member staff actively supported this line of business. Formal presentations were made at Policy meetings and Oregon FEB programs/services were promoted to employees and resource partner staff.

Resources were also shared with members of the National FEB Network. Importantly, our staff developed vendor agreements, produced promotional collateral/training materials, managed on-line registration systems and monitored evaluation/survey instruments. The Executive Director also served as Chair and member of the FEB Network’s Human Capital Readiness Council.

### **4. Executive Forums:**

Two highly successful Executive Forums were hosted in FY10.

— OPM Director, John Berry addressed 25 Oregon FEB executives in August. Director Berry emphasized the importance of FEB membership and he outlined the scope of two important initiatives: [Veterans Hiring Authority and Hiring Reform](#)

— Oregon FEB Chair, David Ferguson addressed 120 FEB executives/members at the forum held in May in honor of Public Service Recognition Week. Mr. Ferguson acknowledge the work of federal employees and promoted the mission of the Oregon FEB.

### **5. Employee Education/Training Programs and Alternative Dispute Resolution Services**

25 top quality/low cost Oregon FEB educational programs were attended by 905 participants and 70 alternative dispute resolution cases were mediated by Oregon FEB Shared Neutrals staff.

- Retirement Planning Seminars – Eight two-day sessions for 338 participants
- Oregon FEB Leaders Presentations – Two presentations for 60 participants
- Employee Engagement – One presentation for 80 participants
- Performance and Conduct – Two sessions for 50 participants
- Making Performance Appraisals Work – One session for 12 participants
- Keys to Highly Engaged Leadership – One session for 120 Oregon FEB executives
- CFC Coordinator/Key Worker Training – 12 sessions for 220 participants
- First Aid, CPR and AED Training – 2 sessions for 25 participants
- Mediation training – 1 session for 30 participants
- Facilitation training – 1 session for 32 participants

**Our Mission: To create value to the public by fostering communication, coordination and collaboration with Federal, State and local government agencies**

Executive Director: Ron Johnson, 503-326-2060, [rjohnson@pcez.com](mailto:rjohnson@pcez.com)

Oregon Federal Executive Board  
Organization Structure

*Policy Committee Chair*

David J. Ferguson, Transportation Security Administration, Portland

*Policy Committee Vice-Chair*

Clara Conner, Federal Highway Administration, Western Federal Lands Division

*Committee Chairs*

*Combined Federal Campaign Leadership Team*

Carol Maartense, Social Security Administration – 2009 CFC

Cindy Maltsberger, Customs and Border Protection – 2010 CFC

*Oregon and SW Washington Crisis Continuity Coalition*

Gail Dreckman, Bonneville Power Administration

Dan Des Rochers, Transportation Security Administration

*Shared Neutrals Program*

Trent Stewart, Portland VA Medical Center

*At-Large Members*

Luke Arant, General Services Administration

Rex Cray, Veterans Affairs Regional Counsel

Roy Fox, Bonneville Power Administration

Commander Layne Frambes, Federal Protective Service

Cynthia Maltsberger, Customs and Border Protection

Colonel Steven R. Miles, U. S. Army Corps of Engineers

Lisa Pozzebon, Veterans Affairs Regional Office

David Patte, Fish & Wildlife Service

Andy Smith, Bureau of Land Management

Joyce Sullivan, Social Security Administration, Portland

Frederick White, Portland VA Medical Center