



# ANNUAL REPORT

## Fiscal Year 2011



*1969-2011 — 42 YEARS OF SERVICE*

### **OREGON FEDERAL EXECUTIVE BOARD**

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The Portland VA Medical Center served as the host agency by providing FTE and funding for the Executive Director and Management Analyst.

Operating support was provided by more than 150 member agencies in Oregon and Southwest Washington. Member executives and staff served on committees and teams; supported programs and services and participated in training programs and emergency exercises.

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### 2011 Officers and Staff

Chair

Clara Conner  
*Federal Highway Administration*

Vice Chair

Carol Maartense  
*Social Security Administration*

Immediate Past Chair

Dave Ferguson  
*Transportation Security Administration*

Executive Director

Ron Johnson, [rjohnson@pcez.com](mailto:rjohnson@pcez.com)  
Management Analyst  
Jeff Sargent, [jsargent@pcez.com](mailto:jsargent@pcez.com)

**Additional agencies represented on the Policy Committee**

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

**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 all 36 counties in Oregon and 7 counties in Washington.*

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

## FEB Background

By Presidential Directive in 1961, President John F. Kennedy established FEBs to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC. In 1982, the Executive Office of the President transferred authority for the FEB functions to the U.S. Office of Personnel Management (OPM), which today maintains oversight. Federal Executive Board responsibilities and guidelines are outlined in section 960 of title 5, United States Code.

The need for effective coordination among federal organization's field activities was clear in 1961 and is even more important today. Approximately 90% of all federal employees work outside of the National Capital area and most federal programs are implemented through regional and local offices of departments and agencies.

Atlanta	Colorado	Minnesota	Philadelphia
Baltimore	Dallas-Fort Worth	New Mexico	Pittsburgh
Boston	Detroit	New Orleans	Saint Louis
Buffalo	Honolulu-Pacific	New York City	San Antonio
Chicago	Houston	Newark	San Francisco
Cincinnati	Kansas City	Oklahoma	Seattle
Cleveland	Los Angeles	Oregon	South Florida



*As an integral part of present steps to increase the effectiveness and economy of Federal agencies, I want coordination of government activities outside of Washington significantly strengthened. By President John F. Kennedy, Presidential Directive, November 1961*

*The Federal Executive Boards across the country are lifelines between Washington and the local and regional federal offices. By [Max Cacas](#) Reporter Federal News Radio. October 2010.*

# **The Oregon FEB FY 11 Annual Report**

## **highlights the FEB Network's three Lines of Business**

### **EXECUTIVE SUMMARY**

For 42 years, Oregon FEB staff and volunteers have provided vital services to federal agencies in Oregon and Southwest Washington. Like all 28 FEBs in the National FEB Network [www.feb.gov](http://www.feb.gov), our staff and members 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 – Pacific Northwest 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 11, Oregon FEB staff and committee members provided **services to more than 32,000 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 a few Federal Executive Boards in the country offering services statewide. Our staff and committee members effectively used multiple communication methods to efficiently receive and deliver requested information in a timely manner. OFEB staff also maintained effective communication, coordination and collaboration among Oregon FEB members, partner organizations and the National FEB Network. Our resources included [www.oregonfeb.us](http://www.oregonfeb.us), the Oregon FEB *News and Events* Newsletter, the OFEB Extranet (Google), our Internet service at [ofebtraining@pcez.com](mailto:ofebtraining@pcez.com) and the United States Public Partnership (USP3) emergency communications system .

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

For FY11, **the Oregon FEB proudly reports \$1,168,239 in cost avoidance estimates** from our Alternative Dispute Resolution Services and our training curriculum!

# FY 11 ADR and Training Cost Avoidance Template

## Oregon Federal Executive Board

<b>Combined Federal Campaign (CFC) - 2010 Total Contributions</b>	<b>\$ 1,737,158</b>
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<u><b>Awards and Recognition</b></u> (name of event)	<b>Number of Attendees</b>	<b>Number of Awards Presented</b>
Oregon FEB Policy Committee – October '10	30	20
Combined Federal Campaign Breakfast/Luncheons – January '11	200	500
FEB Education Forum/Oregon FEB <i>News and Events</i> – May '11	200	free training for 200
<b>Totals:</b>	430	520

<u><b>Alternate Dispute Resolution (ADR) - Shared Neutrals Program</b></u>	<b>No. of Cases Accepted</b>	<b>No. of Cases Resolved</b>	<b>Cost Avoidance Per Resolution</b>	<b>Total Cost Avoidance Realized</b>
<b>Workplace Dispute:</b>	52	35	\$17,371.08	\$607,987.80
<b>Pre-EEO Complaint:</b>	6	3	\$71,006.64	\$ 213,019.92
<b>EEO Complaint (after entering formal process):</b>	3	3	\$67,794.02	\$203,382.06
<b>Totals:</b>	61	46		\$1,024,389.78

<b>FEB- Sponsored Training Sessions</b>	<b>Market Price</b>	<b>FEB Price</b>	<b>Cost Savings</b>	<b>No. of Attendees</b>	<b>Estimated Cost Avoidance (Cost Savings x Attendee #)</b>
CSRS Retirement Planning	\$375	\$125	\$250	20	\$5,000
Performance and Conduct	\$ 500	\$300	\$ 200	27	\$6,750
FERS Retirement Planning	\$375	\$125	\$250	45	\$11,250
CSRS Retirement Planning	\$375	\$125	\$250	40	\$10,000
FERS Retirement Planning	\$375	\$125	\$250	40	\$10,000
OPM Demonstration Program Training				32	\$4,560
OPM Demonstration Program Training				32	\$4,560
OPM Hiring Reform Workshops - Six	\$27-\$260	None	\$27- \$260	68	\$16,605
Executive Forum-Writing	\$95	None	\$95	200	\$19,000
Writing for Executives	\$125	None	\$125	25	\$3,125
CFC Leadership Videos - Eight	\$2,000	None	\$2,000	1005	\$2,000
CSRS Retirement Planning	\$375	\$250	\$125	32	\$8,000
FERS Retirement Planning	\$375	\$125	\$250	64	\$16,000
CFC Campaign Kickoff Video	\$500	None	\$500	200	\$500
CSRS Retirement Planning	\$375	\$125	\$250	35	\$8,750
Performance and Conduct	\$ 500	\$300	\$ 200	15	\$3,750
FERS Retirement Planning	\$375	\$125	\$250	52	\$13,000
Rose Guardian Functional	N/A	None	N/A	60	
Willamette Washout TTX	N/A	None	N/A	40	
FPS Active Shooter Prep & Prevention	\$50	None	\$50	20	\$1,000
<b>Totals:</b>				2,052	\$143,850

## Five Highly Valued Oregon Federal Executive Board Accomplishments in FY 11

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

Due to the generous funding support from the Portland VA Medical Center and other members, 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 2010 campaign was completed in FY 11 with employee and **fundraising contributions exceeding \$1,737,000!** 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 first year of a three-year agreement to support our work-place giving campaign in an expanded service area
- Solicited/reviewed/approved **450 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 –local federal emergency and safety managers. They met every two months in Portland to share best practices, receive 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 scheduled and staffed the C3 meetings, conducted employee training sessions, shared important emergency preparedness information via email, phone, the Oregon FEB newsletter (Ready Report) and our web site at [www.oregonfeb.us](http://www.oregonfeb.us). A direct relationship was also maintained with state and local emergency management professionals through the Management Analyst’s membership and leadership role (Past President) in the Oregon Emergency Management Association.

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 X.

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

“Rose Guardian ‘11” - a functional federal continuity exercise conducted April 19-21, 2011 and based upon a catastrophic flood scenario in the Willamette Valley. The primary objective was to test the continuity readiness and capabilities of local federal agencies. C3 members and Oregon FEB staff collaborated with FEMA Region X staff and their contractor support on this exercise.

“Eagle Horizon”- a Full Scale exercise coordinated by FEMA in Washington, DC in June 2011 involved Oregon FEB staff and officers who tested our communications systems.

“Willamette Washout TTX 2011” – a tabletop conducted in Portland on September 8, 2011 as one of the few exercises focused on reconstitution of operations after a catastrophic incident. The same scenario as applied in “Rose Guardian ‘11” was used. The Oregon FEB and FEMA Region X again collaborated with contractor support.

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

The Executive Director and Management Analyst implemented the Oregon FEB Hazardous Incidents Guidance Program from December 2010 – May 2011. Notices were delivered by email, web and phone line about hazardous weather, the tsunami warning as a result of the Japan earthquake in March, and a flood warning in the spring.

#### **— Education and Training**

- FEMA regional and national initiatives (Oct., Dec., Feb., Apr., June, Aug.)
- Active Shooter Preparedness/Prevention, by the Federal Protective Service (April)
- 102nd Civil Support Team’s mobile Weapons of Mass Destruction Unit (June)
- Communications about FEMA Region X, Oregon Emergency Management, and local federal agency hosted emergency management training throughout the year.

#### **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 a member of the FEB Network’s Performance Improvement Group.

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

Three highly successful Executive Forums were hosted in FY11 with **\$25,725 in cost avoidance**.

- Western Management Development staff held two Forums for 32 executives
- Office of Personnel Management staff hosted five Forums on Hiring Reform for 100 members
- The Oregon FEB Executive Director Ron Johnson addressed 200 FEB executives/members at the Forum held in May during Public Service Recognition Week. Mr. Johnson acknowledged the work of federal employees and promoted the mission of the Oregon FEB.

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

**32 educational programs** served **2,052** participants with **\$1,143,850 in cost avoidance** and **35** alternative dispute resolution cases were mediated with **\$1,024,389.78 in cost avoidance**.

- Retirement Planning Seminars – Eight two-day sessions for 360 participants
- Oregon FEB Experiential Learning Video Training - Six sessions were produced and posted on

our web site. The programs were designed as career planning resource and were viewed by 1,000 members

- Effective Business Writing— One session was held for 200 Oregon FEB participants
- Performance and Conduct – Two sessions were held for 42 participants
- Writing for Executives – One session was held as part of a Policy Committee Meeting for 25 members and guests
- CFC Coordinator/Key Worker Training – 6 live sessions were held for 180 participants
- The Extraordinary Leader Training – one session was held for 32 people
- Design Thinking and Innovation Workshop – one session was held for 32 people



Oregon FEB FY 2011 Chair Clara Conner, Federal Highway Administration, welcoming new member Captain Daniel LeBlanc, U.S. Coast Guard Marine Safety Unit Portland



Oregon FEB FY 2011 Policy Committee members meeting in Courtroom 62 of the historic Gus Solomon Courthouse, Portland, Oregon.

## **Oregon Federal Executive Board Organization Structure**

### *Policy Committee Chair*

Clara Conner, Federal Highway Administration, Western Federal Lands Division

### *Policy Committee Vice-Chair*

Carol Maartense, Social Security Administration

### *Combined Federal Campaign Leadership Team*

Cindy Maltsberger, Customs and Border Protection – 2010 & 2011

### *Local Federal Coordinating Committee- Pacific Northwest CFC*

Ron Johnson, Oregon Federal Executive Board

### *Oregon and SW Washington Crisis Continuity Coalition*

Tracy Bell, U.S. Army Corps of Engineers

### *Shared Neutrals Program*

Trent Stewart, Portland VA Medical Center

### *At-Large Members*

Camron Doss, General Services Administration  
David Ferguson, Transportation Security Administration  
Roy Fox, Bonneville Power Administration  
Commander Layne Frambes, Federal Protective Service  
Captain Daniel LeBlanc, U.S. Coast Guard  
Cynthia Maltsberger, Customs and Border Protection  
Chris Marshall, Veterans Affairs Regional Office  
Colonel Steven R. Miles, U. S. Army Corps of Engineers  
Hugh Morrison, Fish & Wildlife Service  
John Patrick, Portland VA Medical Center  
Robin Prichard, Housing and Urban Development  
Andy Smith, Bureau of Land Management  
Lynn Voigt, Farm Services Agency  
Bessie Young, Social Security Administration, Portland

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

Management Analyst: Jeff Sargent, 503-326-3030, [jsargent@pcez.com](mailto:jsargent@pcez.com)