



Cleveland Federal Executive Board

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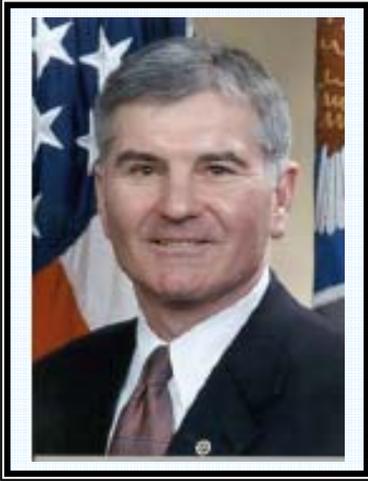
Mission

The mission of the Cleveland Federal Executive Board is to promote unity of purpose among Federal agencies to better service our community and our employees.

Vision

The Cleveland Federal Executive Board will promote enhanced communication, cooperation, and collaboration, crossing agency lines to provide cohesive high-quality, coordinated Government services and information to our community. The Cleveland Federal Executive Board will also promote a safe productive work environment for our employees.

Message from the Chairperson



It is with great pride and pleasure that I present the Cleveland Federal Executive Board's (CFEB) Fiscal Year 2006 Annual report. This report covers the period from October 1, 2005 through September 31, 2006, and provides highlights and accomplishments for the year.

FY2006 was a unique year for the board, Cleveland, and the surrounding communities it serves. With increased importance placed on emergency readiness, employee services, and increasing community dialog, the CFEB logged another very successful year of service delivery.

Membership of the Cleveland Federal Executive Board's (CFEB) Policy Committee is limited to the senior officials of 6 elected small agencies and federal agencies or departments, in the local geographic area, with 250 or more employees. In FY2006, the CFEB updated its bylaws to double the representation of small agencies on the board. The board make-up, of both large and small agencies, provided flexibilities that proved to be an asset.

Board membership is limited to this level in an effort to ensure adequate authority and to emphasize top management responsibility for CFEB's effectiveness. The policy committee establishes major goals and program direction, and is responsible for assuring program implementation, while providing general policy and guidance for FEB activities.

During this fiscal year, the CFEB was very busy designing and delivering value added services to the 17 county service area. The partial lists of accomplishments highlighted in this report are representative of the value FEBs provide to the federal community. The partnerships, collaborations, and activities of the board are a true testament to facilitating positive change and improving our community. As we prepare for the challenges ahead, the CFEB stands ready and able to lead the charge.

It has been my pleasure serving the board and the community, I am proud of the work done by the CFEB and can rest assured that my successor will find value and fulfillment in leading a team of committed and dedicated federal leaders.

Sincerely,
Greg White, 2006 CFEB Chairperson

CLEVELAND
FEDERAL EXECUTIVE BOARD



POLICY COMMITTEE



Officers

Chairperson
Greg White

United States Attorney
Office of The U.S. Attorney

Vice Chairperson
Michael Gonzales

Cleveland Commissioner's Representative
Internal Revenue Service

Members

Charles Allaman

Manager
Federal Aviation Administration

RADM Robert J. Papp, Jr.

Commander
United States Coast Guard

Kathy Ainsworth

District Manager
United States Postal Service

LTC Mark Rice

Battalion Commander
U.S. Army Recruiting Battalion

Daniel Cabot

Acting Deputy Director
Equal Employment Opportunity Commission

Douglas A. Shelby

Field Office Director
Housing and Urban Development

Peter J. Elliott

U.S. Marshal
U.S. Marshals Service

Geri M. Smith

Clerk of Court
Northern District Court of Ohio

Conrad (Smokey) Everett

Special Agent-In-Charge
U.S. Secret Service

Michael D. Springer

Director
General Services Administration
(Ex-Officio)

LTC Michael D. Hoskin

Commander
Defense Contract Management Agency
(Ex-Officio)

Kenneth Sweitzer

Deputy Director
Defense Finance and Accounting Service

Bradley Mayes

Regional Office Director
Department of Veterans Affairs

Theodore Wasky

Special Agent-In-Charge
Federal Bureau of Investigation

William D. Montague

Medical Center Director
Department of Veterans Affairs

Dr. Woodrow Whitlow Jr.

Director
NASA Glenn Research Center

FEB Staff:

Michael W. Goin - Executive Director
Simone Johnson - Admin Support Assistant
Berniece Roberson - Office Assistant

Emergency Preparedness

✓ **National Response Plan Table Top Exercise**

In an effort to stimulate reflection and discussions by executive management regarding crisis response plans, policies, capabilities, jurisdictional roles, and interagency collaboration and cooperation, the Cleveland Federal Executive Board (CFEB) sponsored a National Response Plan table top exercise on November 16, 2005. The facilitators for the table top were professional instructors and FBI specialists from the FBI academy in Quantico, Virginia.

Prior to the exercise, each agency was forwarded a copy of the NPR and encouraged to review their agencies role in the plan. The review was especially helpful in stimulating thought, discussion, and highlighting areas that needed to be corrected, updated, or addressed. 88 participants representing 28 agencies attended and participated in the exercise.

✓ **Computer Intrusions and Counter-Intelligence**

On March 8, 2006, the Cleveland Office of the FBI provided an overview of computer intrusion and counter-intelligence issues. The overview highlighted issues and measures available to safeguard both government and personal data systems. The goal of the presentation was to increase attendee's knowledge of computer related issues.

✓ **Joint Information Center Training (JIC)**

On June 5, 2006, members of the CFEB attended JIC training hosted by the United States Coast Guard. The training was held at Cuyahoga Community College and was centered on crisis communications and implementing the JIC model. The JIC documents a flexible plan for conducting crisis communications during emergency responses in which multiple organizations need to collaborate to provide timely, useful, and accurate information to the public and other stakeholders. The course attendees included representatives from the local media, state and city government, crisis management groups, and individual citizens.

✓ **Cleveland Security Briefing and Table Top Exercise**

On June 14, 2006, CFEB held its quarterly full board meeting at VA Medical Center. During the meeting attendees had the opportunity to participate in an emergency preparedness table top exercise.

The table top exercise was designed to increase agency's understanding of their roles and responsibilities, review notifications and response actions, identify shortfalls and planning gaps.

Members of the U.S. Coast Guard and the Cleveland Division of Police facilitated an open forum presenting a series of scenarios depicting real life emergencies. The scenarios tested key emergency decision points and interagency issues related to the notification and management of the federal workforce. The table top exercise also served as a preparatory exercise for agencies scheduled to participate in the August 26, 2006, Cleveland Area Security Initiative Exercise sponsored by the Department of Homeland Security.

✓ **Cleveland Urban Area Security Initiative Exercise**

On August 26, 2006, sponsored by the Department of Homeland Security and led by the U.S. Coast Guard Ninth District, Cleveland area agencies participated in a full-scale urban emergency exercise. The exercise included city, state, county, local, and CFEB federal agencies, as well as emergency support agencies. Goals for the exercise included testing communications, evaluating training, and the identification of gaps. The exercise also provided the opportunity to test interoperability of communications systems, incident command system, and identification of training needs.

On September 13, 2006, a representative from the Cleveland division of police provided the board with an after action report.

✓ **National Disaster Medical System (NDMS) and Cleveland Airport Emergency Management Exercises**

On September 16, 2006, members of the CFEB attended the NDMS and Cleveland Airport Emergency Management exercises, both hosted by the US Coast Guard and local law enforcement officials from Cuyahoga County. The exercises provided attendees with the tools necessary to move forward in developing sustainable methods for preventing and managing man-made and national threats in the City of Cleveland. Over 50 agencies participated in the event.

- ✓ During FY 2006, the CFEB's Emergency Preparedness Committee continued to provide monthly updates on emergency programs and issues concerning the safety and security of federal employees. The committee continued to promote and increase safety and emergency preparedness through the maintenance, updating, and testing of the FEB's Emergency Dismissal Guide and plan, the Occupant Emergency Plan, the design and development of the 24-hour emergency contact system, and the continued planning and training of COOP related topics.

- ✓ In partnership with the Defense Finance and Accounting Service Cleveland (DFAS) and Federal Occupational Health (FOH), the CFEB continued to offer a series of no-cost training courses on personal safety and security throughout the year. During the fiscal year, courses were offered related to personal safety, domestic violence, personal identity theft, and emergency preparedness. Over 100 federal employees and contractors attended the training. Similar awareness courses cost an average of \$35/participant, producing a cost avoidance of over \$3,500.

Combined Federal Campaign



NEOCFC CAMPAIGN RESULTS

2005 Campaign Goal	\$2,002,691
2005 Final Result	\$2,035,534



FY2006 CFC Team

In FY2006, 1 additional county was added, expanding the geographical campaign coverage area to 17 counties. Carol McClain, 2006 CFC Director, states the expanded coverage allows for increased efficiencies in the campaigning process through increased economies of scales, reducing the overall campaign cost for merged areas. The merger of the Youngstown/Mahoning counties resulted in an immediate saving of over \$4,000 due to the reduction in administrative cost, from 26% to 11%. Additionally, through the promotion of increased use and availabilities of on-line pledging, the campaign saved over \$15,000 in printing and processing cost.

The theme for the FY06 Northeast Ohio Combined Federal Campaign (NEOCFC) was “You are the Key”, and that’s exactly what Federal employees from 17 counties in Ohio did, they played a key role in the success of the campaign. Through their

continued compassion and concern for their community, they helped the CFC surpass its goal of over \$2,000,000.

During the campaign, the CFC team of 11, led by Carol McClain, NEOCFC Director, worked tirelessly to assist agencies in the planning and execution of a successful campaign. The LEs and PCFO staff continued to carry the CFC message to the community by volunteering for many special events and activities (e.g., Days of Caring, soup kitchens, clothing drives to name a few). Additionally, the LEs trained over 800 federal employees (keyworkers and campaign coordinators) on the effective and efficient operation of a CFC campaign.

- ✓ The CFEB continued to conduct its annual census on the federal presence in Northeast Ohio. The census' goal is to acquire accurate demographic information on federal agencies located in the CFEB service area. Additionally, the collected data is used to assist the CFC staff with its planning exercises for the FY2006 campaign. The data is also used to update the CFEB's 24/7 emergency notification system.

Human Capital



Cleveland Federal Community Leadership Institute (CFCLI)

The CFCLI is a low-cost intergovernmental leadership development program designed to provide participants with a variety of experiential learning opportunities and assist agencies in the development of future leaders. The leadership program is designed around a 9-month curriculum that covers topics related to leadership development plans (LDP), personality assessments, team building, community awareness, and select reading and discussions.

Individuals from various local federal agencies had the opportunity to experience specialized leadership training designed to provide them with insight into successful strategies and skills focused on leadership development. Participants also had the opportunity to interact with agency leaders and key decision makers, from local for-profit and non-profits organizations, as well as leaders from the academia communities. In 2006, the CFCLI celebrated its 10th year and welcomed its largest class of participants.



2006 CFCLI Development Team

In addition to the learning experiences, participants were required to research and develop projects that address current issues faced by the community. In 2006, participants developed group projects focused on: at risk youth, education, employment, seniors, and veterans. The participants were also very active contributing over 160 hours volunteering completing community projects. Similar leadership programs (Leadership Cleveland, Leadership Lorain, and Bridge Builders) cost on average \$2,500/participant, providing a cost savings of over \$58,000.

On June 27, 2006, Ms. Marcia Mauter, Director, Institute for Creative Leadership, delivered the graduation keynote address and joined the CFEB in presenting the 33 graduates with their certificates of completion.

Additionally, the CFEB presented Mr. Donald J. Campbell, Director (retired), NASA Glenn Research Center, with the Cleveland Federal Executive Board Pioneer Award. The award was presented to Mr. Campbell for his outstanding contribution to the development and implementation of the Cleveland Federal Community Leadership Institute (CFCLI). To date the program has graduated over 230 participants.



Michael Goin Donald Campbell Greg White



Marcia Mauter

CSRS and FERS Retirement Seminars

- ✓ On September 19- 21, 2006, the CFEB in partnership with the NASA Glenn Research Center presented CSRS and FERS pre-retirement seminars. The event also included an evening session targeting federal employee spouses. The 3-day multi-format (CSRS, FERS, You and Your Spouse, New Employee Hire) seminars attracted over 300 employees and their spouses. Because the seminar was free to non-NASA employees, the cost saving is estimated at over \$28,000.

Wear Red for Woman Day Lunch and Presentation

- ✓ In recognition of National American Heart Association Month, the CFEB partnered with DFAS and the Federal Occupational Health Clinic to sponsor a Wear Red for Women Day lunch and presentation. The February 3, 2006, event was attended by over 35 women and men. Attendees received a red dress pin, heart information, and a healthy box lunch. On February 23, 2006, a healthy snack give-away was conducted outside the FOH clinic as part of the wear red program.



Domestic Violence and Stalking Seminar

- ✓ On February 15, 2006, the CFEB partnered with DFAS, the Federal Occupational Health Clinic, and the Witness Victims Service Center to present a seminar focusing on the issues of domestic violence and stalking. Over 125 individuals attended the presentation.

Congressional Staff Day

- ✓ In collaboration with the Department of Veterans Affairs Medical Center, members of the CFEB's Community Relations Committee presented the annual congressional staff day event. The event was held on April 20, 2006, at the Louis Stokes VA Medical Center in Cleveland. The Veterans Affairs provided briefings on healthcare, benefits, and the veteran's national cemetery system. Following lunch, federal agencies had the opportunity to provide briefings on their organizations regarding benefits, issues, and concerns. The program's goal was to educate and inform staff members of congressional and senate offices on CFEB member agencies successes and challenges.

Limited English Proficiency Partnership Group (LEP)

- ✓ On April 27, 2006, the LEP hosted a free forum in an effort to increase awareness and assist agencies understanding of the requirements of Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency and how to best implement provisions.

The event began with a welcome from CFEB Executive Director Michael Goin who provided a warm welcome to the attendees of the Forum on Limited English Proficiency: Laws and Emerging Issues.

The event was well attended, with over 120 in attendance from local, state, and federal government agencies, non-profit agencies, attorney's, and advocate groups. The program consisted of panel presentations (at no cost to the FEB) from Isabel Framer, Director of the National Association of Judiciary Interpreters & Translators; Charetta Harrington, Chief Administrative Judge with the U. S. Equal Employment Opportunity Commission; and G. Michael Payton, Executive Director of the Ohio Civil Rights Commission.



Harvest for Hunger

- ✓ To help in the fight against hunger, the CFEB ran its annual food drive during the month of March 2006. This year's drive was chaired by the IRS. During this campaign, federal employees continued to show their generosity and creativity to collect food and heighten awareness to benefit the greater Cleveland area hunger network. In FY2006, federal employees donated over \$17,000 and nearly 12,000 pounds of food. On June 6, 2006, during the Harvest for Hunger awards program, the CFEB was presented with the "Harvest for Hunger Silver Award" for running a model campaign.

Hate Crimes Conference

- ✓ In partnership with the FBI, the U.S. Attorney's Office, and the Northern Ohio Hate Crimes Working Group, the CFEB's Community Relations Committee assisted in the facilitation and delivery of the conferences events. The 2-day conference was free to the public. The conference topics included a focus on Diversity, Civil Rights, Relationships, and the Multicultural Experience. The conference focused on understanding hate crimes and working toward change. The conference concluded with a presentation on Dispelling Rumors and Coexistence. The average attendance was over 100 participants per day. The estimated value of the conference was over \$35,000.

Interagency Mediation Group (IMG)

- ✓ FY2006 has proved to be another great year for the interagency mediation group. In FY2006, the CFEB celebrated its sixth year of providing mediation service to the federal community. During this fiscal year the IMG, led by the Defense Finance and Accounting Service (DFAS), mediated 8 disputes at the post-counseling stage. A direct byproduct of the mediation program is the encouragement of more open communications between labor and management. During FY2006, the IMG program received several mediation requests outside its service area. The completed mediations resulted in a cost avoidance of \$383,333 (based on Air Force review cost).

Public Service Recognition Week

- ✓ On May 5, 2006, the CFEB presented its 20th Annual Wings of Excellence Federal Service Awards program. This year's program attracted over 450 awardees and guest. Jim Brown, NFL Pro football hall of famer, class of 1971, and community activist, delivered a powerful keynote address on leadership and community responsibility. The event was held in the illustrious Renaissance Cleveland Hotel. This year, *72 federal employees, representing 17 federal agencies, received the distinguished wings of excellence award.



Pictured: 2006 Awards Program Chair, Dr. Whitlow and Jim Brown

CFCLI Federal Agency Perspective Session

- ✓ On January 17, 2006, the CFCLI program hosted its federal agency perspective session, at the AJC Federal Building. In the morning, participants listened to a panel of Agency Heads from the FBI, HUD, NASA, US Courts, and VA. The Agency Heads were asked a series of questions regarding leadership and asked to describe for the participants, a brief illustration of the path they followed to become the leader of a Federal agency, sighting their personal challenges and sacrifices.

* See page 15

Federal Job Fair

- ✓ On Saturday, October 22, 2006, the CFEB's Development and Training committee along with a host of volunteers from over 50 federal agencies and in partnership with two local Latino organizations, the Young Latino Network and El Barrio, hosted the City's first ever federal local community job fair. The job fair was held at Lincoln West High School, on Cleveland's Westside. The city of Cleveland provided the school location and the required building staff at no cost, saving the program over \$2,500. The event was advertised in both English and Spanish. WKYC, Channel 3 News conducted pre-event interviews and provided media coverage of the event.

The event was attended by over 1500 people who were interested in learning about the variety of federal agencies in Cleveland, their mission, and how to gain employment. The job fair not only showcased the government agencies, it provided the opportunity for attendees to attend free seminars on how to apply for a federal job, resume writing, professional interviewing, student internship and cooperative educational programs, and knowing your employment rights.



OPM- Federal Career Workshop



2006 Federal Career Day Planning Committee

Goal No. 3 Provide Information, Referral and Guidance for Intergovernmental and Community Outreach

Open Season Health Benefits Fair

- ✓ On November 22, 2005, the CFEB hosted its annual open season health benefits fair, in the cafeteria of the Anthony J. Celebrezze Federal Office Building.

This year's fair was well attended with over 500 federal employees attending from various agencies in the federal building and nearby agencies. The fair provided the opportunity for employees to speak to providers from various company's regarding recent and upcoming changes to health benefit plans.

Nutrition Fair

- ✓ On March 22, 2006, in celebration of National Nutrition Month, The CFEB in partnership with DFAS and FOH conducted a nutrition fair at the federal building. Health providers were invited to share valuable information on proper diet and nutrition. Over 250 participants attended the event.

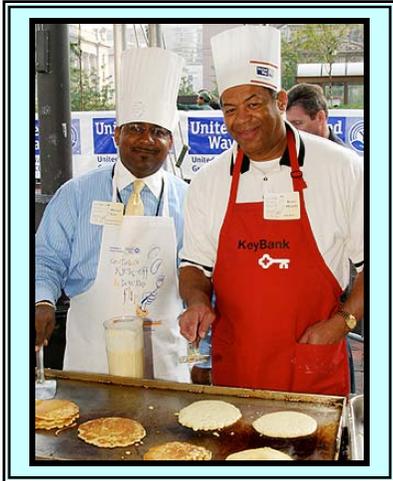
Cleveland National Air show

- ✓ On September 3, 2006, the CFEB's executive director served as a volunteer to staff an information booth at the Cleveland National Air Show. The weekend event drew thousands of aviation enthusiasts and provided the opportunity to share information with the public regarding public service and the importance of science and math.



Photo credit: Mack Thomas, NASA GRC

United Way Pancake Flip



Pictured: Guest Chefs CFEB Executive Director and KeyBank Executive

On September 7, 2006, the CFEB's executive director participated in the United Way's annual pancake flip on Public Square, to heighten awareness of the Combined Federal Campaign and charitable giving.

The event included guest chefs, city of Cleveland Mayor, Frank Jackson, KeyCorp CEO, Henry Meyer, and many local media personalities. The event served over 1,900 meals

Senior Citizens Fair

- ✓ On May 10, 2006, Members of the 2006 CFCLI graduating class conducted a senior fair at the Euclid City Seniors Center. The event included presentations on Medicaid, Social Security, and general information concerning senior benefits available from federal, state, city, and county agencies. Over 200 senior attended the event.

College Fair

- ✓ On June 8, 2006, the Cleveland FEB sponsored an "Employee College Fair. The day long event gathered counselors from local colleges and universities to educate and inform employees on their options for continuing education. The event drew representatives from over 15 colleges and was attended by over 300 interested students.

Government Printing Office (GPO) - Open House

- ✓ On June 22, 2006, the CFEB sponsored several briefings for the tenants of the A.J. Celebrezze federal building to highlight contract updates and office printing capabilities available through the GPO. The briefings provided attendees with cost saving measures to reduce overall print operation cost.

Outdoor Safety and Health Fair

- ✓ On July 13, 2006, the CFEB and DFAS sponsored its annual outdoor health fair. Over 40 health and safety organizations attended. The fair allowed organizations to share useful safety and health information to heighten awareness and promote safety. The outdoor format allowed for the participation of and interaction with the general public and downtown commuters, over 1,000 individuals attended the 4-hour event.

Summary Benefits of Cleveland FEB

Type	Sub-Type	Unit of Measure	Impact (\$)	Cost Avoidance
Training (Cost Avoidance/Cost Savings)	Interagency	dollars	-	34,000
IMG/Shared Neutral (Cost Avoidance/Cost Savings)	Interagency 8 mediations	dollars	-	383,333
Leadership Development Program	Interagency	dollars		58,000
Hotel	Interagency	dollars	13,000	
Harvest for Hunger	Interagency	dollars	17,000	
Hate Crimes Conference	Interagency	dollars		35,000
Donations	CFC	dollars	2,035,534	
E-gov	CFC	dollars		15,000
CFC Merger	CFC	dollars		4,000
CFCLI and CFC Volunteer Hours	350 hrs/\$20	hours	4,400	
American Red Cross	Blood and Marrow	2,000 units	368,000	
City Mission	Clothing/Personal Items	pieces	400	
Harvest for Hunger	Food (lbs)	12,000 pounds	24,000	
			\$2,462,334	\$529,333
Total Contribution			\$2,991,667	



The Cleveland Federal Executive Board Presents

 Robert L. Allen CFCL Development Team	 Dr. Rafiq R. Ansari Research Scientist	 Darlene Ashery Military Pay Supervisor	 Jim Aspinwall On Scene Coordinator	 Deborah Baker Revenue Officer	 Paul Barlow Assistant Director of Auxiliary	 Jan Bayes Senior Quality Assurance Specialist	 Corinne Bell Mechanic
 Johannes M. Billewagel Manager Customer Service	 John W. Bolen Contract Representative	 Sabrina Burnett Clerk	 Dennis Conrad Human Resources Development Specialist	 Leonard C. Cramer Management Analyst	 Joseph Cunningham Manager, Customer Service	 Marty DeCora Financial Analyst	 Laura DeLander Claims Examiner
 Daniel DePalma Program Analyst	 Anne Duan Assistant Chief, New Proratory Service	 Robert Easley Program Support Clerk	 Elizabeth Eckstein Infection Control Nurse	 Denise Emitt Administrative Officer	 Noah Escobar Postmaster	 La Vanda F. Funder Customer Affairs Associate	 Charles Frazzini Branch Chief
 Geraldine Ferguson Contract Administrator	 Sandra Gadson CFCL Development Team	 Nicholas Georgiades Aerospace Research Engineer	 Israel Greenfield Senior Communications Systems Analyst	 Debra Haidar Enhancement Specialist	 Mark Hausel Leslie Relations Specialist	 LTJG Chad E. Hanson	 Shavna Hayes Management and Program Analyst
 Michael Hickman Chief Information Systems Management Services	 Gloria Hillen CFCL Director	 Rita Hope Facial Quality Specialist	 Davey Horvat Contract Specialist	 Dr. Jessie Jean-Chande Chief of Vascular Surgery	 Marcia Johnson Chief, Civil Division U. S. Attorney's Office	 Cally Jones Assistant Chief Deputy U.S. Marshal	 Bruce Kiefer CFCL Development Team
 Brad Kewenow Program Manager	 Nellie Keith CFCL Development Team	 Crystal Kinsaid Youstus 2nd Class	 George Kowalski Control Systems Researcher Engineer	 CWO Jorge Lead District Nine Security Manager	 John Lekki Electronic Engineer	 Cindy Marshall Senior Claims Examiner	 Douglas A. McCann Chief, Planning Branch
 Chief Patrick A. Mene Navy Midgrade OPS	 Deborah Pagan Aircrew Manager OPS	 Nancy Pannella Assistant Director, Primary Care	 Stefano Perry Program Analyst	 HC Jerry Principe	 Stephen Radd Lore Counselor	 M. Susan Ringler Assistant Director, Chief of Staff/Bookstore	 Victor M. Roman Manager, Customer Service
 Christopher Sakis Information Technology Specialist	 Cher Salley Geologist	 Donald R. Sumbrook Senior Compensation Specialist	 Brian Shelton Inventory	 Joseph Shomo Contract Specialist	 David Sierleja Chief Counsel (Contracting U. S. Attorney's Office)	 Dr. John W. Slater Anesthesiologist	 Brenda Spanos Administrative Officer
 Scott Steffler Bridge Management Specialist	 Adele C. Strahl Purchasing Agent	 Kathleen M. Tacina Aerospace Engineer	 Gail Tisby Financial Systems Specialist	 Orlando Thompson, Sr. Public Affairs Specialist	 Anne Marie Vincent Lab Scientist	 Fannie L. Williams Agent Counselor	 Michael J. Zerial CFCL Development Team

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Distinguished Federal Service Recognition Awards Program

May 5, 2006, 11 a.m. to 2 p.m.