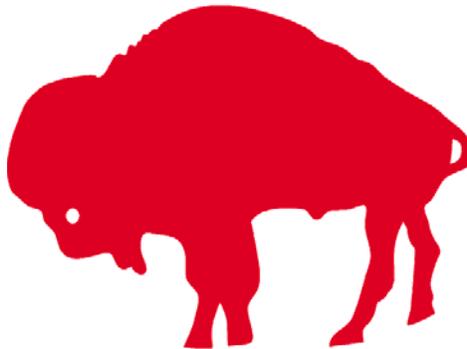


BUFFALO FEDERAL EXECUTIVE BOARD



FISCAL YEAR 2008

ANNUAL REPORT

**FEB
LINES OF BUSINESS**

**EMERGENCY PREPAREDNESS
SECURITY
AND
EMPLOYEE SAFETY**

**HUMAN CAPITAL
READINESS**

EXECUTIVE SUMMARY

Homeland Security and Emergency Preparedness initiatives have been the primary focus of FEB objective during the past Fiscal Year. We remained committed to ensuring that Federal agencies continued to develop their Continuity of Operations plans. We also coordinated with FEMA and GSA to provide training and guidance to meet National requirements. The COOP Manager's Training, planning for Exercise Double Play, and COOP Working Group activities were well represented by the majority of Federal agencies. The FEB, along with the USCG and DHS National Protection Programs Directorate formed the Critical Infrastructure Protection Planning Committee. This has become an additional avenue for the FEB to promote the Board's capabilities and programs, and to disseminate information and guidance.

We expanded training opportunities, looking outside local resources to provide leadership training. Working with Jerry Strom, the FEB sponsored his Six Core Leadership Competency Training. Response was better than anticipated, participant feedback was excellent, and validated the benefit of this training. This will be the impetus to plan a wider selection of training opportunities during FY09.

The annual Excellence in Government Awards Program continued to be our most successful undertaking. The ten categories of winners clearly represented the outstanding Federal Employees in Western New York. The selection of the SBA Disaster Assistance Center for the prestigious Chair's Award, not only recognized an agency for its stellar work in providing assistance during Federally declared disasters, but also recognized the most active supporter of FEB Programs. The significance of this awards program was clearly exemplified by the attendance of the SBA Chief of Staff.

We continued to partner with both private and public organizations to promote activities for Federal Employees and to broaden the scope of the FEB in the community. The most successful was Operation Warmth, a partnership with the Great Lakes Region, US Army Corps of Engineers to collect clothing for women and children in Iraq.

Finally, after careful consideration of the impact on FEB operations, the Board decided not to fill the vacancy of the Staff Assistant's position. Evaluating the FEB Network's staffing, plus the demographics of this FEB, it was decided that maintaining the FEB solely with the Executive Director was the best business decision to justify the Board's future survivability. This decision did not alter the efficiency or effectiveness of FEB operations.

EMERGENCY PREPAREDNESS, SECURITY AND EMPLOYEE SAFETY

-- The FEB published the annual All Hazards Emergency Plan supporting agencies in the 8 Western New York Counties.

-- The Executive Director represented the Federal community as a member of the USCG Maritime Area Security Committee.

-- The FEB participated on a regular basis as a member of the Erie County Local Emergency Preparedness Committee. The Executive Director is part of the Emergency Response Sub-Committee. Involvement with this group includes responding to real time contingencies, and developing multi-government level exercises.

--- Partnered with LEPC to plan Antiterrorism-Force Protection and Weapons of Mass Destruction Training for Federal Agencies

-- To stay current with Homeland Security President Directives, the Executive Director completed National Incident Management System training.

-- Throughout the year, the FEB concentrated on logistical, administrative and operational requirements supporting Exercise Double Play that will take place in FY09.

-- The FEB played a major role in Building Security Committee issues

--- Key partner in a Working Group that revised the Occupant Emergency Plan. The FEB developed the command and control checklists.

--- Served on the cadre for Radio Net Training for emergency personnel.

-- In October participated in the US Army Corps of Engineer's Antiterrorism/Force Protection Exercise.

-- In March participated in a Joint US-Canadian Emergency Preparedness Conference.

-- In May conducted FEMA COOP Manager's Training Course certifying 20 COOP representatives. Executive Director served on course cadre.

-- In July partnered with USCG and DHS-NPPD to form a local Critical Infrastructure Protection Planning Committee.

-- In August, partnered with Federal Occupation Health to provide informational briefings to federal employees on MRSA.

-- In September the FEB promoted National Preparedness Month, providing electronic daily tips, distributing handouts and posters, and discussing preparedness issues at the Emergency Preparedness Committee meeting.

-- In September conducted a tabletop exercise with FEB Agencies to test and evaluated the FEB's Emergency Plan.

-- In September the Executive Director was the guest speaker at the Western New York Federal Safety and Health Council Meeting. He presented a FEB capabilities briefing to 70 public and private industry representatives.

-- Continuously promoted FEMA's COOP and NIMS online training opportunities supporting Homeland Security Presidential Directives.

-- Conducted the annual communications test validating contact information for key agency personnel, and member agencies. Developed emergency contact list using USP3.

-- Presented FEB/COOP Orientation Briefs to 4 agencies.

-- Developed the FEB Office COOP Plan.

-- Provided electronic distribution of:

- Homeland Security Institute Weekly Newsletters
- Government Executive Home Security Weekly
- Rand Homeland Security Newsletters
- Pandemic Information
- Weather Advisories
- Homeland Security Presidential Directives
- National Weather Service Newsletters
- DHS Preparedness Information
- OSHA Safety Information
- WNY Federal Safety and Health Council Information
- FEMA Continuity Documents
- USP3 Daily Reports

HUMAN CAPITAL READINESS

Training:

- In November, partnered with OSHA to sponsor a 10 hour General Industry Safety Training Course for 25 employees.
- In February, 25 employees attended the AAA Driver Improvement Program.
- In April, 18 employees attended Emergency Records training conducted by NARA in April.
- In April, 15 employees attended Jerry Strom's Six Core Competencies of Leadership.

Diversity:

- In October, the FEB promoted National Diversity Month through building displays, electronic distribution of training materials, and a lunch and learn attended by 85 employees.
- the FEB promoted Women's History Month through electronic media and displays.
- 75 individuals attended the annual Women's Equality Day Luncheon. Employees were recognized in two GS levels. The guest speaker was Laurie Bennett, Special Agent in Charge, FBI.

Education Fairs:

- Executive Director participated in Career Days at the Rochester Institute of Technology In October and Niagara University in May.
- In March, the FEB hosted a Federal Employee Education Fair where 11 local colleges were represented. Over 200 employees participated.

Public Service Recognition:

- In May, the FEB held its annual Excellence In Government Program. 72 nominations were received covering 10 categories of service. 150 individuals

attended. The Chair's Award was presented to the SBA Disaster Assistance Office.

Other Activities:

-- In November the FEB sponsored the annual FEHB Health Fair. 14 health providers were represented and over 600 employees attended.

Electronic Distribution of Information:

- OPM Pay and Benefits Information
- NARA Newsletters
- Multi-source Retirement Issues Information
- Interagency Vacancy Announcements
- Presidential Proclamations
- Hatch Act Guidance
- Educational Opportunities for Federal Employees
- Online Leadership and Training Opportunities

FOUNDATION FUNCTION: INTERGOVERNMENTAL AND COMMUNITY ACTIVITIES

-- CFC total for 2007 - \$621,344

--- Executive Director served as the LFCC Chair and was a member of the United Way's Leader's Cabinet.

-- Blood Drives collected 165 pints of blood.

-- Continued to build relationships with Federal Agencies in Rochester and Syracuse.

-- Presented FEB Brief to 4 new Agency Directors, and the Chief of Staff of the Small Business Administration.

-- In November, FEB participated as an umbrella organization for the groundbreaking of the new US Courthouse.

-- In May participated in the annual Eagle Scout Career Day with local Scout Council leadership. Eagle Scouts were provided with information on careers in the Federal Government.

-- Chaired the review board for the FEEA Scholarship Program for Upstate New York

--- Awarded 5 - \$1000 Scholarships

-- FEB became a sponsoring agency and promoted the President's Volunteer Service Awards Program.

-- Partnered in the US Army Corps of Engineers to support Operation Warmth, a clothing drive for women and children in Iraq.

-- Partnered with FDA to sponsor a six session lunch and learn program for Worksite Wellness.

-- Partnered with the Federal Women's Program Network to sponsor Diversity events and promotions for federal employees.

-- FEB acted as an umbrella organization in the signing of a Statement of Support for the Employer Support of the Guard and Reserve Program.

-- Supported Community Initiatives

--- Thanksgiving and Christmas Food Drives

- Kids Voting
- Toys for Tots
- Clothing Drives
- Book fairs
- Buffalo City Mission
- Armed Forces Week
- USCG Eastern Great Lakes Expo
- Navy Week

-- Provided electronic distribution of:

- Special offers for Federal Employees
- Executive Orders
- CFC/LFCC Info
- Information promoting the local community
- Veteran's Programs