



BUFFALO FEDERAL EXECUTIVE BOARD



FISCAL YEAR 2009 ANNUAL REPORT

Background

By Presidential Directive in 1961, President John F. Kennedy established FEBs to improve interagency coordination and communication among Federal departments and activities outside of Washington, D.C. The Director of the U.S. Office of Personnel Management is responsible to the President for the organizational and programmatic activities of the FEBs.

The need for effective coordination among Federal organizations' field activities was clear then, and is even more important in today's environment. Approximately 90% of all Federal employees work outside of the National Capitol Area, and most Federal programs are implemented through the regional and local offices of Federal departments and agencies. Regional and local Federal officials are the Federal Government's principal representatives to the vast majority of our nation's citizens.

The Boards function in four general areas: (1) coordinating local approaches to national programs and shared management needs; (2) providing a forum for the exchange of information between Washington and the field about programs, management methods, and administrative issues; (3) communicating from Washington to the field about management initiatives and other concerns for the improvement of coordination; and (4) referring to the national level problems that cannot be resolved locally.

Today, there are 28 FEBs located in areas with a significant Federal population. The Boards are composed of the highest-ranking local officials from each Federal agency located in the FEB area. Board leadership and structure consist of elected officers (Chair, Vice Chair) and Committees and Councils designated to direct FEB programs. The Buffalo FEB has a full time Executive Director who manages the daily operations of the Board. The Buffalo Federal Executive Board is comprised of 90 Federal agencies and offices that represent over 11,000 Federal Employees. The Federal Government is the largest employer in Western New York.

The Buffalo FEB was created in 1969 and is sponsored by the Department of Homeland Security, Immigration and Customs Enforcement with financial support from the U.S. Coast Guard.

FY09 Board Officers

CHAIR

**PHILIP C. DISSEK
RAILROAD RETIREMENT BOARD**

VICE CHAIR

**WILLIAM E. LEGGIERO, JR
SBA DISASTER ASSISTANCE CUSTOMER SERVICE
CENTER**

**EXECUTIVE DIRECTOR
PAUL M. KENDZIERSKI**

**FEB
LINES OF BUSINESS**

**EMERGENCY PREPAREDNESS
SECURITY
AND
EMPLOYEE SAFETY**

**HUMAN CAPITAL
READINESS**

**FOUNDATION FUNCTION-INTERGOVERNMENTAL AND
COMMUNITY AFFAIRS**

EXECUTIVE SUMMARY

Homeland Security and Emergency Preparedness initiatives continue to be the primary focus of the Board's activities. We remained committed to ensuring that Federal agencies are prepared to execute their Continuity of Operations plans to cover any and all contingencies. We continue to partner with FEMA to provide training and guidance to meet National requirements and a high level of preparedness. The COOP Planners Course, execution of Exercise Determined Accord for Pandemic Planning, and COOP Working Group activities were well represented by Federal, State, Local and Canadian agencies. The FEB responded to the H1N1 – Pandemic Crisis by providing Agencies with timely information to assist in continuity planning and to inform and educate the Federal workforce.

Offering employees opportunities for personal and professional growth through FEB sponsored training programs also experienced growth during this period. The Federal workforce took advantage of opportunities in the areas of leadership, supervision, team building, and career planning.

The Board's decision to reengineer the Excellence in Government Awards Program enabled this to be our major success story of the year. Expanding the scope of awards resulted in a 100% increase in nominations and corresponding attendance at our annual luncheon. Forty individuals were recognized truly representing the outstanding Federal Employees in Western New York.

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 FEB and IRS sponsored consecutive food drives supporting the Food Bank of Western New York. The first was our annual spring drive and the second supported the National "Feds Feeding Families" initiative.

Finally, at the Board's September meeting, William E. Leggiero, Jr, Director of the Small Business Administration's Disaster Assistance Customer Service Center was elected as the new Chair, replacing Philip Dissek who served with distinction as Chair since 2004.

EMERGENCY PREPAREDNESS, SECURITY AND EMPLOYEE SAFETY

Committee/Working Group Activities

In addition to FEMA and FEB meetings for the COOP Working Group, the Emergency Preparedness Committee worked on an extensive review of Emergency Dismissal procedures to arrive at a consensus among Federal agencies. Three times during the year the Committee was pressed into service to make recommendations as to the status of government based on weather conditions. The committee also met to discuss a response plan to answer the H1N1 Crisis.

The Executive Director also represented the Committee at meetings of the Erie and Niagara Local Emergency Preparedness Committees, and the International Joint Commission. The FEB was also involved in joint planning for a statewide exercise that will be held in November 2009. Participation with these groups included responding to real time contingencies, and developing multi-government level exercises.

The FEB is also participated in the Western New York Critical Infrastructure Information Sharing Consortium.

Training

The FEB partnered with FEMA to conduct the Continuity Planners Workshop in January. 20 COOP Managers attended this course. The purpose of this course was to further enhance Agency COOP Manager's ability to develop or analyze their agencies continuity plans.

Agencies also received orientation and training on the Government Emergency Telecommunications System (GETS) and its benefits during an emergency.

During the year the Executive Director also provided COOP Orientation Training to the 914th Airlift Wing, Health and Human Service, Federal Occupational Health, and US Customs and Border Protection Port Directors.

The FEB also ensured that agencies were informed of training opportunities offered by FEMA to train personnel in COOP and NIMS procedures supporting Homeland Security Presidential Directives; and the Professional COOP Practitioners Program.

The Executive Director also earned his certification as a Professional Continuity Practitioner.

Security

The FEB continued to play an essential role in supporting the Niagara Center's Building Security Committee in implementing and exercising the Occupant Emergency Plan. The FEB provided assistance to the Exercise Evaluation Team and worked with GSA in developing guidelines for agencies with regards to incident management.

Exercises

In October the FEB conducted a tabletop exercise with agencies to test and validate the Emergency Dismissal Plan.

In May the FEB and FEMA hosted Exercise Determined Accord in response to the growing concern over the H1N1 crisis and the need for pandemic planning. 50 individuals attended this exercise. In addition to local Federal agencies, representatives from New York State, New York City, Erie County, and the Canadian Border Service Agency were in attendance.

In June, the FEB, in conjunction with Exercise Eagle Horizon 09, conducted its annual communications test. Agencies validated both electronic and telecommunications resources to respond to contingencies. The FEB also tested interoperability with the Cleveland FEB for backup operations.

Safety

Coordinated with Federal Occupational Health on the distribution of flu vaccine to the Federal workforce.

Participated as an active member of the Western New York Federal Safety and Health Council.

Distribution of Information

To educate and inform agencies, the FEB provided on a continuing basis the following electronic information

--- 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

HUMAN CAPITAL READINESS

Training

The FEB sponsored the following training events.

- Partnering for Success. 30 employees participated in two sessions of this team building training.
- Supervisors Fast Start – 15 employees participated in this introduction to supervisory skills
- The Indispensable Admin Profession – 20 employees participated in this training on organizational and managerial skills for administrative personnel.

The FEB hosted the AAA Driver Improvement Program for 120 employees. Several agencies require this training for employees utilizing government vehicles.

The FEB conducted Retirement Planning Seminars for CSRS, FERS and Special Provisions employees. 152 employees participated in these seminars.

Diversity

The Diversity Committee decided this year to try a different approach to reaching a broader audience with educational information on different diversity topics. During African American History Month, Women's History Month, Asian American History Month, and Hispanic Heritage Month daily emails were sent to all agencies with a

highlighting an individual or historic fact. This endeavor was well received by agencies.

Educational and Career Fairs

The Executive Director participated in Career Fairs at the Rochester Institute of Technology in October, Niagara University in May and the Western New York Career Expo in August.

In March, the FEB hosted its annual Federal Employee Education Fair where 15 local colleges were represented. Over 200 employees participated.

The FEB also marketed information on Job Fairs for the Veterans Administration, 914th Airlift Wing, and US Customs and Border Protection.

Public Service Recognition

In May, the FEB held its annual Excellence In Government Program. 148 nominations were received covering 24 categories of service. Over 200 individuals attended the annual luncheon where 40 individuals were recognized for excellence.

Other Activities

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

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

Combined Federal Campaign contributions for 2008 totaled \$483,271. The FEB continued its strong involvement with the campaign. The Executive Director served as the Chair of the Local Federal Coordinating Committee. The LFCC supported the annual kickoff, presentations from charitable organizations, agency events, and the end of the campaign awards ceremony.

The FEB hosted 5 Blood Drives supporting the American Red Cross, collecting 224 units of blood.

The Executive Director presented the FEB Brief to 2 new Agency Directors, the Western New York Critical Infrastructure Planning Committee and the Customs and Border Protection Port Directors Conference.

In July, the FEB chaired the review board for the FEEA Scholarship Program for Upstate New York. The board awarded five \$1000 scholarships.

In its role as a sponsoring agency, the FEB awarded three President's Volunteer Service Awards to members of the community.

In September, partnered with FDA to host a three session lunch and learn program on Worksite Wellness and Nutrition.

From March through September the FEB sponsored Food Drives collected over 1000 pounds of food products supporting the Food Bank of Western New York.

The FEB provided support to Federal agencies involved in these community initiatives

- Thanksgiving and Christmas Food Drives
- Kids Voting
- Toys for Tots
- Clothing Drives
- Book fairs
- Buffalo City Mission
- Armed Forces Week

Distribution of Electronic Information included:

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