



**Detroit  
Federal Executive Board**

*Serving the Federal community  
since 1969*

**FY 2020 Annual Report**

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## **Establishment of Federal Executive Boards (FEBs)**

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 of the FEB program.

The need for effective coordination among Federal organizations' field activities was clear then, and is even more important in today's environment. Approximately 85% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and local offices of Federal departments and agencies. Our regional and local Federal officials are the Federal Government's principal representatives to the vast majority of our nation's citizens.

The FEBs are models for partnership-based government. The Boards serve as a vital link to intergovernmental coordination identifying common ground and building cooperative relationships. FEBs also have a long history of establishing and maintaining valuable communication links to prepare for and respond to local and national emergencies. While promoting issues related to Administration initiatives, FEBs provide targeted training programs, employee development, shared resources, and local community outreach and participation. The Board's role as a conduit of information and a meeting point for a variety of agencies – each with a different mission – is critical to a more effective government. FEBs promote awareness of the Federal government's involvement in, and contribution to, communities across the country.

Today, there are 28 FEBs that make up the FEB Network, located in areas with a significant Federal population. The Detroit Federal Executive Board is comprised of the senior official of each department or agency (or their designated representative), located in a seven county metropolitan area. We are here to serve you . . .

**VISION:** To be catalysts for better government.

**MISSION STATEMENT:** Increase the effectiveness of Federal government by strengthening coordination of government activities.

**GUIDING PRINCIPLES:**    ● Integrity      ● Service      ● Excellence

## **Detroit FEB at a Glance**

**Geographic Boundaries:** The Detroit FEB primarily serves federal agencies in a seven county region (Wayne, Oakland, Macomb, Livingston, Lenawee, Washtenaw, and Monroe). Services are available to offices outside metropolitan Detroit upon request.

**Employees:** There are approximately 33,000 Federal employees in the area served by the Detroit FEB.

**Membership:** There are 90 federal agency offices in our directory (not including 22 SSA offices).

**Leadership:** In FY 2020, three FEB Officer positions, (Chair, Vice Chair, and Treasurer), were held by agency leaders from local federal agencies who volunteered and were elected by their peers.

**Host Agency:** The Detroit FEB was established in 1969. The Detroit FEB is sponsored by the Department of Defense through the local U.S. Army Tank-automotive and Armaments Command in Warren, Michigan (TACOM). In-kind voluntary support is provided by FEB member agencies as needed.

**FEB Staff:** The current Detroit FEB staff consists of the Executive Director, and an Administrative Assistant. Both full-time positions are funded by the Department of Defense, U.S. Army TACOM.

**Major Programs:** Emergency Preparedness, Employee Safety, and Security are a major focus as we plan for all hazards and inclement weather. Pandemic related messaging and meetings filled the last two quarters of FY 2020 and forced the cancellation of our regular programs like the Employee Recognition Ceremony and Leadership Series. We offer mediation services at no cost as well as trainings led by our Diversity Council.

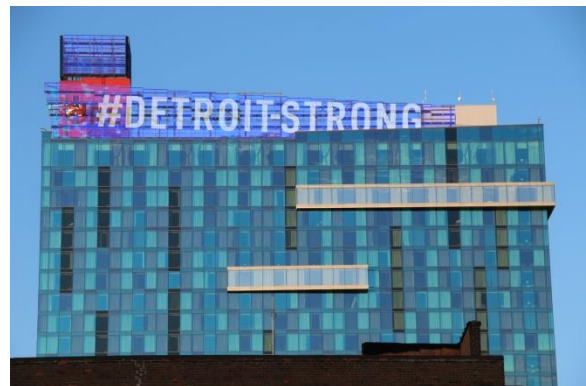
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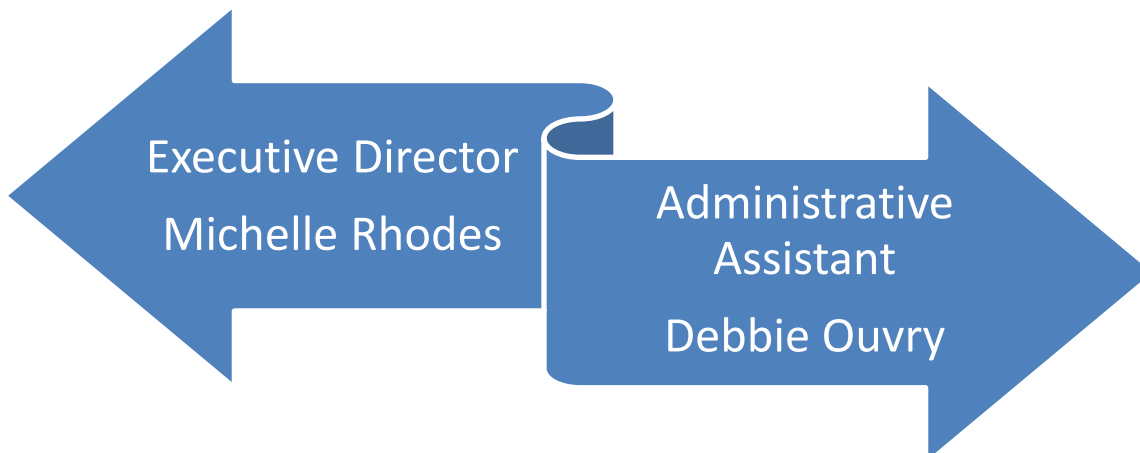
[www.detroit.feb.gov](http://www.detroit.feb.gov)



## FEB Officers



## FEB Staff



## Strategic Goals and Subcommittees:



## Executive Summary

FY 2020 was one for the history books! We started the year out with big plans and had no idea that the 2019 Novel Coronavirus (COVID-19) would affect federal agencies the way it did.

In December, 2019, the FEB Leadership Series celebrated another graduation which brought the total graduated over five years to 170. The FY 2019 graduating class consisted of 53 employees from 17 federal agency offices.

One full board meeting was conducted in FY 2020. In October, 2019, we learned about two different EnVision Center models. Federal agencies were mandated to participate in EnVision Center and Opportunity Zone initiatives through a White House Opportunity and Revitalization Council memo.

We thanked Christopher Tall for his service as the FEB Vice Chair and welcomed Scott Miller as the incoming Vice Chair. We also celebrated a change in officers within the Diversity Council.

The FEB Continuity Working Group (CWG) met with the Emergency Preparedness Director of the Detroit Health Department for the City of Detroit to discuss the potential to develop closed POD partnerships with federal agencies.

A total of \$921,230 in CFC pledges was recorded for the 2019/2020 campaign. 2,173 donors pledged cash donations and federal employees also pledged 1,235 hours of volunteer work to charities. "Feds Feed Families" was conducted as a virtual food drive and \$6,455 was collected from 7 federal offices during the summer. This converts to 23,238 pounds of food which will provide 19,288 meals to those in need through Gleaners Community Food Bank.

The FEB collaborated with many partners to distribute information during the pandemic. Face to face meetings were replaced with conference calls, Zoom, MS Teams, WebEx, or Adobe Connect. A subgroup was created to discuss agency response to the pandemic, and speakers were invited from FEMA and GSA to update our membership. Multiple OPM Memos were shared on pay and leave issues, telework guidance for employees with caregiving responsibilities, hiring authorities, coverage for testing and more. The opportunity to participate in several Reconstitution and Returning to the Workplace webinars was shared with members, but with the COVID-19 case count demonstrating the predicted "second wave" by the end of September, maximum telework continued to be the status of most agencies at the end of FY 2020.

The U.S. Army shared their COVID-19 Dashboard starting in July which helped many of us keep track of the cases in Michigan. A pandemic timeline is included at the end of this report to help us look back and track when and where the information originated. The timeline addresses the period from March through June, 2020.

# Annual Report

## Emergency Preparedness, Employee Safety, and Security

### — Emergency Communications

In FY 2020, the FEB used Everbridge as our primary emergency notification system, and updates to the database were made year-round. Tests were conducted in November, 2019 and August, 2020. Approximately 220 contacts within the FEB community received an email, text message, and/or phone call. An average of 80.5% of our contacts confirmed they received the notification for both tests.

OPM Office of FEB Operations is notified when Everbridge is activated, and they share the message with OPM leadership and CHCO Council members, relaying the operating status of federal agencies in metropolitan Detroit.

### — All Hazards Notifications

The FEB sent 34 weather-related notices in FY 2020 based on information received from the National Weather Service (NWS). The Weather Advisory Committee convened four times that resulted in two non-binding advisories based on weather situations that could compromise the safety of our workforce. The NWS offered webinars when severe weather conditions were forecasted and the Executive Director attended five of those in FY 2020.

The FEB notified our membership via email about power outages, floods, demonstrations/protests, street closures, building status and security breaches as they happened. Copies of OPM's FY 2020 Dismissal and Closure Procedures was shared in November, 2019, and the FY 2020 Detroit FEB's All Hazards Emergency Communication Plan was shared in December with members. An addendum was added to the All Hazards Emergency Communication Plan in March when it was apparent that the pandemic was becoming a public health emergency.

### — Training and Exercises

The FEB sponsors a Continuity Working Group (CWG) for federal, state, and local partners and coordinates with FEMA Region V to deliver training and exercise options. In January, 2020, 28 members of the federal, state and local government met with three representatives from the City of Detroit's Public Health Department. We discussed Closed Points of Dispensing (PODS). A closed POD is a private location where medications are dispensed to a specific group of people. In the event of a public health emergency declaration, plans include using two types of PODs, open and closed, to help in distributing medical countermeasures (MCM) to the local population. An example of a public health emergency is an outbreak of Anthrax, Smallpox, Ebola, or other Pandemics.

Benefits of becoming a closed POD:

- Helps achieve the community dispensing goal more rapidly
- Decreases the number of people going to common dispensing sites
- Protects your organization and your families
- Helps to ensure your organization's continuity of operations



After the January meeting several agencies began the process of vetting a Memorandum of Agreement (MOA) with their legal office to begin the process of establishing a Closed POD with the City of Detroit.

In February, 2020, the FEB arranged for FEMA's L-141 class *Instructional Presentation and Evaluation Skills* to be conducted for 7 participants from the federal and state CWG members. This three-day course addresses the practicalities of conducting successful interactions, managing the classroom experience, and making presentations. It covers the basics of adult learning and of training evaluation for those wanting more experience in this area.

On April 30, the CWG gathered via conference call. We discussed the *Opening Up America Again* document that was written to articulate the conditions and strategy for reducing the mitigation measures initially taken in response to the COVID-19 pandemic. Members were encouraged to register for the FEMA *Reconstitution Planning IS 545* course offered virtually through the Emergency Management Institute (EMI) and to join future Reconstitution webinars offered by FEMA regions across the United States.

In April, members were provided the *Senior Leadership Brief* from FEMA's National Response Coordination Center. The CWG received information on preparing buildings and workplaces for re-entry from OSHA and the Building Owners and Managers Association, as well as the *Return to Facilities Information* document from GSA. In July, the CWG received information on *Juggling COOP – Preparing for the Next Disaster in a COVID-19 World*, as other regions experienced unprecedented wildfires and hurricanes.

The FEB provides information to the CWG that helps members stay current, such as the National Continuity Training Schedule, which is FEMA-sponsored training available at no cost. The group interacts well and our meetings provide an opportunity to learn from each other.

### **— Security Collaboration**

The FEB works closely with the Federal Protective Service (FPS) and shares their safety messages, bulletins, and newsletters. Commander Kupser keeps the FEB updated on security concerns at our monthly meetings. The Executive Director participates in the FPS's quarterly Zonal conference calls and shared their weekly intelligence briefs and notice of threats to federal facilities throughout FY 2020.

The Interagency Security Committee's (ISC) 2020 training schedule was shared with members as well as information targeted toward Federal Security Committees (FSC). The ISC's 25th Anniversary Commemorative Series 10 was celebrated in September, 2020. The Cybersecurity and Infrastructure Security Agency (CISA) provided us with the *Essential Critical Infrastructure Worker Guidance* (version 3.0) in April and continued to share information through the fiscal year that affected federal workers and our community partners. Multiple cyber threats were identified in FY 2020 and in July the IRS identified "the Dirty Dozen" list of tax scams for 2020.

## **Workforce Development and Support**

### **— Dispute Resolution**

The FEB managed a group of trained mediators that serve to provide a no-cost “Shared Neutrals” program to our federal community. We received 19 requests for mediators and scheduled mediators for 4 cases from three federal agencies in FY 2020. One of those mediations was cancelled, and three mediations were conducted. Two were informal pre-EEO complaints and one was a workplace dispute. Settlements were reached in two of the three cases (67% settlement rate), realizing a savings to the government of \$101,097.

### **— Key Employee Training Programs**

The FEB offered several no cost trainings in FY 2020 both in-person and virtually. Preparing for Retirement, a popular lunchtime learning session, was presented twice by Blue Cross Blue Shield of Michigan. The first session was in-person and the second was held virtually. 175 employees from 16 federal agencies attended.

Aetna presented Understanding Health Insurance in Retirement, a lunchtime learning webinar that was attended by 23 employees from 5 federal agencies. The Federal Long Term Care Insurance Program provided an informational webinar on long term care for the Cincinnati, Cleveland, and Detroit FEB communities. A total of 155 federal employees attended (39 from Michigan).

Social Security 101 was presented once in FY 2020 by SSA’s Public Affairs Specialist, Ms. Takeya Haugabook. 33 employees from 11 agencies took advantage of the class at no-cost.

The Federal Retirement Thrift Investment Board’s Office of Communications and Education offered webinars ranging from Intro to the TSP through Post-Service Withdrawals to federal employees all at no cost in FY 2020.

The FY 2019 Leadership Series concluded in the first quarter of FY 2020. 53 federal employees from 17 agency offices graduated in December, 2019 bringing the total graduated to 170 (over five years) in this series.



**Leadership Series graduates from the U.S. District Courts, Eastern District of Michigan, with three of the instructors (at far right).**



**Sarah Gleason from DCMA Detroit, ready to celebrate success!**

Instructors were secured for the FY 2020 Leadership Series. 70 people registered from 19 federal agency offices when we announced it in March, 2020. The series was postponed and ultimately cancelled due to the pandemic. The instructors are all FEB members and we attempted to offer the classes virtually, but unfortunately, there was no common platform that could be accessed by all agencies.

Members of the Diversity Council provided training on Professional & Ethical Behavior in the Workplace. A slide presentation was adapted from VA and EEOC material and offered to managers and non-managerial staff separately. The first session, held in-person for managers of 4 member agencies, had 17 participants. The second session was held virtually for 2 member agencies, and was attended by 144 federal employees. Feedback was excellent!

Overall, free training was provided by federal agencies or partners to approximately 457 federal employees in FY 2020.

On March 4th the Diversity Council met to recognize outgoing and incoming officers.



Outgoing Diversity Council officers: Zenia Berry, Vice Chair (left); Mike Polsinelli (FEB Chair) and Lolita Davis, Chair (right).



Diversity Council members celebrating the outgoing officers and welcoming the incoming ones.

## — Recruitment

To ensure exposure to a diverse and qualified talent pool, 24 local and national vacancy announcements were shared with the FEB membership, as well as summer intern information, executive level developmental opportunities, and job fair opportunities.

In July, we shared OPM's Federal Executive Board's virtual lunch-n-learn series created to help prospective applicants with navigating USAJobs, resume writing, and interviewing skills. These no-cost sessions took place over a three week period.

## **Strategic Partnerships**



In October 2019, the FEB hosted a full board meeting in the HUD's training room. Election results for FY 2020 FEB officers were announced and Christopher Tall stepped down as the FEB Vice Chair after serving four years. Scott Miller, Director of the Detroit Passport Agency will take over as Vice Chair for FY 2020.

**Thank you for your service Chris!**

During our full board meeting two guest speakers educated the group on EnVision Centers. Executive Order 13853, *Establishing the White House Opportunity and Revitalization Council*, was issued on December 12, 2018. The EO affords agencies the prospect of integrating relevant programs into the EnVision Center Demonstration to provide opportunities and improve the lives of the nearly 35 million Americans who live in Opportunity Zones. A memo was issued in FY 2020 by Dr. Ben Carson, Secretary of the U.S. Department of Housing and Urban Development, and the White House Opportunity and Revitalization Council. The memo mandates federal agencies work with the Council on EnVision Center and Opportunity Zone initiatives. Detroit was named as part of this pilot program.

EnVision Centers are physical sites that provide a "one stop shop" with federal and other partners such as universities and non-profits. One of Detroit's EnVision Center partners is a non-profit and one is a housing authority. Seana Williams Page, Director of Resident Services for the Detroit Housing Commission (DHC), explained their EnVision Center offers programs and services but space isn't rented to the partners. Community partners schedule time in a classroom setting to come in and provide their programming. The goal of the DHC EnVision Center is to get people out of Public Housing that are ready to be self-sufficient.

Chris Lambert, Founder and CEO of Life Remodeled, a non-profit, explained how their EnVision Center began and operates. Life Remodeled was given a school building from the Detroit Public School District and they repurposed it into a hub of opportunity for children, youth, and adults. The facility now serves as an EnVision Center. Life Remodeled's role is to bring together the best non-profits in Detroit that are involved in improving education, workforce development, entrepreneurship, or human services, and rent space to them in their building to provide programs and services to the community. Dedicated space for federal partners will be provided.

In March, members of the FEB toured the Life Remodeled EnVision Center.



Left to right: Michelle Rhodes (FEB ED), Dionne Anderson (USCIS), Takeya Haugabook (SSA), and Michael Polsinelli (FEB Chair).

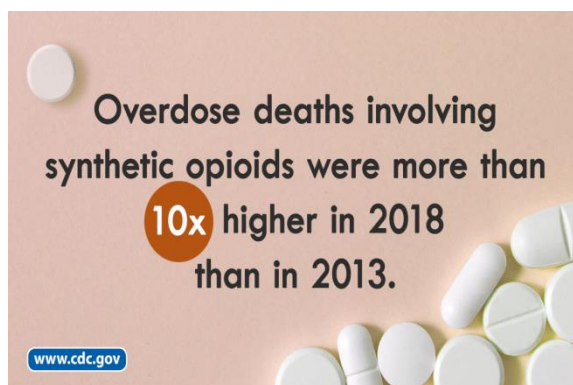


Envision Centers were created in Opportunity Zones to focus on these four pillars.

Twice a year the DEA promotes a nationwide opportunity to dispose of unused prescription drugs safely and conveniently. The FEB collaborated with GSA and FPS to provide a disposal box in the P. V. McNamara Federal building and the Theodore Levin U.S. Courthouse on October 23, 2019 to make it convenient for federal employees to dispose of prescription drugs. The DEA collected 11 pounds of prescription drugs from the two federal buildings and the DEA building.

The April Take-Back initiative was tailored due to the pandemic and we promoted the Secure Your Meds awareness campaign that addresses a vital public safety and health issue. Medicines that languish in home cabinets are highly susceptible to diversion, misuse, and abuse. The campaign also prompts families to discuss the issue of controlled prescription drug abuse.

“Protecting the health and safety of our communities is DEA’s top priority, especially during the unprecedented public health emergency,” said DEA Acting Administrator Uttam Dhillon. “With Americans at home, families need to be even more vigilant and keep prescription medications safe, secure, and out of reach of children and others in the household.”



For the first two quarters of FY 2020, the Detroit FEB collaborated with DOJ, Community Relations Service (CRS) and other federal partners to plan a Religious Discrimination and Hate Crimes Forum. Daedra McGhee, CRS Conciliation Specialist, presented at the January FEB meeting. She provided the mission of the CRS and why the need is so great for a Religious Discrimination and Hate Crimes Forum due to an increase in religious hate crimes in Region V. DOJ-CRS developed this forum that was presented in Chicago with local and national speakers. Information was shared about what religious institutions can do to protect themselves and their facilities, and what resources are available at both local and national levels. Planning of the forum in metro-Detroit was put on hold during the pandemic, and sadly, Daedra McGhee passed away this summer.



Daedra Anita Von Mike McGhee spent her entire career in public service. She was instrumental in leading several hate crimes forums in the Greater Detroit metro area and had been working on a religious discrimination forum just before the pandemic reached Michigan. Daedra's work with the FEB will truly be missed as her ideas and input were invaluable.

"It is with profound sadness that we mourn the loss of our colleague and friend, Daedra McGhee. Daedra will be remembered for her commitment to public service, her dedication to civil rights, and her exceptional leadership in CRS's role as 'America's Peacemaker' throughout the State of Michigan".

– Regional Director, DOJ/CRS Region V, Meg Gorecki

We promoted the 2020 Census to all member agencies. We worked with the Chicago Regional Census Center as they requested assistance with recruiting, and ensuring an accurate & complete count. We provided the Federal Agency Toolkit, FAQs, information on raising awareness and benefits of the Census to communities, updates on responses and details on the Census operations due to COVID-19.

The FEB coordinated a Federal Benefits Fair during Open Season so that the Federal Employee Health Benefit (FEHB) providers could provide information directly to employees. 11 healthcare providers and approximately 200 federal employees attended the health fair at the P.V. McNamara Federal building. Health Alliance Plan (HAP) provided chair massages and Blue Cross Blue Shield of Michigan (BCBSM) provided Body Mass Index (BMI) screenings.

## — Community Outreach

The FEB encouraged participation among federal agencies for the “Feds Feed Families” food drive during the summer months. The food drive was held strictly online due to the pandemic, and was set-up with Gleaners Community Food Bank in Detroit. Our federal community donated \$6,455 to Gleaners (which converted to 23,238 pounds of food). This amount of food will provide 19,288 meals to the community. 7 federal offices and 72 individuals contributed. The Office of Special Counsel collected the most per capita with just 9 employees! Thank you to everyone that participated.



The FEB coordinated two blood drives in the Patrick V. McNamara Federal building, collecting 55 units of blood. Due to the pandemic we cancelled the remaining blood drives scheduled for the year. We recruited area health care providers to do blood pressure screenings at the blood drives for all employees.

## — Combined Federal Campaign (CFC)



The 2019/2020 CFC campaign solicited donations from federal employees throughout the State of Michigan (Zone 026). A total of \$921,230 in cash donations was recorded. 2,173 federal employees pledged and 60% of them did so online. Donors also pledged 1,235 hours of volunteer service to the charities (a 99% increase over last year). Retired federal employees pledged \$14,163.

The Local Federal Coordinating Committee (LFCC) reviewed the 2020 charity applications online. New members were welcomed to the committee during the summer to get ready for the campaign which began on September 21, 2020. The LFCC welcomed a new Outreach Coordinator, Maguire/Maguire, Inc. who won contracts to serve a total of 11 campaigns across the nation.

## FEB Network Participation

Our Executive Director joined her peers for a meeting in Oklahoma City in February, 2020. The FEB Annual Strategic & Operational meeting with OPM, FEB Chairs, and Executive Directors took place virtually in September, 2020. Our Executive Director and Chair attended on behalf of the Detroit FEB. The Executive Director continued to serve on the FEB Networks' Emergency Preparedness Council.

## FY 2020 Detroit Federal Executive Board Significant Data

<b>Combined Federal Campaign (CFC)</b>  <b>2019/2020 Total Contributions</b>	<b>State of Michigan Total:</b>  <b>\$921,230</b>	<b>Number of Donors:</b>  <b>2,173</b>
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<u>Awards and Recognition</u>	<b># of Attendees</b>	<b># of Awards Presented</b>
Completion of Leadership Series	67	53
Outgoing Vice Chair	20	1
Outgoing Diversity Council Officer	10	2
<b>Totals:</b>	97	56

<u>Alternate Dispute Resolution (ADR) - Shared Neutrals Program</u>	<b>Number of Cases Accepted</b>	<b>Number of Cases Resolved</b>	<b>Cost Avoidance Per Resolution</b>	<b>Total Cost Avoidance Realized</b>
<b>Workplace Dispute:</b>	1	1	\$19,871.04	\$19,871.04
<b>Pre-EEO Complaint:</b>	2	1	\$81,225.56	\$81,225.56
<b>EEO Complaint (after entering formal process):</b>	0	0	\$76,551.97	\$0
<b>Totals:</b>	3	2		\$101,096.60

**ADR RESOLUTION RATE: 67% (2 of 3 cases)**



## COVID-19 Pandemic Timeline (March through June, 2020)

22 Jan

- The Centers for Disease Control and Prevention (CDC) confirmed the first case of 2019 Novel Coronavirus (2019-nCoV) in the United States in the state of Washington. Our local CDC officer shared the press release with the FEB.

4 Mar

- OPM issued a *Memo: Preliminary Guidance to Agencies during Coronavirus Disease 2019 (COVID-19 as it was known going forward)*.

13 Mar

- A White House press release revealed that a federal emergency had been declared. On the same day FEMA issued the *FEMA Support under the Declaration and Fact Sheet*.

13 Mar

- OMB issued *Updated Guidance on Telework Flexibilities in Response to Coronavirus*.

16 Mar

- The *U.S. Government COVID-19 Response Plan - FOUO/Not for Public Release* was shared by the Dept. of Health and Human Services.

18 Mar

- OMB M-20-16 issued: *Federal Agency Operational Alignment to Slow the Spread of COVID-19*.

23 Mar

- The Governor of Michigan issued a “Stay Home, Stay Safe” Executive Order EO 2020-21.

17 Apr

- The White House releases *Opening up America Plan*.

20 Apr

- OMB M-20-23: *Aligning Federal Agency Operations with the National Guidance for Opening Up American Again*.

23 Apr

- OPM: *Frequently Asked Questions Regarding the Resumption of Normal Workforce Operations*.

30 Apr

- EPA/CDC: *Guidance for Cleaning & Disinfecting Public Spaces, Businesses, Schools and Homes*.

16 Jun

- GSA: *Return to Facilities* Information