

# DETROIT FEDERAL EXECUTIVE BOARD'S FY 2021 Operating Plan

## VISION

To be catalysts for better government.

## MISSION STATEMENT

Increase the effectiveness of Federal government by strengthening coordination of government activities.

## GUIDING PRINCIPLES

1. Integrity
2. Service
3. Excellence

## STRATEGIC OBJECTIVES

The Federal Executive Boards will –

1. Promote and deliver programs and services related to Emergency Preparedness, Employee Safety and Security;
2. Promote and deliver programs and services related to Workforce Development and Support;
3. Promote and deliver programs and services related to Strategic Partnerships;
4. Support the Federal Executive Board Network by building the capacity of all Federal Executive Boards and improving commonalities within the network's administrative functions.

## **OPERATIONAL GOALS**

### Line of Business # 1:

#### *Emergency Preparedness, Employee Safety and Security*

This Line of Business produces interagency communication, shared resources and workforce education. The goal is to create effective collaboration on emergency readiness and recovery, and to educate our Federal workforce on issues in emergency situations.

#### The Detroit FEB will:

1. Sponsor an Emergency Planning Intergovernmental Continuity Working Group that will work directly with FEMA Region V and meet quarterly if possible.
  - a. The FEB will invite Federal agencies within the metropolitan Detroit area to participate.
  - b. The FEB will invite participation from the State, Local, County and Tribal communities.
  - c. The FEB will disseminate Continuity information to/from Headquarters' establishments within a timely manner.
  - d. The working group will provide emergency management training, educational programs and technical assistance to members as requested.
  - e. The working group will host a minimum of one interagency tabletop exercise annually if possible.
2. Operate an All Hazards Emergency Communication Plan to include:
  - a. Maintaining a 24/7 database of contacts for agencies and COOP specialists; updating at least once annually
  - b. Maintaining a 24/7 notification system via OPM's Everbridge system and test at least once annually
3. The FEB Executive Director will keep the Detroit FEB Weather Advisory Committee updated with relevant information, and convene the committee when appropriate, to make non-binding advisories during inclement weather.
4. The FEB Executive Director will support DHS, FPS, and GSA, by sending messages describing real time emergencies when requested. These messages may be sent via regular email or through the Everbridge notification system.
5. The FEB Executive Director will liaise with GSA, FPS, and FEMA's regional principals when possible. Executive Director will attend FEMA's RISC quarterly meetings via conference call, virtual platform or in person at local FEB expense as often as possible.

Line of Business # 1 (cont'd):

*Emergency Preparedness, Employee Safety and Security*

6. The FEB Executive Director will invite appropriate emergency preparedness/response personnel to give briefings and trainings, and participate in our Intergovernmental Continuity Working Group meetings.
  - a. Work with member agencies to assist in their Reconstitution and Return to the Workplace efforts.
  - b. Assist the City of Detroit's Emergency Preparedness staff and Department of Health representatives to identify more partners to enter into formal Memorandum of Agreements (MOAs) for Closed Points of Distribution (PODS) in federal buildings in Wayne County.
  
7. The Detroit FEB will stand ready to assist in an emergency with our designated backup FEB.

Line of Business # 2:

*Workforce Development and Support*

This Line of Business facilitates strategies and approaches for recruiting, training, and retaining Federal employees, as well as sharing best practices and workforce education. The goal is to provide accurate, timely and useful information to our members.

The Detroit FEB will:

1. Sponsor Workforce Development Best Practice Forums annually:
  - a. Evaluate the appropriate way to recognize public servants during PSRW week or when the pandemic safety posture dictates.
  - b. Equal Employment Opportunity/Diversity and Inclusion
    - Support the Diversity Council at monthly meetings.
    - Sponsor activities/events that will provide a forum to promote diversity and inclusion. The Diversity Council will provide training on Professional and Ethical Behavior in the Workplace and career enhancement training for grades 7-11.
    - Provide Special Emphasis Manager training if possible and explore shared responsibilities for hosting special emphasis events that can be attended by all federal agencies.
  - c. Advocate for Veterans employment in any way possible.
  
2. Sponsor Education/Training and enrichment programs based on local needs:
  - a. Conduct training sessions for member agencies upon request.
  - b. Assess the viability of the Leadership Series based on the absence of a common virtual platform as well as whether face-to-face instruction is possible due to the pandemic posture. Recruit instructors for the annual series of six classes on Leadership.

- c. Recruit participation in the PMC Interagency Rotation Program from the general membership.
  - d. Pre-Retirement Planning – advertise OPM’s What’s in Your Retirement Wallet? training when available. Advertise the free classes presented by the Social Security Administration and FEHB providers.
  - e. Health and Fitness Information – sponsor Lunch-n-Learn series to educate on the benefits of a healthy lifestyle and work life balance.
3. Provide mediators to agencies upon request, track results, and evaluate our Alternative Dispute Resolution (ADR) efforts through the FEB Shared Neutrals program.
    - a. Market the Shared Neutrals program to our membership to increase the number of mediations requested. Depending on the increase, provide refresher training for our current mediators (Advanced Mediation) and Basic Mediation training for a new group.
  4. Respond to member agency requests for recruitment and retention assistance and offer Public Service Outreach services annually.
    - a. Support OPM by delivering Workforce Development and Support information to our membership.
    - b. Support the U.S. Army TACOM’s Workforce Development team as requested.
    - c. Assist local colleges and universities to market their job fairs, Federal Mix-n-Mingle events, panels, etc., to member agencies, and attend when possible.
    - d. Distribute job vacancy announcements to FEB member agencies and subcommittees when asked.

Line of Business # 3:

*Strategic Partnerships*

This FEB Business Line is to advance local and national initiatives through interagency collaboration and community outreach.

The Detroit FEB will:

1. Provide a forum for exchange of information.
  - a. The FEB will host monthly Board meetings.
  - b. The FEB will host at least one Full Board meeting during the year and invite outside speakers to strengthen relationships with potential partners.
  - c. The Executive Director will conduct an annual Election of Officers.
  - d. The Executive Director will brief new agency leaders on what the FEB represents, and how we can be used as a resource for interagency communication, collaboration, and coordination.
  - e. The FEB Executive Director will support the Flint FEA and attend meetings as often as possible.

Line of Business # 3 (cont'd):

*Strategic Partnerships*

2. Communicate information to Federal agencies regarding the CFC and help the Local Federal Coordinating Committee (LFCC) recruit membership. To the extent that resources are available, the FEB staff will serve on the LFCC.
  - a. The FEB will continue to support the CFC
    1. The Board will determine the amount of time the Executive Director can devote to the CFC for the State of Michigan.
    2. The Executive Director will solicit for statewide LFCC members.
    3. The Executive Director will be a member of the LFCC.
    4. The Executive Director will act as a liaison between the LFCC, the Outreach Coordinator, and OPM Office of CFC as required.
3. Blood Drives
  - a. When it is safe to do so, and GSA permits, the FEB will partner with American Red Cross and sponsor blood drives in our Federal building.
  - b. The FEB will request that other members host blood drives in other locations when possible.
4. Religious Discrimination & Hate Crimes Forum
  - a. If the CRS position is filled, the FEB will co-sponsor with the Department of Justice, a multi-agency forum to discuss the rise in hate crimes and religious discrimination in Michigan and resources available to the community.
5. Communicate Common Initiatives
  - a. Support interagency collaboration and community outreach, including White House initiatives, local priorities, and volunteer opportunities.
  - b. Support the FEHB program by hosting “service days” when possible and make open season benefit information available to Federal employees.
6. FEB Network Program Support
  - a. The FEB will submit a local operating plan and annual report to OPM.
  - b. The FEB will lend support to another FEB as requested.
  - c. The FEB will work to implement processes recommended by the Performance Improvement Council.