



Federal Executive Board of
Metropolitan Northern New Jersey
Fiscal Year 2015 Annual Report



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Executive Director
June 7, 2016

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A Special Thank You

The Metropolitan Northern New Jersey Federal Executive Board extends its sincere gratitude to our Board Members and Alternates for supporting the Executive Director on her first year with the FEB. Special thanks to:

- ✓ Department of Homeland Security, Customs and Border Protection Field Office, Port of New York/Newark for serving as the host agency for FEB staffing/office operations
- ✓ Andrea Lewis-Walker, Deputy in Charge, US District Court, for serving as 2015 FEB Chair
- ✓ Lawrence Watt, Administrative Officer, US Attorney's Office, for serving as Vice-Chair
- ✓ John Thompson, District Director, US Citizen and Immigration Services, serving as the Treasurer
- ✓ Mark Dremel, Director, General Services Administration, for IT support
- ✓ The many Federal Agency volunteers who so graciously stepped up to the plate and helped make our events a success – we could not do what we do without them

Background

By Presidential Directive in 1961, President John F. Kennedy established 28 Federal Executive Boards (FEB) across the nation to achieve better coordination and communication among Federal agencies for 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 Metropolitan Northern New Jersey FEB was established in 1969.

The need for effective coordination among Federal organizations' field activities was clear then, and is even more important in today's environment. Approximately 88% 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 agencies. Our 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) provide a forum for the exchange of information between Washington and the field about programs, management methods, and administrative issues; (2) coordinate local approaches to national programs as approved by the Director, OPM; (3) communicate from Washington to field offices regarding management initiatives and other concerns for the improvement of coordination; and (4) refer problems that cannot be resolved locally to the national level.



The FEB National Network www.feb.gov

Vision: To be the catalyst for better government

Mission: Increase the effectiveness of Federal Government by strengthening coordination of government activities

Guiding Principles: Integrity, Service and Excellence

Strategic Goals: The Federal Executive Boards will:

1. Promote and deliver programs and services related to Emergency Preparedness, Security and Employee Safety;
2. Promote and deliver programs and services related to Workforce Development and Support;
3. Promote and deliver programs and services related to Intergovernmental and Interagency Collaboration and Community Outreach
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.

Today, there are 28 FEBs located in areas with a significant Federal population. The Boards are comprised of the highest ranking local officials from each Federal agency in the FEB area. Board leadership and structure consists of elected Councils and Committees specific to the local FEB programs. The FEBs serve as models for partnership-based government and promote awareness of the Federal Government's involvement in, and contribution to, communities across the country.

Metropolitan Northern NJ Federal Executive Board at a Glance

Geographic Coverage: Northern NJ which includes: Bergen, Essex, Hudson, Hunterdon, Monmouth, Middlesex, Morris, Passaic, Somerset, Sussex, Union and Warren Counties.



Officers: The FEB Officers consist of a Chair, Vice Chair and Treasurer.

Host Agency: U.S. Customs and Border Protection (CBP) is the funding agency however shares support with General Services Administration (GSA) in respect to: provides office space, furniture, IT equipment and administrative support for the FEB Executive Director.

FY 2015 FEB Staff: Executive Director; Volunteers from individual agencies serve as needed to assist in organizing various programs

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Leadership Fiscal Year 2015

Chair

Andrea Lewis-Walker
Deputy-In-Charge
US District Court

Vice Chair

Lawrence Watt
Administrative Officer
US Attorney's Office

Treasurer

John Thompson
District Director
Citizenship and Immigration Services
Department of Homeland Security

FEB Staff

Petri S. Martinez
Executive Director

Committee Leadership

Awards

Chair – Raymond Pietruszki, Deputy Director, Defense Contract Management Agency

Emergency Recommendation

Chair – Lawrence Watt, Vice Chair, FEB of Northern NJ

LFCC

Co-Chair – Andrea Lewis-Walker, Chair, FEB of Northern NJ
Co-Chair – Steven Hernandez, District Manager, USPS Northern NJ

Women in Government

Chair – Dorisse Shakir-Ullah, Federal Bureau of Investigation

Cultural Diversity

Ralph Charles, ADR Mediator, Equal Employment Opportunity Commission

Business and Community Relations

Chair—Petri S. Martinez—Executive Director, Federal Executive Board

FEB Membership

*Andrea Lewis-Walker,
Chair, US District Court*

*Maria Kelokates, Inspector
in Charge, USPIS*

*Juan Mattos Jr.,
US Marshal, USMS*

*Larry Watt, Co-Chair
US Attorney's Office*

*Margaret Mannion,
Commissioner
Representative, IRS*

*David Leach,
Regional Director, NLRB*

*John Thompson,
Treasurer, USCIS*

*Kenneth Mizrach, Director,
VA NJ*

*Maria Maio-Messano,
Field Office Director,
US HUD*

*Petri Santiago-Martinez,
Executive Director, FEB*

*Pranita Raghavan, Esq.,
District Director,
DOL/OFCCP*

*Steven Perez, Special Agent
in Charge, FHFAOIG*

*Henry Dittamo, District
Manager, SSA*

*Anthony Levey,
Regional Director
FPS, Region II*

*Kathy Weinstein, Director,
Admin. Service
US Bankruptcy Court*

*Mark Dremal,
Director, GSA*

*Neil Ford, District
Commander, FPS*

*Thomas Carter, Federal
Security Director, TSA*

*John Durkin, Special Agent
in Charge, FAMS*

*Adele Fasano,
Port Director
DHS/CBP*

*Joseph Eppolito, Emergency
Mgmt. Officer, US Navy*

*Diana Amador-Toro
District Director, FDA*

*Alfred Titone,
District Director, SBA*

*George Belsky, Special
Agent in Charge, ATF*

*Carl Kotowski, Special
Agent in Charge, DEA*

*Richard Frankel, Special
Agent in Charge, FBI*

*Kris Hoffman, Area
Director, DOL/OSHA*

*Carl Agnelli, Special Agent
in Charge, USSS*

*Raymond Pietruszki, Jr.,
Deputy Director, DCMA*

*John Tsoukaris, Director
DHS/ICE*

*Christine Dozier, Chief, US
Pretrial Services*

*Thresa Imler, District
Director, FDA*

*Steven Hernandez,
Director-Northern New
Jersey, USPS*

*Jane Minichiello, Chief
Counsel, USICE/OPLA*

*Wilfredo Torres, Chief
Probation Officer, US
Probation Office*

*John Waldinger,
Area Office Director,
EEOC*

*George Nelson, State Plant
Health Director, USDA*

Executive Summary

The 2015 year turned out to be a good even with continued budgetary uncertainty. The FEB strived to incorporate some changes to keep everyone engaged. The Board expanded in membership having approximately 30 board members of which at least 20 actively participate in bi-monthly meetings. The FEB members are committed to continue supporting the director in her endeavors.

Three of the most successful programs are: “A View From The Top”, “Administrative Professional Day” and the FEB Awards ceremony. This year, the two seminars were combined and produced a larger group of men and women offering them the ability to receive new job tools and enhanced networking to continue upward in their careers and be acknowledged as a valuable asset to their agency.

The newest program the FEB put together was the Suits for Success clothing drive. This was a huge success and most agencies participated through organization donations. The recipients, a partnership with Dress for Success, assist those looking for professional work by clothing them with gently worn business attire. This is a project near and dear to the FEB’s heart and hopes to continue on a yearly basis.

With the continued support of Federal Emergency Management Agency (FEMA), Federal Protective Service (FPS) and the US District Court, District Court of New Jersey (NJD Courts), the FEB was able to sponsor training to the FEB Community for FREE which assisted in the cost avoidance of over \$15k for FY2015.



FEB FY2015 Leadership Team

FY 2015 Operational Objectives

Line of Business #1: Emergency Preparedness, Security and Employee Safety

Emergency Recommendation and Notification

The Emergency Recommendation and Notification Committee updated the FEB recommendation procedures and the emergency contact list to reflect the most up-to-date information. In the event there is inclement weather, local agency heads discuss a recommendation to remain open, close, delay opening and/or early dismissal of offices for the day. Once a decision is made, a message is left on the FEB voicemail notifying federal employees of the recommendation. As this is only a recommendation, each agency leader is responsible for final decision.

Members of the FEB have been trained in the new notification system, Communicator Nxt!. This system promotes efficiency of the emergency notifications. A notification test was conducted during the year with a positive result of 64% qualification. The emergency notification procedures have been updated to include Communicator Nxt!.

FEMA Training

The FEB of Northern NJ is within FEMA Region 2. All FEMA training courses and information is distributed to FEB members. In response to numerous requests, the Federal Executive Boards in New York City, Northern New Jersey and in partnership with FEMA Region II, , offered COOP Exercise Design Classes to target and improve critical emergency plans, procedures and capabilities within all four phases of emergency management. An Instructional Presentation and Evaluation Skills course was offered as well, which prepares a person to conduct small group activities, training sessions and learn effective questioning techniques. These courses help prepare an individual for when an emergent event amongst Federal Executive Agencies, US Court, State, tribal, local jurisdictional and private sector occurs.

Active Shooter Training

With the assistance of the Federal Protective Service, two sessions of Active Shooter Awareness training were offered to ensure the safety & security of our federal facilities and stakeholders. The training presentation was approximately 1 ½ hour focusing on the Run, Hide, Fight concept of self-protection. It covered what personnel should do when confronted with an active shooter as well as proper actions to take when in the vicinity of responding law enforcement officers. The “Run, Hide and Fight” video is used in this comprehensive presentation. FPS presented this training to our non-law enforcement tenant employees.

Atmospheric Threats

The Federal Protective Service offered a one hour training session in reference to atmospheric threats to our federal facilities. They put together a comprehensive unclassified briefing designed for non-law enforcement agencies Regional/Local office heads and their deputies to provide stakeholders with situational awareness of the increased visibility of their officers within the Federal facilities.

Line of Business #2: Workforce Development and Support

A View from the Top and Administrative Professional Support Seminar

In the past, A View From The Top was a seminar geared for mid-level women and the Administrative Professional seminar was geared for administrative support personnel. This year, combining these two previously separate programs proved a huge great success. The seminar was open to anyone, male and female looking for upward mobility as well as to those who provide daily administrative support. The seminar offered insight on leadership as well as personal and professional development workshops. The return investment was reflected through employees receiving practical tools and awareness of the professional image required to be a valuable asset in today's changing work environment. The seminar included topic-related materials for participants to share with their colleagues and managers. To start the program a variety of icebreakers encouraged professional networking and establish a connection people could build upon. Our speakers consisted of: John Sisto, Chief, Rockaway Township Police, (Ret.) presented, Enhance Your Interview Skills; Michael A. Mason, Senior VP/Verizon, Dealing with Difficult People, and The Honorable Esther Salas, U.S. District Court for the District of New Jersey, Keynote Address. After lunch, a dynamic dialogue took place on "moving up the career ladder". Panelists representing different agencies addressed what it took personally to get to the point they were at in their career; such as what sacrifices were made and any regrets. The panelist: Robin Gleeson, Chief of Entry, Trade Operations Division, U.S. Customs and Border Protection- Newark, Towana Joseph, Environmental Protection Specialist, Edison Environmental Protection Agency, Randi Borgen, Field Office Director, U.S. Citizenship and Immigration Services-Newark and Ralph Charles, Alternate Dispute Resolution Mediator, Equal Employment Opportunity Commission. The moderator was Diane Johnson, Director, US Housing and Urban Development, (Ret.). The panel discussion enjoyed by the entire group was evident by the many questions asked from those attending.





*A View From The Top/Administrative Professional Seminar
(left to right) Petri S. Martinez, Executive Director, FEB; Andrea
Lewis-Walker, FEB Chair; Honorable Esther Salas, US District
Court-District of New Jersey; Dorisse Shakir-Ullah, Women In
Government Chair*

Annual Awards

This year's event included nominations from eight agencies. A total of 10 awards and four honorable mentions were distributed at the 2015 FEB Awards ceremony. This annual award program is a means for the outstanding individuals to be recognized by the local federal community as a whole. There were 80 employees, friends and/or family in attendance to support the excellence of their fellow colleagues. Although not all pictured below, agencies in the awards program consisted of: US Customs and Border Protection (CBP), US Secret Service (USSS), Defense Contract Management Agency (DCMA), US Citizenship and Immigration Services (USCIS), Transportation Security Administration (TSA), US District Court-District of New Jersey (NJD Courts), US Marshal Service (USMS), US Attorney's Office (USAO), Internal Revenue Service (IRS) and Drug Enforcement Administration (DEA). The Keynote Speaker was Jerome B. Simandle, Chief Judge, US District Court and gave an enlightening speech about the importance of public service and keeping your family safe.





US Secret Service
Woman of the Year: Rosanna Lucotti-Roberts



US Marshal Service
Enforcement/Security/Investigative Employee: Jerry Sanseverino

US Customs and Border Protection
Communications and Community Outreach: CBP Officer Bradford Slutsky; Technical Employee: Scott Lebowitz; Administrative Employee: Norma Vincenty; Enforcement/Security/Investigative Honorable Mention CBP Officer Michael Verdi



***US District Court
Secretary of the Year: Patricia Martirano***



***Transportation Security Administration
Team Award: TSA NJ Explosive Division***

***US Citizenship and Immigrations Services
Combined Federal Campaign Volunteer Award:
Cindy Marrugo
Team Award Honorable Mention:
Adjustment of Status ISA Team***



FEB Executive Directors Meeting and Annual Meeting

In February 2015, the FEB Executive Director attended the Executive Directors meeting hosted in Ft. Worth, Texas. This year it was combined with the Annual CFC workshop. FEB directors discussed ongoing opportunities to collaborate and share best practices and goals for future funding. In addition, FEB Directors could network with other CFC campaigns to ensure continued success for the future of CFC.

The FEB participated in the Annual FEB Conference in Washington D.C. coordinated by the U.S. Office of Personnel Management (OPM). FEB Director and FEB Chair joined other active FEB member staff from across the nation for policy briefings from various federal executives including the OPM Acting Director, Office of Management and Budget (OMB) representatives and leaders of key White House initiatives.

Benefits Seminar: FERS/CSRS and Social Security

Three separate sessions were needed to meet the needs of the local federal employees. The first session was focused on Civil Service Retirement System (CSRS) employees, and the following sessions were for those employees under the Federal Employees Retirement System (FERS).

A Human Resources Specialist from US District Court, District Court of New Jersey offered to share her wealth of knowledge with her federal family. A Social Security Technical Expert advised the group on how to create an account on www.ssa.gov and encouraged all to make an appointment with a social security representative to go over their individual social security benefits.

Professional Development

The FEB sponsored several professional development courses administered by Joan Wisnosky of www.jaelimitedltd. The courses were Simply Grammar and Write 2 The Point. The goal of these workshops is to develop better writing skills for employees. Ms. Wisnosky is a popular speaker and continues to receive positive feedback from all who attend. With the continued support of the Housing and Urban Development (HUD), their training room is utilized to all agencies.

Defensive Driver Course

The FEB sponsored several defensive driver courses throughout the year for federal employees and their family members. This is a certified course recognized by New York and New Jersey. Auto insurance typically offers up to a 10% discount depending on the state. The certification period is for three years.

Line of Business #3: Intergovernmental and Interagency Collaboration and Community Outreach

Combined Federal Campaign

The FEB oversees the Local Federal Coordinating Committee (LFCC) of the Northern New Jersey Combined Federal Campaign (CFC). Once again, with over 4,000 pledges, we surpassed the \$1M for the 2014 campaign. The LFCC is co-chaired by FEB Chair Andrea Lewis-Walker, Deputy-In-Charge, US District Court, District of New Jersey and Steven Hernandez, District Manager, US Postal Service Northern New Jersey. The Principal Campaign Finance Officer

(PCFO) has been managed by the United Way of Essex and Hudson County for many years and continues to foster this relationship as the campaigns continue.

The LFCC along with the PCFO coordinated with the help from different agencies a number of fundraising events to reach this goal. There is so much work entailed in this campaign every year that the LFCC was able to coordinate with the PCFO a CFC Recognition event to thank all who volunteer. Over 100 awards were presented at this event to include: 14 Eagle Awardees, 42 Platinum Certificates, 25 Gold Certificates, 38 Silver Certificates and 26 Bronze Certificates. It is the hope of the FEB that this type of recognition will foster continue success in the future. The employees enjoyed a nice afternoon full of laughter, food and prizes. Many photos were taken of the event and can be viewed at: <https://www.flickr.com/gp/91742557@N07/h66w87>

Cultural Programs

Multiple agencies host cultural programs throughout the year. Some of these programs are cross advertised through the FEB, allowing other agencies to participate.

Blood Drives

The FEB organized blood drives with the Blood Center of New Jersey as well as the Community Blood Council for federal employees located at the Peter F. Rodino Federal Building and the Martin Luther King Courthouse.

Open Season Health Care

The FEB sponsored health care representatives at the Federal Building during the open season timeframe giving federal employees the opportunity to get the most up to date information on their current health care provider and any changes that may influence future decisions.

Food Drive

FedsFeedFamilies: this year's contribution by the FEB was approximately 150lbs of food goods. Most agencies reported their total of food donation directly to their respective headquarters.

Suits For Success

The Inaugural business clothing drive was a huge success. Various agencies in the Northern New Jersey area collected gently used and ready to wear business attire and accessories to this worthy

cause. The beneficiary was Suits for Success in Hudson County, NJ, which is part of Dress For Success. Their mission is to empower individuals on their journey toward self-sufficiency through professional development services.

Totals = 165 Suits-men & women,
40 blazer/sport/coats,
118 blouses/men shirts,
15coats; 85 slacks/dresses/skirts,
Ties 33,
Shoes 33,
Miscellaneous, too many to count.



*US Housing and Urban Development
Maria Maio-Messano, Director
HUD family*



*US Customs and Border Protection
Robin Gleeson, Chief, Trade Operations Branch III*

*Federal Bureau of Investigations
Kimberly McDonald*



Cost Avoidance

2015 Alternative Dispute Resolution (ADR) and Training Cost Avoidance Template Metropolitan Northern New Jersey Federal Executive Board

COMBINED FEDERAL CAMPAIGN (CFC)

Total 2014 Contributions:	\$1,000,627.00
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AWARDS AND RECOGNITION

Name of Event	Number of Attendees	Number of Awards Presented
Annual Awards Program	80	14
CFC Awards Program	63	145
Totals:	143	159

FEB-SPONSORED TRAINING OPPORTUNITIES *(does not include FEMA exercises, workshops, or emergency trainings)*

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
A View from the Top/Administrative Professional Seminar	\$55.00	\$37.14	\$17.86	190	\$3,393.40
Health Awareness Day	\$100.00	\$0.00	\$100.00	50	\$5,000.00
Professional Development Trainings	\$400.00	\$250.00	\$150.00	92	\$13,800.00
Retirement / Social Security Seminar	\$100.00	\$0.00	\$100.00	100	\$10,000.00
Defensive Driver Class	\$60.00	\$40.00	\$20.00	142	\$2,840.00
Open Season	\$0.00	\$0.00	\$0.00	20	\$0.00
Veterans Program/Education	\$0.00	\$0.00	\$0.00	20	\$0.00
FPS-Atmospheric Threats Seminar	\$0.00	\$0.00	\$0.00	20	\$0.00
TOTALS:				634	\$35,033.40

FEB-SPONSORED EMERGENCY PREPAREDNESS TRAINING OPPORTUNITIES *(includes all FEMA exercises, workshops, or emergency trainings)*

Name of Training Event	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
FPS Active Shooter Awareness	\$130.00	\$0.00	\$130.00	41	\$5,330.00
L-141 Instructional Presentation & Evaluation Skills	\$0.00		\$0.00	12	\$0.00
IS-139 Exercise Design Workshop		\$0.00	\$0.00	35	\$0.00
TOTALS:				88	\$5,330.00

FEB-SPONSORED BLOOD DRIVE COLLECTION EVENTS

Name of Blood Bank	Number of Participants	# Units Collected
Community Blood Council	12	14
The Blood Center of NJ	13	12
TOTALS	25	26

FEB-SPONSORED VOLUNTEER EVENTS

Name of Community Service Activity	Number of Participants	# Hours of Service
Suits For Success	7	40
TOTALS	7	40