



CLEVELAND FEDERAL EXECUTIVE BOARD

ANNUAL REPORT 2001

VISION

THE CLEVELAND FEDERAL EXECUTIVE BOARD (FEB) WILL BE THE CONDUIT THROUGH WHICH MEMBER AGENCIES PROVIDE COHESIVE, HIGH QUALITY, COORDINATED GOVERNMENT SERVICES AND INFORMATION. THESE WILL BE READILY ACCESSIBLE, CLEARLY UNDERSTOOD, AND APPRECIATED BY OUR CUSTOMERS. WE WILL MAXIMIZE AGENCY RESOURCES TO PROMOTE A SAFE, PRODUCTIVE, AND SATISFYING WORK ENVIRONMENT.

MISSION

THE MISSION OF THE CLEVELAND FEDERAL EXECUTIVE BOARD IS TO PROMOTE A UNITY OF PURPOSE AMONG FEDERAL AGENCIES IN PARTNERSHIP TO BETTER SERVE OUR EMPLOYEES AND THE COMMUNITY.

HISTORY



A 1961 Executive Letter, signed by President John F. Kennedy, established Federal Executive Boards (FEB's). FEB's were established to bring the Federal Government closer to the people we serve, be more responsive to local issues, and serve as a conduit of information directly from the Executive Office of the President to Federal entities located outside of Washington, DC. The Cleveland FEB was established in 1966.

GOALS

Create Partnerships Within Our Communities
Improve Intergovernmental Partnerships
Advance Local and National Initiatives

COMPOSITION

Similar to the President's Cabinet in our Nation's Capital, FEB membership becomes automatic and mandatory by virtue of the incumbent being the senior agency official within the FEB's geographic boundaries. Unlike the Cabinet, membership is not limited to department-level organizations. The "Cleveland Cabinet" consists of the highest-ranking Federal leaders from approximately 85 Federal agencies located in the Cleveland area.

POLICY COMMITTEE

The FEB is governed by the Policy Committee. Listed below are the 2001 Officers and members of the Policy Committee.

Chair

William D. Montague
Director
Louis Stokes Cleveland Department
of Veterans Affairs Medical Center



Vice Chair

RADM James D. Hull
Commander
Ninth Coast Guard District

Members

Kathy Ainsworth
District Manager/Lead Executive
United States Postal Service

Donald J. Campbell
Director
John H. Glenn Research Center at Lewis Field

Director



Lee J. Krushinski
Defense Finance and Accounting Service

LTC Jayne A. Leatherwood, USA
Commander
Defense Contract Management Agency

Phillip J. Ross
Director
Department of Veterans Affairs Regional Office

Stephen Whiteaker
TEC Territory Manager
Internal Revenue Service

Elected Members

Gary M. Klingler
Manager
Federal Aviation Administration

John M. Regan
Port Director
United States Customs Service

Douglas W. Shelby
Area Coordinator
United States Department of Housing and Urban Development



Ex-Officio Members

Mary Ann Reid
Service Center Director
United States Office of Personnel
Management—Detroit Area Office

Michael W. Springer
Director, Ohio Property Management Center
General Services Administration



STAFF



A two-person staff carries out the day-to-day operations of the Cleveland Federal Executive Board. They report directly to the Policy Committee and provide oversight to the committees of the board focusing on the goals and objectives of the FEB Strategic Plan. They serve as ambassadors for the Federal community and act as principal liaisons with key Federal, state, local, and community officials for the positive development of effective intergovernmental relations and partnerships.

CREATE PARTNERSHIPS WITHIN OUR COMMUNITIES

Graduated the fifth class of the Cleveland Federal Community Leadership Institute (CFCLI), which consisted of 22 individuals representing 10 agencies. The program provides local, low-cost intergovernmental training and mentoring for Federal employees identified by their agency as having leadership potential. The mission of the CFCLI is to identify and develop leaders committed to advancing greater cooperation among Federal agencies and to strengthening community partnerships. Their goals are

- ❖ To assist Federal agencies in the professional development of leaders
- ❖ To understand and develop community partnerships
- ❖ To enhance individual leadership skills

Partnered with Business Volunteerism Council (BVC) to make a presentation to the fifth annual CFCLI. Yearly, BVC assists our CFCLI in developing and implementing strategy for community involvement to benefit the Federal government, CFCLI participants, and the community. The 22 CFCLI participants were invited to participate in the BVC's board training and referral program, the Volunteer Trustee Institute. Through the program, CFCLI participants will serve on various boards.

Hosted the FEB's Year 2001 Distinguished Federal Service Recognition Awards Program during Public Service Recognition Week held each year during the first week of May. Approximately 625 people attended the awards luncheon to honor 69 Federal workers from 21 agencies. The host agency was the John H. Glenn Research Center at Lewis Field, led by Donald J. Campbell, Director. Karen Hickman, NASA, served as Project Manager. Posters were used to promote the recipients and were distributed throughout the entire Federal community.

Published and distributed Emergency Phone Number Card that was created by the Emergency Preparedness Committee. The card is intended to be carried by employees to provide ready access to many telephone numbers that should prove useful in an emergency.

Published and distributed the Employee Emergency Contingency Handbook that was created by the Emergency Preparedness Committee. The handbook outlines several important areas that every employee should be ready to respond.

Published and distributed Cleveland 2001 Directory of Federal Agencies and Departments—Federal agency contacts in the Cleveland area including addresses, phone numbers, Internet addresses, and the mission statement. The directory was provided to Federal agencies.

IMPROVE INTERGOVERNMENTAL PARTNERSHIPS



Published and distributed the Interagency Mediation Group (IMG) Handbook and Brochure. IMG provides mediation as an alternative to resolve workplace disputes within Federal agencies.

Sponsored Congresswoman Stephanie Tubbs Jones and the Cleveland Federal Executive Board Alternative Dispute Resolution (ADR) Committee Kickoff Event for the IMG. At the kickoff, over 200 employees were introduced to the ADR program newly available to the Cleveland Federal community and had the opportunity to meet members of the ADR Committee and several mediators.



The program has available 31 mediators who are experienced in resolving Federal workplace disputes at early stages. They have completed special mediation training designed and implemented by the Federal Mediation and Conciliation Service to meet local needs.

Worked with the Department of Treasury Savings Bond Marketing Office to increase awareness of the annual Savings Bond Campaign. Attended the kickoff luncheon.

During open season, in partnership with GSA and VAMC, the FEB sponsored a Health Benefits Fair at the Anthony J. Celebrezze Federal Building. This fair was open to all local Federal employees and retirees. Various health insurance providers were on hand to discuss their services. The Veterans Administration Medical Center provided health screening to veterans.



Sponsored a Financial Planning and Retirement Seminar, which was provided by the NASA Glenn Research Center. Over 120 Federal employees from various agencies attended.

Sponsored a Cleveland Municipal School District presentation, which was presented by Reverend Hilton O. Smith, Chair, Board of Education. His topic was "The Education of Children Is Our Future." There were 49 Federal employees in attendance.



Sponsored the Document Automation and Production Service (DAPS) Initiative presentation. Armed with more than 50 years of experience, DAPS continually harnesses the newest automation technologies to deliver innovation and efficiency.

Sponsored a Federal Brownfield One-Stop Shop (BOSS) Committee update. The BOSS Initiative provides an opportunity for Federal agencies to work together in a more integrated fashion toward sustainable redevelopment.



Sponsored "The World in Two Years" presentation, which highlighted the many ways in which General Services Administration is helping the Government save time and money by doing business online. It's a testament to the agency's ability to meet the changes of a rapidly changing economic, technological, and regulatory environment.

Sponsored several Brown Bag Seminars:

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|---|--------------------------|
| ❖ Answering Your Utility Questions | October 31, 2000 |
| ❖ Choosing Your Electric Supplier | January 22, 2001 |
| ❖ Reasonable Accommodations for Individuals With Disabilities | May 23, 2001 |
| ❖ Career Self-Assessment | June 6, 2001 |
| ❖ Domestic Violence | June 7, 2001 |
| ❖ Career Development | June 12, 2001 |
| ❖ Financial Planning and Retirement Seminar | September 18 to 21, 2001 |



Interagency Mediation Group (IMG) and Alternative Dispute Resolution Committee members, from left to right: Corrine Bell, EEOC; Timothy Mize, USPS; James Tucciarone, FAA; Rita Bryce, DOJ/Antitrust; Annette Butler, Office of U.S. Attorney; Kennoa Dixon, USPS; Gloria Hawkins, USPS; La Mont Johnson, DFAS; Darlene Lazaro, DFAS; Paula Mindes, DOL/OWCP; Velvet Farmer, USCG; Renee Batts, NASA; Tywana Halstead, VA Office of Resolution Management; Elaine Dombi, USPS; Robert Schloendorn, VARO; Cynthia Burks, Defense Contract Management Agency; Gloria Jennings, USPS; Brenda Spicer, DFAS; Loretta Feller, EEOC; Joseph Bradley, DFAS; Andrea Freeman, VAMC; Deanna Jackson, EEOC; Robert Romero, NASA. Other agencies involved in the IMG who are not pictured: GSA, Federal Protective Service, EPA, SBA, U.S. Customs, Federal Mediation Conciliation Service, Office for Civil Rights, Education.

ADVANCED LOCAL AND NATIONAL INITIATIVES

Partnered with the Martin Luther King, Jr., (MLK) Law and Public Service High School. This school is located in the Hough neighborhood, which is severely socio-economically disadvantaged and in an Empowerment Zone. Our participation includes the annual fair, which is designed to accomplish at least two things. First, it exposes the students to the world of career possibilities they have available to them as they seek employment, and second, it allows prospective employers—representing local Federal government agencies—to meet and become aware of the qualified students at MLK High School. Representatives from 17 Federal government agencies participated.

Partnered with local colleges and universities to sponsor a Federal employee college fair. Counselors from 16 leading area colleges and universities were available to meet with individuals interested in earning undergraduate and graduate degrees.

The Northeast Ohio Combined Federal Campaign (CFC) raised \$1,831,992 during the 2000 campaign. This is a 5.4 percent increase over dollars raised in 1999 (\$1,738,304). The participation rate also rose to 50 percent. The overall per capita increased from \$80.80 to \$97.05 and the average gift increased from \$184 to \$194. This is also the fourth consecutive year of growth for the CFC. The theme for the campaign was “Facing Tomorrow . . . A Look Into the Future.”

Benefited homeless individuals in Cleveland by collecting various individual personal hygiene items such as soap, shampoo, conditioner, lotion, etc., from hotels and motels. Approximately 600 persons utilized items.

Coordinated the annual Harvest for the Hunger Food Drive. This year 25 agencies participated in raising 25,150 pounds of food succeeding last year's 20,368 pounds. Each 2 pounds of food provided two meals to hungry persons in the Cleveland community.

Partnered with the Cleveland Browns in their commitment to improving the quality of life in the Greater Cleveland community. Alongside the American Red Cross and the American Sickle Cell Anemia Association, created a taskforce to increase summer blood donations (149) and new minority blood donors (29) so that donor matches can be identified for local children with sickle cell anemia. In addition, arranged for six blood drives. Cleveland Federal workers donated 1104 pints of blood. This helped to save over 3312 lives. The Federal Government continued to be in the top three organizations in Northeast Ohio for having the most blood donors.

Partnered with the Mandel School of Applied Social Sciences and Case Western Reserve University to participate in the "Alumni/Student Match Program."

Partnered with the Mandel Center for Nonprofit Organizations and Case Western Reserve University for a unique new initiative called Mandel Center Leaders' Link. Executive Director Judy Montfort will serve as a group facilitator.

Partnered with Office of Personnel Managements New Leader Program to mentor David P. Condon, Defense Financing and Accounting Service. He was able to experience numerous leadership skills during his 30-day detail.

In an effort to furnish information to middle school teachers using available Federal resources, the FEB gathered information from Federal agencies. The information will be published in a booklet and distributed to Cleveland municipal middle schools. This is a different approach to the national initiative of "After-School." The booklet targets services, websites, classroom speakers, and other government resources to enhance the curriculum and/or learning experience of students.

Collected over 2000 used eyeglasses from various Federal agencies and donated them to the Cleveland Sight Center. The collected glasses were sent to an ophthalmology school in Columbus where the students test the lenses for strength and make any necessary repairs. Every part of the old glasses is used. Frames with no lenses, lenses with no frames, even eyeglass cases were collected. Doctors then take these eyeglasses to clinics in Third World countries where they are given free to those in need.

SUMMARY OF SIGNIFICANT ACCOMPLISHMENTS DURING 2001

A new class of 22 students representing 10 agencies was enrolled in FEB's Cleveland Federal Community Leadership Institute for FY 2001.

Congresswoman Stephanie Tubbs-Jones spoke on June 11, 2001, to Federal employees about mediation and a new program being launched in the Cleveland area. This program, Interagency Mediation Group (IMG), encourages resolution of workplace disputes. The IMG kicked off its new program on that Monday from 11:50 a.m to 1:00 p.m. at the Anthony J. Celebrezze Federal Building, 31st floor auditorium. Comer Cash, Vice President of the National Alliance of Postal and Federal Employees, also spoke relating his experiences with mediation. Mediation is an informal, confidential process that uses trained neutrals to

help people resolve disputes in a way that is acceptable to both sides. It is an effective means to settle disagreements and avoid litigation. It also improves productivity, fosters better communication, and cuts the cost of workplace disputes. The IMG is one of a new breed of "shared neutrals" programs gaining popularity with Federal agencies around the country. Through such programs, Federal agencies loan mediators, at no charge, to other Federal agencies to help resolve workplace disputes. The program is sponsored and managed by the Cleveland Federal Executive Board. An IMG handbook and a brochure were published.

The Cleveland Federal Executive Board, the Cleveland Browns, American Sickle Cell Anemia Association, American Red Cross, and 481 blood donors came together in a show of support at the Dr. Charles Drew Blood Drive on July 21st at Cleveland Browns Stadium. The goal of the drive was to increase the number of summer blood donations (149), sign on new minority donors (29), and identify donor matches for local children with sickle cell anemia—a disease that affects minority populations. Of the 80,000 Americans with the genetic disease, 90 percent are of African descent. One in every 375 African-American newborns has sickle cell disease. Hispanic patients comprise the remaining 10 percent. Those born with the disease cannot outgrow it. They suffer acute pain and can experience serious problems, including jaundice, strokes, severe anemia, serious infections, and damage to the lungs, kidneys, and spleen. Over half of the patients fighting sickle cell disease require blood transfusions during their lifetime. The majority requires more than one, and patients with severe cases can require blood transfusions every 4 weeks. Potentially, a child could use more than 600 pints of blood between the ages of 3 and 19. To ensure that a child's body does not begin to reject needed blood transfusions, blood must be matched by type—A, B, AB, and O positive and negative—and by protein components called antigens. In some rare cases, it can take up to 30,000 donors before a match is found for a child.

CLEVELAND FEDERAL EXECUTIVE BOARD MEMBER AGENCIES

Cabinet Level Departments



Agriculture

Fresh Fruit and Vegetable Inspection
Food and Consumer Service
Inspector General, Office of
Milk Market Administrator, Office of

Commerce

Export Assistance Center
National Weather Service

Defense

Army

Aviation Systems Command
319th Quartermaster Battalion
Corps of Engineers
HQ 2nd PSYOP Group
Ohio National Guard
Recruiting Battalion—Cleveland
ROTC Instructor Group
Automated Printing Service
Contract Management Agency—Cleveland



Contract Audit Agency
Criminal Investigative Service
Finance and Accounting Service—Cleveland Center
Financial Systems Activity
Labor
 Energy Employees Occupational Illness
 Compensation Program Act
Marine Corps
 Recruiting Station
 Reserve Center
Military Entrance Processing Station
Navy
 Branch Medical Clinic
 Officers Program
Permanent Change of Station Variance Component

Education

Office for Civil Rights

Health and Human Services

Food and Drug Administration

Housing and Urban Development

Interior

National Park Service

Justice

Antitrust Division
Attorney, Office of
Drug Enforcement Administration
Federal Bureau of Investigation
Immigration and Naturalization Service
Marshal Service
Trustee, Office of

Labor

Apprenticeship and Training, Bureau of
Federal Contract Compliance Programs, Office of
Inspector General, Office of
Labor-Management Standards, Office of
Labor Statistics, Bureau of
Occupational Safety and Health Administration
Solicitor, Office of
Wage and Hour Division
Workers Compensation Programs, Office of

Transportation

Federal Aviation Administration
Federal Railroad Administration
Ninth Coast Guard District

Treasury

Alcohol, Tobacco, and Firearms, Bureau of
 Criminal Enforcement
 Regulatory Enforcement
Comptroller of the Currency, Office of
Customs Service



Port Director, Office of
Investigations, Office of
Internal Revenue Service
Appeals Office
District Counsel
District Director's Representative, Office of
Regional Inspector, Office of
Savings Bond Marketing Office
Secret Service

Veterans Affairs
Medical Center
Regional Counsel
Regional Office

Independent Agencies

Environmental Protection
Equal Employment Opportunity Commission
Federal Labor Relations Authority
Federal Mediation and Conciliation Service
Federal Trade Commission
General Services Administration
 Federal Protective Service
 Property Management Center
 Telecommunications
National Aeronautics and Space Administration, Glenn Research Center
National Labor Relations Board
Postal Service
Railroad Retirement Board
Small Business Administration
Social Security Administration
 District Offices
 Hearing and Appeals, Office of
 Inspector General, Office of

Judicial and Legislative Branch

Bankruptcy Court
District Court
Northern District of Ohio
 Pretrial Service
 Probation Office
Government Printing Office Bookstore

OTHER SERVICES PROVIDED BY CLEVELAND FEB

Communication Resources

- ❖ E-mail
- ❖ Fax, broadcast fax capability
- ❖ Mailing labels
- ❖ Mailing service—hard copy mailing
- ❖ Customer Service, i.e., phone requests, request by letter, etc.
- ❖ Speaker information
- ❖ Website—provides links to other websites

Selected Program Promotions

- ❖ Government Ethics Newsgram
- ❖ March of Dimes Walk America
- ❖ First Government Survey/Website
- ❖ Ohio Region 8 School to Work Event Survey
- ❖ Federal Employee Education and Assistance Newsletters
- ❖ Regional Transit Authority Euclid Corridor Transportation Project
- ❖ Drug Interdiction and Intervention Conference
- ❖ K.I.D.S in a Drug Free Society, Materials
- ❖ Vacancy Announcements
- ❖ Domestic Violence and Stalking Seminar
- ❖ NASA Student Involvement Program
- ❖ Records Management Issues Training
- ❖ Influenza Seminar
- ❖ New Pricing Workshop for GSA customers
- ❖ Federally Employed Women (FEW) Training
- ❖ Public Service Recognition Week 2001 Materials
- ❖ Minority Health Issues Seminar
- ❖ Outdoor Safety and Health Fair
- ❖ America Saves Materials

WHAT PEOPLE ARE SAYING ABOUT THE FEB

From my wonderful detail assignment with the Cleveland FEB, I became aware that the staff is truly committed to encouraging participation from Federal agencies, while coordinating and maintaining the unity that exists among the Greater Cleveland Federal agencies.

—David Condon
Executive Intern
Defense Finance and Accounting Service

The FEB is the bridge that has connected individuals from various agencies to unite and make a difference in the communities and in the development of each other.

—Gloria M. Jennings
Diversity Specialist
United States Postal Service

The Cleveland FEB volunteers worked hard to make a difference in the lives of not only the Johnson family, but in our entire community as well. They certainly are well deserving of the Public Service Excellence Award in the Community Service Category.

—Michael R. White
Mayor
City of Cleveland

Thank you very much for all you have done and continue to do with the Interagency Mediation Group and, most recently, the Kickoff. We are very lucky to have the Executive Director's support, insight, and advice.

—Loretta Feller
Coordinator
Interagency Mediation Group

Harvest for Hunger extends a sincere thank you for the extraordinary commitment your Federal employees have made to the fight against hunger. The remarkable amount of food raised is greatly appreciated by the many hungry men, women, and children of our Greater Cleveland communities.

—Clinton A. Sampson
President
Bank One Cleveland
2001 Harvest for Hunger Co-Chair

The first Administrative Law Town Hall Meeting for the Evening Division Administrative Law Class provided the law students the opportunity to talk with those persons who execute the policies and programs of the Federal government. The panel participants (EPA, FBI, IRS, FAA) made administrative law come alive. Again, thank you, Cleveland FEB, for your contribution to legal education.

—Linda L. Ammons
Assistant Professor of Law
Cleveland Marshall College of Law
Cleveland State University

The assistance provided by you and the Cleveland FEB in assisting the American Sickle Cell Anemia Association in the Partnership with American Red Cross endeavor to increase blood donations for children with sickle cell anemia is a unique partnership critically needed in the Greater Cleveland Community. Your untiring commitment to work with all of the agencies through organizational involvement is a true testament of dedication by you and the FEB to enhance the citizens and target population in our area. Thank you for your support!

—Ira Bragg-Grant
Executive Director
American Sickle Cell Anemia Association



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<http://www.grc.nasa.gov/WWW/OHR/FEB>