



**Greater Cincinnati
Federal Executive Board
Annual Report
2008**

Line of Business

**I. Emergency Preparedness, Security and
Employee Safety**

II. Human Capital Readiness

**III. Foundational Function: Intergovernmental
and Community Activities**

Executive Summary

The Greater Cincinnati Federal Executive Board (GCFEB) is comprised of 100 Federal agencies which represent over 14,000 Federal employees. The Federal Government is one of the largest employers in the Greater Cincinnati area. The Cincinnati FEB strives to provide a clear and effective communications medium between Federal agencies as well as all levels of government. Nothing can be more important to Federal organizations than "partnering" with other government entities and community groups. To this end, the FEB brings diverse parties to the table and facilitates valuable collaboration.

The FEB employs Lines of Business focusing on Emergency Preparedness, Security, Employee Safety and Human Capital Readiness to ensure Federal employees are prepared for any disaster or contingency; and to provide an avenue for exposure to resources to enhance work productivity. As one of 28 FEBs nationwide, the Cincinnati FEB coordinates the sharing of services between agencies, and participates as a unified Federal force in local civic affairs.

Greater Cincinnati Federal Executive Boards most valued accomplishments:

Emergency Preparedness:

The Greater Cincinnati Federal Executive Board (GCFEB) Emergency Preparedness Committee was established in FY 2008. The mission of the committee is to coordinate the exchange of up-to-date, accurate and consistent information among local Federal agencies during emergency situations as well as keeping member agencies informed of the latest Homeland Security Initiatives. Establish and maintain relationships with local emergency management agencies. Sponsor and support interagency training and exercises designed to strengthen and test emergency preparedness and COOP plans capabilities.

The Department of Housing and Urban Development and the Greater Cincinnati Federal Executive Board sponsored a Federal interagency COOP Tabletop Exercise : "COOPEX08 Cincinnati Federal Executive Board – Dirty Bomb Scenario" The exercise provided a forum for participating agencies to validate their Continuity of Operations Plans (COOP), policies and procedures. The two hour facilitated exercise enabled participants to interact with other departments and agencies and provided discussion on important emergency readiness topics. In addition it allowed the entire Greater Cincinnati Federal

Executive Board an opportunity to practice its role in an emergency situation. Thirty were in attendance with seventeen agencies were represented.

The GCFEB and the Ohio Department of Health (ODH) signed a Memorandum Of Understanding agreeing to work closely together to develop a plan for operating a Point of Dispensing (POD) for federal employees, contractors and their families in the Greater Cincinnati area (closed POD) population following a non-medical model in which dispensing of medical materials can occur in the first 48 to 72 hours after a bio-terrorist event.

Human Capital Readiness:

For the first time ever, the GCFEB sponsored a 3-Day Leadership Development Series "Six Core Competencies of Leadership" Instructed by Jerry Strom.

The course addressed two-thirds of OPM's Leadership Competencies identified as "Executive Core Qualifications" needed for success in the Senior Executive Service. Six half-day sessions were given over 3 days:

- Session 1: "Leadership Begins by Charting Your Course for Personal Growth"
- Session 2: "Learning That Leaders Are the Ones Who Take Action"
- Session 3: "Leadership Is About Seeing the Future and Sharing the Vision"
- Session 4: "Leadership Means Investing Your Time and Energy Into People"
- Session 5: "Your Character Says More About Your Ability to Lead Than Any Other Talent"
- Session 6: "Communication Keeps Leaders and Followers Together"

The GCFEB Cultural Diversity Committee sponsored the 1st Annual Diversity Training Day Program "*Diversity-Bigger Than You Think*". The interactive program offered a comprehensive examination of the genesis of equal opportunity and diversity laws in the federal workplace. The program featured a panel discussion with human resource professionals and an administrative judge discussing contemporary EEO issue and other workplace topics. There was also a workshop on the generation shift and its effect on the federal workforce. Eighty attended the program with 97% of those completing evaluations rating it good or better and nearly 46% rating the training program outstanding. Nine agencies participated in the cultural display portion of the program.

Awards and Recognition:

The GCFEB hosted the annual Federal Service Excellence Award Program. This program provides a unique opportunity for Federal agencies to publicly recognize their exceptional employees. Agencies have an opportunity to highlight their best and brightest employees who represent excellence in the federal community. In FY 2008, 73 federal employees were nominated with winners selected in eight categories. Three hundred and twenty seven people were in attendance for the FY08 celebration. This program is also a networking opportunity for agencies heads as well as an outreaching opportunity for the FEB

GCFEB sponsored, for the 26th consecutive year, Public Service Recognition ceremony on Centennial Plaza in downtown Cincinnati. This is an outdoor venue where Representatives from various public service agencies set up exhibits to educate citizens about the character and quality of public service. Public servants and high school students who have made significant contributions to public service during the year were also recognized during this event. The Public Service Recognition Committee (PSR-C) works to promote public service by recognizing those public servants and students who have made significant contributions to public service during the year. The PSRC is composed of officials from Federal, state (Ohio, Kentucky and Indiana), regional, county, and local governments.

Intergovernmental and Community Activities:

The Cincinnati Metro Area Combined Federal Campaign raised \$1,264,478. The GCFEB actively participated in management of the campaign.

I. Line of Business: Emergency Preparedness, Security and Employee Safety

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The GCFEB Emergency Preparedness Committee participated as observers in the Cincinnati Health Department two part Points of Dispensing (POD) exercise.

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The GCFEB Federal Safety and Health Council provided the following training:

- **Lighting Safety:** "What You Need to Know about Lightning to Save Your Life" Ohio ranks among the top 5 states for lightning related deaths. The presenter, Mr. Lee Hite, an electrical engineer by training and lighting researcher for the last 25 years, has studied

- OSHA Topics Seminar: Federal Agency OSHA Triggered Inspections, Voluntary Protection Plan (VPP), OSHA's Partnerships and Alliances
- "Violence in the Workplace Seminar"

The GCFEB maintained, updated, and tested the 24/7 Federal Emergency Communications System for the Federal Metro area. The system is an efficient means of communicating emergency information to federal agencies and employees that makes outgoing calls at the effective rate of 1200 per hour.

The GCFEB maintained the Public Access Defibrillation Program (AED) for the JWP Federal Building, Bankruptcy Court and the Potter Stewart Court House. Between the three buildings the GCFEB maintains 9 AED's and first aid supplies.

The GCFEB provided electronic distribution of:

- Pandemic Information
- Homeland Security Presidential Directives
- DHS Preparedness Information
- Weather Advisories

II. Human Capital Readiness

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During FY2008, the GCFEB Cultural Diversity Committee (CDC) sponsored several special emphasis programs:

- In observance of Dr. Martin Luther King, Jr. Birthday is sponsored a program which featured Arnice Smith. Ms. Smith Enacted the “Life and Times of Coretta Scott King”.
- In recognition of Women’s History Month, the CDC sponsored “Women’s Art, Women’s Vision”. The program was a visual arts exhibit by female artist of all mediums.
- 1st Annual Diversity Training Day Program “*Diversity-Bigger Thank You Think*”. The interactive program offered a comprehensive examination of the genesis of equal opportunity and diversity laws in the federal workplace. The program featured a panel discussion with human resource professionals and an administrative judge discussing contemporary EEO issue and other workplace topics. There was also a workshop on the generation shift and its effect on the federal workforce.

Eighty attended the program with 97% of those completing evaluations rating it good or better and nearly 46% rating the training program outstanding. Nine agencies participated in the cultural display portion of the program.

The Environmental Protection Agency sponsored a Disability Awareness Program "Unarmed but Dangerous" Keynote Speaker, Tawana Williams and offered the training free to the Greater Cincinnati Federal Community, which was communicated and offered through the GCFEB.

The Department of Energy, Environmental Management Consolidated Business Center Sponsored a Black History Month Program, Guest Speaker: Dr. Gerald Smith and offered the training free to the Greater Cincinnati Federal Community, which was communicated and offered through the GCFEB.

The Environmental Protection Agency sponsored a Generational Diversity Training and extended an invitation to the GCFEB Cultural Diversity Committee to attend the program at no cost.

The Environmental Protection Agency sponsored an Educational Seminar on the Federal Long Term Care Insurance Program and opened the seminar free to the Greater Cincinnati Federal Community, which was communicated and offered through the GCFEB

Federal Thrift Savings Plan (TSP) Seminar was sponsored by the Environmental Protection Agency and opened to the Greater Cincinnati Federal Community, which was communicated and offered through the GCFEB. Lane Wood, Federal Retirement Thrift Investment Board, presented the seminars.

GCFEB sponsored the FEHB health fair for the Greater Cincinnati Federal Community and coordinated service visits by Health Insurance Agencies.

The GCFEB provided logistical and administrative support for the Hoxworth Blood Drive. In addition to helping the community, the blood donations were credited to the Cincinnati VA Medical Center to offset the cost of veterans' blood supply utilization. The GCFEB also coordinated blood drives for the Armed Services Blood Program (ASBP), which directly gives the gift of life to patients in the local military community and supports our service members throughout the world.

The GCFEB provided electronic distribution of:

- Job vacancies for various federal agencies
- OPM Pay and Benefits Information
- Presidential Proclamations
- Ohio State Federal Career Day

III. Foundational Function: Intergovernmental and Community Activities

The Cincinnati Metro Area Combined Federal Campaign raised \$1,264,478. The GCFEB Program Specialist served as the LFCC Chair and actively participated in management of the campaign.

GCFEB served as a catalyst to promote and foster opportunities for Federal employees to volunteer in their cities and communities. GCFEB worked closely with the local United Way to encourage volunteerism. Monthly volunteerism opportunity bulletins were sent to employees and a Community Care Week in September resulted in Federal employees working with many local non-profit agencies to complete specialized projects.

The GCFEB continued operation and management of the Interagency Health Improvement Center. The center provides low cost health improvement facilities to agencies, thereby improving employee health, reducing sick leave and allowing agencies to cancel expensive private contracts.

The GCFEB coordinated social hour events throughout the year, which gave agency heads an opportunity to network outside of a formal meeting setting.

The GCFEB brokered excess furniture and equipment among Federal agencies and in some cases with local governments.

The GCFEB maintained an informational web site and an email list system that is used by agencies to communicate.

The GCFEB arranged for special Federal Employee Recognition nights with the owners of US Bank Arena for various concerts and events.

The GCFEB coordinated the collection of "pop top" aluminum tabs for the Ronald McDonald House Charities of Greater Cincinnati and the collection of used toner cartridges for the Shriners Burn Institute.

The GCFEB serves as the informal "information office" of the Peck Federal Building. Citizens who are uncertain of their destination of what agency they need to see are referred to the GCFEB office. The GCFEB staff fielded both telephone and "in person" inquiries from citizens.