



**Annual Report Fiscal Year 2017**  
**San Francisco Bay Area Federal Executive Board**



**Emergency  
Preparedness**

**Workforce  
Development**

**Interagency  
Collaboration**

November, 2017

Dear Public Service Colleagues,

It is my pleasure to submit the San Francisco Federal Executive Board's (SFFEB) **2017 Annual Report**. There have been remarkable accomplishments this year within all three of our business lines: Emergency Preparedness, Workforce Development, and Interagency Collaboration. This year the SFFEB decided to especially focus on Interagency Collaboration. As such, all of our events, meetings and discussions this year focused on increasing interagency and collaboration.

**Some of our successes this year include:**

### **Emergency Preparedness**

- Collaborated with the Department of Homeland Security's Interagency Security Committee to hold two workshops with Bay Area agencies on best practices in federal building security. As a result, **81 attendees learned about improved safety in federal buildings.**

### **Workforce Development**

- **Increased participation** in training **by 25%** from last year and **95%** of the participants **rated the classes above average.**
- Provided cross-agency training for **1002 attendees**, saving Bay Area Federal agencies **\$257,795 in costs.**
- Commenced the first year in administering the **Presidential Management Council's Interagency Rotation Program**. The program provided a substantive experience for participants, and the host agencies adopted new processes based on the participant's work.
- Commenced the re-designed Leadership Development Program. We had an overwhelming response to our call for applications with **38 participants accepted**. The participation represents an **increase of 250%** over previous years. Our program is significantly more rigorous, and we are excited to form a new partnership with a nonprofit leader in public sector leadership training, the **Coro Foundation**.
- Offered **new classes** this year to support staff with **certification** needs. These included courses on **Contracting Officers Representative, FEMA's COOP Manager** designation and further the **SES** requirements for continuing education with our **Leadership Effectiveness Workshop**.

The San Francisco Bay Area Federal Executive Board is the hub of the federal community in northern California.

SFFEB focuses on three lines of business:

#### **1) Emergency Preparedness**

#### **2) Workforce Development**

#### **3) Interagency Collaboration**

Throughout this report, you'll find accomplishments that match our three lines of business highlighted in the colors above.

# SFFEB Chair



## Interagency Collaboration

- **Board meeting presentations from a variety of local and federal agencies** including FEMA, General Services Administration, US Court of Appeals, City of San Francisco, Association of Bay Area Governments, NOAA, National Park Service, U.S. Citizenship, and Immigration Service and the Centers for Disease Control.
- Initiated and established West Coast FEB meeting. This quarterly meeting with the **West Coast FEBs Chairs and Directors provides an excellent opportunity to share lessons learned and best practices.**
- Hosted training with **attendees from 35 organizations** including the U.S. Mint, U.S. Geological Survey, NASA, Office of Special Council as well as all **18 cabinet departments.**
- Supported federal agencies during the **Presidential Transition** by working with **the Partnership for Public Service** to host a nationwide webinar. Hosted three local university professors discussing historical **Presidential Transitions and Constitutional Law to 145 attendees.**
- **Hosted a networking event for the SF Federal Community.** The event featured the new San Francisco **Young Leaders in Government** Chapter and provided an opportunity for over **50 federal staff** meet and learn about SFFEB and the YGL group, and;
- **Established two new interagency committees, the Outer Island Committee** is working on a project focused on federal grant capacity building in the U.S. Territories, and the **Interagency Tribal Committee** meets monthly to share information between agencies.

All of these efforts would not have been possible without the amazing collaboration and dedication of the SFFEB community. Thank you for your continued support of the SFFEB. I look forward to our continued partnership!

Sincerely,

*Gita Uppal*

**Gita Uppal**

**2017 SFFEB Chair**

Senior Health Advisor, Pacific District  
Department of Veterans Affairs



Guiding Principles

Vision

Excellence in Public Service through Partnership.

Mission

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

Public Service, Integrity, Diversity, Stewardship, Community, Collaboration

# Where We Work



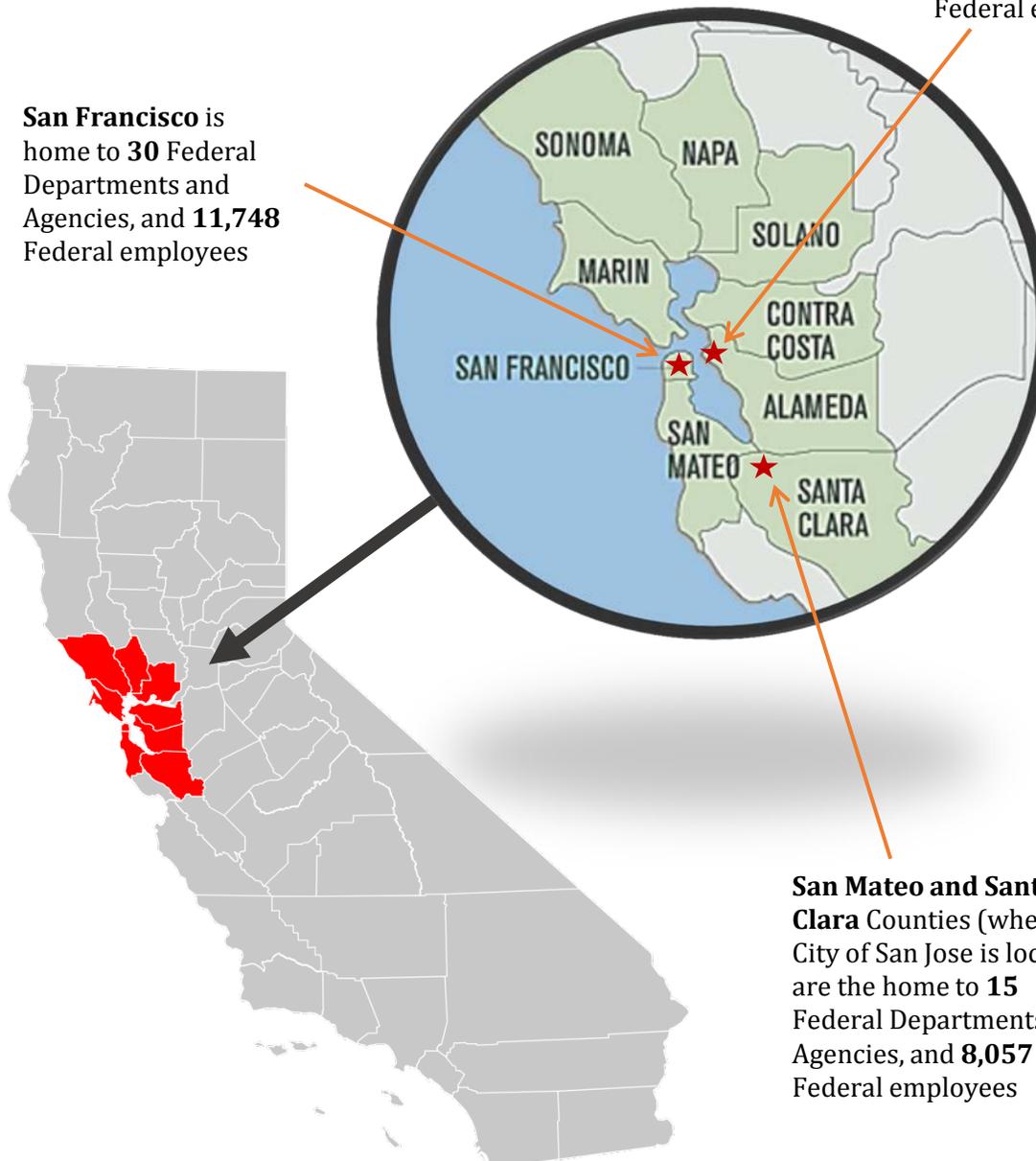
The San Francisco Bay Area is made up of nine counties and has three major cities: San Francisco, Oakland and San Jose.

The Federal government is the **largest employer** in the Bay Area. **37,366** Federal employees work in **57** Departments and Independent Agencies.

The three Federal agencies with the largest number of employees are the Department of Veterans Affairs, the Department of Homeland Security and the Social Security Administration.

**Contra Costa and Alameda** Counties (where the city of Oakland is located) are home to **18 Federal** Departments and Agencies, and **15,653** Federal employees

**San Francisco** is home to **30** Federal Departments and Agencies, and **11,748** Federal employees



**San Mateo and Santa Clara** Counties (where the City of San Jose is located) are the home to **15** Federal Departments and Agencies, and **8,057** Federal employees

# By the Numbers

## Emergency Preparedness Programs



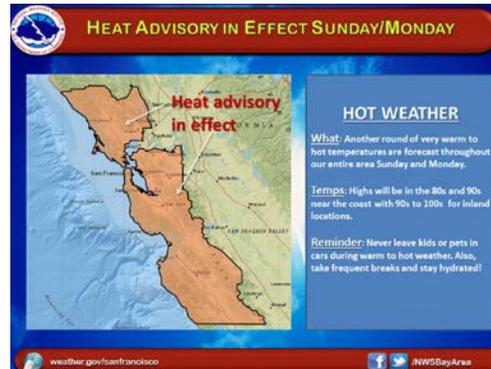
### Promoting Emergency Preparedness through Interagency Trainings

DHS's Interagency Security Committee meeting with Bay Area agencies on best practices in federal building security. **Result: SFFEB's marketing was responsible for 81 attendees** learned about improved security in federal buildings.

### Earthquake Country Alliance Regional Workshop

We hosted a workshop for ECA and increased federal participation fivefold. ECA is the public-private grassroots partnership which coordinates the annual Great California Shakeout earthquake drill and develops multi-sector educational.

**Result: SFFEB new member of ECA, 500% increase in federal attendees** at the workshop, and we are working together to create a strong public-private partnership for building safety.



### Emergency Preparedness Working Group

Worked with the City of San Francisco, HHS and GSA to review the need for Federal POD (Point of Dispensing) in San Francisco. **Result: We strengthen our relationship** with the City's Emergency Office and are working together.

**FEMA L-548 COOP** Manager's Train-the-Trainer Course, **34 Attendees**

### Emergency Notification System

SFFEB tested the emergency notification system three times this year and **improved the response rate from 10% to 40%**.



### Email Notifications

SFFEB sent **22 notifications** to all agency directors informing them of demonstrations, weather advisories, increased security, and FEMA request for deployments for Hurricanes Harvey, Irma, Maria.



Interagency Security Council Training June, 2017

# By the Numbers

## Workforce Development Programs



### Launched Improved Leadership Development Program

We made significant improvements to our signature SFFEB program of 22 years.

**Results: 38 Participants and for the first time created a Program Director contract with the Coro Foundation, a premier public affairs training organization.**



#### Program Highlights:

- Complete an IPD
- Monthly mentor meetings
- Monthly Training Days with Federal executive participation
- Soft and Hard Skills Curriculum
- Group Projects
- Program Impact Report



### Intergovernmental Management Training (IGMT) Program

Partnered with this State of California to administer this program.

**Result: Federal Government Participation: 10 participants, and three new federal agencies represented: Office of Personnel Management, Health and Human Services Administration for Children and Families and US Army Corp of Engineers.**

### Retirement Seminars for 180 attendees with excellent reviews.

We host a federal retirement trainer and presentations from the Social Security Administration, NARFE, Long-Term Care and FEHB.

**Provided training for 1002 attendees, saving \$257,795 in training costs.**



#### Training Classes:

- Contractors Representative
- Civility in the Workplace
- Elder Care
- Federal Jobs Search for College Career Counselors
- Federal Plain Writing Clinic
- FEMA's COOP Managers Program
- Leadership Classes
  - Bamboo Principle
  - Front and Center
  - Leadership Effectiveness Training for SES
  - Leadership Effectiveness for Federal staff
- National Compliance Advisory Initiative Phase 1 and Phase 2
- Retirement Seminars
- Resume Writing for Feds
- The Road to Resiliency
- Earthquake Alliance Workshop
- Stress and Resiliency
- Team Effectiveness
- Time Management

### Federal Day at the Giants Baseball 186 Attendees



# SPOTLIGHT on Workforce Development

We celebrated **Public Service Recognition Week** with Bonnie Graham, Director, San Francisco VA Hospital giving an inspirational talk to a group of 30 participants. We also heard from Dept. of Labor's Job Corps Culinary Arts participants who brought dessert for the occasion.

A FEB intern produced a YouTube Video with local federal staff.

You can find the video at:

<https://youtu.be/V7W-NuSnoVo>



Medical Center Director Bonnie S. Graham



*"I love public service because it affords me the opportunity to make a difference in the lives of people in my community and the chance to connect with the people of San Francisco."* **Johnny Martinez, SSA**

*"I love public service because it gives me the opportunity to meet people where they are, learn what is most important to them, and help them creatively find solutions to their most pressing health issues. And it's a joy to help celebrate their successes."* **Sheila James, HHS**

Steve Frieman, Ph.D., Associate Director, Federal Consulting Group, DOI lead an SES training titled, **Leader Effectiveness Enhancement**. **Our 10 SES attendees gave overwhelming praise for the class.**



"Highly Effective Leaders rapidly adapt their perspective to new situations, when past approaches no longer work, to have a more adaptive range of choices. They have discovered that perspective controls choice, and choice controls actions."

## Ice Cream Social

Our summer networking event featured the new San Francisco **Young Leaders in Government** chapter. It was a great opportunity for **over 50 federal staff meet and learn about SFFEB and the YGL group.**



# By the Numbers

## Interagency Collaboration



**PARTNERSHIP FOR PUBLIC SERVICE**  
EFFECTIVE GOVERNMENT FOR THE AMERICAN PEOPLE

### Supporting Federal Agencies in the Presidential Transition

Working with **Partnership for Public Service**, we hosted a nationwide call with all FEBS on presidential transition.

We put together a speaker series for **145 attendees** on Executive Branch powers, impacts of the election processes and tone, and the history of constitutional law about presidential powers.



**Speakers:**  
Dr. Larry Gerston  
Political Science,  
San Jose State  
University



Dr. Hyde  
Political Science,  
San Francisco  
State University



Dr. Zachary Price  
Constitutional  
Law,  
University  
of California,  
Hastings  
School of Law

The NorCal Combined  
Federal Campaign raised  
**\$2,845,476**



### The Human Resources Council

sponsored OPM's Recruitment Office, we hosted training on **USAJOBS and Resume Writing for 326 federal staff** and college career counselors.

**The Acquisition Council** held their second annual inter-agency industry day. In addition to 115 registrants, ranging from prospective contractors interested in doing business with the government to large business industry partners, there were eight participating federal agencies, including GSA (FAS and PBS), EPA, US Forest Service, FDA, NASA, USDA, SBA, and the US Army Corps of Engineers.



The **Shared Neutral Council** lead to **41 cases**, saving agencies **\$1,863,148** in arbitration fees.



### DIGITAL OUTREACH

**3,716** visits our [Website](#) and **276** shares in 2017.



**322 Tweets** from [@FEBSanFrancisco](#)



**SFFEB Public Info Officers**  
[Facebook Page](#)

Nearly **200** Email notifications of SFFEB events and information sent to contacts

**The Public Affairs Council** held its second Federal Agency Briefing for Congressional Offices.

We focused on federal agencies with programs or oversight responsibilities for businesses.



# SPOTLIGHT on Interagency Collaboration



## Successful Launch of PMC Rotation Program

This is our first year hosting the highly successful PMC program with participation from host supervisors SFFEB board and participants. SFFEB was able to augment the participants experience by having them report on their accomplishments at an SFFEB Board meeting, and tours the U.S. Patent and Trade Office and the U.S. 9<sup>th</sup> Circuit Court.

*"I cannot thank you enough for the opportunity to participate in the Presidential Management Council (PMC) Interagency Rotational Fellowship Program. My experience at the U.S. Pretrial Services at the federal court for the Northern District of California is something that I will carry with me for the rest of my career. I am returning to SSA with greater insight and maturity in my leadership style."*

**Kelly Shaban, SSA**

## Accomplishments

- Conducted and analyzed first ever Pretrial Services employee engagement survey resulting in the U.S. Courts adopting the recommendations of the survey analysis.
- NASA's participant conducted a survey and interviews with staff to identify practices to increase retention. NASA has adopted these recommendations and will measure the programs success.
- U.S. CIS was thrilled to have the analytic skills of their NASA rotation participant of their asylum process and has incorporated changes recommended by the PMC Graduate



**Anupa Bajwa, NASA  
Kelly Shaban, SSA  
Connie Yao, USCIS**



## Launched two new Intergovernmental Committees

Both groups existed under the now-retired Federal Regional Council. SFFEB offered to help these committees continue and has set up webpages on our site to help the groups network.

[The Outer Island Committee](#) is working on a project focused on federal grant capacity building in the U.S. territories.

[The Interagency Tribal Committee](#) meets monthly to share information about tribal programs between agencies.

# SFFEB Operations

## Operations Improvements

This year **SFFEB** updated our Bylaws to reflect better our federal makeup and to clarify membership on the board and voting rights.

We continued our robust intern program with two more federal employees enrolled in leadership programs, one from Graduate School USA and the other from the State Department's program.

## SFFEB Board Meeting Topics in 2017

- Strategic Planning
- FEMA Op-Center Tour
- GSA Tour and Presidential Transition
- US 9<sup>th</sup> Circuit Tour
- Ergonomics Presentation
- City of SF POD program
- Association of Bay Area Government Presentation
- NOAA/NWS Forecast presentation
- PMC Rotation Program Participants Presentation  
Tour of US Citizenship and Immigration Service
- National Park Service Presentation
- CDC SFO Operations Presentation
- Federal Volunteering & Diversity and Inclusion



Handing off the Gavel to  
Chair, Gita Uppal  
from  
Past-Chair John Kramar



U.S. 9<sup>th</sup> Court of Appeals



FEMA OPS Center

GSA Region IX



# SFFEB Board



## SFFEB COUNCIL CHAIRS

### Acquisition Council

Les Yamagata, GSA

### CFC Council

June Moss VA, Ridwana Bentley DOJ  
& Linda Moore USPS

### Emergency Preparedness Advisory Council

Robert Fenton, FEMA

### Emergency Preparedness Working Group

Jim Boyden, NARA, Cat Looper, GSA, Jim  
Macauley, FEMA, John Park, GSA

### Interagency Tribal Committee

Steven Weiner, HHS

### Leadership Development Program Council

Robert Trefault, OPM

### Outer Island Committee

Subroto Banerji, HHS

### Public Affairs Officers Council

Leo Kay, DOL

### Shared Neutrals Program

Kimberly Nash, HUD

## SFFEB FY17 BOARD of DIRECTORS

(Back Row Left to Right) John Cabeca, 2<sup>nd</sup> Vice Chair, USPTO; Leah Ganj-Bakhsh, Passport Agency, FEB Intern; Kim Nash, HUD; Leo Kay, DOL; Sara Russell, FEB Director; Gail Castaneda, FEB Program Specialist; Maria Jauregui, DOJ; Patricia Raymond, SSA; Robert Persapane, FEMA; Mick Connolly, EEOC  
(Front Row) June Moss, VA; John Kramar, Past Chair, USCIS, Gita Uppal, Chair, VA, Janie Thomas, Treasurer, DOL

## SFFEB BOARD OF DIRECTORS

### CHAIR

Gita Uppal  
Senior Health Advisor,  
Pacific District  
Department of Veterans Affairs

### FIRST VICE CHAIR

Les Yamagata  
Deputy Regional Commissioner  
General Services Administration

### SECOND VICE CHAIR

John Cabeca  
Director  
Silicon Valley U.S. Patent and Trade Office

### TREASURER

Janie Thomas  
Regional Administrator  
Department of Labor

### PAST CHAIR

John Kramar  
District Director  
U.S. Citizenship and Immigration Service

## SFFEB STAFF

### EXECUTIVE DIRECTOR

Sara Russell

### PROGRAM SPECIALIST

Gail Castaneda

### FEB LEADERSHIP PROGRAM INTERNS

Roger Richardson  
Leah Ganj-Bakhsh

### SFFEB

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John Bennett, FBI  
Dan Brown, GSA  
Mario Canton, DHS  
Robert Fenton, FEMA  
Merry Goodenough, DOD  
Maria Jauregui, DOJ  
Leo Kay, DOL  
Joseph Kramek, USCG

Fred Lau &  
Kathleen Roscher, TSA  
Jesus Mendoza, USDA  
Rafael Nunez, USPS  
Patricia Raymond, SSA  
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Michael Stocks, Army  
Betsy Thompson,  
Robert Trefault, OPM