



**HOUSTON
ANNUAL REPORT 2007**



Houston Federal Executive Board

2007 ANNUAL REPORT

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INTRODUCTION

The Houston Federal Executive Board (HFEB) serves a large 22 County area along the upper Texas Gulf Coast with Federal agencies represented in all major metropolitan areas including Houston, Galveston, Beaumont/Port Arthur, Conroe, Huntsville, Livingston, Katy, and Sealy, Texas. There are over 115 Federal agencies with a population of government employees exceeding 29,500.

For Fiscal Year 2007, the Houston Federal Executive Board exceeded it's expectations under the outstanding leadership of the Chair, James L. Marchand, Federal Security Director, TSA, and the Vice-Chair, Ruben Monzon, U. S. Marshal, Southern District of Texas. Mr. Marchand also served as the Chair of the Combined Federal Campaign.

In addition to the executive leadership, the HFEB relied upon the various committees whose hard work and diligence allowed the HFEB to accomplish its goals. These committees include: The Emergency Preparedness Committee, with 23 agencies represented; The Training Committee, with 16 agencies represented; The Diversity Committee, with 19 agencies represented; The Dive Committee with 6 agencies represented; The Gulf Coast Federal Safety Council, with 21 agencies represented; and The Alternative Dispute Resolution committee, (Shared Neutrals) with 15 agencies represented.

During fiscal year 2007 the Houston Federal Executive Board continued to increase collaborations with the Cities of Houston, Galveston, Port Arthur, and Conroe as well as the major populated counties including Harris County, Montgomery County, Galveston County, and Fort Bend County. While Federal agencies in the 22 county areas continued their support of the HFEB, attendance at all HFEB sponsored functions dropped off from levels reached over previous years.

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

The HFEB continues to be especially active in the area of Homeland Security. The HFEB attended a second briefing and subsequent implementation strategy session and test of the FEMA/DHS IPAWS - Integrated Public Alert Warning System. The HFEB played an integral role in coordinating the IPAWS test session at a secure site in Montgomery County. This session was attended by FEMA National Office personnel and representatives from the major cell phone carriers.

The HFEB hosted a COOP Managers “Train-the-Trainer” course. This course was open to State and Local officials as well as Federal agencies. The course was attended by 43 individuals, including 27 from the U. S. Courts. The course also included NIMS/ICS 100/200/700/800 training, to enhance the knowledge of the COOP Managers. The course was so successful, that the Administrative Officer for the U. S. Courts contacted FEMA and requested the Houston FEB hold another COOP Managers Course for the U. S. Courts only. The HFEB gladly complied and a U. S. Courts only COOP Managers Course is scheduled for November 07.

The HFEB Dive Committee worked closely with the FBI and the Harris County Sheriff’s Office to offer training in preparation for an Underwater IED Course in California. A number of Agents, including the Chair of the HFEB Dive Committee successfully completed the course. The HFEB Dive Committee will be offering the Underwater IED Course in Houston, in the near future.

The HFEB, partnering with the U.S. Coast Guard, sponsored several Basic and Intermediate Incident Command System (ICS 300) training courses. The course was attended by 120 Federal, County and local officials.

The HFEB Emergency Preparedness Committee, partnering with FEMA Region 6, sponsored an Avian Flu Pandemic Tabletop

Exercise – Determined Accord. The exercise was attended by more than 50 Federal, State, and local representatives, including representatives from the Center for Disease Control/HHS, Harris County Department of Public Health, and Customs and Border Protection National Office personnel.

The HFEB attended the 4th Annual EMS and Trauma Conference sponsored by the Southeast Texas Trauma Regional Advisory Council.

The HFEB Executive Director participated in a Community Emergency Response Team (CERT) Overview, sponsored by Harris County officials.

The HFEB Executive Director attended quarterly Anti-Terrorism Advisory Council meetings sponsored by the U. S. Attorney's Office.

The HFEB Executive Director attended several regional Hurricane Conferences sponsored by the State of Texas, to introduce the revised Hurricane Evacuation Plans for the Texas Gulf Coast. He also attended a Hurricane Conference sponsored by Customs and Border Protection.

The HFEB partnered with FEMA Region 6 to sponsor a Risk Assessment Course.

The HFEB Executive Director attended the FEMA Region 6/FEB Annual Conference in San Antonio.

The HFEB Executive Director attended a meeting in Denton, Texas to meet with Martha Rainville, the new Director, National Continuity Programs, FEMA. She is responsible for all Continuity of Government and Continuity of Operations programs for FEMA.

The HFEB successfully completed a test of our Emergency Communications plan.

2. Line of Business: Human Capital Readiness

Again during FY 07, the HFEB took the lead in the Houston/Galveston Federal community by offering a variety of low cost, high quality training courses to Federal employees. In FY 07, the HFEB sponsored Vital Records training, Pre-Retirement Seminars, NIMS/ICS Courses, COOP Managers Course, Executive Leadership Seminars, EEOC Seminar, Texas Labor Management Conference, Avian Flu Pandemic Tabletop Exercise, Asian American and Pacific Islander NEXT Conference, Government Procurement Conference, and the National VA Golden Age Games. For FY 07, the HFEB trained or sponsored training that reached more than 450 Federal employees, plus state and local government employees, at significant cost savings to agencies. At an estimated savings cost of \$1912 per employee, the HFEB sponsored courses realized a savings to agencies of over \$129,797.00.

The annual Excellence in Government Awards Program was a tremendous success again this year. Agencies were provided 10 award categories and judging criteria and asked to submit nominations to the HFEB. In FY 07, thirty-nine agencies responded, nominating more than 250 Federal employees. An annual awards luncheon, held the first week in May to coincide with Public Service Recognition Week, attracted more than 120 government employees including the category winners, their supervisors, and agency heads.

In the area of Alternative Dispute Resolution, the Shared Neutrals of the HFEB responded to 33 requests for mediators from seven separate Federal agencies. The Shared Neutrals program, which uses co-mediation, was able to successfully resolve 23 of the mediations for a success rate of 70 per cent.

During FY 07, the HFEB continued its close working relationship with the City of Houston's Office of Emergency Planning. The Director of the OEP is a member of the HFEB's Emergency Preparedness Committee, as are representatives of the Houston Police Department and the City of Houston's Office of the Mayor.

Other members include representative from the Harris County Sheriff's Office and Montgomery County OEP.

The HFEB again partnered with the City of Houston to sponsor of the annual Veterans' Day Parade. The HFEB is on the parade committee and works closely with the City of Houston's Parks and Recreation Department in putting together an outstanding tribute to the men and women veterans of the armed forces, including those serving in Iraq and Afghanistan. Over 15,000 spectators watched this year's parade which included 41 Federal employees serving as parade marshals.

The HFEB annually serves as a co-sponsor of the Texas Labor Management Conference. The Executive Director is on the Conference Board of Directors. The HFEB Executive Director is a co-founder of the conference, dating back to 1992. The conference is an annual event held each May on the River Walk in San Antonio, and attracts hundreds of labor management professionals from all over the US. This year's conference included over 90 Federal Labor-Management officials.

The Executive Director of the HFEB attended the Federal Executive Board ED meeting and the Federal Executive Boards annual National Conference.

3. FOUNDATION FUNCTION: INTERGOVERNMENTAL AND COMMUNITY ACTIVITIES

The Texas Gulf Coast Combined Federal Campaign is again on track to be an outstanding success, The HFEB worked closely with the Chair of the HFEB serving as the Chair of the CFC and assisted the “loaned executives” in running an aggressive campaign. The Campaign goal was \$3,100,000.00. To date, the CFC has received contributions totaling \$2,937,877.00, the largest contributed amount ever. There are 29,450 Federal employees in the Gulf Coast, and 35% of these were donors. The average gift was \$283.00 and the per capita gift was \$124.00.

The Houston Federal Executive Board has supported diversity through a variety of partnerships with various organizations such as HFEB’s Diversity Committee, Federally Employed Women, Black Employment Program Managers’ Committee, the Hispanic Employment Program Managers’ Committee, and other community partners. This years Federal Employed Women’s Conference attracted over 150 participants. The HFEB is routinely called upon to provide Federal guidance and information to the Federal community and to the public.

In the area of competitive sourcing, the HFEB continued its partnership with the City of Houston by co-sponsoring the annual Government Procurement Connections Conference (GPC) in Houston. The HFEB was able to recruit 16 Federal agencies to participate in the conference which is designed to provide information and advice to minority and small business contractors on how to do business with the Federal government. The GPC was attended by more than 10,000 minority and small business representatives.

The HFEB partnered with the White House Initiative on Asian American Pacific Islanders to sponsor the NEXT Summit and Conference.

The Alternative Dispute Resolution Committee (ADR) is responsible for the HFEB’s Shared Neutrals Program. This year,

the HFEB accepted 33 requests from seven agencies for mediation and responded by successfully resolving 23 (or 70%) of the cases.

4. EXECUTIVE SUMMARY

As previously mentioned, the Houston Federal Executive Board had an outstanding year, and despite lower attendance at many of the HFEB sponsored functions, all the goals were exceeded.

The value the HFEB adds to the Federal community cannot be overstated. The most valued accomplishments includes intrinsic factors that are difficult to measure, but pay significant dividends in times of crisis.

The HFEB has brought the Federal, state and local officials together in numerous settings, so that when a crisis occurs; we know who all the players are and will not be exchanging business cards. The HFEB is continually building and strengthening relationships.

The HFEB's added emphasis on Disaster Preparedness training assures that the Federal community will be prepared and COOP plans will be up to date.

The HFEB continues to offer diverse, low cost, high quality training to the Federal community. Agencies continue to rely on the HFEB when training budgets are significantly reduced.

The HFEB's Excellence in Government Awards Program and support of Public Service Recognition Week has greatly enhanced agencies abilities to recognize their employees when awards budgets are reduced.

The Combined Federal Campaign in the post-Katrina/Rita Texas Gulf Coast continues to exceed expectations. The HFEB's strong leadership and support of the CFC has been the key to that success.