



**HOUSTON
ANNUAL REPORT 2009**



2009 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 a population of over 6,000,000 people. Federal agencies are represented in all major metropolitan areas including Houston, Galveston, Beaumont, Port Arthur, Orange, Conroe, Huntsville, Livingston, Katy, and Sealy, Texas. There are 107 Federal agencies with a population of government employees exceeding 32,000.

For Fiscal Year 2009, the Houston Federal Executive Board exceeded expectations under the outstanding leadership of the Chair, Dr. Edward Pringle, Director, Housing and Urban Development, Houston District, the Vice Chair, Jeffrey Baldwin, Field Office Director, Customs and Border Protection, Department of Homeland Security, and the HFEB Policy Committee comprised of the heads of ten local Federal agencies.

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 26 agencies represented; The Training Committee, with 14 agencies represented; The Diversity Committee, with 15 agencies represented; The Gulf Coast Federal Safety Council, with 21 agencies represented; and The Alternative Dispute Resolution committee, (Shared Neutrals) with 11 agencies represented.

During fiscal year 2009 the Houston Federal Executive Board continued to increase collaborations with the Cities of Houston, Galveston, Beaumont, Port Arthur, and Conroe as well as the major populated counties including Harris County, Montgomery County, Galveston County, Jefferson County and Fort Bend County. The Houston Federal Executive Board has partnered with the City of Houston, working closely with their Office of Emergency Management providing training to the many local governments under the Urban Area Security Initiative (UASI) grant.

Throughout the year, Federal agencies in the 22 county areas provided their support of the HFEB, allowing a greater level of service to the more than 32,000 federal employees. However, while level of service increased, the attendance at all HFEB sponsored functions continued to decline from levels reached over previous years. Most agencies cited lack of funds as the primary reason for lower attendance at HFEB sponsored training courses. The HFEB Vice Chair is leading a committee to revitalize agency participation in the HFEB sponsored events.

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

The Emergency Preparedness Committee (meeting every two months) provided advice, guidance and training to Federal agencies and State and Local governments on a wide variety of topics.

The HFEB hosted an After Action Review for all Houston area Federal agencies to discuss the response to Hurricane Ike. Representatives from FEMA National Office, FEMA Region VI, GSA National Office and the NARA Regional Administrator met with representative from forty-five Federal agencies.

The HFEB sponsored two COOP Managers “Train-the-Trainer” courses. The courses were hosted by Customs and Border Protection and US Postal Inspection Service, and were attended by a total of 77 individuals from around the U. S. Both courses included NIMS/ICS 100/200/700/800 training, to enhance the knowledge of the COOP Managers.

The HFEB sponsored a COOP Planners Course, hosted by CBP. There were nineteen individuals in attendance.

The HFEB, partnering with the U.S. Coast Guard, sponsored a number of Basic and Intermediate Incident Command System training courses. The courses were attended by over 100 Federal, County and local officials.

During FY 09, the HFEB continued its close working relationship with the City of Houston’s Office of Emergency Planning (OEP). The HFEB was invited to become a member of the OEP. 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 OEM.

The HFEB partnering with the City of Houston OEM, Training and Exercise Coordination Committee, sponsored a three day training course on HSEEP.

The HFEB Emergency Preparedness Committee, partnering with FEMA Region 6, and the National Weather Service, sponsored a Hurricane Tabletop Exercise at the beginning of hurricane season. Nineteen agencies participated. In addition, the HFEB worked with the State of Texas to promote their hurricane conferences and tabletop exercises in many areas in and around the Texas coast. These exercises were for the purpose of announcing the State's hurricane response and evacuation plan.

The HFEB Executive Director attended the first annual National Continuity Conference in Kansas City, and presented a paper on the Federal Response to Hurricane Ike. The Executive Director was then asked to give the same speech to the Houston Federal Building Security Committee in April.

The HFEB participated in Operation Eagle Horizon and successfully completed a test of local Emergency Communications plan.

The HFEB Executive Director attended a CBP sponsored Emergency Management meeting in preparation for the 2009 Hurricane season.

The HFEB sponsored a meeting with the Houston area Agency heads and the Center for Disease Control representatives. The CDC discussed the Strategic National Stockpile (SNS) and how Points of Distribution (PODs) are determined. Thirty five agencies were represented.

The HFEB sponsored two Determined Accord Pandemic Tabletop Exercises. The first one was held at Bush Intercontinental Airport and was hosted by USPIS and had 65 State, Local and Federal agency representatives in attendance. The second one was hosted by the city of Missouri City Texas, and had 35 State, Local and Federal agency representatives in attendance.

The HFEB sponsored a meeting with Congressman Kevin Brady at the Westlin Bunker in Montgomery County. The focus of the meeting was to get more federal agencies interested in making this secure location a COOP site.

2. Line of Business: Human Capital Readiness

Again, during FY 09, the Training Committee of the HFEB offered a variety of low cost, high quality training courses to Federal employees. In FY 09, the HFEB sponsored Vital Records training, Pre-Retirement Seminars, NIMS/ICS Courses, COOP Managers Course, Executive Leadership Seminars, the Texas Labor Management Conference, Hurricane Tabletop Exercise, the Government Procurement Connection Conference, For FY 09, the HFEB trained or sponsored training that reached more than 500 Federal employees, plus state and local government employees, at significant cost savings to agencies. The HFEB sponsored courses realized a savings to agencies of over \$91,605.00.

The annual Excellence in Government Awards Program was announced this year, but got a very limited response. The HFEB Policy Committee elected to cancel the program for FY 09. However, HFEB recognition certificates were issued to all nominees and were presented at the respective Agency award ceremonies. As indicated earlier, the HFEB Vice Chair is leading a committee to revise the awards program and garner more agency interest.

In the area of Alternative Dispute Resolution, the Shared Neutrals Program of the HFEB responded to five requests for mediators from three separate Federal agencies. This year's low number of mediation request is consistent with the downward trend we've be seeing in this area. It can partially be attributed to the increase in agency sponsored "in-house" mediation programs. The Shared Neutrals Program, which uses co-mediation, was able to successfully resolve four of the five mediations for a success rate of 80 per cent.

The HFEB sponsored several Retirement Seminars during FY 09. A total of 88 CSRS and FERS employees attended. Law Enforcement retirement training was provided to over 160 Federal Air Marshals.

The HFEB sponsored an Executive Leadership Course, a Project Management Course, an Administrative Professionals Course, and five TSP Lunch and Learn Sessions.

The HFEB also sponsored three Federal Passport Days hosted by the Houston Passport Office.

The HFEB again partnered with the City of Houston to sponsor the annual Veterans' Day Parade. The HFEB is a part of the parade committee and works closely with the City of Houston's Mayor's Office of Special Events and the City'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 20,000 spectators watched this year's parade which included 45 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, Texas, and attracts hundreds of labor management professionals from all over the US. This year's conference included over 100 Federal Labor-Management officials.

The HFEB worked with Congresswoman Sheila Jackson Lee to sponsor two Federal Job Fairs in Houston, and also worked with Congressman Michael McCall to sponsor a Federal Job Fair in Ft. Bend County, Texas.

The HFEB worked closely with Houston area Federal agencies in supporting the "Warm Up to Giving" Food Drive.

The Executive Director, and the Vice Chair of the HFEB attended the Federal Executive Board's annual National Conference.

3. FOUNDATION FUNCTION: INTERGOVERNMENTAL AND COMMUNITY ACTIVITIES

The Texas Gulf Coast Combined Federal Campaign is on track to be a success. The HFEB worked closely with the Local Federal Coordinating Committee, the Chair of the CFC, and “loaned executives” in running an aggressive campaign. The Campaign goal was \$3,100,000.00. To date, the CFC has received contributions totaling \$2,716,829.00. Twenty-nine percent of the Federal employees in the Gulf Coast area contributed. The average gift was \$307.00 and the per capita gift was \$89.00. These figures are below last years campaign contributions, but are nevertheless significant in light of the downturn in the local economy.

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.

The HFEB is routinely called upon to provide 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 15 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 was asked by FEMA National Office to host the 2010 National Continuity Conference. The Chair of the HFEB, and the Executive Director reached out to local government officials in Galveston Texas, asking if they would be interested in hosted

this second annual event. The City of Galveston responded enthusiastically, offering a number of City services at no cost in an effort to host this event. FEMA National Office representatives and the HFEB Chair and ED toured the facilities the City was offering, and approved the site. Contracts have been signed and efforts are now underway to pull together all that is needed to host a national conference. The conference dates are March 16, 17, and 18, 2010.

2009 ADR and Training Cost Avoidance Template Federal Executive Board

Combined Federal Campaign (CFC) 2008 Total Contributions	\$2,716.829.00
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<u>Awards and Recognition</u> (name of event)	Number of Attendees	Number of Awards Presented
Program cancelled in FY 09 – to be revamped in FY 10		
Totals:		

<u>Alternate Dispute Resolution (ADR) - Shared Neutrals Program</u>	Number of Cases Accepted	Number of Cases Resolved	Cost Avoidance Per Resolution	Total Cost Avoidance Realized
Workplace Dispute:	1	1	\$16,898.97	\$16,898.97
Pre-EEO Complaint:	4	3	\$69,071.10	\$207,213.30
EEO Complaint (after entering formal process):			\$65,946.06	
Totals:				\$224,112.27

FEB- Sponsored Training Sessions	Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance (Cost Savings x # of Attendees)
Retirement Seminars	\$350.00	\$50	\$300	248	\$74,400.00
Executive Leadership Seminar	\$1500	\$395	\$1105	9	\$9945.00
Practical Project Management	\$395	\$125	\$270	14	\$3780.00
The Administrative Professional	\$195	\$75	\$120	29	\$3480.00
Totals:				300	\$91,605

4. EXECUTIVE SUMMARY

Despite the lower attendance at the HFEB sponsored events, the Houston Federal Executive Board had an outstanding year, all the goals were exceeded.

The value the HFEB adds to the Federal community cannot be overstated. The most valued accomplishments include 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 has concentrated it's time and resources on Disaster Preparedness training to assure that the Houston area 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 is being revamped and revitalized to pull in more Federal agencies. The HFEB continues support of Public Service Recognition Week.

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