



NOVEMBER 2020

HOUSTON FEDERAL EXECUTIVE BOARD

Emergency Preparedness

Workforce Development and Recognition

Strategic Partnerships

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A MESSAGE FROM THE BOARD'S CHAIR

by Chair, Mark Winchester

Happy New Year Houston FEB!

Happy New Year? No, it is not Happy New Year...yet!
However, the Houston FEB Executive Director,
Mr. Robert Musgrove, just completed HFEB's 2020
Annual Report!



Enclosed are highlights & accomplishments from the Executive Summary:

- The Federal Executive Board kicked off its first cohort of 25 GS-9-12, Emerging Leaders. An inaugural leadership program offered to potential young government leaders. Topics included: Leadership Exploration, Emotional Intelligence, How to do more and Developing and Leading Teams.
- The Houston FEB was effective in establishing nine MOUs for Closed PODs in the event of a Medical Countermeasure distribution event. Four of the nine agencies signed subsequent MOUs with the USCG Alpha POD and participated in a recent exercise.

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- The FEB Leadership Academy is in its third year with 17 new participants and continues to be very popular. This cohort observed operations of multiple Federal agencies, received valuable, honest dialogues from the senior leadership of the host agencies on their leadership principles and real-life experiences in handling challenges.
- The Houston FEB coordinated a dynamic virtual Public Service Recognition Event that included the presentation of 10 awards during a virtual awards ceremony with 139 Federal employees in attendance. This event was so successful Awards Chair received multiple inquiries from other FEBs for best practices for having accomplished a Virtual Awards event.

Now, what can we expect from the Houston FEB in FY 2021?

Well, you do not have to hear it from me!

Enclosed are excerpts from the HFEB Business Line Committee Leadership and their respective FY 2021 Goals:

- Emergency Preparedness, Security, and Employee Safety: Reach out to Facility Security Committees, Working Security Groups, and agency's assigned Security Officer and Physical Security Officers/Specialist to improve communications.
- Workforce Development & Support: Beginning in January, WDS will begin offering Houston FEB "Born & Bred" training, such as "Mediation Skills" & "Leadership Conflict Resolution Skills" as well as "Change Management" & "Unconscious Bias."
- Strategic Partnerships: Meeting arranged with the National Language Service Corps (NLSC). NLSC's mission statement: To foster a large, global cadre of highly qualified linguists to serve Federal Government agencies. NLSC services include interpretation, translation, transcription, language instruction, cultural advising, and testing development.

Please take a moment to read the November HFEB Newsletter and see what is happening in your HFEB!

WANT TO GET INVOLVED?

Contact Executive Director
Mr. Robert Musgrove
robert.p.musgrove@nasa.gov

UPDATES

FEB Leadership Academy

Leadership Academy Visits Federal Detention Center (FDC)

The Leadership Academy had a virtual visit with the Federal Detention Center (FDC) on September 23rd, 2020. Mr. Eric Kessel, Executive Assistant gave the class a detailed briefing on the current affairs at the FDC. The class learned that the new incoming Warden, Mr. Hiromichi Kobayashi, **is committed to supporting the Agency's values of correctional excellence, respect, and integrity, and to promoting an atmosphere of professionalism.**



FDC Houston is an administrative, multi-level facility in the heart of downtown Houston designed to meet the detention needs of adult male and female offenders appearing before the Federal Court in the Southern District of Texas. They have a average population of 727 inmate of various background and ethnic groups. The inmates have commissary, email systems, religious services, recreation where they can play sports, board games, health and wellness classes, movies, education to help with English, vocational training, parenting , career counseling, and re-entry program to help inmates start taking college courses, etc. Inmates are required to have a job which ranges from orderlies, responsible for sanitation to full time education assignment, to more specialized jobs such as electricians, plumbers, painters and other maintenance. They also have health services for responding to institutional emergencies and routine medical and dental sick call. The FDC has Human Resources, Facilities, and a Correctional Services, Safety Department.

We ended the class with discussing leadership challenges that mainly dealt with COVID-19 and how they separated inmates to prevent the spread of COVID-19 and minimized interaction.

Leadership Academy Visits Transportation Security Administration (TSA)

On October 21st, 2020, Leadership Academy had its **first face-to-face visit of the program with Transportation Security Administration (TSA)**. Walter Filipiak, Deputy AFSD Screening, opened up the class by showing the class why TSA is so important for everyone's safety that visits airports. He showed a video that revisited the airplanes that where hijacked and crashed into the buildings in New York that killed so many Americans. This serves as a consent reminder to TSA staff to keep them motivated and to remain diligent in performing their jobs at the highest level possible.



Transportation
Security
Administration

We then received briefing from various TSA department representatives who informed us of their day to day operations, processes, and leadership challenges. After lunch at the airport, all the fun started, the TOUR! We went to a security checkpoint that uses minimum staff for baggage scanning, it is automated and the TSA staff reviews the baggage's from a room outside of the public view. We also got to see a TSA Staff member go through the body scanner with prohibited items and saw first hand how accurate the system works. We then got to visit the training room and class members got to practice reviewing baggage contents and had to determine if the bags needed to go to inspection or loaded on the plane within a few seconds/minutes. This is very difficult to do! We concluded the day by seeing how the baggage are routed through the airport and goes to be loaded on the planes. This was a very informative visit and the class provide great feedback to the FDC and TSA Staff. **Thank you FDC and TSA for hosting the FEB's Leadership Academy Class!**



Upcoming Sessions Include:

Federal Bureau of Investigation (FBI)
Treasury Inspector General for Tax Administration (TIGTA)
National Oceanic and Atmospheric Administration (NOASA)
Social Security Administration (SSA)
Environmental Protection Agency (EPA)

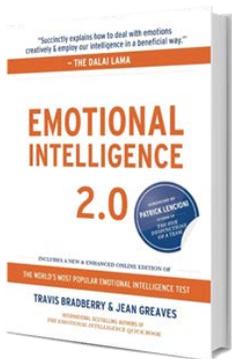
UPDATES

FEB Emerging Leaders Program

The Emerging Leader program held its second session on September 17, 2020. Led by **Tim Jeffcoat, District Director of the U.S. Small Business Administration's Houston District Office**, participants were included an in-depth discussion on "**Understanding Yourself and Others**". The session included a **DISC self-assessment** to help our emerging leaders understand how they respond to conflict, what motivates them, what causes stress, and how to solve problems. The session also included strategies to assist in improving working relations by recognizing the needs of team members; strategies to develop stronger persuasion skills; and strategies to manage the dispositions of others.



The third session of the program took place on October 15, 2020. Participants were asked to read *Emotional Intelligence 2.0* and perform an **EQ Analysis** beforehand. Led by Tim Jeffcoat, the session included a deeper dive into the results of the prior DISC self assessment and how it merges with "**Emotional Intelligence**". Through the class, our emerging leaders were able to gain a greater awareness of their emotions, control and expression of emotions, and empathy. The participants were able to walk away with strategies to channel this control into improved leadership potential and to improve interpersonal relationships – with peers, subordinates, and superiors.



Upcoming Sessions Include:

How to do More

November 19, 2020 | **Presenter:** Tim Jeffcoat

Persuasion and Presentations

December 10, 2020 | **Presenter:** Natalie Saiz

Developing and Leading Teams

January 21, 2021 | **Presenter:** Natalie Saiz

Putting it All Together

February 18, 2021 | **Presenter:** Dr. Kim Nugent

**Presenter for the 2nd and 3rd sessions
of Emerging Leaders Program**



Tim Jeffcoat

District Director, SBA, Houston

Say Hello to our Updated Committees!



Emergency Prep, Employee Safety & Security

Lead:

James Thibeaux, *FPS*

Members—

- Alfred West, *TSA*
- Robin Mallett, *DOL*
- Col. Matthew Barker, *US Air Force*
- Veronica Holmes, *FAA*
- James Shelton, *DOL*
- Patrick Durkin, *FEMA*
- Ronaldo Clement, *FEMA*

Workforce Development & Support

Lead:

Tim Jeffcoat, *SBA*

Members—

- Walter Darr, *FMCS*
- Julius Keys, *DCMA*
- Daniel Costello, *NASA*
- Rayford Irvin, *EEOC*
- Andre Harris, *FAA*
- Valerie Coleman, *SBA*

Strategic Partnerships

Lead:

Travis Nicholson, *TSA*

Members—

- Bob Villareal, *NASA*
- Isaac Newberry, *HUD*
- Jennifer Ortiz Prather, *EEOC*
- Kathleen Kruchten, *IRS*
- Ed Pringle, *HUD*
- Nyamusi Igambi, *U.S. Commercial Service*
- Lillian Ihenetu, *VA (Young Government Leaders)*
- Valerie Maher, *SBA*

HOUSTON FEDERAL EXECUTIVE

Committee Updates



Emergency Preparedness, Employee Safety & Safety

The Houston Federal Executive Board Emergency Preparedness, Employee Safety and Security (EPSS) Council made good strides in FY20 and **we are working hard to ensure we continue to support the local Houston Federal community in FY21.** FY20 was one of the most impactful years ever recorded. We encountered a world pandemic with COVID, 12 names storms, Local, State and National Protest, Civil Unrest and Elections. All having tremendous influence on our preparedness, testing our norms, and therefore challenging us on how we do business going forward.

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Committee Updates

(Continued from Page 5)

FY20 the EPSS Committee:

- Successfully recruited a robust council consisting of emergency, safety, and security individuals from various federal agencies with years of proven skills and combined experience.
- Participated in several tabletop exercises that enhanced preparedness and preplanning for many federal agencies.
- Continued to grow our instructor cadre within Houston FEB for pre-planning and emergency preparedness-related training.

Part of EPSS FY21 goals are to:

- Reach out to Facility Security Committees, Working Security Groups, and agency's assigned Security Officer and Physical Security Officers/Specialist to improve communications. This will allow for a multi-tier redundant layer of relevant emergency preparedness, safety and security information to be received, vetted and disseminated more proficiently.
- Host an annual conference that would showcase training and a Tabletop Exercise in the area of Natural Disasters, Civil Unrest and Active Shooter. This will ensure maximum preparedness, allot for mistakes to be corrected in a training environment versus real-time; so that when a live event takes place best practices are already established and can help establish a more favorable outcome.

Workforce Development and Support



The Workforce Development & Support is hard at work for YOU! We are diligently planning value-added training sessions for the 31,000 Federal employees and 107 agencies in the 22 counties along the upper Texas Gulf Coast area. We have new partnership with local leadership consultants and are currently selecting courses. Watch your email, the HFEB LinkedIn, and the HFEB website... we will soon announce the training choices for early 2021, and anticipate one class in January and one in March. We will continue to plan other valuable training sessions throughout the year.



Strategic Partnerships

Hello Houston FEB! The Strategic Partnerships Committee invite you to share your thoughts and ideas on potential organizations and agencies that will strengthen our relationships and presence in the community.

The National Language Services Corp, (NLSC), is one such organization. The NLSC was launched in 2007 in response to the language and translation needs of federal agencies following September 11, 2001. The NLSC is an all-volunteer group of language professionals who work in the U.S. and abroad to provide services to federal agencies. The NLSC volunteers are U.S. citizens who are fluent in English and a foreign language and receive payment from the NLSC for their work with a partner agency. The NLSC has supported missions ranging from interpretation and translation services during POW / MIA searches in Southeast Asia to quality assurance and language training in support of partner agencies across the federal government. **Be on the lookout for more information from your Strategic Partnerships Committee on potential partners.**



COMBINED FEDERAL CAMPAIGN UPDATE

Official Period of Solicitation:
September 21, 2020 - January 15, 2021



Thank You, Federal Community!

There is no doubt this has been a challenging year, and the steadfastness of the federal workforce has been inspiring. Federal employees have continued to fulfill your professional responsibilities and keep our country moving.

This fall, federal employees and retirees have the opportunity to exemplify their spirit of service by joining the Combined Federal Campaign (CFC) community to Be the Face of Change and continue making our world a better place.

The 2020 CFC might look a little different than it has in the past, and CFC charities need support more than ever in light of increased demand for their services while facing decreased resources. There's no better time to Show Some Love than during the season of THANKS.

"The CFC is able to campaign and bring awareness to organizations and charities that can help families and individuals find food, shelter, clothing and other basic essentials, especially for those who are facing even tougher circumstances in these challenging times," said Cynthia Roberts, U.S. Navy, who supports eradicating hunger as her CFC cause.

Join the CFC community to help those in need. You can give to the charities you care about through payroll deduction, sign-up to volunteer, and Be the Face of Change.

Sign up today to make your gift in support of the cause you care about!

<https://cfcgiving.opm.gov/welcome>



Congratulations to the new chairs of the CFC!

- **Julius Keys, Chair, DCMA**
- **Alfred West, Co-Chair, TSA**
- **Veronica Holmes, Secretary, FAA**

LET'S SETTLE THIS LIKE ADULTS

Article Written by:
HFEB ADR Coordinator,
Deborah Urbanski
deborah.h.urbanski@nasa.gov



Although workplace related conflict can be statutory in nature, the issues are uniquely people centered. The Houston Federal Executive Board has always been interested in helping agencies resolve their disputes and for many years has coordinated an available cadre of trained, volunteer mediators.

Over the years, we have provided mediation training to those volunteers from different agencies and upon request will work to match a volunteer mediator or co-mediation team to set up a date for your manager, complaining party, and your agency settlement official to meet with a mediator to negotiate a mutually-agreeable resolution of their case in the form of a settlement agreement. **All agencies are required to have Alternative Dispute Resolution (ADR) mechanisms in place** (which can include facilitation, mediation and arbitration and others) for discrimination complaints, but more and more we are seeing the expansion of resolution tools for a wider variety of workplace matters.

We understand that conflict can wreck organizational productivity and leaders need to be prepared. We now know the importance of managing ourselves first and then setting up safe spaces for teams to manage their conflicts against shared expectations of conduct. Conflict training and coaching is now being used to make a real difference in successful responses to conflict as well. And now we must ask the question...*how will this change as our world continues to go virtual?*

At some agencies their statutory cases have dramatically decreased while workforces are virtual. Some thoughts are that people can be themselves while working from home and not using that energy to be together has created less conflict and more energy for productivity. Other thoughts are around certain groups such as those with disabilities not having to make long trips to work and feelings of safety and comfortably working from home. Still, new conflicts and struggles have surfaced for other groups such as parents of younger children. Managers are now having to shift their energy to create successful remote teams while meeting new staff needs and project goals.

The HFEB is interested in your thoughts. We plan to discuss the resources we have provided in the past to help agencies with their conflicts as well as where our program needs to head in the future in an upcoming Board meeting. In looking to our future state, do agencies need us to continue to provide training, mediators and support is a question we need to answer. Do agencies have adequate resources or do they want us to expand conflict resolution training and skill-building for supervisors? We may develop a short survey to understand what our membership needs most and hope to hear from you about your conflict resolution and mediation needs.

UPCOMING EVENTS

View ALL Upcoming Events by visiting:
<https://www.houston.feb.gov/events-calendar>

ADAPTING TO ORGANIZATIONAL CHANGE

NOVEMBER 23-25, 2020
8:30 AM EST

Adapting to Organizational Change
November 23- 25, 2020 | 8:30 AM EST

EXTRAORDINARY LEADERSHIP

DECEMBER 1-4, 2020
8:30 AM EST

Extraordinary Leadership
December 1-4, 2020 | 8:30 AM EST

THRIFT SAVINGS PLAN (TSP) LOANS

DECEMBER 1, 2020
10:00-11:00 AM EST

Thrift Savings Plan (TSP) Loans
December 1, 2020 | 10:00 AM EST

THRIFT SAVINGS PLAN (TSP) INVESTMENT FUNDS

DECEMBER 9, 2020
10:00-11:00 AM EST

Thrift Savings Plan (TSP) Investment Funds
December 9, 2020 | 10:00 AM EST

New Events on the Horizon



Generations in the Workplace

Presented By:
Dr. Kim Nugent, Leadership Consultant

Learning Objectives:

- Share the benefits of each generation
- Find common ground
- Communicate what is important and what matters to you



Making Time for Change

Presented By:
Natalie Saiz, Leadership Consultant

Learning Objectives:

- Explore different change models
- Understand how to relate to change
- Strategically prepare and plan for change

Links to Register COMING SOON!

Happy 59th Anniversary FEDERAL EXECUTIVE BOARDS!

This year marked the 59th anniversary of President Kennedy's Directive establishing Federal Executive Boards. In his *Memorandum on the Need for Greater Coordination of Regional and Field Activities of the Government*, President Kennedy mentioned:

"Federal officials outside of Washington provide the principal day-to-day contact of the Government with the citizens of this country and generally constitute the actual point of contact of Federal programs with the economy and other phases of our national life."

The truth of that statement is just as critical now as it was in 1961. Thank you for your continued dedication to improving Government through communication, coordination, and collaboration!

[Click Here to Read Full Memorandum](#)



ABOUT THE HOUSTON FEDERAL EXECUTIVE BOARD:

The Houston Federal Executive Board represents approximately 31,000 Federal employees and 107 agencies in the 22 counties along the upper Texas Gulf Coast area. The Board is made up of agency heads, or their designated representative, all of whom are dedicated to be a constructive, unifying force within the Federal Government, and our community, by providing effective communications and coordination between Federal agencies as well as all levels of government.

HFEB Policy Council

- **Mark Winchester, Chair**, *Small Business Administration*
- **Juan Sanchez, Vice Chair**, *Transportation Security Administration*
- **Robin Mallett**, *Department of Labor*
- **Rayford Irvin**, *Equal Employment Opportunity Commission*
- **Timothy Jeffcoat**, *Small Business Administration*
- **Nyamusi Igambi**, *U.S. Department of Commerce*
- **Ed Pringle**, *Housing and Urban Development*
- **James Thibeaux**, *U.S. Department of Homeland Security*
- **Kathleen Kruchten**, *Internal Revenue Service*
- **Veronica Holmes**, *Federal Aviation Administration*
- **Daniel Costello**, *National Aeronautics & Space Administration*
- **Travis Nicholson**, *Equal Employment Opportunity Commission*
- **Col. Matthew Barker**, *US Air Force*
- **Andre Harris**, *Federal Aviation Administration*
- **Alfred West**, *Transportation Security Administration*

HFEB Leadership Team

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Juan Sanchez, Vice Chair
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