



Federal Executive Board of
Metropolitan Northern New Jersey
Fiscal Year 2014 Annual Report



US Customs and Border Protection
1100 Raymond Blvd., Suite 507
Newark, NJ 07102
P (973) 368-6102 F (973) 368-6011

Prepared by: Petri S. Martinez
Executive Director
October 29, 2014

Table of Contents

A Special Thank You 3

Background..... 4

Vision, Mission Statement, Goals..... 5

FEB at a Glance..... 6

Leadership..... 7

Executive Summary.....8

Operational Objectives:
Emergency Preparedness, Security and Employee Safety; Workforce Development and Support;
Intergovernmental and Interagency Collaboration and Community Outreach
.....10-12

Cost Avoidance.....13

A Special Thank You

The Metropolitan Northern New Jersey Federal Executive Board extends its sincere gratitude to our Board Members and Alternates for supporting the Executive Director on her first year with the FEB. Special thanks to:

- ✓ Department of Homeland Security, Customs and Border Protection Field Office, Port of New York/Newark for serving as the host agency for FEB staffing/office operations
- ✓ Andrea Lewis-Walker, Deputy in Charge, US District Court, for serving as 2014 FEB Chair
- ✓ Lawrence Watt, Administrative Officer, US Attorney's Office, for serving as Vice-Chair
- ✓ John Thompson, District Director, US Citizen and Immigration Services, serving as the Treasurer
- ✓ John Durkin, Special Agent In Charge, US Transportation Services, for supporting the first CPR classes for the FEB community
- ✓ Mark Dremel, Director, General Services Administration, for logistic support of programs within the Federal Building while under construction
- ✓ Dorisse Shakir-Ullah, Administrative Officer, Federal Bureau of Investigations, Chair of the Women in Government Committee, instrumental in the success of this committee
- ✓ The many Federal Agency volunteers who so graciously stepped up to the plate and help make our events a success – we could not do what we do without them

Background

By Presidential Directive in 1961, President John F. Kennedy established FEBs to achieve better interagency coordination and communication among Federal departments and activities outside of Washington, DC. In 1982, the Executive Office of the President transferred authority for the FEB functions to the U.S. Office of Personnel Management (OPM), which today maintains oversight of the FEB program. The Metropolitan Northern New Jersey FEB was established in 1969.

The need for effective coordination among Federal organizations' field activities was clear then, and is even more important in today's environment. Approximately 88% of all Federal employees work outside of the National Capital area and most Federal programs are implemented through the regional and local offices of Federal departments and agencies. Our regional and local Federal officials are the Federal Government's principal representatives to the vast majority of our nation's citizens.

The Boards function in four general areas:

(1) providing a forum for the exchange of information between Washington and the field about programs, management methods, and administrative issues; (2) coordination of local approaches to national programs as approved by the Director, OPM; (3) communication from Washington to the field of management initiatives and other concerns for the improvement of coordination; and (4) referral to the national level of problems that cannot be resolved locally.



The FEB National Network www.feb.gov

Vision: To be the catalyst for better government

Mission: Increase the effectiveness of federal Government by strengthening coordination of government activities

Guiding Principles: Integrity, Service and Excellence

Strategic Goals: The Federal Executive Boards will:

1. Promote and deliver programs and services related to Emergency Preparedness, Security and Employee Safety;
2. Promote and deliver programs and services related to Workforce Development and Support;
3. Promote and deliver programs and services related to Intergovernmental and Interagency Collaboration and Community Outreach
4. Support the Federal Executive Board Network by building the capacity of all Federal Executive Boards and improving commonalities within the Network's administrative functions.

Today, there are 28 FEBs located in areas with a significant Federal population. The Boards are comprised of the highest ranking local officials from each Federal agency in the FEB area. Board leadership and structure consists of elected, Councils and Committees specific to the local FEB programs. The FEBs serve as models for partnership-based government and promote awareness of the Federal Government's involvement in, and contribution to, communities across the country.

Metropolitan Northern NJ Federal Executive Board at a Glance

Geographic Coverage: Northern NJ which includes: Bergen, Essex, Hudson, Hunterdon, Monmouth, Middlesex, Morris, Passaic, Somerset, Sussex, Union and Warren Counties.



Officers: The FEB Officers consist of a Chair, Vice Chair and Treasurer.

Host Agency: U.S. Customs and Border Protection is the funding agency for FEB Executive Director, office space, furniture and IT equipment. General Services Administration currently provides additional IT equipment as the office space is under construction.

FY 2014 FEB Staff: Executive Director; Volunteers from individual agencies assist in organizing various programs

Contact Information:

Website:

www.newark.feb.gov

E-mail:

petri.santiago-martinez@dhs.gov

Current Address:

1100 Raymond Boulevard, Suite 507
Newark, NJ 07102
973.368.6102

Future Part-time Address (under renovation):

Peter F. Rodino Federal Building
970 Broad Street
Newark, NJ 07102

Leadership Fiscal Year 2014

Chair

Andrea Lewis-Walker
Deputy-In-Charge
US District Court

Vice Chair

Lawrence Watt
Administrative Officer
US Attorney's Office

Treasurer

John Thompson
District Director
Citizenship and Immigration Services
Department of Homeland Security

FEB Staff

Petri S. Martinez
Executive Director

Committee Leadership

Awards

Chair – Raymond Pietruszki, Deputy Director, Defense Contract Management Agency

Emergency Recommendation

Chair – Lawrence Watt, Vice Chair, NJ FEB

LFCC

Co-Chair – Andrea Lewis-Walker, Chair, NJ FEB
Co-Chair – Steven Hernandez, District Manager, USPS Northern NJ

Outreach

Chair—Adele Fasano, Port Director, US Customs and Border Protection

Women in Government

Chair – Dorisse Shakir-Ullah, Federal Bureau of Investigation

Business and Community Relations

Chair—Petri S. Martinez, Executive Director, NJ FEB

FEB Membership

Diana Amador-Toro, District Director, Food and Drug Administration

George Belsky, Special Agent in Charge, Bureau of Alcohol, Tobacco, Firearms

Henry Dittamo, District Manager, Social Security Administration

Mark Dremel, Director NJ Service Center, General Services Administration

John Durkin, Special Agent in Charge, Department of Homeland Security, Transportation Security Administration

Joseph Eppolito, Emergency Management Officer, US Navy

Adele Fasano, Port Director, Department Of Homeland Security, US Customs and Border Protection

Aaron Ford, Special Agent in Charge, Federal Bureau of Investigations

Neil Ford, District Commander, Federal Protective Services

Theresa Jung, Acting Director, National Parks Service

Carl Kotowski, Special Agent in Charge, Drug Enforcement Administration

Andrea Lewis-Walker, Deputy in Charge, US District Courts

Maria Maio-Messano, Field Office Director, Housing and Urban Development

Margaret Mannion, Sr. Commissioner Representative, Internal Revenue Service

Juan Mattos Jr., US Marshal, US Marshal Service

James Mottola, Special Agent in Charge, US Secret Service

Kenneth Mizrach, Director VA Medical Center, Veterans Affairs

Andrew McLees, Special Agent in Charge, Department of Homeland Security, Homeland Security Investigations

Steven Perez, Special Agent in Charge, Federal Housing Finance Agency OIG

Ray Pietruszki, Deputy Director, Defense Contract Management Agency

Pranita Raghavan, District Director, Department of Labor

John Thompson, Director, Department of Homeland Security, US Citizen and Immigration Services

Alfred Titone, Director, Small Business Administration

John Waldinger, Area Office Director, Equal Employment Opportunity Commission

Lawrence Watt, Administrative Officer, US Attorney's Office

Kathy Weinstein, Director of Administrative Services, US District Court, Bankruptcy Division

Executive Summary

The 2014 fiscal year proved challenging with continued budgetary uncertainty as well as a new Executive Director commencing mid-year. Many agencies were unable to commit time or resources towards events as in years passed. The Membership Board ensured that the annual programs, that consisted of A View from the Top, Administrative Professionals Seminar and the FEB Awards, would continue as they were canceled due to many barriers from last fiscal year. With the assistance of many of the agencies, the programs were planned and executed in a very short turnaround time and proved successful.

The new Executive Director strived to expand the FEB Membership as well as discover new programs and/or issues in order to incorporate more of the FEB Community. The programs and activities described in this report were coordinated to provide information and skills to members and agencies in a cost effective manner.

FY 2014 Operational Objectives

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

Emergency Recommendation and Notification

The Emergency Recommendation and Notification Committee updated the FEB recommendation procedures and the emergency contact list to reflect the most up-to-date information. If there is an occurrence of inclement weather, the current procedures in place call for the local agency heads to discuss a recommendation to remain open, close, delayed opening and/or early dismissal of offices for the day. Once a decision is made, a message is left on the FEB voicemail notifying the caller of the recommendation. The final decision can only be made by an officer of the respective agency.

Members of the FEB have been trained in the new notification system, Communicator Nxt!. This system allows emergency notifications to be more efficient. A notification test was conducted during the year. The emergency notification procedures have been updated to include Communicator Nxt!.

FEMA Training

The FEB of Northern NJ is within FEMA Region 2. All FEMA training courses and information is distributed to FEB members. The Federal Executive Boards in New York City and Northern New Jersey in partnership with FEMA Region II, The Department of Health and Human Services Region II, NYC Department of Health and Mental Hygiene, Securities Industry and Financial Markets Association (SIFMA) and the Clearing House Association are sponsoring a two year series of pandemic influenza continuity exercises - tabletop exercise 2013 (complete), full scale exercise 2014 - to increase readiness for a pandemic event amongst Federal Executive Departments and Agencies, US Court, State, tribal, local jurisdictional and private sector continuity.

Line of Business #2: Workforce Development and Support

A View from the Top

This annual program is anticipated by all and especially this year as the previous year was canceled due to budgetary and furlough issues. This event is open to all men and women in the federal government looking for upward mobility in their careers in their current agency or another. A panel discussion consisting of top-level women from both government and private industry speak to their view on leadership, professional development, and related topics of importance. Workshops focusing on empowerment, resume writing and leadership filled the afternoon of networking. Guest speakers: Anita Bogdan, Chief Administrative Officer, State of New Jersey Office of Homeland Security and Preparedness; Jennifer Davenport, Assistant US Attorney, US Attorney's Office Newark; Ludmila Reigel, Supervisor Special Resident Agent, Federal Bureau of Investigation, Newark Office. Keynote Speaker: Donna Roman Hernandez, Captain (Retired), Caldwell Police Department.

Administrative Professional Seminar

This seminar is specifically geared to those of us handling day to day administrative support to our agencies, whether it is your job description or a collateral duty. Guest speakers: Cynthia C. Bond, Store Operations Recruiter, Men's Warehouse spoke on "Dress for Success"; Maria Joyce, Managing Director, The Protocol School of New Jersey spoke on The Power of Presence and our Keynote speaker: Trina C. Washington, Assistant Special Agent in Charge, Federal Bureau of Investigations, Newark Division.

Annual Awards

This year's event consisted nominations from 15 agencies. A total of 29 nominations, 13 awards and 08 honorable mentions were distributed at the 2014 FEB Awards. This annual program allows for recognition from the local federal community as a whole. There were 74 employees, friends and/or family in attendance to support the excellence of their fellow employees.

Benefits Seminar: FERS and LEO's

A free ½ day benefits seminar was offered by State and Federal Employees Benefits Consulting Group (SAFE) to the FERS employees and a separate seminar for LEO's only. This seminar was successful in answering any questions one had as to their retirement, investment, tax benefit and so on. If an attendee wanted/needed further information, the attendee made initial contact via a pre-printed form from SAFE. The feedback received, especially from the LEO community was very positive and we look forward to continue such programs.

CPR Training

With the assistance of the Transportation Security Administration/ Federal Air Marshal Service, two full day training days were conducted for federal employees only, free of charge. Both dates filled up quickly and the FEB looks forward to putting this training on again in the spring.

Professional Development

With the continued support of the Housing and Urban Development in offering up their training room, the FEB was able to sponsor professional development courses administered by Joan Wisnosky of www.jaelimited, ltd. These courses ranged from basic business writing, time management and expert presentation skills.

Line of Business #3: Intergovernmental and Interagency Collaboration and Community Outreach

Veteran's Assistance

A VA mobile truck assisted our veteran's, families of veteran's and anyone who had questions on how to assist our veteran's. These volunteers assist with:

- Readjustment Counseling
- Marital and Family Counseling
- Substance abuse information and referral
- Group readjustment counseling
- Sexual trauma counseling and referral
- Referral for benefits assistance
- Job counseling and referral
- Community education and liaison with community agencies
- Bereavement Counseling

Combined Federal Campaign

The CFC in Northern NJ raised over \$900k for the 2013 campaign. Coordinators from different agencies conducted a number of fundraising events to reach this goal.

The LFCC prepared and submitted a response to the proposed CFC changes.

Cultural Programs

Multiple agencies host cultural programs throughout the year. Some of these programs are cross advertised through the FEB, allowing other agencies to participate.

Blood Drives

The FEB organized blood drives with the Blood Center of New Jersey for the Peter Rodino Federal Building.

Health Awareness

The FEB sponsored health care representatives at the Federal Building during the summer with a focus on Staying Safe in the Summer Heat.

Food Drive

FedsFeedFamilies: this year's contribution by the FEB was approximately 200lbs of food goods. Most agencies reported their intake directly to their HQ's.

Cost Avoidance

2014 Alternative Dispute Resolution (ADR) and Training Cost Avoidance Template						
Federal Executive Board						
NOTE: ALL TABLES BELOW CONTAIN ACTIVE FORMULAS TO CALCULATE SUMMATION TOTALS AND RESOLUTION RATES.						
PLEASE REFER TO INSTRUCTIONS ON PAGE 3.						
COMBINED FEDERAL CAMPAIGN (CFC)						
Total 2013 Contributions:		\$901,996.00				
AWARDS AND RECOGNITION						
Name of Event		Number of Attendees		Number of Awards Presented		
Annual Awards Program		74		13 Awards; 9 Honorable Mention		
Totals:		74		22		
FEB-SPONSORED TRAINING OPPORTUNITIES (does not include FEMA exercises, workshops, or emergency trainings)						
Name of Training Event		Market Price	FEB Price	Cost Savings	Number of Attendees	Estimated Cost Avoidance
A View from the Top		\$53.00	\$35.35	\$17.65	127	\$2,241.55
Health Awareness Day			\$0.00	\$0.00	50	\$0.00
Administrative Support Seminar		\$53.00	\$35.35	\$17.65	51	\$900.15
Mobile Veteran's Center		\$0.00	\$0.00	\$0.00		\$0.00
CPR Training		\$130.00	\$0.00	\$130.00	30	\$3,900.00
Benefits Seminar		\$100.00	\$0.00	\$100.00	60	\$6,000.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
				\$0.00		\$0.00
TOTALS:					318	\$13,041.70
FEB-SPONSORED BLOOD DRIVE COLLECTION EVENTS						
Name of Blood Bank		Number of Participants	# Units Collected			
The Blood Center of New Jersey		19	19			
TOTALS		19	19			