Cleveland Federal Executive Board
Fiscal Year 2021 Annual Report

Chair
Sandy Opacich, United States District Court

Vice Chairperson
Pamela Ashby, Housing & Urban Development

Executive Director
Anna Vedouras
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As chairperson for the Cleveland Federal Executive Board (CFEB), I am pleased to present our Fiscal Year 2021 Annual Report. This report covers the period from October 1, 2020 through September 30, 2021, and provides highlights and noteworthy activities undertaken during this fiscal year 2021.

Fiscal year 2021 was probably one of the most interesting years in the history of the Federal Executive Board. Through the grave challenges of the Pandemic, the Board and its committees continued to strive to offer programs and projects that address critical areas of need for our agencies and the communities we serve.

Membership to the CFEB’s Policy Committee is limited to the senior officials of federal agencies or departments, in the local geographic area, with 250 or more employees, plus 6 elected smaller agencies. Policy Committee membership is limited to this level in an effort to ensure adequate authority and to emphasize top management responsibility for CFEB’s effectiveness. The policy committee establishes major goals and program direction, and is responsible for assuring programs implementation, while providing general policy and guidance for CFEB activities.

During this fiscal year, the CFEB has been busy delivering value added projects, programs, and services to our agencies and the northern Ohio communities we serve. Though greatly challenged due to the Covid-19 Pandemic, we continue seek ways in order to provide a forum for the exchange of information between Washington D.C. and the field regarding programs, management strategies, and administrative challenges.
This report contains a list of highlights of this past year. We are distinctly proud of our accomplishment and the ability to work across this large geographic area in order to accomplish our goals.
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 need for effective coordination among Federal organizations’ field activities was clear then, and is even more important in today’s environment. Approximately 85% 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 FEBs are models for partnership-based government. The Boards serve as a vital link to intergovernmental coordination identifying common ground and building cooperative relationships. FEBs also have a long history of establishing and maintaining valuable communication links to prepare for and respond to local and national emergencies. While promoting issues related to Administration initiatives, FEBs provide targeted training programs, employee development, shared resources, and local community outreach and participation. The Board’s role as a conduit of information and a meeting point for a variety of agencies – each with a different mission – is critical to a more effective government. FEBs promote awareness of the Federal government’s involvement in, and contribution to, communities across the country.

Today, there are 28 FEBs that make up the FEB Network, located in areas with a significant Federal population. The Cleveland Federal Executive Board is comprised of the senior official of each department or agency (or their designated representative), located in a seven county metropolitan area.

VISION: To be catalysts for better government.

MISSION STATEMENT: Increase the effectiveness of Federal government by strengthening coordination of government activities.

GUIDING PRINCIPLES: Integrity, Service and Excellence
Leadership Fiscal Year 2020

Federal Executive Board Officers
Chair
Sandy Opacich, United States Federal Court

Vice-Chair
Pamela Ashby, HUD

Policy Committee
Cameron Brown, Federal Aviation Administration
Capt. Benjamin Cooper, United States Coast Guard
Connie Davis, Equal Employment Opportunity Commission
Jill Dietrich, VA Medical Center
Robert Edwards, Defense Finance and Accounting Service
Michael Franczak, Federal Mediation and Conciliation Service
James Holtz, Department of Homeland Security
Eugene Matho, Customs and Border Patrol, DHS
Latanya McDaniel, Internal Revenue Service
Shannon Kelly, Veteran Administration Benefits
Alicia Rauckhorst, United States Post Office
Laurence Sivic, NASA
Eric B Smith, FBI
Renee Sykora, US Department of Justice

Ex Officio Members
Heather Kilbride, General Service Administration
Col. Deanne, Ojeda, Defense Contract Management Administration
Steven Yelenic, Health and Human Services

FEB Staff
Anna Vedouras, Executive Director
Jillian Yaro, Administrative Assistant
Mission and Vision

Mission

The mission of the Cleveland Federal Executive Board is to promote unity of purpose among Federal agencies to better serve our employees and communities through cooperation, communication, and collaboration of agency activities throughout Northern Ohio.

Vision

The Cleveland Federal Executive Board will be the conduit through which member agencies provide cohesive, high quality, coordinated government services and information. These will be readily accessible, clearly understood, and appreciated by our customers. We will maximize agency resources to promote a safe, productive, and satisfying work environment.
Cleveland FEB at a Glance

Federal Employees and Agencies: The Cleveland FEB is comprised of about 24,000 employees, including civilians, military, and postal, in over 85 organizations.

Area served: The formal area covered by the Cleveland FEB includes the following Ohio Counties: Allen, Ashland, Ashtabula, Auglaize, Carroll, Columbiana, Crawford, Cuyahoga, Defiance, Erie, Fulton, Geauga, Hancock, Hardin, Henry, Holmes, Huron, Lake, Lorain, Lucas, Mahoning, Marion, Medina, Mercer, Ottawa, Paulding, Portage, Putnam, Richland, Sandusky, Seneca, Stark, Summit, Trumbull, Tuscarawas, Van Wert, Wayne, Williams, Wood, and Wyandot.

Leadership: FEB Officers of Chair and Vice Chair positions are held by agency heads from local Federal agencies who have volunteered.

Host Agency: The Cleveland FEB was established in 1961. Since 2018 The Defense Finance and Accounting Service has funded the FEB Executive Director Position. Selected in-kind voluntary support is provided by FEB member agencies.

Staff: Current FEB full time staff consists of the Executive Director.

Major Programs:
- Cleveland Federal Community Leadership Institute
- Cleveland Federal Employee Development Seminar
- Combined Federal Campaign
- Diversity & Inclusion Program
- FEB Tutoring Program in the Cleveland City Schools
- FEB Mentoring Program in the Cleveland City Schools
- Senior Leaders Institute
- Wings of Excellence Ceremony each May

FEB Membership

Department of Homeland Security Citizenship and Immigration; Department of Homeland Security Border Patrol; CPSC; Customs and Border Patrol; Department of Education Civil Rights Division; Defense Finance and Accounting Service; Department Of Labor; Equal Employment Opportunity Commission; Federal Bureau of Investigation; Federal Aviation Administration; Federal Bureau of Prisons; Federal Mediation & Conciliation; Federal Milk Management Agency; Federal Occupational Health; Federal Emergency Management Administration; Federal Trade Commission; General Services Administration; Health & Human Services; Department of Homeland Security; Homeland Security Investigations; Housing & Urban Development; Internal Revenue Service; National Aeronautics and Space Administration; National Labor Relations Board; National Oceanic and Atmospheric Administration; Rail Road Retirement Board; Small Business Administration; Social Security Administration; Social Security Administration Investigation Office; United States Department of Justice; U.S. Department of Commerce; United States District Court; United States Air Force; U.S. Army; U.S. Navy; US Marshall's Service; US Coast Guard; US Citizen and Immigration Service; US Department of Agriculture; US Postal Service; VA Med Center; VA Regional Office.
EXECUTIVE SUMMARY

Fiscal year 2021 has been another challenging year. The Covid-19 pandemic caused the Cleveland FEB to focus on virtual offerings, and to change the expectations regarding what a virtual offering could be. Some of the virtual events completely exceeded expectations! The biggest challenge in providing virtual offerings to our members continues to be that there is no single platform on which all federal agencies can participate. Some agencies are unable to participate in certain platforms due to security concerns and other agencies do not have the tools necessary to participate. The result is that many of our employees must use their personal equipment in order to access our courses.

Our committees and programming endeavored to make the transition from in person offerings to all virtual and online. The commitment to make certain we were on track to accomplish the goals of the organization was herculean, and the result was largely successful. Though some of our offering have had to be cancelled, others have found ways to flourish in a virtual environment.
Emergency Preparedness, Security & Safety of Employees

**Emergency Notification- AWS and Communicator NXT**

In FY 2021, the CFEB continued to maintain a 24/7 emergency notification plan and system. In partnership with the USCG 9th District Command Center, the CFEB provided a communication plan and emergency alert system (primary and backup).

**Continuity of Operations (COOP) Working Group Meetings**

Throughout the year, the CFEB’s Emergency Preparedness Committee, in partnership with Federal Emergency Management Agency (FEMA) Region V, held a series of COOP Working Group meetings to review plans and exercises scheduled for FY 2021. The Continuity Working Group provided training on Operations Exercise Design Course and the Federal Continuity Directives 1 & 2. This training provided guidance on updating the COOP plan to ensure that it remains relevant, in case of emergency.

**CFEB Emergency Preparedness Committee (EPC)**

During FY 2021, the CFEB’s Emergency Preparedness Committee, led by the USCG, continued to provide monthly updates to the board on emergency programs and issues concerning the safety and security of federal employees. The committee continued to promote employee safety and emergency preparedness through the maintenance, updating and testing of the FEB’s Emergency Dismissal Guide and Plan, the Occupant Emergency Plan, the implementation and utilization of the 24-hour emergency notification system, and the continued planning and training of COOP, Devolution, and Pandemic preparedness related topics. Additionally, the EPC works closely with FEMA Region V to develop, plan, and delivery required and beneficial training and exercises for the covered areas.
The Cleveland Federal Community Leadership Institute took a year sabbatical while they set forth to accomplish two goals. First to determine the best way to work in an environment that was not necessarily to be conducted in-person. This course has a strong focus on learning about the Cleveland Community thus by holding the entire course virtually the focus of the course would be lost. The second goal was to reevaluate the syllabus in order to make certain that it was relevant given the changes in technology and managing virtual teams.

The Development team successfully accomplished their task! In September of 2021 twenty four students were accepted into the class of 2022 of CFCLI and began their studies in October 2021.

CFCLI provides a unique leadership training curriculum as it targets mid-level federal leaders for professional leadership development through training of leadership skills and the unique opportunity of learning about the Greater Cleveland Community. The leadership Development Team (DT) comprised of CFCLI alumni and leadership experts leads the course. They provide instruction in various skills including utilizing Myers-Briggs Type Indicators in order that students learn more about themselves and how to apply leadership techniques.

The CFCLI curriculum focuses on opportunities to practice needed skills and build on students’ strengths while attempting to mitigate their weaknesses. The program includes participation in a number of required presentations, exercises, and workshops. Through involvement with the community, students learn the impact of their role as a federal leader. Specific methods of the development include federal and community leadership interviews, group projects, and targeted community service projects. Lectures by local community leaders also help develop the students’ knowledge and provide inspiration.

The participants contribute over 100 hours of volunteer time by participating in a community project at The Greater Cleveland Food Bank.

A unique component of this course is the requirement that all students participate in the research and development of projects that address current issues facing the community. Participants develope group projects focused on: At-Risk Youth, Housing, Education, Veterans, and Seniors.
**Senior Leaders Institute**

The Cleveland FEB launched a new program in FY 2019. *The Senior Leaders Institute* (SRI) is an intergovernmental, community-based leadership development program designed for Senior Federal employees. The purpose of this course is to provide a full complement of executive education programs that meet the professional development goals of attendees. The SRI is comprised of high potential managers primed for career advancement to seasoned senior executives seeking new insight into today’s complex challenges.

This is a broad-based program that will incorporate simulations, experiential activities and case studies to help leaders realize their full potential. Focused topics include programs that explore leading innovation, developing talent and empowering people, inspiring collaboration and teamwork, mastering decision making within the fast changes of our environment, and Leading with influence.

The goal of this training is provide leadership development to Federal agency employees in response to the growing demand for effective leaders who can address emerging challenges facing federal agencies. Participants are offered opportunities to learn models of successful leadership from top management and key decision-makers in Cleveland area government, public, and private sectors.

The inaugural class of SLI (The class of 2020) was comprised of 23 students representing 11 different federal agencies. The course began in January of 2020 and will graduate all 23 students in December of 2023. Class sessions went from single day 6-8 hour session to 3 two hour Zoom meetings a month in order to comply with the Covid Pandemic restrictions. Though being on Zoom does not afford the same networking opportunities that begin in person provided, students have reported very favorable reviews to the conversion.

**First Lead Yourself**

When analyzing our Workforce Development offerings it became clear that there was one more class we needed to offer in order to complete our program and make it relevant to federal employees of all levels. By talking to the Cleveland FEB Policy Board and then interviewing employees at the targeted levels the Executive Director along with a contractor designed a course that would meet the needs of the employees starting out on their leadership journey.

First Lead Yourself is a course that is specifically designed for aspiring leaders at the GS 5-9 levels. The focus is to provide the initial steps of a leadership journey for employees who are seeking to grow and rise in their career. This course is based upon the belief that individuals cannot improve the world until they improve themselves. Included are skill sets that effective employees will be developed and honed as they advance their leadership potential.

This is an intergovernmental leadership development program designed for Federal employees who are beginning their leadership journey. The purpose of this course is to provide a basic tenant of
leadership skills to individuals who aspire to build their career through leadership. The class is comprised of high potential GS 5-9s who understand that the path to leadership involves more than strong work performance. They are committed to learning and growing in order to pursue the leadership path.

This course is designed for aspiring leaders. It begins with the premise that we cannot improve the world until we improve ourselves. Included are skill sets that effective employees will be develop and hone as they advance their leadership potential. Two six month session make up the complete course.

Topics addressed by this program include:

- Your Personal Brand
- Personal Performance
- Communication—Virtual and In-person
- Motivation/Personal Energy
- Negativity/Difficult People
- Stress, Anger, and Conflict Resolution

The course was announced and application period opened in February of 2021. The course was so well received that the CFEB opened started with two sections vice the single session that was planned in April of 2021! Each section has 26 students. The class meets virtually for 3 hours per session. Each session is held monthly for an entire year.
Strategic Partnerships and Community Outreach

Combined Federal Campaign

In FY2021, Zone 28 Combined Federal Campaign truly worked to succeed throughout the 40 county coverage area. The theme for the FY21 campaign was *Show Some Love*. The Executive Director of the Cleveland FEB served as the Chair of the LFCC and was committed to make the campaign as successful as ever.

The campaign overcame many hurdles to raise over $2.1 million. The overall success of the campaign was due in large part to the dedication of the Loaned Executives, committed staff. The total donations for FY 2021 were $1,725,781. This came in two forms – financial donations and volunteer hour donations.

Cleveland FEB Tutoring Program

Cleveland FEB has participated in a robust interagency tutoring program for the Cleveland Metropolitan School District (CMSD) since 2006. The program was born out of a project created by students of the CFCLI Program who were researching ways to assist local students.

The Tutoring program, is comprised of Federal Employees who volunteers their time and energy to provide needed support to two Cleveland City Schools (Clark Elementary and Memorial Elementary) in order to help children succeed. The volunteer tutors focus on academic (reading, writing, and arithmetic) success. The tutoring experience enriches the lives of both the student and the volunteer. Tutors have reported that their relationship with students often develops into a partnership which helps the child achieve success and offers the tutor an opportunity to contribute in a meaningful way. Schools have reported that the impact is most meaningful and FEB is proud to host this program.

This program has resulted in the raising of student’s proficiencies in math and reading, increased in-class participation, increase confidence, as well as improving the tutored student’s educational outlook.

The virtual learning environment which began in March of 2020 due to the pandemic, continued through most of the 2020-2021 academic year. Tutoring was forced to go virtual for the entire school year. Though not as many students and mentors participated, the need was as great as ever for the students have suffered in an all virtual environment. The 25 tutors that participated had a very successful year, and both the students and the Cleveland Metropolitan School district was grateful for their commitment.
**Cleveland FEB Mentoring Program**

The mentoring program was born out of the CFCLI Class of 2018. The Youth at Risk project group approached the Principal at Memorial Elementary school in Cleveland Ohio and determined that a number of the students who were at risk of academic expulsion would greatly benefit from a program facilitated by adults interested in assisting them. The project group designed a highly structured mentoring program that was conducted twice a week during lunch hour for 4 months. Though participation was voluntary by the students, faculty identified the students that were best suited for the program. Over 30 students were referred.

The pandemic forced the mentoring program to go on hiatus for the 2020-2021 school year. The Cleveland Metropolitan School district determined it could best serve its students through a virtual environment. Given that the mentoring program saw no opportunity continue the program.

The leaders of the mentoring program contacted the Cleveland Schools as have made plans to begin the program once again in January of 2022.

**Wings of Excellence**

The Wings of Excellence (WOE) program is the Cleveland FEB’s special awards program to recognize those employees whose outstanding performance, either on or off the job, have served as an inspiration to others and/or brought credit to federal service. Awardees are recognized for on-the-job performance, community service, or both. In order to be recognized the performance should occur in the previous.

The May 2021 awards program was presented virtually. Hosted by NASA the video was launched on May 21, 2021. Previous years there were in-person events which resulted in attendance of between 350-400 people. Nine hundred (900) distinct viewers viewed this 2021 videotaped awards ceremony! What a huge success!
**Diversity and Inclusion (D&I) Committee**

Like all programs that rely on in person events and interaction, The D&I committee (which has representatives of a dozen federal agencies) had a challenging year due to the Pandemic. As of March 2020, no in person events are being held in the federal work place. In order to keep D&I observance months in the conscious of the federal employee the D&I committee wrote a series of article to highlight the various special emphasis months and published them on the FEB webpage. With the lack of a common platform for all agencies to use, we found this the most effective was to reach our audience.
COST AVOIDANCE

Combined Federal Campaign

| Total 2020 Contributions: | $1,780,131 |

FEB-SPONSORED TRAINING OPPORTUNITIES
(does not include FEMA exercises, workshops, or emergency trainings)

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<th>Cost Savings</th>
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