



FY 2009 Annual Report



MISSION

*To increase the effectiveness and economy
of Federal agencies [in Oklahoma].
1961 Presidential Memo, 5CFR Part 960*

Lines of Business

- *Emergency Preparedness, Security and
Employee Safety*
- *Human Capital Readiness*

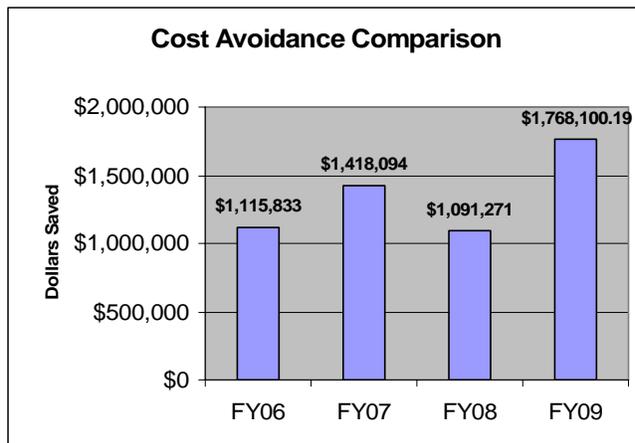
Foundational Function

- *Intergovernmental and Community
Activities*

Oklahoma Federal Executive Board
215 Dean A. McGee, Ste 153
Oklahoma City, OK 73102
(405) 231-4167

Executive Summary of Oklahoma FEB FY 2009 Accomplishments

Type	Sub-Type	Unit of Measure	Economic Impact	Cost Avoidance
Cost Avoidance				
Training	Interagency	Dollars		\$273,375.56
ADR/Shared Neutrals Program	Interagency	Dollars		\$1,425,674.63
Federal Agency to Agency excess equipment/furniture transfer	Interagency	Dollars		\$69,050.00
Community Outreach				
Combined Federal Campaigns in Oklahoma	Charitable Donations	Dollars	\$4,543,020.00	
Volunteer Hrs	FECC-Interagency	5,300 hrs x \$21.50	\$113,950.00	
Federal Blood Drives (value determined by cost avoidance of blood from non-profit center to VA Hospital)	Blood	15,262 (OBI) units x \$184	\$2,808,208.00	
Computers for Schools Program	111 CPUs and 1983 other computer items		\$2,729,577.16	
			\$10,194,755.16	\$1,768,100.19



*For the investment made by our funding agencies, the Oklahoma FEB provides a valuable return. Based on an investment figure of \$161,457.80 in salaries per year, the FEB provided a cost-avoidance to the Oklahoma Federal community of **\$1,768,100.19**, a **10.95-fold** return. The cost avoidance calculations illustrate the results of FEB mediation resolutions and the training/educational programs (abbreviated version contained in this Executive Summary; full data comparison is contained in the following annual report)*

Notable items in addition to those listed above

Emergency Preparedness

- This FEB is an advocate of the FEMA Excellence Series, coordinating the classroom requirements at the local level to encourage federal, state and local government employees to pursue the COOP Practitioner Certification. In addition to the cost avoidance created by local events, our efforts resulted in **6 Practitioner certificates**: 3 Federal, 2 State, and 1 Local Government employee.

- The FEB executed a Push Partner Agreement with the Oklahoma City/County Health Department with the FEB Chair's agency taking the medical lead in February 2009. This plan will allow the FEB to obtain and distribute vaccinations and supplies to federal agencies in the Oklahoma City/County area in the event of an infectious disease or Pan Flu. This effort was outlined in a Federal Times article in April 2009. After executing the agreement, we shared the information with numerous FEBs requesting copies to include Albuquerque, Denver, Newark, and Seattle.
- Distributed **Situational Updates** from Oklahoma Department of Emergency Management to federal leaders throughout the state regarding tornadoes, wildfires and flooding with resources available and possible response times for electrical outages.

Human Capital Readiness

- Hosted the *Annual Awards Banquet* on Monday, May 4, 2009 for Public Service Recognition Week with 375 in attendance. Eighty-eight individuals and 13 teams were recognized for their exemplary service and 16 bronze eagles were awarded for category winners.
- *Interagency mediation* services coordinated through the FEB's Shared Neutral's Program had **59 requests and 29.75 resolutions** creating a **cost avoidance of \$1,425,674.63** (this includes agency requests and EEOC mandated cases).
- Coordinated *18 interagency/intergovernmental training opportunities* which resulted in a total **cost avoidance of \$273,375.56**.
- Partnered with three Universities and Workforce Oklahoma to host five "*Government Job Fairs*"; participation of federal agencies in these Job Fairs created a **total cost avoidance of \$8,850.00**.
- The FEB partnered with Oklahoma State University to implement a pilot project in which federal employees can pursue an Associates Degree in Public Service through a hybrid program mixing classroom and internet instruction for an Associates Public Service degree.
- Provided information to FEB members; regarding an **Oklahoma State Attorney General's Opinion** on electronic media which also affects Federal agencies as they conduct business with State agencies.
- Throughout the year, we distributed numerous communications to the federal leaders regarding personnel issues, changes, updates and timely information.
- Distributed **52 vacancy announcements** for various federal agencies throughout the year to increase recruiting contacts and the quality/quantity of the resulting applicant pool.

Foundational Activities (Outreach)

- Assisted in identifying local agency leaders to provide service briefings for Tribal Leaders in Oklahoma. The event was facilitated by Janet Weir Creighton, Deputy Assistant to the President and Director of Intergovernmental Affairs. The event focused on highlighting programs and activities for the purpose of enhancing government-to-government consultation and coordination throughout Indian Country, October 14, 2008 at Oklahoma City University.
- Provided **48 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 09; Executive Director made visits to the respective federal offices to provide these orientations.
- The FEB collaborates with GSA through an MOU, to provide federal employees access to **federal parking resources** in the Murrah garage and Federal Campus parking facilities. We were able to accommodate 73 employees throughout the year.

Oklahoma FEB's FY 2009 Full Activity Report



Federal community in Oklahoma: 79,235 employees in more than 300 offices

Military: 34,915

Civilians: 35,127

Postal Service: 9,193

(does not count the 36,307 federal retirees in Oklahoma)

Information verified through the DoD Almanac and OPMs civilian employment reports

Oklahoma FEB's FY 2009 Activity Report

Emergency Preparedness:

1. Hosted **two interagency/intergovernmental COOP trainings and one tabletop exercise** which resulted in a total cost avoidance of **\$73,767.50**.
 - a. Hosted an interagency/intergovernmental COOP Building Design for Homeland Security, L-156 training course, on March 24-26, 2009, with 8 federal, 4 state and 4 contractors in attendance, creating a cost avoidance of **\$23,910.00**, (*\$0 for FEB vs. Potomac Forum; Govt Employees: \$1,295 (Federal, State or Local); Contractors: \$1,595*)
 - b. Hosted an interagency/intergovernmental COOP Planner's Course, L-550 on June 25-27, 2009, with 7 federal and 3 state employees as well as 5 university students in attendance, creating a **cost avoidance of \$19,425.00**, (*\$0 for FEB vs. Potomac Forum; Govt Employees: \$1,295 (Federal, State or Local); Contractors: \$1,595*)
 - c. Hosted an interagency/intergovernmental H1N1 Tabletop Determined Accord on August 27, 2009 with 41 federal and 6 state employees in attendance, creating a **cost avoidance of \$30,432.50**, (*\$0 for FEB; Potomac Forum; \$647.50*)
2. This FEB is an advocate of the FEMA Excellence Series, coordinating the classroom requirements at the local level to encourage federal, state and local government employees to pursue the COOP Practitioner Certification. In addition to the cost avoidance created by local events, our efforts resulted in **6 Practitioner certificates**: 3 Federal, 2 State, and 1 Local Government employee.
3. Our FEB assisted the Texas State Department of Health and CDC Office of Terrorism Preparedness and Emergency Response Centers regarding the (COOP) Excellent Series I (and II) Practitioners Certification, providing training opportunities and walking them through the certification process, as well as several other federal employees from throughout the nation in various agencies. (TSA, Moline, IL; Air Force, Pentagon)
4. The Emergency Preparedness & COOP working group focused on assisting agencies with information related to the essential elements of a COOP plan for FY09. The monthly meetings provide networking between federal, state, and local government emergency preparedness staff, allowing for an exchange of information and ideas to effectively help everyone involved.
5. Coordinated and posted the 2009 Inclement Weather and Emergency Communication Plan in November for federal agencies in Oklahoma and distributed to all agency leaders.
6. In November 2008, the FEB coordinated with the State of Oklahoma Department of Health, the Tulsa City/County Health Department, and the Oklahoma City/County Health Department to enter into agreements with all federal agencies within their respective areas so that responding medication can be obtained directly by the agency(ies) for employees and family members. This was done in an effort to reduce the impact on the federal workforce and reduce the workload for the Health Department in the event of an infectious disease or pandemic outbreak.
7. The FEB executed a Push Partner Agreement with the Oklahoma City/County Health Department with the FEB Chair's agency taking the medical lead in February 2009. This plan will allow the FEB to obtain and distribute vaccinations and supplies to federal agencies



in the Oklahoma City/County area in the event of an infectious disease or Pan Flu. This effort was outlined in a Federal Times article in April 2009.



8. After executing the agreement, we shared the information with numerous FEBs requesting copies to include Albuquerque, Denver, Newark, and Seattle.
9. Communicated to Federal Agency leaders regarding the opportunity for Training in Oklahoma City with NARA, Vital Records Training Course, which meets a recommended requirement for Continuity of Operations Excellence Series, Professional Continuity Practitioner – Level I.
10. Utilized the USP3 emergency notification system to notify all our federal agency directors of inclement weather conditions in Oklahoma and agency plans for closures. There were also 3 additional days in January 2009 that weather related messages were sent out using USP3. Follow-on information (Situational Updates from Oklahoma Dept of Emergency Management) was distributed using the listserv. This continued into February 2009.
11. Notices were distributed to the federal leaders regarding H1N1 updates, information on prevention, etc. Sources included CDC, HHS, and the Oklahoma State Department of Health, to include two prevention posters to post for the flu season.
12. In May 2008, distributed the State of Emergency Declaration from Governor Henry due to damage suffered from recent Tornados, severe storms and flooding; and how to apply for assistance for federal employees affected. Continued to send Situational Updates to agencies in order for information to be shared with affected employees. Also sent reminder to all agencies that FEEA is available for assisting federal employees affected by the April 9 and 10, 2009 fires.
13. Executive Director serves on the Community Outreach Council of the University of Oklahoma's Risk and Crisis Management Program; involved with partnering with the CDC for a possible "Oklahoma Meta-Leadership Summit".
14. The USP3 Emergency Notification System was tested with success on June 17, 2009.
15. The Executive Director corresponded with the Regional Director of the National Weather Service in Ft. Worth, regarding the Sperry-Piltz Ice Accumulation (SPIA) Index developed by Sid Sperry, Oklahoma Assn. of Electric Cooperatives and Steven Piltz, Meteorologist in Charge of the Nat'l Weather Svc. in Tulsa. The correspondence was in support of making the index available in the suite of products offered by the Nat'l Weather Service for agencies to use for preparedness purposes, when ice accumulations would be sufficient to bring down power lines, interrupt telephone service, and facilitate the need to move aircraft to other locations.
16. The Executive Director forwarded to agency directors, September is National Preparedness Month. On August 31, FEMA released a new report, Personal Preparedness in America: Findings from the 2009 Citizen Corps National Survey, that offers comprehensive data on the public's thoughts, perceptions, and behaviors related to preparedness and community safety for multiple types of hazards. Findings from these surveys provide valuable insights for increasing personal preparedness, civic engagement, and community resilience. The findings are particularly relevant with the beginning of National Preparedness Month.
17. The Emergency Preparedness council was extended the opportunity to participate in a CDC hosted webcast. Representatives from the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) hosted a webcast on 9-9-09 to discuss the updated recommendations for using anti-viral for H1N1 flu.

Human Capital Readiness:

18. FEB Coordinated Training (not including COOP Training) resulted in a net cost avoidance of **\$190,758.06**:

- a. Hosted a Thrift Savings Plan Lunch and Learn, November 16, 2008. With forty-two federal employees in attendance, this event created a **cost avoidance of \$2,638.02**. (\$12 for FEB; The Agent Broker Training Center cost of \$74.81 for 1.5 hour training, \$399 per 8 hour session).
- b. Coordinated and arranged for a speaker to present a Pre-Retirement seminar to a federal agency. On December 16, 2008, the two day training for the FERS and the CSRS retirement plans were each an 8 hour day in length. With 30 participants in attendance, this event created a **cost avoidance of \$3,500**, (\$0 for FEB; USDA GS; \$3,500 for a group of 30).
- c. Planned, coordinated and presented a five hour management training event for fifteen FAA employees, "One Minute Manager Meets the Monkey," on December 18, 2008. This event created a **cost avoidance of \$11,218.50**, (\$0 for FEB; American Management Association cost of \$747.90 for the equivalent five hour training).
- d. Coordinated a meeting location for a federal agency to brief employees regarding an agency system upgrade. The briefing took place from January 5 – 8, 2009. Finding the agency a \$0 cost facility created a **cost avoidance of \$300**, (the cost of a local conference center room).
- e. Planned, coordinated and hosted an agency Thrift Savings Plan Investment Strategies training for a Tulsa federal agency on January 15, 2009. This event created a **cost avoidance of \$3,890.12**, (\$0 for FEB; The Agent Broker Training Center cost of \$74.81, per participant for the same 1.5 hour session).
- f. Planned, coordinated and hosted a Shared Neutrals Lunch & Learn session for Shared Neutrals Mediators, entitled "When is too much information too much?" on January 16, 2009 with 5 in attendance creating a **cost avoidance of \$595** (\$0 for FEB; \$199 per participant with Human Side of Business with comparable topics).
- g. Planned, coordinated and hosted a two-day, four session availability, Pre-Retirement and Benefits training session on March 3 & 4, 2009. With fifty-four federal employees in attendance, this event created a **cost avoidance of \$2,158.38** (\$0 for FEB; Snow Cap, 2 hour session, \$39.97 per participant).
- h. Planned, coordinated and hosted a monthly program from March – October 2009, Leadership FEB training program for federal employees of federal agencies for leadership development. With 20 enrolled in the program there was a **cost avoidance of \$35,659.85** (\$2,500 pp with Leadership Oklahoma program with comparable topics/speakers to our \$750 pp registration-calculation is odd due to special arrangements for one hardship registration). Participants of this year's class included federal agency employees from Altus, Muskogee, Norman, Enid and Oklahoma City; one participant from a congressional office.



2009 Leadership FEB Class

- i. Planned, coordinated and hosted a one-day training event for federal employees, Lean Six Sigma, April 7, 2009. With 64 in attendance, this event created a **cost avoidance of \$53,010** (\$35 for FEB; Project Management Institute, Dallas, \$860 per participant including travel expenses).
 - j. Planned, coordinated and hosted a one-day training event for clerical/administrative employees of federal and state agencies, Administrative Professionals Day, April 22, 2009. With 40 in attendance this event created a cost avoidance of **\$9,920** (\$100 for FEB; National Seminars Training \$348 per participant).
 - k. Coordinated the sharing of an agency's training as an opportunity for other federal employees to attend a Lean Six Sigma – Value Stream Mapping training session, May 5 & 6, 2009. With 13 federal employees' participation, this event created a **cost avoidance of \$7,150** (\$0 for FEB; USPS, National Center for Employee Development, \$550 per participant).
 - l. Coordinated and hosted a two hour Pre-Retirement and Benefits training session for a federal agency July 30, 2009. Utilizing video teleconferencing equipment, the agency linked three field offices together for a 27 participant session. This event created a **cost avoidance of \$1,079.19**. (\$0 for FEB; Snow Cap, 2 hour session, \$39.97 per participant).
 - m. The Executive Director participated in and was a presenter at a three day Executive Forum, an event combined by the Kansas City and St. Louis FEB's, August 11 – 14, 2009. As a presenter she was able to benefit from the training offered to all federal agency leaders in attendance; because of her attendance, she created a **cost avoidance of \$989**, (the cost for other agency leaders to attend).
 - n. Planned, coordinated and hosted a one-day training event for employees of federal and state agencies for Misunderstand in the Age of Communication, August 18, 2009. With 68 in attendance, this event created a **cost avoidance of \$58,650**, (\$135 for FEB; American Management Association, \$997.50 per participant).
19. The Oklahoma FEB Coordinated with three Universities and Workforce Oklahoma to offer five job fairs for federal agencies to participate at a reduced rate. These efforts created a **total cost avoidance of \$8,850.00**.
- a. November 6, 2008, Southwest Oklahoma State Job Fair, with 27 agencies participating, created a cost avoidance of **\$5,200.00**, (*\$0 per federal agency for participation vs. \$200 per agency at Oklahoma University*)
 - b. November 13 & 14, 2008, Workforce Oklahoma-Tulsa, with 7 agencies participating, created a cost avoidance of **\$1,400**, (*\$0 per federal agency for participation vs. \$200 per agency per day at Tulsa University*)
 - c. September 9, 2009, Tulsa University-Engineering and Natural Sciences Career Fair, with 7 agencies participating, created a cost avoidance of **\$700**, (*\$100 per federal agency for participation vs. \$200 per agency per day at Tulsa University*)
 - d. September 16, 2009, Tulsa University-Business Career Fair, with 4 agencies participating, created a cost avoidance of **\$400**, (*\$100 per federal agency for participation vs. \$200 per agency per day at Tulsa University*)
 - e. September 23, 2009, Langston University-Oklahoma City Campus Job Fair, with 12 agencies participating, created a cost avoidance of **\$1,150**, (*\$125 per federal agency for participation. Two agencies fees were waived due to funding restrictions, vs. \$200 per agency per day at Oklahoma University*)

20. *Interagency mediation* services coordinated through the FEB's Shared Neutral's Program had **59 requests and 29.75 resolutions** creating a **cost avoidance of \$1,425,674.63** (this includes agency requests and EEOC mandated cases).
 - a. Received 23 workplace dispute requests, 12 were resolved (cost avoidance=\$202,787.64)
 - b. Received 33 Pre-EEO complaints, 16.75 were resolved (cost avoidance=\$1,156,940.93)
 - c. Received 3 EEO complaints, 1 was resolved (cost avoidance=\$65,946.06)
21. Distributed OPM's information on Benefit and Pay updates to Non-Career Appointees in the state of Oklahoma.
22. The Executive Director passed on to agency leaders, information regarding assistance for deaf and hard of hearing Federal employees. Deaf and Hard of Hearing Federal employees who use video relay services can now request a WiFi videophone from Viable as a workplace accommodation.
23. The Executive Director, passed on to agency leaders in January 2009, DOE's Tribal Energy Program is offering summer internships to Native American students who are interested in renewable energy and who are currently college upper-classmen or graduate students.
24. Distributed information and updates on the American Recovery and Reinvestment Act of 2009. To include information regarding OPM's requirement for SF 50s "Notification of Personnel Action", be documented on new hires appointed with appropriations granted by the American Recovery and Reinvestment Act (ARRA, Public Law 111-5 dated February 17, 2009).
25. Hosted an Annual Awards Banquet on Monday, May 4, 2009 for Public Service Recognition Week with 375 in attendance. We recognized 88 individuals and 13 teams for their exemplary service and awarded 16 bronze eagles for category winners.
26. Assisted OPM in their attempt to recruit Choctaw Indians from Oklahoma by distributing the information to each BIA Superintendent in Oklahoma and asking for further distribution.
27. Requested federal agency directors to distribute info and ask their employees to participate in a government wide survey being launched for GS 14 and 15 managers to gain their perspectives on the SES. The survey results will be more meaningful if notice of the survey is widely distributed to your GS-14 and GS-15 employees and participation is encouraged.
28. The Executive Director distributed via email to 674 employees, the availability to download three guidance handbooks for employees; 2009 Federal Benefits Handbook, 2009 Federal Personnel Handbook and Forms, 2009 Federal Retirement Handbook.
29. Distributed OPM's fact sheet on overtime pay and compensatory time off for non-career employees under General Schedule "Schedule C" appointments. And the establishment of a centralized office to serve the SES program.
30. Distributed **52** vacancy announcements for various federal agencies throughout the year to increase recruiting contacts and the quality/quantity of the resulting applicant pool.
31. FEB Staff assisted two federal agencies to locate "off-site" facilities at which to host a leadership retreat and management off-site creating a **cost avoidance of \$400** for the facility fee of a local conference center plus the parking of the managers attending the meeting.
32. Distributed information regarding the United States Army Reserve launched the Employer Partnership Initiative (EPI). This one-of-a-kind joint venture offers America's business leaders tangible incentives to hire Army Reserve Soldiers. The program is an innovative way to gain access to America's greatest pool of talent and get meaningful benefits at the same time.

Foundational Activities (Outreach)

33. **Combined Federal Campaigns** in Oklahoma **generated** a total of **\$4,543,020.00** raised for charitable organizations:

Central Oklahoma	\$3,410,716.00	Ft Sill-Lawton	\$286,221.00
Jackson County	\$85,974.00	McAlester	\$61,726.00
Muskogee	\$184,822.00	Tulsa	\$513,561.00

34. The FEB’s Federal Employees Care Council (FECC) coordinated **650 Federal volunteers** who contributed **over 5300 hours** to our community this fiscal year. These events include the State Fair Lost Kids Booth, State Fair, Arts Council, Festival of the Arts, Opening Night, and CFC Race for Freedom. We also had volunteers donate their time at Christmas Connection, OETA, Ronald McDonald House, Red Cross, and several other local charities. This provided a service valued at \$113,950.00 to our community (based on the value of \$21.50 per volunteer hour).

35. **15,262 units of blood** were collected through coordinated Federal Blood Drives. At a value of \$184 per unit, this provided **\$2,808,208 worth of blood products** to our community.

36. Coordinated donation of excess computer equipment, office furniture and office equipment through the FEB Office. **\$2,729,577.16** of government equipment was contributed in the form of copier and fax machines, 276 laptop computers; 352 computer monitors; 38 printers, 1240 CPU’s, 134 Keyboards, 17 mouse and 452 other items. Contributing federal agencies include: Federal Aviation Administration, Federal Executive Board, State Office of Personnel Management, Customs and Border Protection and Federal Motor Carriers. Schools receiving the equipment include:

Crutch Schools	Bridge Creek Schools	Flagler County Schools
Dibble Schools	Roger Mills School	Oaks Mission Public Schools
Southeast High School	Star Spencer School District	Elk City Public Schools
Reydon Schools		

37. The Executive Director provided **48 individual FEB orientations** for agency leaders coming into Oklahoma throughout FY 09; Executive Director made visits to the respective leaders’ office location to provide these orientations.

38. Provided classroom speaker on the topic of Interagency/Intergovernmental Collaboration to a leadership class at the Oklahoma State University, October 20, 2008.

39. The FEB collaborates with GSA to provide federal employees access to the Murrah garage and Federal Campus parking facilities enabling federal employees to park through the FEB/GSA agreement. We were able to accommodate 73 employees throughout the year.

40. Provided “Making the Grade” presentations for two Oklahoma City high school “Careers Classes” that serve a high number of underprivileged students:

- a. Centennial High school on becoming “interview-ready” and how to sell your knowledge and skills to a potential employer on January 28, 2009.
- b. Southeast High School on “How to Get A Government Job” October 27, 2008.

41. Assisted with a Taxpayer Advocacy Panel (TAP) Community Town Hall Meeting on Thursday, March 26, 2009, 6:30 – 8:30 p.m. The purpose was to hear from taxpayers regarding the benefits and concerns regarding IRS services and practices.

42. Invited the American Society of Public Administrators to participate in our annual awards banquet on Monday, May 4, 2009 for Public Service Recognition Week. The Oklahoma

ASPA Chapter announced their Administrator of the Year and two Distinguished Public Service Awards during the banquet.

43. The Executive Director passed on The National President's Challenge to all federal agency leaders to share with employees. This is an opportunity to get America up and moving. Physical activity is linked with many positive health benefits, including lowering your risk of chronic diseases and conditions. Federal Employees and private citizens alike are encouraged to be active five days a week for six of the eight weeks between May 1 and July 24.
44. Executive Director provided keynote address for the State of Oklahoma Quality Awards Program on May 5, 2009.
45. Served on the Oklahoma Regional Food Bank's annual Food Drive Committee to support the Postal Carriers Annual Drive, exceeding their goal with new record setting totals. The food bank received 679,766 pounds of food and \$580,394, which will provide 4.6 million meals throughout the State of Oklahoma.
46. The Executive Director provided a copy of the State Attorney General's Opinion regarding electronic media (email, text messages and electronic communications) made in connection with the transaction of public business, the expenditure of public funds or the administration of public property that may also affect Federal agencies as they conduct business with State agencies.
47. Executive Director and FEB Chair attended the FEB National Conference, Washington DC.
48. Coordinated the process of transferring excess government furniture from one federal agency to another federal agency as excess furniture and equipment was identified resulting in a cost avoidance of \$69,050.00.
49. Distributed a monthly newsletter (12 page publication) to a fairly large audience which includes federal leaders, federal, state and local government employees as a means to communicate National and local FEB initiatives. Distributions were provided via mail and email throughout the year. *As of September 2009, the numbers reflected 326 on the mailing list and 679 on our e-news list.*
50. The FEB Staff coordinated interagency services for **1,164 newly naturalized citizens** immediately after each monthly Naturalization ceremony, assisting with logistical support for SSA, IRS, State Tax Commission, County Court Clerk's office, and the State Election Board.
51. The Executive Director is a member of the Urban Design Committee, appointed by the Mayor of Oklahoma City and attends meetings to ensure that any new construction in that area is done in compliance with ADA requirements; meetings were January 14, March 18, July 8 and September 9, 2009.
52. The Executive Director sits on the Warden's Community Relations Board at the Federal Transfer Center, a community outreach effort which brings community leaders, as well as federal, state, and local government leaders together. The group meets quarterly; December 11, 2008, March 26, May 13, June 25, and September 24, 2009.
53. The Executive Director is a member of the United Way Board which meets quarterly; October 15, December 17, 2008, February 18, and June 17, 2009

Administrative/Process Improvement:

54. The FEB Office continues its initiative to convert our paper files to an electronic filing system in order to easily archive files and save space required by filing cabinets.