



Executive Committee

Chair:
Michael Tosatto, NOAA,
NMFS

Vice Chair:
RADM Vince Atkins,
USCG, 14th CG District

Standing Members:

CAPT Greg Burton,
PHNSY

Stacey Franklin, GSA

Colby Stanton, FEMA

Raymond Tanabe,
NOAA, NWS

Steve Mullen, DOS, US
Passports Hawaii
Ex Officio: Chair

Members:

Todd Schafer, Navy
Pacific Fleet

David Gulick, USCIS

CAPT Timothy Daniels,
DLA Pacific

James Hirai (BG Ret),
APCSS

COL Joseph Delaney,
DISA Pac

Steven Stanford, SAIC,
USSS Hawaii

COL Joel Gartner,
USPACOM, J9

Ralph Rizzo, FHWA,
DOT

Dr. Christina Altendorf,
US Army IMCOM

Travis Thomason,
USDA, NRCS

Ryan Okahara, HUD

Staff:

Chris Conklin,
Executive Director

Toni Allen,
Deputy Director



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Honolulu-Pacific Federal Executive Board
Executive Committee Meeting Agenda
12 December 2017 1:30-3:00 PM
Coast Guard D14 Executive Conference Room (RM 9-211)
Honolulu, Hawaii
[Minutes](#)

1:30 pm: Chair Opens Meeting and Recognition of Executive Committee Members

At 1:30 pm, the Chair called the meeting to order and acknowledged the following Executive Committee members:

- Mike Tosatto, NMFS Pacific Islands Region, Chair
- RADM Vince Atkins, USCG D14, Vice-Chair
- Stacey Franklin, GSA
- Ray Tanabe, NWS Hawaii
- Steve Mullen, DOS, US Passports Hawaii, Ex Officio Chair
- Dr. Christina Altendorf, Army IMCOM
- BG (USA-RET) James Hirai, DKI Asia-Pacific Center for Security Studies
- Andrea Huston, Navy PACFLT representing Todd Schafer
- Sheila Embry, USCIS representing David Gulick
- Bruce Morgan, DISAPAC
- Dr. John Hamilton, DLA representing CAPT Tim Daniels
- Kevin Howe, US Secret Service
- COL Joel Gartner, USPACOM, J9
- Ralph Rizzo, DOT, FHWA
- Ryan Okahara, HUD

Mike Tosatto was recognized by the Office of Personnel Management for support to the HPFEB and acting as Chair for FY-16 and FY-17. Mr. Tosatto solicited nominations for the Chair and Vice Chair positions for FY-18, and welcomed the new Executive Committee members. Toni Allen, who will be leaving government service in early January, was recognized by the entire committee for her more than seven years of exemplary service to the HPFEB.

Executive Director Report on FY-2017

The Executive Director briefed HPFEB accomplishments for 2017. Despite challenges of personnel resource limitations, key committee member deployments to various natural disaster responses, and the investment in transitioning the Combined Federal Campaign to a new business model, the HPFEB largely accomplished milestones under the three OPM lines of business in FY-2017, with a large cost avoidance achieved by the collaborative approach.

Review of FY-2018 Operating Plan and Schedule

The draft HPFEB operating plan and schedule was reviewed and approved by the committee. Areas of emphasis include: increasing the throughput of government sponsored retirement planning training, establishing a training working group to identify federal agency training gaps and initiating an outreach program to address them, supporting outreach to federal agencies from the State of Hawaii Department of Emergency Management on current threats to Hawaii including catastrophic hurricane/port closure and reconstruction and current State plans to build resident awareness and plans for the NK ICBM threat to Hawaii. The HPEB will continue to build out a digital modernization strategy including hosting an upgraded, interactive website and linking that to a modernized, web based emergency notification system. The Annual Excellence in Federal Government Awards program will be held on Friday April 27, 2018 at the JBPHH Hickam Officers Club. Announcement and nominations request will be coming in January.

Executive Brief on new HPFEB Website and new Emergency Notification System

The Executive Director provided an overview of the new HPFEB website currently being built under GSA contract by a web developer. This will be a modern, interactive website on a secure platform with state of the market cybersecurity provisions. Host agency Pearl Harbor Naval Shipyard & IMF has generously provided both contract support and funding. The site will include pages for all HPFEB lines of business, portals for emergency managers and retirement planning, on-line event registration and web forms to update agency directory and emergency contact information, and links to other resources of interest to federal agencies and employees. It will also include a non-public access log-in for credentialed FEB members. It is expected that the new site will be at initial operating capability by 30 January 2018, and an announcement will be made advertising access to what we think will be a great resource.

The Office of Personnel Management contracted with the Everbridge Corporation to provide an emergency notification system and included licenses for the FEB network. This represents a major upgrade over the legacy system and now includes text messaging, polling and dynamic conference bridge notifications, and location based notifications, with responses embedded in e-mails and text messages for easy reply. FEB members are notified via work email and office phone. Other contact info is only at individual employee request. Any federal employee can sign up for emergency notifications upon request. Notification data base has been imported from the legacy system, expect a test in January. New HPFEB website will include a web form to sign up for notifications individually, or to update contact information for a specific agency. The best option for local traffic and weather notifications remains the City and County of Honolulu emergency notification web/mobile application, which is free and available here: <https://www.honolulu.gov/dem/notificationalert.html>.

Update on the Pacific Leadership Academy – Way Ahead

Executive Director provided a summary of the current status of the Pacific Leadership Academy; with the 2018 Emerging and Senior Leaders tracks (40 Fellows each) currently progressing. The HPFEB continues to work in partnership with OPM – Western Regional Management Development Center to improve the curriculum, experience for the Fellows and benefit to sponsoring agencies. The change to the Emerging Leaders from two weeks to three shorter weeks with a joint graduation has been well received, and the use of a portal to manage the course work has been very effective. The new Program Facilitators for both tracks are doing an excellent job and student critiques are very positive. The HPFEB will continue to work with OPM to insure that PLA continues to serve the work force in an exemplary fashion and that any tuition

increases are reasonable. The Committee agreed to extend the current PLA model into FY-2019, with announcement to agencies in May.

The Executive Committee reviewed a draft proposal from the University of Hawaii at Manoa – Outreach College for a training partnership with the HPFEB to develop short term, non-credit professional development courses that fit the unique needs of Hawaii federal agencies and leverage the significant academic resources of the UH. A general discussion of the proposal was held, such things as project management, environmental planning, time management and short term leadership courses (for agencies that can't invest the significant time and tuition expenses of PLA) come to mind. The proposal was viewed favorably by the Executive Committee members and the Executive Director will provide a draft plan after the first of the year for those members who volunteered to work on this issue. Initial focus is a better needs assessment and identification of gaps across Hawaii federal agencies.

CFC 2017 Status and Transition to 2018

The Executive Director provided an update to the Executive Committee, who also serves as the Local Federal Coordinating Committee charged with overseeing the Hawaii-Pacific Area Combined Federal Campaign. Commander, Pacific Fleet has done an excellent job as campaign chair, but there have been many issues to overcome with the new, centralized campaign model. These include problems with the new central donor portal, and start-up issues with the commercial contractor hired by OPM to do the local campaign planning, materials printing and marketing traditionally accomplished by a local non-profit (Aloha United Way). The Campaign Chair staff and HPFEB are working closely with agency project officers to overcome these challenges, and encourage agency heads to make sure folks know that they can still donate to CFC through January 12, 2018. Better campaign metrics are also in place and will be shared frequently with agencies as this year's campaign comes to an end. A copy of the brief is attached.

End of Year Update on Workforce and Compensation Issues

A copy of the Workforce Update for December is attached. Several issues, such as the 2018 federal employee pay raise and plans to fund the federal government's operations as the current CR expires, are still not finalized as the year comes to an end.

Open Announcements, Executive Committee Agency Reports

The Chair asked for agency reports. Steve Mullen of DOS, U.S. Passports mentioned that staffing shortages nationally in passport offices mean that turn-around times for the large annual volume of passport renewals will be longer, and holders should plan accordingly.

3:00 pm: Chair Adjourns the Meeting

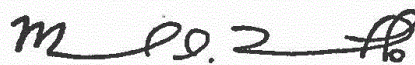
Chair Mike Tosatto adjourned the meeting at 3:11 pm.

Submitted:



Chris Conklin
Executive Director

Approved:



Michael Tosatto
Chair

Encl: Hawaii-Pacific CFC Update to LFCC 12-12-2017
Workforce Update 12-27-2017

