

Twin Cities Field Federal Safety and Health Council

Quarterly Meeting

From: Matt McCoy

Date: September 9, 2021

Subject: Meeting Minutes – 4th Quarter FY 2021

The Twin Cities Field Federal Safety and Health Council (TCFFHSC) convened on September 9, 2021, as follows:

- Roll Call – Matt McCoy called the meeting to order at 1pm and thanked the individuals for participating in the virtual meeting and meetings in the future will be virtual until we can have meeting in person. A total of 20 personnel participated in the meeting. Other councils represented included Duluth/Superior and Omaha.
- Terri provided a summary of the FEB FY2022 Strategic Planning Workshop.
 - Background: The Federal Executive Board was started by President John F Kennedy in 1961 with the goal of pooling experience and resources, which in return can accomplish savings. The FEB provides federal agencies opportunities to collaborate, communicate, reduce costs and improve efficiency, partner with community groups and coordinate emergency services. Minnesota FEB is one of 28 in the U.S., representing over 120 federal agencies in the state and over 35,000 federal employees and military personnel in Minnesota. The Federal Government is the third largest employer in Minnesota. <https://minnesota.feb.gov/>
 - Terri reminded everyone that a membership designation form is needed to show that the agency's director/commander has approved the individual to represent the agency by participating in a FEB-sponsored council. The form will be provided with the minutes, and members can return the completed/signed form to Terri Stamm for recordkeeping. More information about the member designation form can be found on the OSHA website, <https://www.osha.gov/enforcement/ffshc/membership>. **(ACTION ITEM)**
 - Federal Outreach and Leadership Development (FOLD). This is a premier inter-agency leadership development program created to assist in the development of future federal executive leaders and address projected leadership vacancies brought on by retirements. FOLD switched to a virtual emerging leaders program for 2021 due to the pandemic. The next class (cohort) application window opens February 2022. FOLD needs more mentors, so please contact the Minnesota FEB if interested. For more information, visit <https://minnesota.feb.gov/programs/leadership-development/>.
 - Mediation Program. This is a free service for federal agencies. Utilizing this program can save a federal agency as much as \$19,000 per case. In 2021, the Mediation Program assisted with five cases. For more information, visit <https://minnesota.feb.gov/programs/mediation-services/>.
 - Civil Servant of the Year Planning Committee (CSOY). The CSOY awards ceremony was held virtually in 2021 due to the pandemic, with 76 nominees being honored for their

excellence in civil service. The next CSOY ceremony is planned for 5/3/2022. The application window for submitting nominations for civil servant of the year for 2022 will be announced soon, <https://minnesota.feb.gov/civil-servant-of-the-year-nomination/>.

- Diversity and Inclusion Council. The next “Diversity Day” is scheduled for 6/8/2022 and includes ½ of training and presentations. More information to come soon. <https://minnesota.feb.gov/programs/diversity-inclusion-council/>
- Continuous Improvement Council (CIC). Developed a two-day Yellow Belt Lean Six Sigma course in 2021 and held several lunch-n-learn webinar sessions, virtual due to the pandemic. Conducted Lean Six Sigma training with the FOLD cohort virtually in 2021.
- Small and Disadvantaged Business Opportunity Council (SADBOC). The Small and Disadvantaged Business Opportunity Council or SADBOC is a council under the Federal Executive Board of Minnesota whose mission is to promote supplier diversity in the public sector through collaboration and information sharing between its members and through education and outreach to the small business public. SADBOC members include Federal, State and local agencies as well as non-profits with an interest in supplier diversity. To stay current on upcoming events and training opportunities, LIKE our SADBOC Facebook Page at <https://www.facebook.com/SADBOC>. The next SADBOC Government Procurement Fair is scheduled for April 2022. The Greater Minnesota Government Procurement Fair will be virtual 10/26 – 10/28/2021, offering 15 workshops centered around selling to government and large prime contractors.
- FEB sponsored training and events were attended by over 820 individuals representing 65 federal agencies, saving Minnesota federal agencies over \$643,000 in training costs.
- Annual Congressional Briefing. The 2021 FEB Minnesota 6th annual congressional briefing was held virtually due to the pandemic, attended by 61 individuals, representing 19 federal agencies, with 30 Congressional and Senatorial staff attending, representing all 10 offices for Minnesota. The next congressional briefing is scheduled for 2/15/2022, will be at the federal building in Bloomington, and is limited to 20 agencies. To RSVP, contact mn_feb@ios.doi.gov.
- Government on Display Exposition at the Mall of America. The FEB staff works with agency representatives from October to January in coordinating the agency wide expo at the Mall of America. This event brings an average of 50-55 agencies from Federal and State government to exhibit, educate and communicate with the general public the last weekend of January each year. However, the 2021 exposition was cancelled due to the pandemic, and the 2022 was also cancelled due to insufficient commitment from federal and state agencies. The next scheduled Government on Display exposition will be 1/28/2023.
- Minnesota FEB and FEMA conducted a table-top exercise for a natural disaster scenario in 2021. With a virtual/hybrid working environment, there were several lessons learned:
 - WIFI issues. FEB was provided its own hotspot to resolve the issue of closed networks or lack of sufficient public wifi in the area.
 - FEB recommends having an audio-visual support person/technician since not all presenters or stakeholders are tech savvy.
 - Tripods, adapters, and other accessories should be included in your supply list to accommodate virtual or hybrid environments.

- Speakers should practice presenting to hybrid audiences (in-person and WebEx) to ensure they engage everyone and provide opportunities for both in-person and virtual attendees to participate in discussions.
- Combined Federal Campaign. Started 9/1/2021 and runs through 1/15/2022. The Northern Lights CFC doesn't officially start until 10/1/2021. For more information, visit <https://minnesota.feb.gov/resources/cfc/>
- The list of training and events for FY2022 is available online, and many training opportunities are FREE. The FERS training is not free and must be taken on your own time. <https://minnesota.feb.gov/training-events/>
- The next FEB sponsored hiring event at the federal building will be June 2022, exact date TBD.



FEB Workshop
2021.pdf

- Old Business
 - Matt thanked the group for participating in the training survey. The results are as follows:
 - A total of 17 responses were received with an average of two minutes to complete.
 - The top five requested training topics:
 - Electrical Safety – 41%
 - Fall Protection – 29%
 - Emergency Action Plans – 24% *(Planned for March 2022 meeting)*
 - Fire Prevention – 24%
 - There were nine (9) topics tied for fifth most requested topic.
 - When asked about paying for training offered by the FFSHC:
 - 41% wanted more information about the type of training and cost.
 - 35% were willing to pay for training.
 - When asked to conduct training at a meeting, over 47% were willing to present in the future.
 - Expectations of the FFSHC:
 - Networking opportunities.
 - Sharing “best practices.”
 - Updates on current events as they relate to safety.
 - Sharing information and resources other than the primary training topic.
- Suicide Prevention training was conducted by David Tuttle.



SAVE with lethal
means slides 6.3.19.

- New Business.
 - Bernard asked the group if they would allow sharing of their contact information on the FFSHC page on the FEB website. Members can respond when they turn in their member designation form, approve the minutes, or in a separate email to Bernard. **(ACTION ITEM)**
- Next Meeting, Tuesday, December 7, 2021. We will plan on having virtual and in person meeting (2805 Dodd Road, Suite 250 Eagan, MN 55121). Mary Bauer from OSHA Region V office will be providing the training, OSHA Recordkeeping.
- Signed: Matt McCoy