



Federal Executive Board of Minnesota

Suite 2250, 1 Federal Drive, St. Paul, MN 55111 | (612) 713-7200 | Fax (612) 725-1750 | <https://minnesota.feb.gov>

About FEB Councils:

The Federal Executive Board of Minnesota Councils work to meet the needs of member agencies. Councils share best practices, provide information to the Federal community in Minnesota, and Councils must report activity at least once a year at the annual Policy Board Strategic Planning meeting. Membership on Federal Executive Board of Minnesota Councils is open to all Federal Employees with supervisor approval.

Council Member Responsibilities:

- Regularly attend council meetings and council sponsored events
- Volunteer to plan events and take on leadership roles within the council as needed
- Inform agency heads and agency employees of council/program activities and encourage them to provide their ideas and recommendations.
- Complete and submit the attached application with the support of your supervisor.

Email Group Responsibilities

- Serve as an ambassador to your agency for all Council activities and encourage agency leadership to provide their ideas and recommendations to the Council.
- Share Council/Program information with agency leadership and staff as updates are shared.

Council Application

Select the council/program you are interested in (See p.3 for details):

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Diversity and Inclusion | <input type="checkbox"/> Civil Servant of the Year | <input type="checkbox"/> Closed POD |
| <input type="checkbox"/> Continuous Improvement | <input type="checkbox"/> FOLD | <input type="checkbox"/> HR Forum |

How you want to get involved:

- | | |
|---|---|
| <input type="checkbox"/> Volunteer as a Council member
(Complete full application) | <input type="checkbox"/> Join the email distribution group
(Complete section A only) |
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Please print, sign and submit application (p. 1-2) by email: Marianne.Pagerit@ios.doi.gov

Reasonable Accommodation: If a Federal agency sends an employee as a representative to serve on an FEB Council, they must provide any needed accommodation for their employee to participate. This includes, but is not limited to, ASL services for deaf and hearing impaired and braille or other visual aids for visually-impaired. The FEB is made up of Federal agency leaders who “develop cooperative arrangements that will promote the general objectives of the Government” (5CFR960.107), and the FEB is not a unique agency with an appropriated budget to manage all accommodation requests; thus it is incumbent upon the individual agencies to support their employees participating in FEB Councils. Please notify the FEB at 612.713.7200 or email marianne_pagerit@ios.doi.gov if you have requested a reasonable accommodation from your agency that would be required for council participation.

SECTION A: Please complete this application thoroughly. Limit responses to the spaces provided. Select the information about yourself that you believe to be the most outstanding and relevant.

Name last/first/middle initial

Agency/Position

Business Address

Business Phone and Email

SECTION B: Why do you want to become a member of the Council selected above? What will you be able to contribute?

Are you a graduate of the Federal Outreach Leadership Development Program? Yes No

APPLICANT COMMITMENT: FEB Councils meet once a month. The meetings are usually completed within an hour. There will also be events that Council members need to attend.

EMPLOYER COMMITMENT: Employer must approve and sign the Employee Agreement that acknowledges the time commitment expected of a program participant.

By signing this agreement, I acknowledge the foregoing conditions for participation in the FEB councils.

Applicant's signature

Date

Supervisor's printed name

Phone Number

Supervisor's signature

Date

Diversity and Inclusion

The Diversity & Inclusion Council promotes and coordinates interagency programs to achieve representative employment of minorities, women and disabled persons throughout the local Federal work force. This council has a mission to Train, Serve and Share diversity and inclusion resources with Federal employees. The Council meets on the first Thursday of each month at 9:30am.

Civil Servant of the Year

The Civil Servant of the Year committee is supports the planning and running of the annual Civil Servant of the Year awards ceremony. The committee researches venues, selects keynote speakers, reviews award submissions, and participates in other activities as needed for the event. The committee meets on the first Tuesday of every month at 9:00am.

Continuous Improvement

The Continuous Improvement Council provides resources and trainings to Federal employees in Minnesota on continuous process improvement and how it can be implemented to produce better and more cost-effective products. Council meetings focus on developing and fine tuning curriculum to upcoming trainings and on discussion of member agency initiatives or improvement projects. The council meets on the first Thursday of each month at 8:00am.

FOLD

The FOLD Council membership requires graduation from the FOLD program, and is an optional continuation of their leadership learning and growth during the 10-month FOLD Program. The FOLD Council promotes and coordinates the interagency FOLD program. The council fosters best practices of the FOLD Program, and works with the FEB to coordinate planning for each program year, beginning in July, ending the following May during the Civil Servant of the Year event. The council meets on the second Tuesday of the month at 10:00am.

HR Forum

The HR Forum serves as a venue to share information and resources that supports the needs of the people and agencies we serve. The Forum shares resources, training opportunities, and provides a venue for members to leverage collective knowledge and improve processes. The Forum communicates primarily via email, and meetings are scheduled on an as-needed basis.

Closed POD

Closed Points of Dispensing (PODs) are locations where medication will be given to a specific group of people to prevent disease in response to a specific public health threat. These PODS are designed to relieve pressure on local hospitals and clinics that would be overwhelmed in such an emergency. In the event of a public health emergency, the FEB Closed POD will distribute medications and medical supplies to Federal employees, contractors, and their families. The Closed POD committee meets as needed to update and improve the FEB's Closed Point of Dispensing plan.