

**Council of Federal Executive Secretariats**  
**March Council Meeting**  
**March 6, 2012**  
**U.S. Agency for International Development**  
**1300 Pennsylvania Avenue, NW**

**Council members present:** See below.

**Others present:** Matthew Johnson, USAID Bureau for Legislative and Public Affairs. Benjamin Rhodeside, Professional Staff of Chairman Daniel K. Akaka (D-HI), Subcommittee on Oversight of Government Management, the Federal Workforce, and the District of Columbia, U.S. Senate Committee on Homeland Security and Governmental Affairs.

**Welcoming remarks.** 9:10 a.m. Eric Wachter, chair of the Council of Federal Executive Secretariats, welcomed everyone to the March meeting, thanked Christa White, Connie Miconi and Christine Brown from USAID for hosting the meeting.

**Welcome/introduction.** 9:15 a.m. White welcomed the council to USAID and talked about the 50-year-old agency founded by President John F. Kennedy after he witnessed the aftermath of World War II. It is celebrating its 50<sup>th</sup> anniversary along with the Peace Corps. USAID operates in five regions of the world and in 79 countries and has saved hundreds of millions of lives from famine and disease. White introduced Matthew Johnson.

**Keynote Speaker.** 9:20 a.m. Johnson helped USAID launch in September its first ever awareness campaign. The goal of FDW is to raise awareness and relief of drought, war and famine in the Horn of Africa countries of Kenya, Ethiopia and Somalia. Millions have been affected by drought, war and famine in these countries. USAID had never run an ad campaign in the U.S., and FWD was the first. The target audiences were faith-based communities, youth, universities and corporations among others. The campaign was to help people understand and show how they could help. Key partners included Youtube, Google and Facebook. Various events and celebrity endorsements led to an enormous response that reached millions of people through social media.

**Committee Reports.** 9:50 a.m. Patrice Allen-Gifford reported to the Council that the Meetings and Membership Committee talked about focusing on setting up best-practice sessions for the council meetings and contacting council members for ideas. The committee discussed having more than one person present a best practice so that it is a more collaborative effort. Tracy Catoe updated the Council on the Website Committee and the work that was done on the site. The URL changed to [www.exesec.gov](http://www.exesec.gov) and minutes and presentations were set to be posted. The committee also discussed developing language to invite other agencies to join the Council, post agency links, post profiles of agencies and working to have White House guidelines on the website. The committee also discussed having the site reviewed for plain writing. Christine Brown updated the Council on the Plain Writing Committee. The committee provided Eric Wachter with five questions to include on the council survey. The results of the survey would provide the committee with direction. Wachter reported that the Technology Committee was awaiting results of the survey it had sent out to the agencies about correspondence tracking systems. It would share the results in a report when it was complete.

**White House Update.** 10:15 a.m.

Before the break, Wachter passed out the results of the member survey in case members wanted to glance over it during break, which ran from 10:25-10:40 a.m.

**Old Business/New Business.** 10:40 a.m. The best-practice speaker was running behind schedule so the Council moved ahead on the agenda. Wachter stated that a host was still needed for the April meeting and to contact Patrice. Wachter then talked about the member survey. Some questions were mandatory, while others were not. Forty-eight members responded, which equated a 25-percent response rate. Wachter was asked if a breakdown existed of which agencies responded, and he said he would send that information out. The members reviewed a few of the responses

The Council started a discussion of the proposed transfer letter policy and reviewed that they had first discussed it in January but at the February meeting had tabled the follow-up discussion until the March meeting. Ann Brewer said that the guidelines were very good and touched on every subject. She could not find any holes in the process and recommended that agencies take them back to implement. Tracy Catoe said that she had already used the policy six times since January and that it worked beautifully.

**Best practice.** Benjamin Rhodeside arrived at approximately 11 a.m. He explained that he wanted to attend the Council meeting and ask for feedback on the Plain Writing Act of 2010. The Council shared some ideas with Rhodeside. He asked about expanding the act to include regulations, which are currently exempt. Wachter explained that not many of the executive secretariats process regulations.

**Open Floor.** 11:25 a.m. Wachter opened the floor. Ann Brewer said she is looking for someone to join her office on a detail and that the position has the potential to become a permanent position. Galen Main said her office was looking for applicants to the White House Correspondence Summer Program. Wachter said he would email the members information on the program.

**Adjourn.** 11:30 a.m.

#### **Council of Federal Executive Secretariats February Meeting Attendees**

<u>First Name</u>	<u>Last Name</u>	<u>Agency</u>	<u>Position</u>
Patrice	Allen-Gifford	DHS	Associate Executive Secretary
Kathryn	Alvarez	Treasury	Correspondence Specialist
Tyler	Bakanas	Treasury	Intern
Thomas	Bakoski	NGA	Director, Executive Secretariat
Gloria	Barrett	DOL	Senior Analyst
Vivian	Beamon	DOJ/EDUST	Management & Program Analyst
Dynna	Bigby	FDA	Program Manager
Ann	Brewer	HHS/NIH	Director, Executive Secretariat
Christine	Brown	USAID	Lead Correspondence Analyst
Raychel	Bush	NCTC	Deputy Executive Secretariat
Amy	Bunk	NARA	
Tracy	Catoe	DOEd	Deputy Director, CCCU
Michael	Coogan	DOE	Writer/Editor
Marlene	Dortch	FCC	Secretary
Ron	Etheridge	SBA	Correspondence Analyst
Clarence N.	Finney Jr.	DOS	Director, Correspondence & Records
Erma	Freeman-Austin	DOJ	Management Analyst
Myra	Freeman	WHO	Records Analyst
Carlos	Garcia-de-Quevedo	FBI	MAPA

Chyna	Green	DOJ/USMS	Executive Secretary
Mark	Hannafin	USAID	
Marjorie	Harter	USDA	Sr. Writer - Editor
Mary	Jefferson	FAA	Director, Executive Secretariat
Crystal	Jones	WHO	Records Analyst
Christa	Kizito	FDA	PSS
Zina	Kornegay	ATF	Executive Secretary
Bennie	Lawson	DOD	Chief Correspondence Mgt.
Terry (Anatta)	Layton	DOC	Senior Writer/Editor
Peter	Lee	Treasury	Interim Deputy Executive Secretary
Ronnie	Lockhart	SSA	Senior Executive Analyst
Galen	Main	WHO	Assistant Director, Agency Liaison
Eleni	Martin	GSA	Director, Executive Secretariat
Keshia	McDaniel	DOL	Correspondence Analyst
Connie	Miconi	USAID	Deputy ES
Jason	Monroe	SBA	Team Leader
Pat	Morgan	HUD	Chief, Correspondence Branch, Executive Secretary
Joy	Muhammad	VA	Program Specialist
Dana	Pritchett	SSA	Executive Operations, Analyst
Fiona	Reeves	WHO	Deputy Director
Diane	Reinke	HHS/OIG	Writer - Editor
Paula	Sind-Prunier	NTSB	Branch Chief
Jynell	Spriggs	IRS	Chief Correspondence Officer
Pat	Street	MCC	Executive Secretary
Ian	Squires	HHS	Writer/Editor
Andrew	Tarpgaard	FAA	Team Leader
Joseph	Tezak	DHS/CBD	Director, Executive Secretariat
Linda	Trigeiro-Pabst	FBI	Unit Chief, Executive Secretariat
LaTasha	Tucker	VA	Executive Writer
Annette	Vietti-Cook	NRC	Secretary
Miriam	Wallace	DOJ	Conv. MNGN. Analyst
Tony	Waterloo	DOL	Supervisor of Operation
Eric	Wachter	EPA	Director, Executive Secretariat
Christa	White	USAID	Director
Sharnett	Willis	EPA	Staff