

Council of Federal Executive Secretariats
April Council Meeting
May 1, 2012
Department of the Treasury
1500 Pennsylvania Avenue, NW
Cash Room

Council members present: See below.

Others present: Mark Mazur, deputy assistant secretary, Office of Tax Analysis, Department of the Treasury.

Welcome. 9:15 a.m. Eric Wachter, chair of the Council of Federal Executive Secretariats, welcomed everyone to the May meeting and thanked Peter Lee and the Department of the Treasury for serving as hosts of the May meeting in the ornate Cash Room.

Introduction. 9:16 a.m. Peter Lee introduced Mark Mazur, deputy assistant secretary of the Office of Tax Analysis, to discuss tax reform.

Keynote Speaker. 9:18 a.m. Mazur explained the five elements of the President's business tax reform plan. Eliminate dozens of tax loopholes and subsidies, broaden the base and cut the corporate to 28 percent. Strengthen American manufacturing and innovation; refocus the manufacturing deduction and use rate on manufacturing to no more than 25 percent. Strengthen the international tax system including establishing a new minimum tax on foreign earnings. Simplify and cut taxes for America's small businesses. Restore fiscal responsibility and not add a dime to the deficit.

Mazur then described how many corporations are paying lower tax rates than the average taxpayer. During the past 25 years other countries have lowered their corporate tax rate, while the U.S. has stay the same, making the American's corporate tax rate one of the highest. One of the reasons for tax reform is to make the U.S. more competitive with the rest of the world so more people will do business with the U.S. Mazur answer questions from the council.

Committee Reports. 9:50 a.m. Tracy Catoe reported that the website committee has received logos from 30 agencies. Some outdated information was deleted from the site to reclaim space that is needed for more current information. The committee would like to receive from each agency by the end of June a two-to-three-line summary what each office does. Patrice Allen-Gifford reported that the meetings and membership committee would like to receive suggestions for best-practice presentations for future meetings. It would like to hear from members what they would like to discuss. Christine Brown reported that the plain writing committee discussed setting aside about 15 minutes at each meeting to discuss a plain-writing-related topic. Brown said she would email Wachter with a list of the topics for future meetings. Wachter reported that the technology committee has the mostly finalized results from the survey of agencies' correspondence tracking systems. He said they are still hoping to get the results from a few larger agencies and distributed copies of the survey results to the council.

White House Update. 10:05 a.m.

Best practice – Office spotlight. 10:30 a.m. After break, Rebecca Ewing, the new executive secretary at Treasury, thanked everyone for coming and gave an overview of the Treasury executive secretariat office. The staff of 13 members is divided into four parts: DES has two people, the correspondence units has five people, the policy component is two people and the ESPU is four people. The office is

responsible for responsiveness, timeliness and accountability of the secretary's documents from beginning to end. Ewing described the very large volume of secretary paper her office produces in the form of daily and other briefing books, action and decision memorandums, *Federal Register* documents and other memorandums and materials. The secretary has testified before Congress 65 times in fewer than three-and-one-half years, and her office has prepared 130 testimonies, 175 preparation sessions, 49 preparation books and 65 sets of QFRs. They also prepare 15 books per year for major international events, 5-7 major policy speeches per year and 10-12 domestic trip books per year. Ewing described the correspondence and casework loads of her office: Congressional letters, VIP letters, White House letters, interagency correspondence and general public letters. They also handle FOIA records and record management.

Old Business/New Business. 11:27 a.m. Wachter distributed copies of the new council directory. He explained that he had emailed to the council the Excel file of the directory last night and envisioned the directory as a living and breathing document. He asked members to email him updates as they become available and said he would periodically distribute updated copies. Wachter clarified that the directory will not be placed on the council website.

Wachter suggested that the council table the discussion on jointly signed letters until the June meeting to ensure that there is enough time to discuss it. Gemma Button, who wrote the draft guidelines, agreed.

Open Floor. 11:37 a.m. Ronnie Lockhart asked about the encryption of personally identifiable information in transfer letters and whether the policy should be amended to note this. Bennie Lawson said that DOD requirements also call for encryption. Wachter said his agency policy requires only that PII be included in an attachment, not in the body of an email. Most agencies indicated they do not require encryption.

Adjourn. 11:40 a.m.

Council of Federal Executive Secretariats May Meeting Attendees

<u>First Name</u>	<u>Last Name</u>	<u>Agency</u>	<u>Position</u>
Deborah	Alexander	DOJ	
Patrice	Allen-Gifford	DHS	Associate Executive Secretary
Vivian	Beamon	DOJ/EDUST National Security Staff	Management & Program Analyst
Valerie	Boyd		
Andrew	Bozek	DOD	
Ann	Brewer	NIH/HHS	Director, Executive Secretariat
Christine	Brown	USAID	Lead Corresponce Analyst
Gemma	Button	VA	Deputy Executive Secretary
Tracy	Catoe	DOEd	Deputy Director, CCCU
Michael	Coogan	DOE	Writer/Editor
Cynthia	Douglas	HHS	
Clarence N.	Finney Jr.	DOS	Director, Correspondence & Records
Myra	Freeman	WH/Record Mgt.	Records Analyst
Marjorie	Harter	USDA	Sr. Writer - Editor
Harold	Henderson	DOC	
Marcia	Hines	DOJ	Records Manager
Kimberly	Hughes-Valentine	DHS	Senior Liaison Officer

Mary	Jefferson	FAA	Director, Executive Secretariat
Cherie	Jones	ICE	
Crystal	Jones	WHO	Records Analyst
Zina	Kornegay	ATF	Executive Secretary
Bennie	Lawson	DOD	Chief Correspondence Mgt.
Terry			
(Anatta)	Layton	DOC	Senior Writer/Editor
Ronnie	Lockhart	SSA	Senior Executive Analyst
Galen	Main	White House	Assistant Director, Agency Liaison
Jean	Maybee	DOI	Chief of Staff
Pat	Morgan	HUD	Chief, Correspondence Branch
Allison	Neubauer	CFPB	
Elizabeth	Olson	EOP/WHO	Director
Jeff	O'Neill	FDA	
Diane	Reinke	HHS/OIG	Writer - Editor
Andrew	Tarpgaard	FAA	Team Leader
Geraldine	Taylor	FCC	Management Analyst
Annette	Vietti-Cook	NRC	Secretary
Eric	Wachter	EPA	Director, Executive Secretariat
Dorothy	Ward	DOJ	
Sharnett	Willis	EPA	Staff
Tina	Wimbush	VA	