



Meeting Minutes

Monday, September 15, 2014

Department of the Treasury
1500 Pennsylvania Avenue NW
Washington, DC 20220

Welcome and Introductions

Mr. Peter Lee, Council Chairman, U.S. Department of the Treasury, opened the meeting and welcomed the members at 9:09 a.m. The members introduced themselves.

Discussion: Observations of a Fiscal Assistant Secretary

Mr. Lee introduced Mr. David Clunie, Executive Secretary, U.S. Department of the Treasury, and read his bio. Mr. Clunie welcomed the members to the Department and introduced Mr. David Lebryk, Fiscal Assistant Secretary, U.S. Department of the Treasury. Mr. Lebryk, who is the senior civil servant in the Department, discussed some observation from his career that started in the U.S. Department of Health and Human Services and later included being a review officer in the Treasury Executive Secretariat. The Fiscal office of the Department oversees the collection of receipts to and payments for the entire Government. Mr. Lebryk discussed some of the new activities of the office during his service there, which has included collection of payments from the Gulf oil spill, handling of TARP assets from the financial crisis, the new MyRA program as well. Mr. Lebryk also discussed the value of leadership to an organization. He described a good leader as someone with vision, operational excellence, and cares about the people in the organization. Mr. Lebryk discussed the need for well trained front line managers and strong project management skills. And finally he noted that people will remember how you made them feel and not what you said or did. **Attach PowerPoint.**

Treasury Exec Sec: an Overview

Mr. Clunie discussed the functions and work processes of the Department's Executive Secretariat. The office has 11 staff members between two sections, one domestic and one international. Mr. Lee supervises the career employees in the office. Mr. Clunie discussed his responsibility to the principals in the Department, the Secretary, the Deputy Secretary, and the Chief of Staff. The office's tasks include testimony, meeting preparation, briefing books, as well as congressional and other correspondence. Mr. Clunie also discussed his experience as the Department's Senior Official for Plain Language and how he is implementing a process to improve the Department's grade in this area. Mr. Clunie also mentioned that the Department has its legislative affairs office sign almost all congressional responses and not by the Secretary to help speed up the response time.

Best Practice Discussion: Clearance Tracker

Mr. Clunie discussed the Department's new electronic clearance tracking system, a SharePoint based system called Clearance Tracker. Mr. Clunie discussed the work process for incoming mail. He described its better reporting features. He showed the members an example of a record detail. The benefits have included better quality and record keeping but needed some work on getting people to use it. **Attach PowerPoint.**

Council of Federal Executive Secretariats

*Peter Lee, Treasury, Chairman
Department of the Treasury*

*Annette Vietti-Cook, Vice Chair
Nuclear Regulatory Commission*



White House Update

The White House Agency Liaison provided updates and guidance on White House case work.

Committee Reports

Membership and Meetings – Ms. Sally Liska, U.S. Department of Agriculture (USDA), was not able to attend. Ms. Annette Vietti-Cook, Nuclear Regulatory Commission, reported that the next meeting will be at the Internal Revenue Service on October 7, then November 4 at National Archives, and finally a December date to be decided at The White House. So far for 2015, the only month taken is April by OPM. Ms. Vietti-Cook reported that otherwise the Council needs hosts for next year for all other months and asked members to consider hosting.

Web – Ms. Tracy Catoe, U.S. Department of Education, no report

Technology – Ms. Linda McCarty, Internal Revenue Service, reported that the committee is completing its survey with a target for October's meeting.

Plain Writing – Ms. Terry Layton, U.S. Department of Commerce, reported the grades come out October 13 from the PLAIN group. An article should be in The Washington Post paper edition with the complete report on the Post Web site.

Open Forum

Ms. Vietti-Cook opened the open forum part of the meeting. The members discussed the merits of starting effort to compare the various responsibilities of the various Executive Secretariat offices. Members suggested checking if a report prepared by USDA still exists and could be used as a starting point to update. Ms. Ann Brewer, National Institutes of Health, reported that she will have a GS-13 level position coming open soon and will send a vacancy announcement to the group by email when it's available. Ms. Bonnie Miranda, U.S. Department of Veterans Affairs asked if any members have ever done any analysis on the clearance process, such a Six Sigma review. Ms. Patrice Allen-Gifford, U.S. Department of Homeland Security, asked about best practices for the coordination of letters co-addressed to more than one department or agency.

Adjourn

Mr. Lee adjourned the meeting at 11:29 a.m.