

**COUNCIL OF FEDERAL EXECUTIVE SECRETARIATS  
NATIONAL TRANSPORTATION SAFETY BOARD  
Conference Center -- 420 10th Street, SW  
January 9, 2013**

9:00 a.m.	MEET AND GREET
9:15 a.m.	WELCOME Patrice Allen-Gifford Chair, Council of Federal Executive Secretariats Associate Executive Secretary Department of Homeland Security
9:30 a.m.	OPENING REMARKS The Honorable Deborah A.P. Hersman Chairman National Transportation Safety Board
9:45 a.m.	PRESENTATION <i>NTSB's Correspondence, Notations, and Safety Recommendations (CNS) electronic information management system</i> Paula Sind-Prunier, Ph.D. Chief, Safety Recommendations & Quality Assurance Division Office of the Managing Director
10:20 a.m.	Break
10:30 a.m.	WHITE HOUSE UPDATE
10:40 a.m.	BEST PRACTICE DISCUSSIONS – Future Planning
10:50 a.m.	COMMITTEE REPORTS – 2013 Membership
11:00 a.m.	OLD BUSINESS/NEW BUSINESS
11:30 a.m.	ADJOURN

# *Council of Federal Executive Secretariats*

*Patrice Allen-Gifford, DHS, Chair*

*Peter Lee, Treasury, Vice Chair*

## **Agenda                      *February 5, 2013***

**Host                      *Consumer Financial Protection Bureau (CFPB)*  
*1700 G Street, NW, 6th floor, Conference Room A***

**9:00 a.m.                      *Meet and Greet***

**9:10 a.m.                      *Welcome and Introductions*  
*Patrice Allen-Gifford*  
  
*Jeff Riley*  
*Executive Secretary, CFPB***

**9:15 a.m.                      *Welcoming Remarks*  
*Nick Rathod*  
*Assistant Director for Intergovernmental Affairs***

**9:20 a.m.                      *Presentation: CFPB's Consumer Response Team's interaction with other*  
*government agencies*  
*Scott Pluta*  
*Assistant Director for Consumer Response***

**9:40 a.m.                      *Presentation: CFPB's Recently Issued Mortgage Rules*  
*Ben Olson*  
*Deputy Assistant Director, Office of Regulations***

**10:15 a.m.                      *Break***

**10:30 a.m.                      *White House Update***

**10:40 a.m.                      *Best Practice Discussion*  
*Leadership Transitions*  
*Tony Waterloo and Gloria Barrett, discussion leaders*  
*Department of Labor***

**11:00 a.m.                      *Committee Reports*  
*Membership and Meetings; Web; Technology; Plain Writing***

**11:20 a.m.                      *Old Business/New Business***

**11:45 a.m.                      *Adjourn***

# *Council of Federal Executive Secretariats*

*Patrice Allen-Gifford, DHS, Chair*

*Peter Lee, Treasury, Vice Chair*



<b>Agenda</b>	<b><i>March 5, 2013</i></b>
<b>Host</b>	<b><i>U.S. Department of Commerce 1401 Constitution Avenue, NW</i></b>
<b>9:15 a.m.</b>	<b><i>Meet and Greet</i></b>
<b>9:30 a.m.</b>	<b><i>Welcome and Introductions</i></b> Patrice Allen-Gifford, 2013 Council Chair  Christine Turner, Director Executive Secretariat, U.S. Department of Commerce
<b>9:35 a.m.</b>	<b><i>Presentation: DOC Executive Secretariat</i></b> Christine Turner, Director
<b>9:50 a.m.</b>	<b><i>Presentation: BusinessUSA</i></b> Dennis Alvord, Executive Director BusinessUSA
<b>10:20 a.m.</b>	<b><i>Break</i></b>
<b>10:35 a.m.</b>	<b><i>White House Update</i></b>
<b>10:40 a.m.</b>	<b><i>Best Practice Discussion – White House Records Management Guidelines and Requirements</i></b> Paul Wester, Chief Records Officer National Archives and Records Administration
<b>11:10 a.m.</b>	<b><i>Committee Reports</i></b> Membership and Meetings; Web; Technology; Plain Writing
<b>11:20 a.m.</b>	<b><i>Old Business/New Business</i></b>
<b>11:30 a.m.</b>	<b><i>Adjourn</i></b>

# *Council of Federal Executive Secretariats*

*Patrice Allen-Gifford, DHS, Chair*

*Peter Lee, Treasury, Vice Chair*



Agenda	<b>April 9, 2013</b>
Host	<b>U.S. Department of Homeland Security Office of Civil Rights and Civil Liberties 131 M Street, NE – 6<sup>th</sup> floor conference room</b>
9:00 a.m.	<b>Meet and Greet</b>
9:10 a.m.	<b>Welcome and Introductions Patrice Allen-Gifford</b>
9:15 a.m.	<b>Opening Remarks</b> <b>Donald R. Swain</b> , Executive Secretary (acting) Department of Homeland Security (DHS)  <b>Veronica Venture</b> , Deputy Officer DHS Office of Civil Rights and Civil Liberties (CRCL)
9:30 a.m.	<b>Presentation: Improving Access to Services for Persons with Limited English Proficiency</b> <b>Rebekah Tosado</b> , Senior Advisor, and <b>Amy Vance</b> , Title VI Coordinator, DHS CRCL Anti-discrimination Group
10:00 a.m.	<b>Presentation: Federal Emergency Management Agency's Hurricane Sandy Response, Recovery, and Rebuilding</b> <b>Stephanie Tennyson</b> , Deputy Director DHS/FEMA Office of External Relations
10:40 a.m.	<b>Break</b>
10:50 a.m.	<b>White House Update</b> <b>Galen Main</b> , Director, Agency Liaison Office of Presidential Correspondence
11:00 a.m.	<b>Best Practice Discussion: Leadership Transitions</b> (follow-up to February discussion). <b>Clarence Finney</b> , Department of State <b>Peter Lee</b> , Department of the Treasury <b>Eric Wachter</b> , Environmental Protection Agency
11:20 a.m.	<b>Committee Reports</b> Membership and Meetings; Web; Technology; Plain Writing
11:30 a.m.	<b>Old Business/New Business</b>
11:45 a.m.	<b>Adjourn</b>



Agenda	<i>May 13, 2013</i>
Host	<i>U.S. Department of Defense 1155 Defense Pentagon Pentagon Library and Conference Center, Room B7</i>
9:15 a.m.	<i>Meet and Greet</i>
9:25 a.m.	<i>Welcome and Introductions</i> Patrice Allen-Gifford, 2013 Council Chair  Bennie Lawson Chief, Correspondence Management Division Executive Services Directorate Department of Defense
9:30 a.m.	<i>Presentation: DOD Executive Secretary Functions and Responsibilities</i> Michael Bruhn DOD Executive Secretary
10:00 a.m.	<i>Presentation: Administration and Management Functions and Inter-Agency Responsibilities</i> Michael Rhodes Director, Administration and Management
10:30 a.m.	<i>Break</i>
10:40 a.m.	<i>Presentation: Cybersecurity, the Federal Government, and You</i> Dr. Neil E. Jenkins Senior Advisor to the Deputy Assistant Secretary, Cybersecurity Coordination, DHS
11:15 a.m.	<i>White House Update</i>
11:25 a.m.	<i>Committee Reports</i> Membership and Meetings; Web; Technology; Plain Writing
11:35 a.m.	<i>Old Business/New Business</i>
11:50 a.m.	<i>Adjourn</i>



## *Agenda*

*June 4, 2013*

### *Host*

Nuclear Regulatory Commission  
11555 Rockville Pike, Rockville, MD 20852  
Commission Conference Room

9:00 a.m.

*Meet and Greet*

9:15 a.m.

*Welcome and Introductions*

Patrice Allen-Gifford, 2013 Council Chair

Functions and Responsibilities  
Annette Vietti-Cook  
Secretary, NRC

9:20 a.m.

*Presentation: The Fukushima Dai-ichi Accident in Japan and NRC activities to enhance reactor safety in the United States*

David Skeen  
Director, Japan Lessons Learned Project Directorate

10:00 a.m.

*Presentation: Welcome and Impressions from Trip to Japan*

Allison M. Macfarlane  
Chairman, NRC

10:20 a.m.

*Break*

10:35 a.m.

*White House Update*

10:45 a.m.

*Committee Reports*

Membership and Meetings; Web; Technology; Plain Writing

11:00 a.m.

*Old Business/New Business*

11:20 a.m.

*Adjourn Meeting—Walk to Building Three for Tour*

11:30-Noon

*Tour of NRC Operations Center*

# *Council of Federal Executive Secretariats*

*Patrice Allen-Gifford, DHS, Chair*

*Peter Lee, Treasury, Vice Chair*



Agenda	<i>September 10, 2013</i>
Host	<i>LBJ Auditorium U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202</i>
9:00 a.m.	<i>Meet and Greet</i>
9:10 a.m.	<i>Welcome and Introductions</i> Patrice Allen-Gifford, 2013 Council Chair  <i>Functions and Responsibilities of Education Exec Sec</i> Teresa A. Garland, Director Executive Secretariat Department of Education
9:30 a.m.	<i>Presentation: The President's Proposal for Early Education</i> Steven Hicks, Senior Policy Advisor Office of Early Learning Department of Education
10:05 a.m.	<i>Break</i>
10:15 a.m.	<i>White House Update</i> Joe Durham, Director White House Agency Liaison
10:30 a.m.	<i>Best Practice Discussion</i> <i>Recruiting and Retaining Exec Sec Staff: What to look for when hiring and how to retain staff once they are part of your team</i> Rose Folsom, Executive Secretary Office of the Inspector General Department of Health and Human Services
11:00 a.m.	<i>Committee Reports</i> Membership and Meetings – Pat Morgan, HUD Web – Tracy Catoe, Education Technology – Eric Wachter, EPA Plain Writing – Terry Layton, Commerce
11:15 a.m.	<i>Old Business/New Business</i> Preview: professional development discussion for October meeting
11:30 a.m.	<i>Adjourn Meeting</i>



## Meeting Agenda

- Date: **October 1, 2013**
- Host: **U.S. Agency for International Development (USAID)  
1300 Pennsylvania Avenue, N.W.  
Washington, DC 20523  
Sixth Floor, Point Four Conference Room**
- 9:00 a.m. *Meet and Greet*
- 9:10 a.m. *Welcome and Introductions*  
Patrice Allen-Gifford, 2013 Council Chair
- 9:15 a.m. *Functions and Responsibilities of USAID Executive Secretariat*  
Connie Miconi, Deputy Director  
Executive Secretariat, USAID
- 9:25 a.m. *Electronic Briefing and Trip Books for Agency Leadership*  
Bob Leavitt, Executive Secretary  
USAID
- 9:45 a.m. *USAID Assistance to Syria*  
Rob Jenkins, Executive Director  
Syria Task Force, USAID
- 10:10 a.m. *Break*
- 10:20 a.m. *Best Practice Discussion: NARA Guidelines/Presidential Directive Concerning  
Records Management*  
Tasha M. Thian, Agency Records Officer  
Department of State
- 10:45 a.m. *White House Update*  
Joe Durham, Director  
WH Agency Liaison
- 11:10 a.m. *Committee Reports*  
Membership and Meetings – Pat Morgan, HUD  
Web – Tracy Catoe, Education  
Technology – Eric Wachter, EPA  
Plain Writing – Terry Layton, Commerce
- 11:30 a.m. *Old Business/New Business*
- 11:50 a.m. *Adjourn Meeting*





## Meeting Agenda

Date: **November 5, 2013**

Host: **United States Mint/Department of the Treasury**  
**801 9<sup>th</sup> street, NW**  
**Washington, DC 20220**  
**Second Floor, Conference Rooms A&B**

9:00 a.m. *Meet and Greet*

9:10 a.m. *Welcome and Introductions*  
Patrice Allen-Gifford, 2013 Council Chair

9:15 a.m. *Missions and Responsibilities of the United States Mint*  
Stacy Kelley, Division Chief for Quality  
United States Mint

9:45 a.m. *Functions of the United States Mint Executive Secretariat*  
Eric Anderson  
Executive Secretary

10:00 a.m. *White House Update*  
Joe Durham, Director  
White House Agency Liaison

10:30 a.m. *Break*

10:45 a.m. *Best Practice Discussion: NARA Guidelines/Presidential Directive Concerning Records Management*  
Tasha M. Thian, Agency Records Officer  
Department of State

11:20 a.m. *Committee Reports*  
Membership and Meetings – Pat Morgan, HUD  
Web – Tracy Catoe, Education  
Technology – Eric Wachter, EPA  
Plain Writing – Terry Layton, Commerce

11:40 a.m. *Old Business/New Business*

Noon *Adjourn Meeting*



## Meeting Agenda

Date: **December 10, 2013**

Host: **The White House  
Eisenhower Executive Office Building (Room 430ABC)**

9:00 a.m. *Meet and Greet*

9:15 a.m. *Welcome and Introductions*  
Patrice Allen-Gifford, 2013 Council Chair

9:25 a.m. *Opening Remarks*  
Fiona Reeves  
Special Assistant to the President and Director of Presidential  
Correspondence

9:30 a.m. *Office of Records Management Update: Tracking Documents from the ORM  
Document Management and Tracking Unit to the Various Agencies*  
Philip Droege  
Director of Records Management

9:45 a.m. *Keynote Speaker*  
Michael Robertson  
Deputy Assistant to the President and Deputy Cabinet Secretary

10:05 a.m. *Committee Reports*

10:15 a.m. *Old Business/New Business*

10:30 a.m. *Adjourn Meeting to Walk to the East Wing*

11:00 a.m. *East Wing Holiday Tour*