



Meeting of the Council of Federal Executive Secretariats

January 9, 2013

National Transportation Safety Board, Conference Center – 420 10th Street, SW

Host Council Member: Paula Sind-Prunier, Ph.D.

Council members present: See below.

Others present: The Honorable Deborah A.P. Hersman, Chairman, National Transportation Safety Board; Gail Robertson, NTSB Senior Advisor for International Affairs, and Candi Bing, Executive Secretariat.

Welcoming remarks: 9:20 a.m. Patrice Allen-Gifford, chair of the Council of Federal Executive Secretariats for 2013, welcomed everyone to the first meeting of the year, thanked Eric Wachter, Director, Executive Secretariat, Environmental Protection Agency, for his leadership as 2012 chair, thanked the National Transportation Safety Board for serving as host of the January meeting, and introduced Peter Lee, as vice chair of the Council for 2013.

Welcome/Introduction: 9:25 a.m. The Honorable Deborah A.P. Hersman, Chairman, National Transportation Safety Board, provided an overview of NTSB, which is comprised of 400 investigators and staff. She talked about the NTSB as an independent federal agency charged with investigating the probable cause of civil aviation, rail, highway, marine, and pipeline accidents. Chairman Hersman showed a short video that demonstrated many aspects of the Board's work and discussed the Board's history, operations, and recent accomplishments. During the question-and-answer discussion, Chairman Hersman described the Board's partnerships and overseas involvement, shared responsibilities with other transportation stakeholders, and its public relations, training, and GO Team process.

Keynote Speaker: 10:10 a.m. Council Member Paula Sind-Prunier, Ph.D., Chief, Safety Recommendations & Quality Assurance Division, discussed in detail NTSB's Correspondence, Notations, and Safety (CNS) system, an electronic information system that is used to track correspondence as well as Board recommendations and responses by the stakeholder agencies and organizations. During the question-and-answer discussion, Paula explained the electronic signature process they use, how CNS has improved their productivity, and how they train Board members and staff to use the new system.

Break: 10:55 a.m. Patrice noted the arrival of two guests from the Department of Homeland Security: who had just arrived: Phil McNamara, Executive Secretary, and Don Swain, Deputy Executive Secretary. Mr. McNamara shared with the Board his view of the importance of the work of the Council and support for Patrice's tenure as chair.

White House Update: 11:20 a.m. Galen Main, director of Agency Liaison, Office of Presidential Correspondence

Best Practice: 11:25 a.m. Noting that she was previously the chair of the Membership and Meetings Committee, Patrice asked Council Members to contact current Membership and Meetings Committee members for suggestions regarding best practice topics for this year.

Committee Reports: 11:30 a.m. Patrice discussed the Council's committee structure, which has been in place only for the past year. The committees are: Membership and Meetings (no current chair); Technology (Eric Wachter), Web (Tracy Catoe); and Plain Writing (Christine Brown), in



addition to an Executive Committee that serves in an advisory capacity to the Chair and Vice Chair. As few committee chairs were present at the meeting, Patrice asked current members to confirm their continued participation. Others who wish to join a committee should make their interest know to Patrice, Peter, or the chair of the specific committee in which they were interested.

Old Business/New Business: 11:35a.m. Patrice Allen-Gifford talked about the Council's charter, committee structure, and goals. She also announced the next Council's meeting to be on Tuesday, February 5th and asked for a host agency/venue. Council Member Gloria Barrett, Department of Labor, asked Patrice to send the excel spreadsheet that provides exec sec POCs in each Department/Agency, and Patrice agreed to do so.

Adjournment. 11:40 a.m.

January Meeting Attendees

First

Name	Last Name	Agency	Position
Patrice	Allen-Gifford	DHS	Associate Executive Secretary
Dorota	Bagwell	DHS	Correspondence Coordinator
Gloria	Barrett	DOL	Senior Analyst
Vivian	Beamon	DOJ/EDUST	Management & Program Analyst
Dynna	Bigby	FDA	Project Manager
Christine	Brown	USAID	Lead Correspondence Analyst
Raychel	Bush	NCTC	Deputy Executive Secretary
Nazly	Confesor	SBA	Correspondence Analyst
Ema	Freeman-Austin	DOJ	Correspondence Analyst
Davyd	FytsykKravets	NARA	Management & Program Manager
Teresa	Garland	Education	Director, Executive Secretariat
Marjorie	Harter	USDA	Sr. Writer-Editor
Terry	Layton	DOC	Senior Editor
Peter	Lee	Treasury	Interim Deputy Executive Secretary
Dana	Lintz	SBA	Senior Correspondence Analyst
Galen	Main	White House	Assistant Director, Agency Liaison
Linda	McCarty	IRS	Chief, Executive Secretariat
Gail	Robertson	NTSB	Senior Advisor for International Affairs
Mark	Ross	TSA	Sr. Writer-Editor Chief, Safety Recommendations & Quality Assurance Division
Paula	Sind-Prunier, Ph.D.	NTSB	
Ian	Squires	HHS	Writer-Editor
Andrew	Tarpgaard	FAA	Correspondence Team Lead
Eric	Wachter	EPA	Director, Executive Secretariat
Miriam	Wallace	DOJ	Executive Secretariat
Tony	Waterloo	DOL	Supervisor of Operations



Meeting of the Council of Federal Executive Secretariats

February 5, 2013

Consumer Financial Protection Bureau (CFPB)

1700 G Street, NW, 6th floor, Conference Room A

Host Council Member: Alison Miller, CFPB Deputy Executive Secretary

Council members present: See below.

Others present: Nick Rathod, Assistant Director for Intergovernmental Affairs, CFPB; Scott Pluta, Assistant Director for Consumer Response, CFPB; Ben Olson, Deputy Assistant Director, Office of Regulations, Consumer Financial Protection Bureau, Stephen Brockelman, General Services Administration, Office of Executive Council, OEC.

Welcoming remarks: 9:15 a.m. Patrice Allen-Gifford, 2013 Council chair, welcomed everyone to the February meeting, thanked Alison Miller from the Consumer Financial Protection Bureau and thanked the Consumer Financial Protection Bureau for hosting for the meeting. It was noted that CFPB Executive Secretary Jeff Riley was not able to attend the meeting due to last minute work obligations.

Welcome/Introduction: 9:20 a.m. Alison Miller, Deputy Executive Secretary, CFPB, provided an overview of CFPB. She talked about correspondence and the clearance process. Nick Rathod, Assistant Director for Intergovernmental Affairs, CFPB, welcomed the Council to the Consumer Financial Protection Bureau. He talked about why and how CFPB develops and issues federal regulations, other ways CFPB works for the protection of consumers, consistency in and harmonization of financial processes, and best practices at CFPB.

Keynote Speaker: 9:25 a.m. Scott Pluta, Assistant Director for Consumer Response, CFPB, discussed CFPB's Consumer Response Team's interaction with other government agencies. He gave an overview of consumer complaints, call centers, and the process of handling complaints. He talked about launching government portals and the process of filing a complaint and how CFPB tracks information. Consumers may submit a complaint through CFPB's [complaint portal](#), or share a specific story or situation experienced through the "[Tell Your Story](#)" portal. General questions may be asked through [AskCFPB](#).

9:45 a.m. Ben Olson, Deputy Assistant Director, Office of Regulations, CFPB, talked about CFPB's recently issued mortgage rules. The CFPB recently released six new mortgage related rules. The details of each of these rules can be found at the [CFPB Regulations website](#). CFPB's [Mortgage Blog](#) provides additional information that makes these new rules easy to understand.

Break: 10:25 a.m.

White House Update: 10:45 a.m. Galen Main, director of Agency Liaison, Office of Presidential Correspondence, read one "smile file" letter from a citizen.

Best Practice: 10:50 a.m. Tony Waterloo and Gloria Barrett, Department of Labor, led a best practice conversation about how executive secretariats can facilitate upcoming leadership transitions (departure of the Secretary, Administrator, or Director) that several departments and agencies were currently experiencing or would soon be experiencing. Among these are



Labor, Treasury, Transportation, DOD, State, Interior and EPA. The discussion highlighted flexibility and a willingness to adjust existing processes to meet new requirements as key for all exec secs when new leadership arrives. Tony and Gloria agreed to provide a short list that summarized the discussion at the March meeting.

11:10 a.m. At Patrice's request, based on recent research she had undertaken to learn more about how other federal councils operated, an off-agenda guest speaker addressed the Council. Stephen Brockelman, General Services Administration (presentation), Office of Executive Councils (OEC), talked about the work his office does in supporting OMB-required interagency Councils such as the Chief Financial Officers Council, the Performance Improvement Council and the President's Management Council.

Q&A: In the course of a short discussion of potential upcoming best practice topics, it was raised that what virtually all federal exec secs have responsibility for the management of leadership correspondence and an associated electronic tracking system.

Committee Reports: 11:33 a.m. Terry Layton, Senior Editor, Department of Commerce, was announced as the new Chair for the Plain Writing Committee. Patrice discussed that the Membership and Meetings Committee was in need of new members (both she and Vice Chair Peter Lee had previously been members of this committee). Tracy Catoe continues as the chair of the Web Committee, and Eric Wachter continues as chair of the Technology Committee.

Old Business/New Business: 11:35a.m. Patrice Allen-Gifford asked for sponsors for the website and talked about generic email boxes. She also announced the next Council meeting will be held on Tuesday, March 5th at the Department of Commerce, and the June 4 meeting at the Nuclear Regulatory Commission. The Department of Education noted that they may be able to host the September meeting. Patrice also noted that, in consultation with the White House, the Council would once again this year abide by the standard that a Council Member will need to have participated in five Council meetings in the course of the calendar year to be eligible for the White House tour that follows the December meeting. (To clarify, the White House meeting is open to all, only the holiday tour will have an associated participation requirement.)

Adjournment. 11:50 a.m.

February Meeting Attendees

First Name	Last Name	Agency	Position
Patrice	Allen-Gifford	DHS	Associate Executive Secretary
Dorota	Bagwell	DHS	Correspondence Coordinator
Gloria	Barrett	DOL	Senior Analyst
Sheila	Bayne-Lisby	HHS	Director, Executive Secretariat
Vivian	Beamon	DOJ/EDUST	Management & Program Analyst
Ann	Brewer	NIH/HHS	Director, Executive Secretariat
Stephen	Brockelman	GSA	Office of Executive Councils



Christine	Brown	USAID	Lead Correspondence Analyst
Raychel	Bush	NCTC	Deputy Executive Secretary
Matt	Cameron	CFPB	ICCT
David	Campos	WH	Sr. Analyst
Tara	Chipman	ATF	Executive Secretariat
Clarence	Finney	DOS	Dep. Director, Executive Secretariat Staff
Tim	Feeney	DOI	Writer-Editor
Marjorie	Harter	USDA	Sr. Writer-Editor
Monica	Jackson	CFPB	Assistant Executive Secretary
Terry	Layton	DOC	Senior Editor
Dana	Lintz	SBA	Senior Correspondence Analyst
Galen	Main	White House	Assistant Director, Agency Liaison
Alison	Miller	CFPB	Deputy Executive Secretary
Patricia	Morgan	HUD	Chief, Correspondence
Brandon	Oliver	Treasury	Correspondence Analyst
Scott	Pluta	CFPB	Assistant Director for Consumer Response
Dana	Pritchett	SSA	Executive Analyst
Kelly	Quickle	NOAA	Director, DCES
Diane	Reinke	OIG/HHS	Writer-Editor
Amanda	Sapir	CFPB	ICCT
Patricia	Street	MCC	Executive Secretariat
Andrew	Tarpgaard	FAA	Team Lead
Sheaya	Thomas	DOJ	Analyst
Erika	Thompson	DOJ	Sr. Correspondence Analyst
Annette	Vietti-Cook	NRC	Executive Secretary
Todd	VanLaere	CFPB	Executive Secretariat
John	VanSandt	USAID	Special Assistant
Eric	Wachter	EPA	Director, Executive Secretariat
Tony	Waterloo	DOL	Supervisor of Operations
Maureen	Wood	USDA	Director, OES
Call-in			
Tracy	Catoe	DOE	Deputy Director of Correspondence
Geraldine	Taylor	FCC	Special Assistant to the Secretary



Meeting of the Council of Federal Executive Secretariats

March 5, 2013

U.S. Department of Commerce

1401 Constitution Avenue, NW

Host Council Members: Christine Turner, Director, Executive Secretariat, U.S. Department of Commerce; Madhura Valverde, Deputy Executive Secretary; and Terry Layton, Writer-Editor.

Council members present: See below.

Others present: Dennis Alvord, Executive Director, BusinessUSA; Paul Wester, Chief Records Officer for the United States, National Archives and Records Administration.

Welcoming remarks: 9:25 a.m. Council Chair Patrice Allen-Gifford welcomed everyone to the March meeting, and thanked Christine Turner and the U.S. Department of Commerce for hosting the meeting. Christine Turner welcomed the Council to the Department of Commerce, and introduced her Deputy Director, Madhura Valverde.

Welcome/Introduction: 9:30 a.m. Madhura Valverde gave an overview of the organization and functions performed by the Commerce Executive Secretariat. She talked about how they are staffed to meet the administrative needs of the Secretary, such as briefings, travel, and budget. She also mentioned that Commerce Exec Sec is also responsible for interactions with the White House and the National Security Staff.

In response to a question, she discussed their tracking systems, briefing books, congressional correspondence, and turnaround time for processing correspondence.

9:35 a.m. **Keynote Speaker:** Mr. Alvord, Executive Director, BusinessUSA (a program of the Department of Commerce and its Small Business Administration), described the new initiative known as BusinessUSA. He provided an overview of how the program was developed and its purpose “to make it easier to do business in America.” In his presentation, he talked about challenges businesses face when seeking government resources and general, such as training, market research, market access (including international buyers), and financing. Mr. Alvord described how BusinessUSA serves primarily (but not exclusively) small businesses to help them access U.S. Government services. His presentation linked directly to the BusinessUSA website and he demonstrated the ease with which businesses could find information about forms, services, grants, etc. to other businesses. Mr. Alvord noted that BusinessUSA is staffed by subject matter experts.

His presentation is attached along with these Minutes.

Break: 10:30 a.m.

White House Update: 10:45 a.m. Galen Main, Director of WH Agency Liaison.

10:50 a.m. Patrice reminded the Council that, in consultation with the White House, the Council would once again this year abide by the standard that a Council Member will need to have participated in five Council meetings in the course of the calendar year to be eligible for the White House tour that follows the December meeting. She then introduced the next speaker.



10:50 a.m. **Best Practice:** Paul Wester, Chief Records Officer, National Archives and Records Administration discussed records management requirements for federal agencies, with particular emphasis on upcoming deadlines for electronic recordkeeping.

STRATEGY:

- Identify tasks that can be automated
- Identify tools that can be applied to those tasks
- Conduct a pilot
- Identify gaps
- Engage industry to help fill gaps
- Share information across RM community

GOALS:

- Require of electronic recordkeeping to ensure transparency, efficiency, and accountability (managing of all permanent electronic records in electronic formats; managing permanent and temporary email in electronic format).
- Demonstrate compliance with federal records management statutes and regulations (e.g., the role of Senior Agency Officials; required training).

During his presentation he discussed different categories of E-records (Digital Still Images, Digital Moving Images, Digital Audio, Text, Geospatial Records, CAD, Structured Data, E-mail and Web & Social Media). He stated that NARA will produce a comprehensive plan in collaboration with its stakeholders of email, social media, and other types of digital record content, including advanced search techniques.

Committee Reports: 11:30 a.m. As there was not time for Committee Reports, Patrice noted the names of the committee chairs; they are: **Web**, Tracy Catoe, Education; **Membership and Meetings**, Patricia Morgan, HUD; **Technology**, Eric Wachter, EPA; and **Plain Writing**, Terry Layton, Commerce.

Old Business/New Business: 11:30 Patrice announced that the next Council meeting will be held on Tuesday, April 9th, at a Component of the Department of Homeland Security; the May meeting at Department Of Defense; and the June meeting at the Nuclear Regulatory Commission.

Adjournment. 11:30 a.m.

**February Meeting Attendees**

First Name	Last Name	Agency	Position
Dorota	Bagwell	DHS	Correspondence Coordinator
Gloria	Barrett	DOL	Senior Analyst
Sheila	Bayne-Lisby	HHS	Director, Executive Secretariat
Vivian	Beamon	DOJ/EDUST	Management & Program Analyst
Dynna	Bigby	FDA	Program Manager
Ann	Brewer	NIH/HHS	Director, Executive Secretariat
Donna	Brown	DOJ	Correspondence Mgmt Analyst
Tracy	Catoe	DOE	Deputy Director, Correspondence
Michael	Coogan	DOE	Writer-Editor
Ron	Etheridge	SBA	Program Analyst
Clarence	Finney	DOS	Dep. Director, Executive Secretariat Staff
Karen	Franchois	USAID	Info. Analyst
Tina	Fuchs	HHS	Director, Software Development
Davyd	FytsykKravets	NARA	Program Analyst
Marjorie	Harter	USDA	Sr. Writer-Editor
Marcia	Hines	DOJ	Mgmt & Program Analyst
Mary	Jefferson	FAA	Director, Executive Secretariat
Juanita	Jones	USAID	Executive Assistant
Karen	Kennard	FDA	Director
Terry	Layton	DOC	Senior Editor
Bennie	Lawson	DOD	Chief, Correspondence Mgmt Div
Bob	Leavitt	USAID	Executive Secretariat
Peter	Lee	DOT	Deputy, Executive Secretary
Galen	Main	WH	Assistant Director, Agency Liaison
Connie	Miconi	USAID	Deputy Executive Secretary
Patricia	Morgan	HUD	Chief, Correspondence
John	Otto	DOC	Executive Officer
Stacie	Posey	WH	Coordinator
Dana	Pritchett	SSA	Executive Analyst
Kelly	Quickle	NOAA	Director, DCES
Carl	Rauscher	NARA	Management Analyst
Diane	Reinke	OIG/HHS	Writer-Editor
Diane	Saunders	DHS	Director, Executive Secretariat
Donna	Sediqi	USAID	Executive Secretary
Paula	Stephens	DOJ	Correspondence Analyst
Ian	Squires	HHS	Writer-Editor
Andrew	Tarpgaard	FAA	Team Lead
Joe	Tezak	CBP	Director, Executive Secretariat
Leslie	Tomaselli	DHS	Deputy Director, Executive Secretariat

Council of Federal Executive Secretariats



Annette	Vietti-Cook	NRC	Executive Secretary
Eric	Wachter	EPA	Director, Executive Secretariat
Tony	Waterloo	DOL	Supervisor of Operations
Paul	Wester	NARA	Chief Records Officer
Yatta	Yarjah	FDA	Records Management Liaison
Patrice	Allen-Gifford	DHS	Associate Executive Secretary



Meeting of the Council of Federal Executive Secretariats

April 9, 2013

U.S. Department of Homeland Security

Office of Civil Rights and Civil Liberties

131 M Street, NE – 6th floor conference room

Host Council Member: Deana Amendolia, Executive Officer, CRCL

Council members present: See below.

Others present: Donald R. Swain, Executive Secretary (acting), Department of Homeland Security (DHS); Veronica Venture, Deputy Officer, DHS Office of Civil Rights and Civil Liberties; Rebekah Tosado, Senior Advisor; Amy Vance, Title VI Coordinator, Charlotte Waller, Supervisory Program Manager, DHS CRCL Anti-discrimination Group; Stephanie Tennyson, Acting Director, DHS/FEMA Office of External Relations.

Welcoming remarks: 9:00 a.m. Patrice Allen-Gifford, chair of the Council of Federal Executive Secretariats for 2013, welcomed everyone to the April meeting, and thanked Deana Amendolia and Montrece Rolling for hosting the meeting; thanked the Office of Civil Rights and Civil Liberties for hosting the meeting and introduced Donald R. Swain, Executive Secretary (acting), Department of Homeland Security.

Welcome/Introduction: 9:15 a.m. Donald R. Swain, Executive Secretary (acting), Department of Homeland Security, provided an overview of DHS Executive Secretariat and talked about the organization. He talked about “One DHS” as a model and ExecSec Team:

- **Component Liaison** manages all internal and external correspondence addressed to the Secretary and Deputy Secretary, mail addressed to the President or Vice President the White House has determined DHS should answer, with responses from the Secretary, Deputy Secretary, A/S OLA, A/S IGA; Component Liaison is comprised of three correspondence liaison teams, a mail analysis unit, and a record management unit.
- **White House Actions and Interagency Coordination** coordinates briefing materials for S1/S2 for White House meetings and coordinates with other Federal Agencies.
- **Congressional Actions** handles preparation for the Department of Homeland Security officials testifying before Authorizing Committees or Subcommittees in the House or Senate as well as handling the Questions for the Record that come after the hearings. In addition, Congressional Actions manages reports due to Congress contained in authorizing legislation.
- **Secretary’s and Deputy Secretary’s Briefing Book Teams** prepares a written daily briefing book to the Secretary and the Deputy Secretary to prepare them for the next day’s meetings and events.
- **Secretary’s Briefing Staff** provides daily operations and intelligence briefing to the Secretary, Deputy Secretary, and their principals; develops the Secretary’s Daily Brief-providing the Secretary with the most current threat reporting and corresponding DHS actions; facilitates responses to inquiries from the Secretary and Deputy Secretary.
- **Scheduling** supports the Secretary on all logistical movements and on domestic and international travel, ensuring proper protocol.
- **Administration-Budget-Logistics** provides support to the Office of the Secretary, Deputy Secretary, Chief of Staff, and the Executive Secretary in the areas of Administrative Services, Logistics and Supply, Human Resource Management, Budget,



Travel Coordination, and Work life Services that assists to enhance employee quality of life and foster a positive environment to retain a motivated and qualified workforce.

- **Lexicon** provides unique approach for communications and information sharing; facilitates “One DHS” through common language, provides methodology for integration data, publishes DHS Lexicon and various glossaries.
- **Efficiency Review** responsible for the management of this Department-wide initiative and resources; Components involvement is essential to the success of the DHS Efficiency Review.

Don also explained the correspondence process; talked about clearances. He also discussed classification of documents.

Keynote Speaker: 9:30 a.m. **Rebekah Tosado**, Amy Vance, Charlotte Waller and Fernando Pineiro did a presentation about “Improving Access to Services for Persons with Limited English Proficiency.” She talked about the mission: “To ensure that civil rights and civil liberties of persons are not diminished by efforts, activities, and programs aimed at securing the homeland.” She also talked about interaction with the public.

Amy Vance “Calling presentation” – Telephonic Interpretation Demonstration
She demonstrated using of language line; language identification; interpretation of conversation.

Tosado Comments and overview; Language access principles

Amy According to the U.S. Census Bureau’s American Community Survey, more than 20% of the population in the U.S. speaks a language other than English. Of that percentage, 42 % speak English less than “very well.”

Interpretation exercise – Council members (simultaneous exercise)

Person B read while Person A simultaneously repeats what Person B says.

Consecutive Exercise – While Person B reads, Person A listens. When Person B is through, Person A repeats verbatim what Person B has said.

These exercises and examples are provided courtesy of Joanne Moore, Washington State Office of the Administrator for the Courts.

Charlotte strategies and resources; pocket guide – different components are already using; DHS and its recipients must take reasonable steps to provide meaningful access to each LEP person. A person who is limited English proficient (LEP) is someone who does not speak English as his or her primary language and has a limited ability to read, speak, write, or understand English.

“I speak... - Language Identification Guide; this guide assists literate individuals who are not proficient in English to identify a preferred language. “I Speak” is provided by the Department of Homeland Security for Civil Rights and Civil Liberties. “I Speak” guide and “I Speak” posters are used as practical ways to identify which language an individual speaks so that we can obtain the necessary assistance.

Limited English Proficiency Resources: www.lep.gov



During Q&A Rebecca Tosado confirms work with counterparts who have similar materials (adopted from DOJ). Patrice commented about the tools/materials usage.

10:00 a.m. Stephanie Tennyson, Deputy Director DHS/FEMA from the Office of External Relations did a presentation on Federal Emergency Management Agency's Hurricane Sandy Response, Recovery, and Rebuilding. In her overview she talked about Hurricane Sandy, the second-largest Atlantic storm on record, affecting the East Coast from Florida to Maine. She talked about Sandy's impacts (8.5 million customers lost power and 23,000 sought refuge in temporary shelters, an estimated \$70 billion in total damages). Stephanie talked about FEMA's response to Sandy; Pre-Landfall Actions and Post-Landfall Actions. FEMA deployed over 900 personnel, pre-staged ambulances, medical teams, and search and rescue task forces. The President authorized major disaster declarations for 13 states. Federal departments and agencies provided over \$200 million in services/resources through mission assignments. Stephanie also talked about interagency support to Sandy. For example, Department of Labor provided National Emergency Grants for restoration of public lands; Department of Transportation provided emergency relief funds for the repair of roads, bridges and tunnels; Environmental Protection Agency helped to restore drinking water and wastewater facilities. Department of Health and Human Services provided grants for behavioral support, deployed more than 1,100 personnel including 13 Disaster Medical Assistance Teams and deployed health professionals from the Public Health Service Commissioned Corps; Department of Housing and Urban Development deployed staff to assist in identifying local housing resources.

During Q&A Stephanie talked about FEMA's challenges, for example, evacuation process and help for people with mental disabilities. She also talked about working with local, leaderships and protection of communities.

Break: 10:40 a.m.

White House Update: 10:50 a.m. Galen Main, director of Agency Liaison, Office of Presidential Correspondence.

Best Practice: 11:00 a.m. Clarence Finney, Department of State, Peter Lee, Department of Treasury, Eric Wachter, Environmental Protection Agency, talked about Leadership Transitions (follow-up to February discussion). Patrice asked for topic ideas and suggestions for the next Best Practice discussion. She also suggested that good transition tips could be posted on the website.

Committee Reports: 11:20 a.m.

Membership and Meetings; Web; Technology; Plain Writing

Patrice talked about the website as a tool and information provided for the public.

Reminder – Annual Compliance Report need to be posted by April 13.

Old Business/New Business: 11:30 a.m. Peter Lee reminded the Council that taxes are due April 16; however, extensions are available.



Patrice Allen-Gifford thanked all for the meeting and announced the next Council to be on Monday, May 13th hosted by Department of Defense.

Adjournment. 11:45 a.m.

January Meeting Attendees

First

Name	Last Name	Agency	Position
Dorota	Bagwell	DHS	Correspondence Coordinator
Marty	Bahamonde	DHS/FEMA	Public Affairs
Gloria	Barrett	DOL	Senior Analyst
Vivian	Beamon	DOJ/EDUST	Management & Program Analyst
Kali	Bracey	CFPB	Senior Counsel Executive Secretariat
Christine	Brown	USAID	Lead Correspondence Analyst
Michael	Coogan	Energy	Writer-Editor
Cheryl	Dunham	FDA/HHS	Policy Analyst
Clarence	Finney	DOS	Dep. Director, Executive Secretariat Staff
Davyd	FytsykKravets	NARA	Management & Program Manager
Marjorie	Harter	USDA	Senior Writer-Editor
Mary	Jefferson	FAA	Director, Executive Secretariat
Zina	Kornegay	DOJ	Correspondence Unit
Bennie	Lawson	DOD	Chief, Correspondence Management Div.
Peter	Lee	Treasury	Interim Deputy Executive Secretary
Rick	Lynch	SBA	Writer-Editor
Galen	Main	White House	Assistant Director, Agency Liaison
Jean	Maybee	Interior	OES, Chief of Staff
Linda	McCarty	IRS	Chief, Executive Secretariat
Alison	Miller	CFPB	Deputy Executive Secretary
Patricia	Morgan	HUD	Chief, Correspondence Branch
Bernadette	Nelson	EEDC	Acting Executive Officer
Elizabeth	Olson	WH	Director
John	Payne	WH	Senior Analyst
Fernando	Pineiro	DHS/CRCL	FOIA Officer
Kelly	Quickle	NOAA	Director, DCES
Carl	Rauscher	NARA	Management Analyst
Diane	Reinke	HHS/OIG	Writer-Editor
Montrece	Rolling	DHS/CRCL	Correspondence Analyst



Diane	Saunders	DHS/S&T	Director, Executive Secretariat
Donald R.	Swain	DHS	Executive Secretary (Acting)
Tracy	Talanda Catoe	DOE	Deputy Director of Correspondence
Andrew	Tarpgaard	FAA	Correspondence Analysis Team Lead
Stephanie	Tennyson	DHS/FEMA	Deputy Director External Affairs
Joseph	Tezak	DHS/CBP	Director, Executive Secretariat
Leslie	Tomaselli	DHS/S&T	Deputy Director, Executive Secretariat
Rebekah	Tosado	DHS/CRCL	Senior Advisor
Amy	Vance	DHS/CRCL	Policy Advisor
Alyson	Vert	DHS/FEMA	Director, Executive Secretariat
Annette	Vietti-Cook	NRC	Executive Secretary
Eric	Wachter	EPA	Director, Executive Secretariat
Charlotte	Waller	DHS/CRCL	Program Analyst
Bernadette	Wilson	EEOC	Acting Executive Officer