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Description of document: Council of the Inspectors General on Integrity and Efficiency (CIGIE) Professional Development Committee Meeting Minutes, 2014-2015

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Council of the Inspectors General on Integrity and Efficiency  
1717 H Street, NW, Suite 825  
Washington, DC 20006  
Fax: (202) 254-0162  
Email: [FOIASTAFF@cigie.gov](mailto:FOIASTAFF@cigie.gov)

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Council of the  
**INSPECTORS GENERAL**  
on INTEGRITY and EFFICIENCY

March 2, 2020

Subject: CIGIE Freedom of Information/Privacy Act Request [6330-2016-15]

This letter serves as the final response to your Freedom of Information Act (FOIA) request, to the Council of the Inspectors General on Integrity and Efficiency (CIGIE). You initially filed the request on April 12, 2016. This request was assigned FOIA case number 6330-2016-15. In your own words, you stated the following:

*I request the meeting minutes of the Professional Development Committee covering meetings during the time period January 2013 through December 2015.*

In this response, you are being provided with redacted copies of the minutes from all of the minutes that took place in calendar year 2015, as well as two of the meetings that took place in calendar year 2014 (May and September). Please note that the meeting from March of 2014 is already posted to the CIGIE FOIA Reading Room. As for the meeting minutes from 2013, these records are also already posted to the CIGIE FOIA Reading Room. For this reason, neither the 2013 minutes, nor the minutes from March of 2015 have been duplicated in this response.

Also included with the redacted meeting minutes from 2014 and 2015 is a one-page summary explaining the CIGIE FOIA redactions. The applicable redactions for this response include FOIA exemptions (b)(5) and (b)(6).

If you have questions, you may contact CIGIE's FOIA Public Liaison, Deborah Waller, Supervisory Government Information Specialist, at (202) 616-1210 or [FOIASTAFF@cigie.gov](mailto:FOIASTAFF@cigie.gov).

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road-OGIS  
College Park, Maryland 20740-6001  
[ogis@nara.gov](mailto:ogis@nara.gov)  
(202) 741-5770

March 2, 2020  
FOIA Case No. 6330-2016-15

(877) 684-6448 (toll free)  
(202) 741-5769 (facsimile)

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. *See* 5 U.S.C. 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

A requester may appeal a determination denying a FOIA request in any respect to the CIGIE Chairperson c/o Office of General Counsel, Council of the Inspectors General on Integrity and Efficiency, 1717 H Street NW, Suite 825, Washington, DC 20006. The appeal must be in writing, and must be submitted either by:

- (1) Regular mail sent to the address listed in this subsection, above; or
- (2) By fax sent to the FOIA Officer at (202) 254-0162; or
- (3) By email to [FOIAAPPEAL@cigie.gov](mailto:FOIAAPPEAL@cigie.gov).

Your appeal must be received within 90 days of the date of this letter. The outside of the envelope should be clearly marked "FOIA APPEAL."

Sincerely,



Alan F. Boehm  
Executive Director

Enclosures: as stated

**Professional Development Committee**  
**Meeting Minutes**  
**May 22, 2014**  
**10:00 – 11:00 a.m.**

**Opening and Welcome**

Mary Kendall, PDC Chair.

Introduced Tom Caulfield as the primary presenter for today's meeting. Tom will present three scenarios related to the results of FY 2015 training request from the CIGIE community compared to current resources and a proposed way forward. Much of what he will be talking about was presented at last week's CIGIE conference, but not the level he will be briefing today. Also, prior Tom also briefed either the effected Committee Chairs or their representatives. These are somewhat pro forma presentations since they have already been voted on in the budget briefing last week, but this gives PDC members an opportunity to ask additional questions.

The following are on the conference line: John Carey, Richard Moore, Dawn Eilenberger, Phil Heneghran and Michelle Buckmire.

**Update on CIGIE Training Institute**

Tom Caulfield, CIGIE Executive Director

**FY 2015 Training Institute Funding and Budget**

- Total budget request - \$4,202,100
- Anticipated Tuition Collection \$673,000
- Funding for three additional detailee positions.
  - Two reimbursable program managers for AI&EA
  - A reimbursable Management Analyst detailee for FLETC activities.
- Funding for additional Leadership Training Course registrants.
- Funding for Student Information Management System, this will be briefed in greater detail to the PDC prior to any expenditure of funds.

No objection from the committee on the budget. Continue to second presentation.

**FY 2015 Student Projections versus Training Institute Resources**

- First CIGIE wide survey to identify community's training projections.
- Seats far exceed current Training Institute capabilities.
- Results of student projections as follows:
  - Institute goals – 3,364
  - AI&EA – 2,160
  - IGCIA – 644
  - L&MSA – 560

**FY 2014 Comparison**

- Institute goals – 1,755
- AI&EA – 908
- IGCIA – 536

- L&MSA – 31
- Tom requested approval to increase AI&A by two additional detailees.

No objection from the committee. Continue to third presentation.

#### **FY 2015 Student Projections Exceeds Current Capabilities to Register and Collect Tuition**

- MOU between FLETC and IG community has been in existence for two decades.
- Break the MOU or find another solution.
- FY 2015 training projections for CIGIE and FLETC exceeds our capabilities to solicit, consolidate, register and manage the training requests.
- Retaining the current MOU.
- Current CIGIE staffing is at its maximum to provide training, registration and collect tuition is 2,000.
- CIGIE system is not automated the process is done on spreadsheets.
- MOU advantages –

- (b) (5) [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

#### **Recommendation:**

- (b) (5) [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

No objection from the committee. Advance to the Executive Council and then to the full Council.

#### **Attendees**

Mary Kendall, Chair  
 Sarah Gerwin for Kathy Buller, PC  
 John Carey, DIA (call in)  
 Kevin Donohue, GSA  
 Dawn Eilenberger, NGA (call in)  
 Elise Stein for David Levinson, DHS  
 Hugh Hurwitz for Paul Martin, NASA  
 Richard Moore, TVA (call in)  
 Shirian Holland for Dave Williams, USPS  
 Tom Caulfield, CIGIE Training Institute

Charles Johnson, CIGIE L&MS Academy  
Michelle Buckmire for Tom Howard, AMTRAK  
Philip Heneghan for Kathy Tighe, DOE (call in)

**Professional Development Committee**  
**Meeting Minutes**  
**September 18, 2014**  
**10:00 – 11:00 a.m.**

**Opening and Welcome**

Mary Kendall, PDC Chair.

Introduced Tom Caulfield as the primary presenter for today's meeting. Tom will present each of the items on the agenda, which are in two areas –

- 1) update on the progress of the Student Information Management System (SIMS) and the Evaluation Management System (EMS)
- 2) status update on the activities of the LSD and the Leadership and Mission Support Academy.

The following are on the conference line: Tom Howard, Philip Heneghan, Milton Mayo and Shelton Shoemaker.

**Student Information Management System and Evaluation Management System**

Tom Caulfield, CIGIE Executive Director started with a historical perspective over the last six months to determine the best approach for implementing a SIMS and EMS.

- To ensure a successful approach the Training Institute utilized a MOU with NTIS to research and develop automated processes related to training programs.
- NTIS is a self-supporting federal agency of the Department of Commerce. It is an OPM approved eTraining and Knowledge Management service provider who partners with over 50 Joint Venture Companies. They are a top talent management system provider and have been pre-vetted.
- Student Information Management System module is an automated approach to registration, wait-listing, enrollment verification, student authorization, rosters, certificates, tracking payments and producing reports.
- Evaluation Management System module is an automated approach to training program evaluations and customized reports.
- NTIS Recommendations –

(b) (5)

- Present estimates put these modules within budget.

**There were no objections to pursue strategy as presented.**

### iPad Pilot Test Effort

- Tested at IGCIA with positive student feedback.
- iPads to replace obsolete student laptops.
- iPad benefits are portability, added capabilities, greener, less expensive and eliminates large binders of printed materials.
- Use as e-readers and note takers to develop and deliver presentations and draft/edit reports.
- Created interactive iBook from CIGIE's white paper on "Inspector General Authorities".

### L&MS Academy and LDS Updates

- FY 2014 L&MSA Training Program
  - Leadership – 11 training programs and 225 participants.
  - Mission Support – 4 training programs and 135 participants.
  - Institute Leadership Learning Forum – 300 participants (off the catalog training).
  - Totaling 16 training programs and 660 participants and one training program ongoing.
  - Satisfaction rating of 98% can be attributed to applied work performance.
- Summarize results of the Leadership Learning Forum
  - Inaugural IG Leadership Forum held July 8, 2014 at DHS Acquisition Institute Auditorium.
  - Academic panel members were: *Stephen Wiley and Patrick Malone.*
  - Scheduled speakers and IG panel members included:  
*Phyllis Fong, David Williams, David Montoya, and Mary Kendall.*
  - 140 participants and 160 virtually.
  - Survey results – both in-person and virtual liked the IG panel the best.
- Update on the Five IG Specific Case Studies
  - Smithsonian – IG independence.
  - DoD – Whistleblower Mismanagement
  - Amtrak – Establishing trust through outreach.
  - TVA – When leaders need to be vulnerable.
  - DOI – IG Communications – Balancing Act
- Emerging leader program development effort
  - LLI test in 2013 and AU test in 2014.
  - Identify tomorrow's leadership in your organization.
  - Pilot program in 2015 at the AIG level.

### LDS Working Group

- Mary Kendall noted that LDS has a working group exploring program experience exchange within the IG community akin to the President's Management Council Program. If there is anyone interested, please email Tom Caulfield or Charles Johnson.

### Attendees

Mary Kendall, Chair

Hubert Bell, NRC

Sarah Gerwin for Kathy Buller, PC



Sheldon Shoemaker for Peggy Gustafson, SBA (call in)  
Elise Stein for Daniel Levinson, DHS  
Lynne McFarland, FEC  
Norbert Vint for Patrick McFarland, OPM  
Hugh Hurwitz for Paul Martin, NASA  
Milton Mayo, EEOC (call in)  
Richard Moore, TVA  
Tammy Whitcomb for Dave Williams, USPS  
Tom Caulfield, CIGIE Training Institute  
Beth Leon for Charles Johnson, CIGIE L&MS Academy  
Tom Howard, AMTRAK (call in)  
Philip Heneghan for Kathy Tighe, DOE (call in)

**Professional Development Committee**  
**Meeting Minutes**  
**January 22, 2015**  
**10:00 – 11:00 a.m.**

**Opening and Welcome**

Mary Kendall, PDC Chair.

Kevin Donohue was introduced as the Chair for the Leadership Development Subcommittee and the primary presenter for today's meeting. Tom Caulfield will give the updates for the training institute.

The following are on the conference line: Richard Moore and Philip Heneghan

**Leadership Development Subcommittee**

Kevin Donohue, Chair

- Tasked by PDC to look at the possibility for CIGIE to develop its own SES CDP.
- Working group considered several options.

▪ (b) (5)

▪ [REDACTED]

- Emerging Leaders 2 4-day programs for future potential leaders are scheduled for May 18-21 and May 21-24, 2015.

**There were no objections to establish the CIGIE Interagency Fellows Program by PDC members.**

**Training Institute Updates**


Tom Caulfield, Executive Director CIGIE

- Delivered 71 training programs and 4 "*Learning Forums*" for 2014.
- Six training programs and 3 Learning Forums were added from 2013.
- Trained 2,236 students in 2014 and 1,754 in 2013.
- Student satisfaction was 98% in 2014 and 99% in 2013.
- FY14 tuition revenues paid for all costs related to training in AI&EA and IGCIA
- In 2014, developed and obtained approval for Student Management Information System and Electronic Evaluation System.
- Developed and piloted an Academy Instructor and Emerging Leaders Training Program.

- The Institute did not obtain our NASBA certification, employee video, or monthly PDC newsletter. Mary Kendall has made it possible to publish a newsletter with the help of her editorial staff.
- Training Institute Budget for FY15 is \$4,202,100.
- For FY15, 74 training programs scheduled.
- Goals for 2015 –

○

(b) (5)



### Attendees

Mary Kendall, Chair  
 Terry Gilmore for Tom Howard, AMTRAK  
 Deane Williams/Greg Simpson for Jon Rymer, DOD  
 John Manning/David Hudson for Michael Horowitz, DOJ  
 Milton Mayo, EEOC  
 J. Cameron Thurber for Lynne McFarland, FEC  
 Dana Rooney, FLRA  
 Philip Heneghan, ITC (call in)  
 Gail Robinson for Paul Martin, NASA  
 Norbert Vint for Patrick McFarland, OPM  
 Sarah Gerwin for Kathy Buller, PC  
 Carl Hoecker, SEC  
 Richard Moore, TVA (call in)  
 Jacqueline Phillips for Dave Williams, USPS  
 Tom Caulfield, CIGIE Training Institute  
 Charles Johnson, CIGIE L&MS Academy  
 Beth Leon CIGIE L&MS Academy

**Professional Development Committee  
Teleconference Meeting Notes  
March 5, 2015 – 10:00 a.m.**

**Opening and Welcome**

Mary Kendall, Chair

**Lincoln Leadership Institute Discussion**

Mary Kendall, Chair

- Review of budget constraints on Training Institute (TI) and Leadership Academy.
- Review of Leadership Programs evolution – AU and LLI.
- AU programs target upcoming and developing leaders, cohort model, IG-focused.

▪ (b) (5)

**CIGIE Interagency Fellows Program**

Tom Caulfield, Executive Director

- Phase 1 Program Manager (PM) is Gregory Sampson from DOD IG to start March 1, 2015 and not to exceed 75 working days. This assignment was authorized by Jon Rymer, DOD IG.
- PM will work in partnership with CIGIE Training Institute.
- PM will develop Program Informational Package (intent, structure, guidance and framework), obtain CIGIE members approval, manage pilot program, and set structure for implementation.
- Timeline for review of information packet to PDC (b) (5).
- Final PDC review (b) (5).
- Phase II is initiated (b) (5).

**Reminder:** FY 2016 budget request projections were sent out March 4. *Please submit your projected 2016 training needs.*

## Closing remarks

Mary Kendall, Chair

- Thanked members for calling in, thought this meeting was important enough to have even though being on a conference call is not the preferred method. Thank you for participating.

## Next meeting

The next meeting to be scheduled on as needed basis.

## Attendees

Mary Kendall, Chair

Joann Gauzza, OIG

Tom Howard, AMTRAK

Carl Hoecker, SEC

Allison Lerner, NSF

Patrick McFarland, OPM

Paul Martin, NASA

Milton Mayo, EEOC

Richard Moore, TVA

Dave Williams, USPS

Tom Caulfield, CIGIE

Charles Johnson, CIGIE

Beth Leon, CIGIE

Ken Moorefield, Deane Williams, David Gross for Jon Rymer, DOD

John Manning and Sarah Batipps, DOJ

Bob Norris, NGA

Lynne McFarland, FEC

Dana Rooney-Fisher, FLRA

David Lee, NRC

Phil Heneghan for Kathy Tighe, IT Committee

Other committee members that called in after the call began were not identified.



*Council of the*  
**INSPECTORS GENERAL**  
*on INTEGRITY and EFFICIENCY*

**REPORT OF MEETING:** CIGIE Professional Development Committee  
July 30, 2015, at 2:00 pm

**LOCATION:** Department of Housing and Urban Development  
Office of Inspector General  
451 7<sup>th</sup> St, SW, OMT Conference Room  
Washington, DC 20410

Mr. David Montoya, Inspector General (IG), Department of Housing and Urban Development and Chair, CIGIE Professional Development Committee, called the meeting to order.

**The following members were present or represented, in person or by phone:**

Mr. David Montoya, Department of Housing and Urban Development  
Ms. Kristi Waschull, Defense Intelligence Agency  
Ms. Mary Kendall, Department of Interior  
Mr. David Williams, U.S. Postal Service  
Mr. Patrick McFarland, Office of Personnel Management  
Mr. David Sheppard, Denali Commission  
Mr. David Gross for Jon Rymer, Department of Defense  
Ms. Elise Stein for Dan Levinson, Department of Health and Human Services  
Ms. Renee Caputo for Dan Levinson, Department of Health and Human Services  
Ms. Mary Beth Harrell for Carl Hoecker, Securities and Exchange Commission  
Mr. Cam Thurber for Lynne McFarland, Federal Election Commission  
Ms. Deb Huber for Mr. Hubert Bell, Nuclear Regulatory Commission  
Ms. Sarah O'Neill Gerwin for Kathy Bueller, Peace Corps  
Ms. Leslie Barnett for Dana Rooney, Federal Labor Relations Authority  
Mr. Trey Carr for Kathy Tighe, IT Committee Chair

**The following support staff, guests and observers were present:**

Mr. Tom Caulfield, CIGIE Training Institute  
Mr. Chuck Johnson, CIGIE Training Institute  
Ms. Lisa Rodely, CIGIE Training Institute  
Mr. Kevin Donohue, CIGIE LDS Chair  
Ms. Trina Petty, CIGIE HR Roundtable Chair  
Mr. Mike Diavolakis, CIGIE Training Institute  
Ms. Sarah Batipps, Department of Justice  
Mr. John Manning, Department of Justice  
Ms. Holley Miller, Department of Housing and Urban Development  
Ms. Gale Moore, Department of Housing and Urban Development

## Opening Remarks

Mr. Montoya introduced himself and Ms. Kristi Waschull as the new Chair and Vice Chair of the Professional Development Committee (PDC). He thanked Ms. Mary Kendall, former Chair of the PDC, for her dedication and recognized her efforts in getting the PDC to where it is today. Ms. Kendall thanked and recognized the CIGIE Training Institute staff for their contributions and support.

Mr. Montoya discussed continued budget concerns regarding CIGIE and the training programs offered by the Training Institute. He stressed that the PDC will be charged with weighing in to assist CIGIE in making tough decisions in the future with regards to which courses to keep, courses to scratch, etc...

## NEW BUSINESS

### PDC/CIGIE Training Institute Newsletter(s)

Mr. Montoya stated that starting in August we will split the current PDC newsletter into two newsletters, one just for the PDC and the other for the CIGIE Training Institute. Mr. Caulfield referenced that the Training Institute is currently providing information to many of the other CIGIE committee newsletters and would do the same for the PDC. It was suggested that the CIGIE TI newsletter can include a list of upcoming Learning Forums, highlight training courses, plus other initiatives within the Institute.

## General Discussion

Mr. Montoya opened the discussion by asking about current skill gaps throughout the IG community. One area that was brought up was the need for training in the area of "computer intrusion/IT security." Some attendees ((b) (6)) agreed that it wasn't necessary to train experts in each of their agencies, but that the criminal investigators, auditors and evaluators must have some basic understanding of IT security and the benefits and availability of data mining tools, and how to work with experts (such as computer intrusion teams from DHS).

Mr. Montoya mentioned that ((b) (5))  
((b) (5))  
((b) (6)) recommended that rather than ((b) (5))  
((b) (5))

Another area that was identified was data analytics. ((b) (6)) asked "do we train auditors, evaluators, investigators on the importance of data analytics?" ((b) (6)) stated that CIGIE has basic discussions of the subject in various training programs and has conducted a multi-day course development conference; however, other training programs were identified to have a higher priority. ((b) (5))  
((b) (5))

## CIGIE Learning Forums

(b) (6) suggested (b) (5) as a topic for a future forum. (b) (6) suggested the OIG SMEs conduct these ½ day/1 day CIGIE forums. (b) (6) suggested that Learning Forums topics be requested in the annual needs survey along with courses that are available. He would like a list (to use as a “shopping list”) of all Learning Forums that CIGIE has conducted through the years to provide the community with what’s available.

## Current CIGIE Curriculum

(b) (6) stated that CIGIE has a good number of classes and the Institute (b) (5). However, the list is not complete. He suggested (b) (5). This dialog will continue at next PDC meeting.

(b) (6) stated that CIGIE member IGs are telling him they are not familiar with the Institute’s training courses and therefore should (once or twice a year) walk OIGs through the details of the CIGIE TI course offerings and Learning Forums. The question of whether CIGIE receives an appropriation or not (b) (5)

Mr. Montoya stated he has been asked “Why so many writing courses?” “Are they nice to have or are they truly needed?” Suggested the style of “getting to the point” up front then follow with details should be the format that CIGIE is teaching to the OIG community. Mr. Caulfield stated that is how CIGIE is teaching the writing courses (“writing for impact”) now and that the writing courses are the #1 requested courses from Offices of Audit.

According to (b) (6), the CIGIE writing courses are very much needed. (b) (6) stated that the contractor is teaching in this style (“writing for impact”) and that he is (b) (5). (b) (6) indicated that they were working on a solution to this now. Question was asked if we could record his course so we won’t lose his material. The response was that the course was very interactive so recording it wouldn’t be helpful in capturing the information needed to continue teaching it.

(b) (6) added that the CIGIE writing courses provide a common framework on how to write.

(b) (6) stated that she manages the CIGIE writing classes and there has been a drop off of interest in the Writing Fundamentals course (CIGIE has been putting mission support staff in the classes to fill them up), (b) (5). The other two courses (Report Writing and Coaching Effective Writing) are still viable.

(b) (6) stated that as with all CIGIE courses, (3) things are considered when deciding which courses, stay/are removed/are added to the offerings list:

1. Responses from the annual needs survey



2. Actual enrollment numbers
3. Course Evaluations

## **CIGIE Website**

Many members of the PDC agreed that the CIGIE website needs to be more visible. (b) (6) stated it should contain libraries of communities of practice and materials. (b) (6) also stated it should include “mastery paths” (curriculum – series of courses one should complete to become an expert in a certain area). (b) (6) and (b) (6) both agreed that CIGIE’s IT infrastructure needs to improve to be able to handle future needs. (b) (6) suggested videotaping Learning Forums and making them available on the CIGIE website, as well as listing all of the Learning Forums. (b) (6) stated that may encourage more communities of practice interest. (b) (6) stated that the IG community needed a list of SMEs on the website as well.

## **Leadership Community of Practice (LCOP) Forum**

Ms. Stein announced that the CIGIE Leadership Community of Practice (LCoP), in association with American University, will host the 2015 CIGIE Leadership Forum on October 15<sup>th</sup>, 9:00-to 11:30 AM, at the Carnegie Endowment for International Peace, 1779 Massachusetts Ave NW, Washington, DC 20036 (DuPont Circle Metro). The theme is “Growing Our Own.” A light breakfast, coffee & refreshments will be served beginning at 8:30am. Mr. Levinson, Mr. Roth, Mr. Montoya, and Ms. Kendall have already volunteered to be on a panel. The forum is open to anyone, last year there were 150 attendees in person, and another 150 on the phone. The forum will be webcasted so regions can participate and continuing professional educations credits (CPEs) will be awarded for attendance.

## **ADMINISTRATIVE**

Mr. Montoya asked the PDC to let him know about future PDC meetings (how often (many agreed meetings should be monthly), location/days/and times that were convenient for the PDC members.

Volunteers from PDC (must be SES) are needed for (2) panels in the hiring of Tom Caulfield’s replacement as CIGIE Training Institute Executive Director. (1) panel will review applications and (1) panel will interview candidates and select top three or so. Mike Horowitz, Alison Lerner and Mark Jones will make the selection. If you are willing to participate, please contact (b) (6) at (202) (b) (6) or (b) (6)

## **Next PDC Meeting (August 2015):**

- Discussion questions/responses will continue as well as the dialog concerning contractors being hired to teach CIGIE courses.
- Fellows Program briefing (handouts provided at July 30, 2015 meeting)
- Leadership Development Subcommittee Overview
- HR Roundtable Overview
- (b) (6) would like to discuss training for the field offices (outside of DC).



## Professional Development Committee

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**REPORT OF MEETING:** CIGIE Professional Development Committee  
August 25, 2015, at 1:00 pm

**LOCATION:** Department of Housing and Urban Development  
Office of Inspector General  
451 7<sup>th</sup> St, SW, Room 8254  
Washington, DC 20410

**Call to Order:** Ms. Kristi Waschull, Inspector General (IG), Defense Intelligence Agency and Vice Chair, CIGIE Professional Development Committee, called the meeting to order.

**The following members were present or represented, in person or by phone:**

**Members or their representatives:**

Mr. David A. Montoya, Department of Housing and Urban Development  
Ms. Kristi Waschull, Defense Intelligence Agency  
Mr. Carl Hoecker, Securities and Exchange Commission  
Ms. Mary Kendall, Department of Interior  
Ms. Lynne McFarland, Federal Election Commission  
Mr. David Williams, U.S. Postal Service  
Ms. Cathy Helm, Smithsonian Institution  
Mr. Patrick McFarland, Office of Personnel Management  
Mr. Jack Callender, Postal Regulatory Commission  
Mr. David Sheppard, Denali Commission  
Mr. Richard Moore, Tennessee Valley Authority  
Ms. Dana Rooney, Federal Labor Relations Authority  
Mr. Hubert Bell, Nuclear Regulatory Commission  
Mr. David Gross for Jon Rymer, Department of Defense  
Mr. Deane Williams for Jon Rymer, Department of Defense  
Ms. Renee Caputo for Dan Levinson, Health and Human Services

**The following support staff, guests and observers were present:**

Ms. Holley Miller, HUD OIG  
Ms. Gale Moore, HUD OIG  
Mr. Greg Sampson, DOD OIG  
Ms. Sarah Batipps, DOJ OIG  
Mr. Trey Carr, USITC OIG  
Mr. Tom Caulfield, CIGIE  
Mr. Chuck Johnson, CIGIE  
Ms. Beth Leon, CIGIE



Mr. Kevin Donohue, CIGIE LDS Chair  
Mr. Robert Ray, IGCIA  
Ms. Trina Petty, CIGIE HR Roundtable

### **OLD BUSINESS**

The minutes from the July 30, 2015 Professional Development Committee (PDC) meeting were approved.

### **NEW BUSINESS**

#### **CIGIE Fellows Program**

Mr. Greg Sampson presented the latest information on the CIGIE Interagency Fellows Program, a leadership program (rotation assignments) for high performing OIG staff. The program is voluntary. The pilot needs 40 agency assignments, 20 participants, and an agency coordinator from each participating agency. The receiving agency would be responsible for assigning a senior mentor who would work one-on-one with the Fellow for the duration of the 6-month assignment.

The pilot program was approved by the PDC and IG Montoya will take it up to the Executive Council for approval and then to the full CIGIE. If approved, the pilot will begin with a kickoff seminar and will run from January – June 2016. It will then be evaluated by the Leadership Development Subcommittee and the results will be presented to the PDC for review and consideration.

#### **Leadership Development Subcommittee (LDS) Update**

Kevin Donohue, Chair of the LDS, will be leaving the Chair position in December 2015, but will remain as a member of the LDS. The PDC will be looking for a replacement for this position in the upcoming months. If you have any volunteers for this position, please contact Holley Miller.

The LDS conducted the first American University/CIGIE curriculum review in 2013. A second review of the current three Leadership Course offerings (Emerging Leaders, New Leaders and Experienced Leaders) is planned for CY 2016.

The CIGIE Leadership Forum is scheduled for October 15, 2015 in DC. It will host two panels (mentoring and succession planning). Several IGs have committed to participate, more nominees are welcome. Mr. Montoya will discuss with the Executive Council and will include it in the PDC Newsletter.



## **CIGIE Training/Professional Development Programs Assessment**

It has been about 7 years since the CIGIE Training Institute (TI) has been reviewed. Chair Montoya introduced a draft framework for an assessment/evaluation of the current CIGIE training program to be completed in 2016. The project team will gather information to inform the PDC, CIGIE members, and the incoming Training Institute Executive Director about CIGIE's current training program and what CIGIE members envision for the future of training and professional development. Depending on results, the new Executive Director could build upon current professional development capabilities, consistent with current and future training needs and community funding desires, while maintaining current training quality.

(b) (6) supported the review as not only an assessment but as a synopsis of what has happened at the TI the past 7 years. (b) (6) stated that the information from the assessment will reveal training that the IG Community "needs to have" rather than is "nice to have." (b) (6) said that it is a critical time for the TI to, if ready, move to the next level (online). (b) (6) agreed. (b) (6) stated that the new TI Executive Director will need to know what the IG community wants/needs in order to plan for the future of the TI.

IG Montoya asked the PDC to review the draft framework document and provide comments within the next week or so. There seemed to be support for the idea.

## **CIGIE Training Institute Executive Director**

CIGIE has (b) (5), (b) (2) applications for the Executive Director position. (b) (6), (b) (6) and (b) (6) have volunteered to be the first candidate screening panel. Their goal is to hone the candidates (b) (5), (b) (2) best qualified, and those applications will move forward to a second panel. The second panel, (b) (6), (b) (6), (b) (6), (b) (6) and (b) (6), will make up the to interview the best qualified and (b) (5), (b) (2) candidates to the CIGIE Chair Mike Horowitz, CIGIE Vice-Chair Alison Lerner and CIGIE Executive Director Mark Jones for final interview and selection. (b) (6), volunteered to serve as technical advisor for this process.

## **HR Roundtable Update**

Trina Petty, Chair of the HR Roundtable, presented the history and goals of the HR Roundtable and expressed her desire (b) (5). The members of the committee voted and it was unanimously approved. The PDC will (b) (5).



The HR Roundtable would like to begin offering HR peer reviews within the IG community in 2016. The reviews would be similar to the OPM certification reviews of delegated examining authority which are conducted every 2 years. (b) (5)

(b) (6) suggested that we have a more in-depth briefing on this topic at the next PDC meeting in September. (b) (5)

### **Training Locations Outside of DC**

(b) (6), brought up the need for training courses to be scheduled in other cities other than DC. (b) (6) agreed and (b) (5)

**Adjournment:** Vice Chair Waschull adjourned the meeting.

# Professional Development Committee

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**REPORT OF MEETING:** CIGIE Professional Development Committee  
September 29, 2015, at 1:00 pm

**LOCATION:** Department of Housing and Urban Development  
Office of Inspector General  
451 7<sup>th</sup> St, SW, Room 8254  
Washington, DC 20410

**Call to Order:** Mr. David Montoya, Inspector General (IG), Housing and Urban Development and Chair, CIGIE Professional Development Committee, called the meeting to order at 1:00 p.m.

**The following members were present or represented, in person or by phone:**

**Members or their representatives:**

Mr. David A. Montoya, Department of Housing and Urban Development  
Ms. Kristi Waschull, Defense Intelligence Agency  
Mr. Carl Hoecker, Securities and Exchange Commission  
Ms. Mary Kendall, Department of Interior  
Ms. Lynne McFarland, Federal Election Commission  
Ms. Tammy Whitcomb for David Williams, U.S. Postal Service  
Ms. Terri Fazio for Patrick McFarland, Office of Personnel Management  
Mr. Jack Callender, Postal Regulatory Commission  
Ms. Dana Rooney, Federal Labor Relations Authority  
Ms. Elise Stein for Dan Levinson, Health and Human Resources  
Mr. David Gross for Jon Rymer, Department of Defense  
Mr. Cam Thurber for Kathy Buller, Peace Corps  
Mr. Phil Heneghan for Kathy Tighe, Department of Education

**The following support staff, guests and observers were present:**

Ms. Holley Miller, HUD OIG  
Ms. Gale Moore, HUD OIG  
Ms. Sarah Batipps, DOJ OIG  
Mr. Kevin Donohue, CIGIE LDS Chair  
Mr. Robert Ray, IGCIA  
Ms. Trina Petty, CIGIE HR Roundtable  
Mr. Mark Jones, CIGIE  
Ms. Beth Leon, CIGIE  
Mr. Charles Johnson, CIGIE



## **OLD BUSINESS**

Chair Montoya asked if anyone had any changes to the minutes from the prior Professional Development Committee (PDC) meeting on August 25, 2015. With no comments, he called for a motion to approve the minutes. IG Mary Kendall motioned and Ms. Elise Stein seconded. With no objections, the minutes were approved.

## **NEW BUSINESS**

### **CIGIE Academy Directors Update**

Mr. Bob Ray, IGCIA, represented Mr. Tom Caulfield, Executive Director, CIGIE Training Institute, and presented the overall status of the CIGIE Training Institute (TI) for FY15. He stated that the demand for seats is even higher for FY16. He thanked the IGs for the detailees they have provided to CIGIE TI and hopes the support will continue into FY16. CIGIE TI is working on installing a Learning Management System and attaining NASBA and FLETA certification for its courses. Mr. Ray stated that the IGCIA academy held 12 programs for a total of 876 students in FY15. He said that about the same planned for FY16. IGCIA is continuing with two applied research projects on "Use of Force" and "Blue on Blue," and in FY16 will start a new research project on "Body-Worn Cameras." Mr. Steven Smith from HHS OIG will be replacing Bob Ray as the Program Manager.

Ms. Beth Leon presented status of the Audit, Inspections and Evaluations (AI&E) Academy. The FY16 plan is to conduct 37 catalog programs, several learning forums, and four training offerings for the field. She stated that the AI&E Academy, in addition to conducting CIGIE training courses, is involved with conferences and various other outreach activities that help provide referrals to the OIGs for needs that CIGIE TI cannot meet. Ms. Leon thanked the IGs for leads on free classroom space and stressed the continued need for that information.

Mr. Chuck Johnson presented status of the Leadership and Mission Support (LMS Academy). The three Leadership Programs at American University are being sponsored again in FY16 as well as the mission support courses. The number of offerings of each Leadership program has been increased to accommodate a total of approximately 320 students. This shows an increase of 15% from FY15 for the (3) leadership courses. The opinion is that (b) (5)

he results of the upcoming CIGIE Training/Professional Development Programs Assessment (b) (5)



### **CIGIE Fellows Program**

The CIGIE Fellows Program was presented to the CIGIE Executive Council earlier this month and then to the entire CIGIE community at the monthly meeting on 9/22/2015. The pilot program will begin in the January/February 2016 timeframe. Mr. Chuck Johnson is drafting an e-mail which will be sent out in IG Montoya's name to all OIGs formally announcing the program within the next week.

### **CIGIE Training/Professional Development Programs Assessment**

Chair Montoya sent an e-mail to all IGs looking for an IG office to take the lead on the assessment of the CIGIE Training Institute. He included the assessment plan which was approved by the Executive Council to be used as a framework for the evaluation. The overall idea is that (b) (5)

[REDACTED]

### **CIGIE Training Institute Executive Director Position**

[REDACTED], [REDACTED] and [REDACTED] reviewed (b) (2), (b) (5) and have moved (b) (2), (b) (5) forward to the interview panel. The interview panel, [REDACTED], [REDACTED], [REDACTED] and [REDACTED], will interview the candidates in October and will (b) (2), (b) (5) candidates to the CIGIE Chair Mike Horowitz, CIGIE Vice-Chair Allison Lerner and CIGIE Executive Director Mark Jones for the final interview and selection.

### **HR Roundtable Update**

Trina Petty, Chair of the HR Roundtable (HRR), stated they are in the process of discovering which OIGs are not represented in the CIGIE HR Roundtable and will give that information to the PDC. The HRR is working on their charter and developing the framework for OIG Human Capital Assessment Reviews. Chair Montoya (b) (5)

[REDACTED]

**Adjournment:** Chair Montoya adjourned the meeting at approximately 2:00 p.m.





# Professional Development Committee

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**REPORT OF MEETING:** CIGIE Professional Development Committee  
November 3, 2015, at 1:00 pm

**LOCATION:** Department of Housing and Urban Development  
Office of Inspector General  
451 7<sup>th</sup> St, SW, Room 8254  
Washington, DC 20410

**Call to Order:** Mr. David Montoya, Inspector General (IG), Housing and Urban Development and Chair, CIGIE Professional Development Committee, called the meeting to order at 1:00 p.m.

**The following members were present or represented, in person or by phone:**

**Members or their representatives:**

Mr. David A. Montoya, Department of Housing and Urban Development  
Ms. Kristi Waschull, Defense Intelligence Agency  
Ms. Mary Beth Harrell for Carl Hoecker, Securities and Exchange Commission  
Ms. Lynne McFarland, Federal Election Commission  
Mr. David Williams, U.S. Postal Service  
Mr. Patrick McFarland, Office of Personnel Management  
Ms. Elise Stein for Dan Levinson, Health and Human Resources  
Mr. David Gross for Jon Rymer, Department of Defense  
Ms. Sarah O'Neill Gerwin for Kathy Buller, Peace Corps  
Mr. David Sheppard, Denali Commission  
Mr. Phil Heneghan, USITC for Kathy Tighe  
Ms. Cathy Helm, Smithsonian Institution

**The following support staff, guests and observers were present:**

Ms. Holley Miller, HUD OIG  
Ms. Gale Moore, HUD OIG  
Ms. Sarah Batipps, DOJ OIG  
Mr. Kevin Donohue, CIGIE LDS Chair  
Ms. Trina Petty, CIGIE HR Roundtable  
Mr. Mark Jones, CIGIE  
Ms. Beth Leon, CIGIE  
Mr. Charles Johnson, CIGIE  
Mr. Greg Sampson, DOD OIG

## **OLD BUSINESS**

Chair Montoya asked if anyone had any changes to the minutes from the September 29<sup>th</sup> Professional Development Committee (PDC) meeting. With no comments, he called for a motion to approve the minutes. IG Lynne McFarland motioned and Mr. David Sheppard seconded the motion. No objections were made and the minutes were approved.

## **NEW BUSINESS**

### **Dark Net Conference**

Chair Montoya discussed the upcoming Dark Net Conference (hosted by USPS OIG) and encouraged all OIGs to send participants. Chair Montoya stressed that this conference is not just for criminal investigators, but is well suited for auditors, evaluators, as well as IT professionals. (b) (6) asked the PDC members to set a good example by having their attendees register as soon as possible to avoid the last-minute rush on registrations. The conference is being held December 7 – 9, 2015 at George Mason University (GMU), Founders Hall in Arlington, VA, and is sponsored by CIGIE, GMU, and the Data Transparency Coalition.

### **CIGIE Learning Forum**

The CIGIE Learning Forum was held on October 15, 2015, and was a huge success. Ms. Elise Stein stated that 160 people attended (an additional 50 on the wait list) and 225 people participated online. Ms. Stein thanked all the panel members and praised American University (AU) for their logistical support. A final meeting will be held soon to discuss lessons learned and Ms. Stein will share that information with the PDC as soon as it is available.

Chair Montoya asked how CIGIE receives ideas for topics for future forums. Ms. Stein responded that they ask forum participants for input on future topics through the course evaluation and that the AU/CIGIE Leadership Programs ask their participants to suggest topics as well.

For next year's Forum, Chair Montoya stated that CIGIE should encourage other Inspectors General, ones that have not participated previously, to be panel members. Ms. Stein agreed and responded that all IGs that were asked to participate this year agreed to do so with the exception of a few who had scheduling conflicts.

### **CIGIE Training Institute Executive Director Position, Update**

Chair Montoya thanked everyone involved in the selection process for the next CIGIE Training Institute Executive Director. The first panel ((b) (6), (b) (6),



and (b) (6) reviewed and rated (b) (5), (b) (2) and narrowed it to the (b) (5), (b) (2) candidates. Of those, (b) (5), (b) (2) interviewed by the second panel (b) (6), (b) (6), (b) (6), and (b) (6) and (b) (5), (b) (2) candidates were referred to the final panel (Mark Jones, IG Michael Horowitz, and IG Allison Lerner). The final selection should be made shortly. Chair Montoya thanked (b) (6) and (b) (6) for their support throughout the entire selection process.

### **Interagency Fellows Program Update**

Mr. Greg Sampson, DOD OIG, gave a brief update on the Interagency Fellows Program (IFP). The IFP conducted its first Fellows Orientation Training session on October 21, 2015, at CIGIE Headquarters. Close to 30 OIGs were represented at the session and participants ranged from Principal Deputy IGs, AIGs, CLOs, HR Directors, and others (including those formally assigned as their office's Fellows Program Liaison). The session included a detailed explanation of the program which aims to provide employees with opportunities to expand their leadership competencies, broaden their organizational experiences, and foster professional networks. The next IFP Liaison meeting is scheduled for Tuesday, November 17, 2015 at CIGIE. During this meeting, Liaisons and Program Managers will focus on the process of selecting rotational assignments, solidifying the interaction of Home and Host OIG Supervisors, fine tuning IDPs, and finalizing MOAs between the OIGs.

Chair Montoya stated that he has been hearing positive feedback from other OIGs about the Fellows program and thanked Mr. Sampson and others involved for their work so far.

### **Leadership Development Subcommittee Chair**

Mr. Kevin Donohue will be vacating his position as Chair of the Leadership Development Subcommittee in December. Ms. Gale Moore and Mr. Kevin Donohue spoke about Mr. Donohue's replacement as Chair. Mr. Mark Jones, CIGIE, has received a couple nominations and expects to announce the name of the new Chair by early December 2015.

### **Charles Johnson, CIGIE, Retirement Announcement**

Mr. Charles Johnson announced that he will be retiring at the end of 2015. He thanked the PDC/CIGIE for their continued support over the last 4 years. Chair Montoya, on behalf of the PDC and CIGIE, thanked Chuck for his service and contributions to the LDS and the IG community.

**Adjournment:** Chair Montoya adjourned the meeting at approximately 1:30 p.m.