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Description of document: Small Agency Council (SAC) Executive Committee Meeting Minutes, Jan 2017-Nov 2021

Requested date: 17-November-2021

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Source of document: Freedom of Information Act Request
Disclosure Officer
Pension Benefit Guaranty Corporation
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Washington, D.C. 20005
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[FOIAonline](#)

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Pension Benefit Guaranty Corporation
1200 K Street, N.W., Washington, D.C. 20005-4026

BY EMAIL

PBGC 2022-000698

January 4, 2022

Re: Request for Small Agency Council Executive Committee Meeting Minutes

I am responding to your Freedom of Information Act (FOIA) request received in the Disclosure Division of the Pension Benefit Guaranty Corporation (PBGC) on November 17, 2021. You requested a “copy of the meeting minutes of each meeting of the Small Agency Council Executive Committee during the time period January 1, 2017 to the present.”¹ You authorized fees in the amount of \$80.00. I processed your request in accordance with the FOIA and PBGC’s implementing regulation. I apologize for the delay.

Pursuant to your request, our Office of Management and Administration (OMA) conducted a search of their records and located 35 pages of records responsive to your request.² I have determined that the responsive records may be released to you in full, as described below:

- Meeting Minutes of the Small Agency Council (SAC) between January 2017 and January 2021 (35 pages).

Although this response does not constitute a denial of your request for records, I am providing you your administrative appeal rights in the event you wish to avail yourself of this process. The FOIA provides at 5 U.S.C. § 552(a)(6)(A)(i) (2014) amended by FOIA Improvement Act of 2016, Pub. L. No. 114-185, 130 Stat. 538 that if a disclosure request is denied in whole or in part by the Disclosure Officer, the requester may file a written appeal within 90 days from the date of the denial or, if later (in the case of a partial denial), 90 days from the date the requester receives the disclosed material. PBGC’s FOIA regulation provides at 29 C.F.R. § 4901.15 (2017) that the appeal shall state the grounds for appeal and any supporting statements or arguments, and shall be

¹ The temporal scope or “cut-off” date of a FOIA request is the date the record search begins. We began the search for records on November 30, 2021.

² Please note that the Small Agency Council (SAC) is an independent and voluntary management association of sub-Cabinet, independent Federal agencies and is not a Federal Agency. A referral cannot therefore be made to the SAC because it is not an Agency as contemplated by the FOIA. The responsive records were discovered during a search of PBGC agency records. You may find out more about SAC by visiting their website: www.sac.gov. No additional records after January, 2021 were located.

addressed to the General Counsel, Attention: Disclosure Division, Pension Benefit Guaranty Corporation, 1200 K Street, N.W., Washington, D.C. 20005. To expedite processing, the words "FOIA Appeal" should appear on the letter and prominently on the envelope.

In the alternative, you may contact the Disclosure Division's Public Liaison at (202)326-4040 for further assistance and to discuss any aspect of your request. You also have the option to 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; e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

This completes the processing of your request. Your request was categorized as "Other." Under this category requesters are assessed search and duplication costs.³ Since processing costs were assessed below our nominal fee of \$25.00, I have not charged fees for processing this request.⁴

You may continue to submit future requests for PBGC records by accessing FOIAonline, our electronic FOIA processing system, at www.foiaonline.gov or by e-mail at Disclosure@pbgc.gov.

Sincerely,



D. Camilla Perry
Disclosure Officer
Office of General Counsel
General Law and Operations Department

³ See 5 U.S.C. § 552(a)(4)(A)(ii)(II).

⁴ The FOIA Improvement Act of 2016 precludes an agency from charging search fees to a FOIA requester if the agency does not meet the FOIA's twenty-day time limit. As such, we did not assess search fees for this request.

Small Agency Council – Executive Committee Meeting Minutes

January 24, 2017

Small Agency Council
Executive Committee Meeting
January 24, 2017
U.S. International Trade Commission
500 E Street SW
Washington, DC

Minutes

Welcome new member: Mark Stephens – FCC, Cindy Crappo - SBA

Committee Guest:

- Jon Johnson, General Services Administration, Subject: **Mobile Services for Small Agencies**

DISCUSSION	Jon presented the mobile services category team, established by charter, with OMB backing/urging, which operates currently on a brokerage model. Although GSA suspects this model may be difficult to apply to small agencies, they are seeking input for this effort. Does the brokerage model make sense or does another model make fit better-- GSA wants to find out small agency requirements. Consolidating spending among agencies, legal concerns and constraints, OMB wants to establish the feasibility of a brokerage model through actually establishing a brokerage model, but GSA doesn't know whether it is feasible. Wants volunteers to explore the brokerage model with GSA, even if they hear it will negatively impact operations and is not feasible. GSA does not want to force compliance. CIO and Procurement subcommittees could get involved. GC Counsel may want to provide input. Consolidating plans needs to be invisible to the customer. No use phones can be identified by this process.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide aggregated questions and input to Jon Johnson from Exec. Committee and subcommittees	Steve	March

New Topics:

- Shared services
 - Customer Council

DISCUSSION	The survey was issued prior to this meeting and is still live. Many agencies answered and a few would still like to provide input. Steve requested any additional survey responses by the end of the month.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Report back on small agency participation	Steve	Ongoing

Small Agency Council – Executive Committee Meeting Minutes

January 24, 2017

b. Cybersecurity

DISCUSSION	How do you make sure small agencies provide the same protections that large agencies do when you can't hire cyber folks? How can you provide shared services to lower costs? Can we have a panel discussion on how cybersecurity cuts across procurement, personnel, etc. Members were interested and Steve will proceed with developing a program.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Develop a panel on cybersecurity	Steve	Spring	

2. How are agencies dealing with the hiring freeze?

DISCUSSION	<p>Group discussed various issues relating to the hiring freeze:</p> <ul style="list-style-type: none"> • What is meant by appointment? Most use the definition sworn in; however, MSPB case law from federal circuit indicates that MSPB is not perfectly clear meeting a single standard for appointment- indicia – oath, EOD, SF 50, executing/signing affidavit of oath, formality of appointing authority. The more of those, the better – Jim will provide information. • The timing of hiring actions, such as transfers effective Sunday but sworn in on a Monday vs. hires new to federal services EODs on a Monday. • The concern of agencies that fast tracking onboarding of those new to federal service in advance of a freeze might unravel and result in the loss of the individual's federal and private sector jobs. • The uncertainty of how long to suspend current announcements/certificates for which a selection was not made in time. • MSPB has only one board member so its ALJs can issue decisions but the board cannot issue decisions or regulations. Can still file with board members but nothing will happen for an indefinite period of time. 		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
MSPB/federal circuit case law will be circulated	Jim	TBD	

3. FY 2017 budget considerations

a. Continuing resolution

DISCUSSION	Increased awards and QSIs may now be affordable because we can't hire. Some agencies are increasing QSI and award allotments with the new increased caps. Agencies seem to be hearing no confirmation of budget reductions, just CR flat funding.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Continue to attend meetings on this topic and report back.	Steve	Ongoing	

Small Agency Council – Executive Committee Meeting Minutes

January 24, 2017

Attendance

<p>PARTICIP.</p>	<ol style="list-style-type: none"> 1. Ruth Abrams - phone Postal Regulatory Commission 2. Donna Butler - phone National Science Foundation 3. Cynthia Carpenter - phone Nuclear Regulatory Commission 4. Michael Cushing EXIM Bank 5. Jim Eisenmann Merit Systems Protection Board 6. Stephen McLaughlin (Chair) International Trade Commission 7. Olympia Hand (Chair Dep) International Trade Commission 8. Alice Maroni (Vice Chair) - phone Pension Benefit Guaranty Corp. 9. Nigel Mote Nuclear Waste Technical Review Boards 10. Anton Porter - phone Federal Energy Regulatory Commission 11. Jeff Rich (Chair Dep) National Science Foundation 12. Jean Crappo—new member Small Business Administration 13. Barry Socks National Capital Planning Commission 14. Mark Stephens - phone Federal Communications Commission 15. Winona Varnon - phone National Endowment for the Arts 16. Darrell Willson - phone National Gallery of Art
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Small Agency Council – Executive Committee Meeting Minutes
April 25, 2017

Small Agency Council
Executive Committee Meeting

April 25, 2017

National Capital Planning Commission
409 9th Street, NW
Washington, DC

Minutes

Topics:

1. Reforming Federal Government/Reducing Workforce EO (M-17-22)

DISCUSSION	The group discussed how we should a high-level plan aiming at a solid C grade, not drawing attention to any standout member. The high-level draft is due June 30, with the more detailed plan due in September. The performance maximization portion of the plan is final, and due June 30. Most agencies planned to take advantage of existing restructuring or modernization plans; some were downsizing, others were not. There was some discussion over the merits of using this vehicle to highlight what GSA could do for small agencies regarding shared services without drawing undue spotlight.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Nigel would follow up with his GSA contact	Nigel	May	

2. Budget Status

FY 2018 Congressional Justification

DISCUSSION	The group discussed the status of their Congressional justification package, which varied among members from increased requests due to expanded mission requirements to decreased requests based on other factors.
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FY 2017 Appropriations

DISCUSSION	The group discussed the possibility of another CR for one week or funding for the FY, with little expectation for a real shutdown. Nevertheless, the group reviewed their various shutdown scenarios, which ranged from immediate closing to the ability to operate on an extended basis.
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Small Agency Council – Executive Committee Meeting Minutes

April 25, 2017

Attendance

PARTICIP.	Mahmoud Bah	Millenium Challenge Corp.
	Donna Butler	National Science Foundation
	Cynthia Carpenter	Nuclear Regulatory Commission
	Michael Cushing	EXIM Bank
	Jim Eisenmann	Merit Systems Protection Board
	Stephen McLaughlin (Chair)	International Trade Commission
	Olympia Hand (Chair Dep)	International Trade Commission
	Alice Maroni (Vice Chair)	Pension Benefit Guaranty Corp.
	Nigel Mote	Nuclear Waste Technical Review Boards
	Anton Porter	Federal Energy Regulatory Commission
	Jeff Rich (Chair Dep)	National Science Foundation
	Barry Socks	National Capital Planning Commission
	Monica Summitt	Consumer Product Safety Commission
	Tony Thompson	Commodity Futures Trading Commission
	Darrell Willson	National Gallery of Art

Small Agency Council – Executive Committee Meeting Minutes

September 26, 2017

Small Agency Council

Executive Committee Meeting

September 26, 2017

U.S. International Trade Commission

Host: Nuclear Waste Technical Review Boards

500 E Street, SW

Washington, DC

Minutes

Topics:

1. SES *Leading Edge* Program (**Guest:** Patrick Gawkins, Office of Personnel Management)

DISCUSSION	Patrick provided an overview of the SES Leading Edge Program with the attached slide presentation. Open to career political appointees right now, but there has been discussion about including political SES.
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2. Preview of October Meeting with GSA
 - i. What are the key issues and talking points to cover?
 - ii. Expected guests at the October meeting are Tony Costa, Acting Deputy Administrator and Dan Jacobs, Cybersecurity Coordinator (both from GSA)

DISCUSSION	Group discussed what SAC might be able to derive from such a meeting.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Nigel will work on discussion points	Nigel	October	

3. Executive Committee membership
 - i. Michael Cushing retiring- good luck!!
 - ii. Replacement on Committee
 - iii. Brian Corry is replacing Mahmoud from MCC

DISCUSSION	Group discussed composition of the group and whether any replacement for Michael was necessary. Consensus was that group membership was in a good place right now and would wait and see how attendance progresses.
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4. Reforming federal government/reducing workforce memo (M-17-22)

Small Agency Council – Executive Committee Meeting Minutes September 26, 2017

- i. Release of reform plan submitted to OMB?

DISCUSSION	Group discussed whether agencies had shared Agency Reform Plans (ARP) with their employees. A few did but most did not. Group discussed sharing possible portions of plans amongst group members at some future date.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Decide whether some portions of ARPs are worthy of sharing among SAC members	Alice	TBD

Attendance

PARTICIP.	<ol style="list-style-type: none"> 1. Mahmoud Bah 2. Brian Corry Millenium Challenge Corp. 3. Donna Butler National Science Foundation 4. Michael Cushing EXIM Bank 5. Jim Eisenmann Merit Systems Protection Board 6. Stephen McLaughlin International Trade Commission 7. Olympia Hand (Chair Dep) International Trade Commission 8. Alice Maroni (Chair) 9. Latreece Wade Pension Benefit Guaranty Corp. 10. Nigel Mote 11. Neysa Slater Nuclear Waste Technical Review Boards 12. Anton Porter Federal Energy Regulatory Commission 13. Jeff Rich (Chair Dep) National Science Foundation 14. David Robbins Federal Trade Commission 15. Barry Socks (Vice Chair) National Capital Planning Commission 16. Mark Stephens Federal Communications Commission 17. Monica Summitt _____ Consumer Product Safety Commission 18. Tony Thompson Commodity Futures Trading Commission 19. Darrell Willson
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Small Agency Council – Executive Committee Meeting Minutes
September 26, 2017

	National Gallery of Art 20. Patrick Gawkins (Guest speaker from FEI)
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Small Agency Council
Executive Committee Meeting
October 24, 2017
Pension Benefit Guaranty Corporation
1200 K Street, NW
Washington, DC

Agenda

1. Project Boise (**Guests:** Aidan Feldman and Dan Jacobs, General Services Administration)

DISCUSSION	Aidan provided an overview of Project Boise with the attached slide presentation. Project Boise seeks to reduce the burden of compliance processes whilst also improve effectiveness. Compliance Processes can create a culture of fear, but Project Boise hopes to create a culture/mindset where agencies share compliance related information with each other or "Open Control."
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2. General Discussion of SAC/GSA Issues (**Guest:** Tony Costa, General Services Administration)

DISCUSSION	Tony discussed how working more effectively with small agencies was part of GSA's M-17-22 Agency Reform Plan. GSA is looking to build core capabilities that make working with GSA a more consistent experience for all agencies. GSA is working to create a more customer friendly "Shared Services Business Platform" that will be more specific to customer needs. Tony will follow-up with an e-mail to make sure there is clarity with Small Agency expectations.
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Attendance

PARTICIP.	<ol style="list-style-type: none">1. Maria Fleetwood EXIM Bank2. Jim Eisenmann Merit Systems Protection Board3. Stephen McLaughlin International Trade Commission4. Nayda Lakelieh for Olympia Hand(Chair Dep) International Trade Commission5. Alice Maroni (Chair)6. Latrece Wade Pension Benefit Guaranty Corp.
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	<ul style="list-style-type: none">7. Nigel Mote8. Jeff Rich (Chair Dep) National Science Foundation9. David Robbins Federal Trade Commission10. Mark Stephens Federal Communications Commission11. Monica Summitt Consumer Product Safety Commission12. Tony Thompson Commodity Futures Trading Commission13. Darrell Willson National Gallery of Art14. Daniel Jacobs (Guest speaker)15. Aidan Feldman (Guest speaker)16. Tony Costa (Guest speaker- GSA)17. Scott Macrae (GSA)18. Jacquelyn Borman (GSA)
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Small Agency Council
Executive Committee Meeting
April 24, 2018
National Science Foundation
2415 Eisenhower Avenue
Alexandria, VA

Minutes

1. SAC Procurement Committee update

Guest: Jeff Donahue, Chair (Pension Benefit Guaranty Corporation)

DISCUSSION	Jeff took over Sept. 2015, meets 2 nd Wed. bimonthly, and included 20 agencies to start. Last meeting had 20 in person and 40 on phone. Recent efforts included benchmarking effort relating to COR I-III experiences, assisted OMB to circulate guidance on funding lapse to help small agencies plan, and assisted small agencies to change contract numbering systems to reconcile with GSA's contract writing systems. Jeff welcomes suggestions from the SAC Exec. Com. for future Procurement Committee topics at any time.
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2. Follow-up items from October 2017 meeting with the General Services Administration (GSA)—recall Tony Costa visit with SAC Exec Com. Alice recently asked that a subset of this group meet with his assistant. Dan Jacobs. Alice is requesting volunteers.

- a. SAC Single Point of Contact
- b. Small agencies database

DISCUSSION	Nigel reported on the impact burden to micro agencies of GSA Smart Pay III in November. Travel cards under Citibank expire and each agency must contract separately with the new vendor, Wells Fargo. Micro agencies were not sufficiently informed to ensure a smooth transition.
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3. Proposal to restart the SAC Performance Committee

DISCUSSION	Someone at PBGC would like to restart the Small Agency PIC, which would have a chair on the actual PIC, connect with OMB and share best practices on GPRA.
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4. FY 2018 Federal Employee Viewpoint Survey and Pilot

DISCUSSION	Discussion about new FEVS pilot surveys (2 types, revamp of traditional questions and new questions covering different topics, both contain ability to provide comments). Pilot
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	survey results will not be shared with agencies and most agencies are targeting communication strategy toward response rate on regular FEVS.
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5. New OPM rules on weather and safety leave

DISCUSSION	New OPM weather and safety leave statute and rule published April 10, implementation in effect May 10. The enforcement of reporting to OPM on use of weather and safety leave will be effective 270 days later. The statute must be implemented regardless of CBA provisions, but negotiations regarding discrepancies with regs alone should take place subsequent to May 10 implementation. If work is not portable an employee is eligible for weather and safety leave. There are rare exceptions such as loss of power at home for teleworkers to be eligible for weather and safety leave.
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6. Executive Committee Vice Chair search update

DISCUSSION	Steve is leading the search for a Vice Chair and is serving as the defacto VC in the interim. He circulated a first draft of the duties of VC.
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7. Other issues?

DISCUSSION	Group discussed Appendix A to OMB Circular A-123 Management of Reporting and Data Integrity Risk. Also, Monica at CPSC wondered whether agencies' directives were external or internal facing. The majority were internal.
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Attendance

PARTICIP.	<ol style="list-style-type: none"> 1. Maria Fleetwood EXIM Bank 2. Jim Eisenmann Merit Systems Protection Board 3. Stephen McLaughlin International Trade Commission 4. Olympia Hand (Chair Dep) International Trade Commission 5. Alice Maroni (Chair) Latreece Wade Pension Benefit Guaranty Corp. 6. Nigel Mote Nuclear Waste Technical Review Boards 7. Donna Butler Jeff Rich (Chair Dep) Wonzie Gardner National Science Foundation 8. David Robbins Federal Trade Commission 9. Brian Cory
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	<p>Millennium Challenge Corp.</p> <p>10. Mary Muessle Nuclear Regulatory Commission</p> <p>11. Ann Eilers National Endowment for the Arts</p> <p>12. Monica Summitt Consumer Product Safety Commission</p> <p>13. Tony Thompson Commodity Futures Trading Commission</p> <p>14. Darrell Willson National Gallery of Art</p> <p>15. Jeff Donahue (Guest speaker) Pension Benefit Guaranty Corp.</p>
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Small Agency Council – Executive Committee Meeting Minutes

May 22, 2018

Small Agency Council
Executive Committee Meeting
May 22, 2018
U.S. International Trade Commission
500 E Street, SW, Washington, DC

Minutes

Topics:

1. Small Agency Council (SAC) Finance Committee update – Guest Speaker John Ascienzo, Chair

DISCUSSION	Guest speaker John Ascienzo, CFO of the US International Trade Commission (USITC) provided a report on the activities of the SAC Finance Committee. John became Chair of the Finance Committee after it had been idle for some time. He has served as Chair for the last three years. The Committee has tried to meet about once per quarter.		
	The Finance Committee has recently been concerned with small agency adoption of Enterprise Risk Management (ERM) frameworks. The small agencies on the Committee have had difficulty implementing ERM. The Committee is sharing key documents and information to support members in working toward this goal.		
	John was asked whether agencies on the Finance Committee were hiring dedicated ERM staff, such as Risk Management Officers. John replied that, in general, the agencies did not have sufficient appropriations to commit personnel dollars to that function exclusively, so the work is being done by existing personnel. He noted that USITC has benefited from hiring such a resource. In addition to ERM, John reported that the Financial Committee was concerned and focused on agency budget appropriations, adequate staffing, and hiring appropriately qualified candidates. The group discussed an initiative with local universities to help the federal government attract better accounting talent in a competitive labor market.		
	The group discussed how SAC Executive Committee could assist the Finance Committee. It was pointed out that the Executive Committee could assist by providing ideas for speakers for Finance Committee meetings. Finally, the group touched on the idea of reactivating the Small Agency Performance Improvement Committee.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
None		N/A	N/A

2. OPM Weather and Safety Leave Guidance

DISCUSSION	The new OPM rule establishing a “Weather and Safety Leave” category has had implications for some of the participant’s agency telework programs, including a reduction in overall participation. The group discussed their respective efforts towards meeting the deadlines prescribed by OPM for rolling out the new requirements. All
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Small Agency Council – Executive Committee Meeting Minutes

May 22, 2018

	<p>reported that they had not fully updated their internal policies by the May deadline but would be working toward updating documentation and taking the necessary steps over the next few months.</p> <p>The group discussed the logistical implications of the new policy and the impact it might have on agency COOP programs. Concerns about the impact of the new policy on agency collective bargaining agreements were also raised.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

3. President's Management Agenda

DISCUSSION	<p>On the subject of the President's Management Agenda, it was noted that the Agenda appeared to only impact CFO Act agencies and was not mandatory for small agencies. Participants at CFO Act agencies reported that Cross-Agency Priority (CAP) Goal teams had been assembled and have proceeded similarly to efforts undertaken by prior administrations, if in a less structured manner.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Report out on progress of CAP Team Meetings.	Jeff Rich	Ongoing

4. NewPay Payroll Initiative

DISCUSSION	<p>The "NewPay" payroll initiative is led by the Office of Shared Solutions and Performance Improvement (OSSPI) at GSA. A prior version of OSSPI called Uniformed Shared Services Management existed, but the group changed in February and is focusing primarily on payroll consolidation. This unfunded initiative comes at the urging of OMB and will affect all shared service providers. The funding might come from increases in user fees. A government-wide pilot has been contemplated, but none of the participants had information about the possible timing. The group was also unsure whether this was part of an effort to replace existing providers, enhance them, create competition, or something else.</p> <p>The group noted that the burden of shifting providers is significant and leads to doubling or tripling of costs during the implementation year.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

5. Roles and responsibilities of Chair/Vice Chair of SAC Executive Committee

DISCUSSION	<p>The group briefly discussed efforts to define the roles and responsibilities of the Chair and Vice Chair of the SAC Executive Committee. There is an existing draft setting forth these roles and responsibilities that is currently being reviewed and edited by the Chair.</p>	
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Small Agency Council – Executive Committee Meeting Minutes

May 22, 2018

	The group was asked to let the Chair know if anyone would like to participate as Vice Chair.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Notify SAC Executive Committee Chair of desire to participated as Vice Chair	All Members	Ongoing

6. Working on standing-up other subcommittees

DISCUSSION	<p>The group closed the meeting with a brief discussion of the status of other SAC Committees. The chair noted that there might be an opportunity to reactivate the SAC Performance Improvement Committee. A participant also mentioned that a government official had expressed interest in chairing the SAC-CIO Committee. The group noted that this Committee and position was of particular importance since the Chair also sat on the main CIO Committee.</p> <p>The group noted that the SAC Procurement and Cybersecurity Committees both had very active Chairs that would be good resources for helping put together officials for other committees.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None	N/A	N/A

Attendance

PARTICIP.	<ol style="list-style-type: none"> Stephen McLaughlin Kevin Hilliard for Olympia Hand (Chair Deputy) International Trade Commission Alice Maroni (Chair) Latreece Wade Pension Benefit Guaranty Corp. Jeff Rich National Science Foundation Brian Corry Millenium Challenge Corp. Sean Crean Small Business Administration Ann Eilers National Endowment for the Arts John Ascienzo - Guest Speaker CFO Committee Chair USITC
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Small Agency Council Executive Committee

Partnership with GSA Work Group

Meeting

September 12, 2018

Pension Benefit Guaranty Corporation

1200 K Street, NW

Washington, DC

Attendees

Monique Fortenberry (FTC)

Wesley French (CFTC)

Lisa Grubb (NCD)

Lisle Hannah (CNS)

Michael Jerger (IMLS)

Alice Maroni (PBGC)

Jeff Rich (NSF)

Latreece Wade (PBGC)

Summary of Due-outs:

Topic (# in Notes Below)	Task	Owner
Survey Results (2)	Distribute survey results to SAC Exec Comm	Alice Maroni
Work Group Focus (3)	Schedule follow-up Work Group meeting	Latreece Wade
Proposed Timeline (4)	Schedule a meeting with GSA	Latreece Wade

Topics/Decisions Made

1. Ground Rules/Parameters

Decisions:

- Meeting minutes will not be captured; instead, the list of topics and decisions made at each meeting will be documented
- Meetings will be scheduled on an as needed basis

2. Review survey results

Decisions:

- Distribute survey results to the SAC Executive Committee; request will be made for them to provide details regarding their experiences with GSA
- Distribute survey results to the overall Small Agency Council once the Work Group has held first meeting with GSA

3. Focus of Work Group/Planned Accomplishments

Decisions:

- Another Work Group meeting will occur prior to meeting with GSA to flesh out Work Group focus; Work Group members are encouraged to invite representatives from their agencies so that they can provide details related to their areas of concern. Discussed areas of concern include IPACs, the need for small agency exemptions for some of the GSA requests, the need for single GSA POCs for small agencies, the need for a single database of small agency data, GSAXcess.

4. Proposed Timeline

Decisions:

- Schedule a meeting with GSA, to get the meeting on the calendar, and inform them that the agenda is coming, based upon the outcome of the next Work Group meeting
- Will re-assess the timeline after six months to see if we have advanced the ball or need to re-orient

Small Agency Council
Executive Committee Meeting
February 26, 2019
U.S. International Trade Commission
500 E Street, SW
Washington, DC

Agenda

1. Small Agency CFO Council update

DISCUSSION	<p>John Ascienzo, Chair, U.S. International Trade Commission covered the below topics: Shutdown concerns:</p> <ol style="list-style-type: none">1. Not much firm OMB guidance, "have your GC talk to us offline." No officials to ask, GSA was shutdown. Accordingly, if you were aggressive, you could get away with anything. If you were conservative, you would close down and stay home.2. Is it optional to stay open with unspent funds? Will there be guidance from OMB moving forward? The group is most concerned about whether it is possible to use restricted CR funds to pay bills and prior year/ no year money to pay personnel costs. Also, whether we are permitted to deobligate contracts to pay personnel costs to stay open and avoid disrupting operations.<ol style="list-style-type: none">a. Clarity on what are excepted activities, including paying invoices.b. Concerns about violations of ADA, about IPACs with no funds, possibility of utilities cut off.c. Concerns about ability to sustain reporting compliance.d. Communication of initial back pay calculation was lacking.e. Travel canceled, PhD economist conference was one-time annual recruitment opportunity lost.f. Grant opportunities were lost. <p>CFO Council meetings are currently discussing the Data Act and Enterprise Risk Management systems.</p> <p>Alice wants to know what the SAC Exec Committee might want to say as a body. Suggest that OMB/GSA state clear guidance on the use of no year funds.</p> <p>Example, OMB should tell us whether we have to shut down, stay open, or decide on our own whether we want to stay open when we have some carry over funds. Agencies have taken various approaches and require clear guidance, not each general counsel making their own ruling.</p>
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3. Post-shutdown discussion

DISCUSSION	Agencies discussed hard shutdowns transitioning to soft shutdowns, as the definition of excepted employees broadened, or as more excepted employees were called in to work. Agencies found contracts were lapsing, and confusion abounded in how to proceed with funding options. Those agencies that remained open experienced difficulties in accomplishing some of their functions due to other agency closures. Some agencies lost revenue.
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4. SAC Executive Committee Membership

DISCUSSION	Discussion of New Members Would like to increase membership on the smaller side. We are looking for people who will be active and will come to the meetings. If anyone knows folks in the list of smaller agencies, send the info to Jeff and Steve.
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5. Controlled Unclassified Information (CUI) Implementation for NARA

DISCUSSION	If you have a strong FOIA or Privacy program, you don't have to dismantle it, but this is a big deal. NARA thinking has apparently evolved considerably. Some agencies have a 3-year model using existing procedures and processes while others are in program development looking for examples and sharing. Procurement will have standardized language on CUI working with GSA on contracts. USITC has a great deal of CUI and has a policy--offered to circulate to the group.
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6. Other issues?

DISCUSSION	Sign up for hosting meetings needed in April, May, June, September, October, and we can use the venues at PBGC or USITC if that makes it easier. Data Act—passed late 2018--GSA Presentation was last week, agencies are proceeding with work from this, including Open Data and Chief Data Officer designations for existing executives.
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Attendance

<p>PARTICIP.</p>	<ol style="list-style-type: none"> 1. Ruth Abrams by phone Postal Regulatory Commission 2. Maria Fleetwood - EXIM Bank 3. Wonzie Gardner Jeff Rich (Chair Deputy) National Science Foundation 4. Alice Maroni Chair Latreece Wade (Chair Deputy) Pension Benefit Guaranty Corp. 5. Stephen McLaughlin Olympia Hand (Chair Deputy) International Trade Commission 6. Casey Waithe for Nigel Mote Nuclear Waste Technical Review Boards 7. Mary Muessle by phone Nuclear Regulatory Commission 8. David Robbins by phone Federal Trade Commission 9. Monica Summitt Consumer Product Safety Commission 10. Darrell Willson by phone National Gallery of Art 11. Guest Speaker—John Ascienzo— Chair, CFO Council USITC
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Small Agency Council
Executive Committee Meeting

March 26, 2019

Hosted by EXIM Bank at:

Pension Benefit Guaranty Corporation

1200 K Street, NW

Washington, DC

Minutes

1. Improved Use of FEVS Data for Small Agencies

DISCUSSION	<p>Stephen Pellegrino, Department of Energy (Office of Nuclear Energy (ONE) gave a presentation about analyzing FEVS data (attached):</p> <p>OPM states that over 65% positive results is a strength, yet for many questions that is a horrible score, and for some questions it may be a good score. Where we fall in our category of agencies is more compelling. DOE ONE is providing ranking among offices, and publishing in a town hall offices rank in order top to bottom. DOE ONE produces heat charts with results over years based on % positive responses and the color represents ranking. If you compare with the government average rather than your past average, it might be very misleading.</p> <p>Top strengths, top challenges are helpful for executives. DOE ONE provides a story—"employees generally want to..." Each organization may have a different challenge, so it is difficult to have generalized action planning. Each office should have an action plan.</p> <p>Main thing is transparency, order of importance, correlation of questions with other questions to see relationships and impact of action planning in areas of results.</p> <p>Dr. Pellegrino believes it is worth questioning OPM to release info on less than 10 responses—but it is highly unlikely to be successful given the SORN policy of December 2017. Another option is that OPM allows agencies to survey themselves.</p> <ul style="list-style-type: none">• Advantages<ul style="list-style-type: none">○ Allows agency to have your own timing○ Agency may use QuestionPro—very easy to use• Risks<ul style="list-style-type: none">○ Agency is not ranking against other agencies○ Employees may question anonymity and confidentiality of survey <p>FEVS can be skewed if a manager is pushing something to a large degree.</p> <p>Response rates vary depending on your type of workforce and whether you do surveys for a business for example.</p>
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2. Reducing the Administrative Burden on Small Agencies

- a. Update on/status of SAC interactions with GSA
- b. Potential exemptions for small/mini/micro agencies, e.g. “M-19-13 Category Management: Making Smarter Use of Common Contract Solutions”; and “Practices and Request for Data on Student Loan Repayments CY 2018”

DISCUSSION	Agencies discussed GSA POC list. Last meeting was October 2019. Lack of heads up with system updates, lengthy wait times, GSA is working on training for small agencies on time and attendance and wanted to solicit other topics. Limited subset of agencies using them for financial, HR, procurement, and security activities – very small agencies. Not relevant for space. Micros may have 4 different POCs and want a single POC, so they receive the same info. Micros want GSA to have a unified database. SAC wants to have GSA and OMB state the level of agency that can be waived for these requirements. CAB (Commissions and Board) has a POC at GSA—that person has the potential to be the liaison between GSA and CABs members, which would increase efficiency. IBC or NFC may be an alternative to GSA.
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3. SAC Executive Committee Membership update

DISCUSSION	Discussion of New Members CIO committee is vacant. Executive committee has openings. Michele Perez was planning to attend next meeting from OPIC. Still looking from 2-3. More micro members would be desirable.
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4. Final Reflections on Government Shutdown

DISCUSSION	Agencies discussed hit to working for the federal government. Student Loan Repayment Program as a recruiting and retention tool-- people may not want to commit to staying for 3 years. Retirements up, hard to retain, concentrating on recruitment. Discussion about asking GAO for an opinion about funding for a shutdown. Inquiries from Congress about impact of the shutdown, numbers of hours, numbers of people affected.
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5. Other issues?

DISCUSSION	Sign up for hosting meetings needed in April, May, June, September, October--we can use the venues at PBGC or USITC if that makes it easier.
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Attendance

<p>PARTICIP.</p>	<ol style="list-style-type: none"> 1. Maria Fleetwood - Host EXIM Bank 2. Wonzie Gardner Jeff Rich (Chair Deputy) National Science Foundation 3. Alice Maroni Chair Latreece Wade (Chair Deputy) Pension Benefit Guaranty Corp. 4. Stephen McLaughlin Olympia Hand (Chair Deputy) International Trade Commission 5. Nigel Mote Nuclear Waste Technical Review Boards 6. Mary Muessle phone Nuclear Regulatory Commission 7. Monica Summitt Consumer Product Safety Commission 8. Darrell Willson phone National Gallery of Art 9. Guest Speaker—Stephen Pellegrino, DOE
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Small Agency Council
Executive Committee Meeting
September 24, 2019
Nuclear Regulatory Commission
One White Flint North
11555 Rockville Pike
Rockville, MD 20852

Minutes

1. National Insider Threat Task Force (NITTF)

- a. **Guests:** Wayne Belk, Office of the Director of National Intelligence; Mary Oloughlin, Federal Bureau of Investigation, Mark Roberts, Federal Bureau of Investigation

DISCUSSION	The presenters gave an overview of the Insider Threat Program, from its beginnings in 2009 with Private Manning and Wiki Leaks through the Executive Order in 2011 establishing the program. The program originally covered protection of classified information on classified networks involving employees who hold classified security clearances. Now the program is examining the degradation of departmental resources which is broader than the classified world, extending to PII and CUI. The Insider Threat Policy should pull together records management, risk management, CUI, NSI, privacy, whistleblower protection, and IG fraud waste and abuse policies into a framework. Presenters will circulate "Protect Your Organization from the Inside Out." The Task Force can assist small agencies scale requirements to fit their size and resources.
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2. Child Care Center/Programs

DISCUSSION	EXIM had an MOU with a GSA center but it closed and moved to a GSA building serving only GSA employees. Legislation put a cap on salary subsidies that limit its utility for the small agency workforce.
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3. Executive Committee Membership update

DISCUSSION	Ken Johnson is new from SEC – welcomed by phone this month. Brian Corry from MCC may return.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Steve will contact Brian	Steve	This fall

4. Agency structures for administrative/business functions- future discussion

DISCUSSION	Group discussed circulating a list of positions/functions of interest for discussion of differences in agencies' structure. For example, internal controls and risk management.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Olympia will work with group to develop a list	Olympia	Early 2020	

5. Use of GSA listserv to maintain SAC distribution lists

DISCUSSION	We do not believe GSA looks at the contents of the listserv but will circle back and make sure before launching this vehicle.		
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6. Other issues?

DISCUSSION	Group discussed what other topics may be of interest for future meetings. Examples were: Foundations for Evidence Based Policy Act; Updates to Strategic Information Resources Management Plan; Converting to Electronic Records over next couple of years – would encourage NARA's return as guest speaker. Group encouraged further ideas submitted at any time.		
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Attendance

1. **Ann Eilers** by phone
National Endowment for the Arts
2. **Maria Fleetwood** -by Phone
EXIM Bank
3. **Ken Johnson** by phone
Securities and Exchange Commission
4. **Alice Maroni Chair**
Latrece Wade (Chair Deputy)
Pension Benefit Guaranty Corp.
5. **Stephen McLaughlin**
Olympia Hand (Chair Deputy)
International Trade Commission
6. **Timothy Pullman** host
Nuclear Regulatory Commission
7. **Jeff Rich**
National Science Foundation
8. **Tony Thompson** by phone
Commodity Futures Trading Commission
9. **National Insider Threat Task Force Team:**
 - a. Mark Roberts, Federal Bureau of Investigation
 - b. Mary Oloughlin, Federal Bureau of Investigation
 - c. Wayne Belk, Directorate of National Intelligence

SAC Executive Committee Teleconference Meeting Notes

Tuesday, April 28, 2020

Speaking Attendees:

1. Alice Maroni, PBGC, SAC Executive Committee Chair
2. Stephen McLaughlin, USITC, SAC Executive Committee Vice Chair
3. Jeff Rich, NSF, Admin
4. Olympia Hand, USITC, Admin
5. Nancy Weiss, Institute of Museum and Library Services, Chair--GC Committee
6. Tony Thompson, CFTC
7. Jerad Linneman, FERC, Chair--COOP Committee
8. Ann Eilers, NEA
9. Maria Fleetwood, EXIM
10. Tracy DiMartini, Peace Corps, Co-Chair—SAC HRC
11. Jamesa Moore, USTR, Co-Chair—SAC HRC
12. Ruth Anne Abrams, PRC
13. Dave Robbins, FTC

Overall Topic--Pandemic experiences and best practices

Maximum Telework

Participants shared their experiences:

- PBGC benefited from technology—all were prepared, took one week to finish circulating laptops and phones.
- USITC migrated to maximum telework without skipping a beat, but employees want to go back to the building to retrieve their docking station and monitors, especially those who miss marking up paper and want a larger monitor to replace the paper experience. Laptop and PIV cards by appointment only. Issued an evacuation order early, and issued pandemic telework agreements. Had one employee refusing to sign a telework agreement.
- GC Committee cannot find any work that is not getting done on maximum telework but that issue will inform the need to reopen.
- CFTC had 200 refusing to sign active telework agreements, down to 3 today still going into the office.
- FERC has temp thin clients and is able to issue PIVs and badges that can be shipped to employees. FERC must maintain mail room staff to receive and log in mail, personnel come in to scan in the document and then work from home. GSA shared sites for PIVs are closing and informed agencies they are on their own. FERC work around—use active directory passwords to work around VPN. Providing Citrix access to employees on their own devices with limited licenses. Able to maintain work around up to 6 months.
- NEA has posted on website that it doesn't accept mail at this time. There are a couple of essential functions like badging or server maintenance under workplace distancing guidelines, wearing masks and requesting permission for entering office.
- EXIM has onboarded and offboarded employees, cleaned building, and processed mail by requesting that departments state whether there is a signature needed. If not, the mail is collected but not distributed.

SAC Executive Committee Teleconference Meeting Notes

Tuesday, April 28, 2020

- Peace Corps HR going in one day a week to collect mail with background checks or workman's comp.
- NSF PIV and IT help desk are closed. Laptops are not able to be replaced because they must be bar-coded; however, can be serviced with spare parts. Mail room is operational but employees must pick up their mail.
- White House is issuing extra IT equipment to staff for home use. Each component is providing own PPE.

Reopening

Participants shared their experiences:

- GSA building vs. non-GSA building has an impact.
- PRC is in private leased space. The building and parking structure are closed. Looking to see what constitutes building health. Assuming there will be a large onsite increase in requests for parking. Assume metro will have some stations closed through the summer (or at least limited entrances to stations). Looking at a phased return.
- Is OMB putting out protocols on reentry? OMB and OPM communications are muddy about what procedures agencies should take for reentry and when to begin. Lysol wipes or temperature screening in next 6 weeks seems cost prohibitive. Masks? Physical distance? How to get into elevators with others? Will there be questionnaires about travel? Will there be contracts for someone to take temperatures?
- USTR believes there will be no timely guidance from OMB or OPM. USTR is in close contact with GSA facilities management to be PPE-ready and moving ahead with their own temperature checks and an enhanced entry screening service (GSA has a machine that pumps out mist that cleans the building). Looking at purchasing additional air handlers to circulate the air properly to make sure the staff is safe.
- EXIM is looking to having an explanation for its top leadership for a date of reentry in case there needs to be an event in the building. EXIM reports on Enhanced entry screening – GSA has a BPA in place but is not offering it to small agencies at an affordable price. A PPE package from GSA was \$500,000 for 90 days for 500 people according to EXIM. No testing and tracing included.
- FERC is looking into voluntary use of N95 respirators or providing such. NRCC sent out an RFI to continuity folks to ask if they need PPE to continue with functions in Continuity. Category 3 and 4 agencies are very underrepresented. Our agencies should be going to NRCC and asking them for assistance—FERC has information on contacts. FERC has an assessment tool for re-entry and the Washington State link to share with those in this meeting.
- FTC has stated that it is not coming back until at least the end of June and has not stated when it would reconstitute. This information was put out because staff are worried about coming back before it is safe.
- Peace Corps recommending that phased-in approach for return will begin June 1, to connect new employees with supervisors as it has not been able to issue PIV cards.
- USITC looks at telework as the default now, and employees would have to request permission to go into the building for equipment. USITC wants to benefit from the lessons learned by those

SAC Executive Committee Teleconference Meeting Notes

Tuesday, April 28, 2020

that go back early. USITC believes it would be helpful if we had an assessment tool about what things we need to do and what are items to consider for reentry.

- PBGC believes that vulnerable population is over 50%. PRC and PBGC and USITC have not had trouble meeting mission and do not see why there would be a need to return soon. The only question is who needs to be onsite soon for the exceptions.

SAC Executive Committee Teleconference Meeting Notes

Tuesday, May 26, 2020

Speaking Attendees:

1. Alice Maroni, PBGC, SAC Executive Committee Chair
2. Stephen McLaughlin, USITC, SAC Executive Committee Vice Chair
3. Jeff Rich, NSF, Admin
4. Olympia Hand, USITC, Admin
5. Nancy Weiss, Institute of Museum and Library Services, Chair--GC Committee
6. Jerad Linneman, FERC, Chair--COOP Committee
7. Ann Eilers, NEA
8. Maria Fleetwood, EXIM
9. Tracy DiMartini, Peace Corps, Co-Chair—SAC HRC
10. Jamesa Moore, USTR, Co-Chair—SAC HRC
11. Ruth Anne Abrams, PRC
12. Dave Robbins, FTC
13. Anton Porter, FERC
14. Mark Stevens, FCC
15. Nigel Mote, NWTRB
16. Timothy Pullman, NRC
17. DeWane Ray, CPSC
18. Latreece Wade, PBGC
19. Devin Williams, FTC
20. Juliet Felent, Procurement Committee Chair
21. Delores Stuckey, PBGC, Training Committee Chair
22. John Ascienzo, CFO Committee Chair

Overall Topic--Pandemic experiences and best practices

OCIO Meeting and Reopening

OCIO FAC Committee meeting this week, attended by Alice and Steve and organized by IT Committee and Donna Roy at CFBB, there were 32 people on call. Collecting questions and challenges on IT: Printing from home and reasonable accommodations, remote onboarding and offboarding, digital signatures, remote collaboration and access to IT tools.

Request to GSA for small agencies to combine contracts for Skype, Teams, WebX, etc.

Heard complaints and badmouthing about Zoom.

PIV cards necessary for IT technology, which affects micro agencies.

Issue finding laptops due to shortages.

What are Upcoming Issues with Committee Chairs

CFO Committee—last meeting had 55 online. People want printing capability and larger monitors. They will meet again next week to look at reopening plans. Challenge lining up a guest speaker.

SAC Executive Committee Teleconference Meeting Notes

Tuesday, May 26, 2020

Procurement Committee—meeting should be around June 10th, challenge is lining up speakers and agenda. Looking for OMB guidance.

Shared procurements for small agencies to meet license requirements for these tools would help the micros. Committee Chair was thinking of IPAC process.

Training Committee—discussed request for contributions for training in June rather than August this year, while agencies still had some funds available.

Still moving ahead with training in virtual platform, and attendance is full. DOI refused to increase number of participants.

OGC Committee—small agencies are chairing 3 working groups—grants flexibilities, human resources/employee relations, and contract issues. Working groups are meeting weekly for brainstorming sessions.

SAHRC Committee—Will put out request for agencies' return to work plans—CFO Act plans are required to post on MAX. CHCO Council is meeting twice a week. Everyone is at gate zero now. White House management's issues are shared with SAHRC members—using Zoom, technology issues. Overseas – no activity up to June 30, State Dept. is relying on Chief of Missions to inform on pandemic in the other countries. SAHRC has about 60 callers online and remain engaged and sharing. Backorders on supplies for pandemic.

Are People Finding the Handouts Helpful?

Yes, for the most part the emailed handouts periodically have been helpful. Helping to ask the right questions. Continue sending the information out to group.

Are Other Agencies Racing Back?

Pressure on large agencies and optics to return to the buildings. USDA had a rollback of telework. EPA had strong push back from Union about returning to the office in Atlanta given uptick in infections. Small agencies are looking at what happens at the large agencies before venturing out.

Are There Topics for OPM Call Tomorrow?

Is there a restriction on Zoom? White House has approved Federal version of Zoom.

Check WAMATA—reopening plan stretches well into 2021. How should agencies evaluate mass transit options in reopening plans particularly when WAMATA has not envisioned reopening until early 2021?

SAC Executive Committee Teleconference Meeting Notes

Tuesday, June 23, 2020

Speaking Attendees:

1. Alice Maroni, PBGC, SAC Executive Committee Chair
2. Stephen McLaughlin, USITC, SAC Executive Committee Vice Chair
3. Jeff Rich, NSF, Admin
4. Olympia Hand, USITC, Admin
5. Ann Eilers, NEA
6. Maria Fleetwood, EXIM
7. Erika Barker, PRC
8. Dave Robbins, FTC
9. Nigel Mote, NWTRB
10. Latreece Wade, PBGC
11. Nancy Weiss, Institute of Museum and Library Services, Chair--GC Committee
12. Jerad Linneman, FERC, Chair--COOP Committee
13. David Plaudis, FERC, Chair, COOP Committee
14. Juliet Felent, PBGC, Procurement Committee Chair
15. Delores Stuckey, PBGC, Training Committee Chair
16. John Ascienzo, USITC, CFO Committee Chair
17. Peter Henry, Vice Chair, SEC, EEO Committee
18. Wes French, CFTC, Chair, Admin Services Committee
19. Jeremy Wise, USITC, Guest, Chief Data Officer for SAC Survey Consultation

Overall Topic--Pandemic experiences and best practices

SAC Survey on Reopening Plan

The survey planning group received and incorporated responses from the initial vetting and it is ready to go into development. The SAC forum can use the results to generate topics for the monthly meetings. The survey is confined to agency facilities in the National Capital Region.

Logistics-- agencies should provide Jeff Rich with the POC name and email address. The survey will look like its coming from Steve McLaughlin, Vice Chair, USITC. The output will be aggregated with numbers and charts, not attributable. A report will generate that may be shared with management.

OGC Council thinks that binary questions without open ended is a good way to go. Communication will note that the survey is sponsored by the Small Agency Council. Agencies will "pay to play"—you respond and you get a copy of the report. It is important that the participants are volunteering to receive the survey—we will not transmit without that acknowledgement.

HHS Protect

Pulls together Covid-19 data streams of many types—only one agency POC can have access to the tool. Briefing is at 11am June 24th. County level data, case counts, percentage of change based on moving

SAC Executive Committee Teleconference Meeting Notes

Tuesday, June 23, 2020

averages. Data is like the Johns Hopkins site—useful for agencies that have locations in various areas of the country.

Committee Reports

Training Committee

Call went out for training funding in earlier June. Courses are full, virtual, and have wait lists.

EEO Committee

The committee appreciated the EEOC guidance regarding Covid and reported a first mentoring event of EEO Directors— dealing with the twin challenge of pandemic and racial injustice. Unfortunately, EEOC has given EEO offices unclear guidance on how to process cases, and has requested that offices not issue a determination without the support of complainant.

Procurement

Committee is involved in purchasing enhanced entry screening requirements.

General Council

Meeting weekly with a focus on HR, procurement, and grants. HR has a stable of questions. EEO focus is on interpretations of antidiscrimination laws with test taking and questioning is clear. Committee is taking roll call about agencies' phases, and whether coming back to work is voluntary for those who can continue to telework. Statistic for one legal office, when given the option to come back to office--1 of 100 took the option to go back in.

Telework Status

The question arises--are people under pressure to require returning to the office? Yes, but maximum telework is becoming a part of each phase.

Phase one is on a voluntary basis. What does phase 2 look like? Lots of people teleworking.

Would Phase 3 be back to normal? Now it appears to incorporate maximum telework.

Some agencies see phase 3 as maximum telework that doesn't need advance permission to come into the building. Phase 1 and 2 requires advance permission for coming to the building.

All agencies discussing that 98% of work can be performed in maximum telework. People do not want to come back to the office due to safety.

Also, a long pole in the tent is metro reopening stations this summer. Some VA stations will not reopen without shuttle buses until after Labor Day. Employees do not have confidence that they can ride public transit without risk. Some agencies do not see return to normal until 2021.

SAC Executive Committee Teleconference Meeting Notes

Tuesday, June 23, 2020

Additional issues preventing return to the building and encouraging maximum telework are:

1. Procurement of PPE.
2. Areas of open space, that even with cubicles would not be able to keep social distance.
3. How do you deal with alternating the workforce through the space?

Status of Pandemic Written Documentation and Reopening Procedures

Are agencies preparing written documents? Some are 3-4 pages with FAQs and factors for phases. DOE has a good model. FAQs deal with when someone tests positive, what do you do, etc. What are procedures for self-certification.

Some agencies had all hands meetings and fielded questions from employees during the last month.

How do agencies require self-certification and rules for operating in building? How are rules enforced? Some agencies have “Rules of the Road” that are really simple. But how can enforcement have any teeth? Guards will not play a role. Misconduct is subject to disciplinary action.

One agency has documentation in two versions—the short version at 3 pages and the more detailed version at 17-pages and has requested clearance to share. In general, agencies have requested to share documentation but have not gained approval.

Only 2 people in an elevator at a time means very large lines to get up into the building.

How do you execute contact tracing? Card swipes? One agency splits staff into stationary teams and alternates teams into the space on certain days. Limiting people’s movements in the building makes contact tracing easier. That makes it easier to trace exposure. You could be doing tracing based on people’s recollections of where they went, but that is time consuming and not comprehensive.

SAC Executive Committee and Committee Chair Meeting Notes

January 26, 2021

1. GSA Presentation – See Handout

- a. Cyber hack attack began March 2020; Discovered Dec 2020
 - i. During vulnerable period, hackers were able to move through networks, create accounts
 - ii. Strategic exploiting of targets, some remain vulnerable to mining for data
- b. CISA/DHS is lead for federal civilian government
- c. For member SAC agencies, recommend examining whether agencies are affected
 - i. Requires high level of IT sophistication in agency CIO shops to uncover incident
 - ii. Agencies should consult GSA if require assistance—info is in handout
- d. Q: Can the onus be on the FedRAMP internet service provider to notify the customer agency?
 - i. A: FedRAMP requires reporting under the DHS emergency directive. The FedRAMP office should have a comprehensive list of providers that were compromised. If agencies have a FedRAMP ATO, contact them. See www.fedramp.gov

2. COVID-19 Issues

- a. Request to share the type of current COVID-19 response calls with SAC members:
 - i. Biweekly call with SAC PMOs and principle staff
 - 1. 11am every other Wednesday—Jan 27 will be 11:30
 - a. **Steve McLaughlin is submitting questions to group on PMO call, will take notes on any response, and will circulate back to group. Submit questions to him. Stephen.mclaughlin@usitc.gov**
 - 2. SAHRC has a regular call with OMB every other Wednesdays at 1:30—topics set by OMB/OPM
 - 3. Can include any number of topics, not just COVID
 - ii. General Council COVID response call is happening weekly
 - 1. GC call at 8am Jan 27—not an OMB call, but they sometimes participate
 - iii. Meeting Logistics – one member thought it would be helpful to cancel and restart meeting series instead of changing times due to the multiple COVID group meetings.
- b. Issue with recent executive order—discouraging federal employees from using mass transit
 - i. Does that mean agencies have a rationale for paying for employee parking?
 - ii. No one knows the answer but question will be put to OMB

3. Telework/Remote Work – Long Term Changes? Contemplating Changes in Footprint?

- a. PBGC is currently planning a move and designing a new space
 - i. Complicated thinking about telework—difficult to get employees to commit to telework long term and to give up offices

SAC Executive Committee and Committee Chair Meeting Notes

January 26, 2021

- b. **EXIM** is preparing reconstitution plan and presenting results
 - i. hiring people around country with different locality pay right now
 - ii. plan is to expand scope to more national workforce
 - iii. they have a prime location in DC that don't want to give up but are contemplating whether they really need it
 - iv. How to configure the space for people to go into the office for activities but telework much more, and safely work with physical distancing
- c. **USITC** has about 5 temporary remote workers looking to make into a permanent program but may remain limited in number of participants in the future
 - i. Looking to make full time telework eligible for possibly half the employees
 - ii. Examining the need for their space
 - 1. Agency has double occupancy offices that will need to be re-examined and converted to singles during health emergency requirement for physical distancing
 - 2. May consider reduction in space
 - 3. Hoping to use any space reduction to increase personnel spending
 - iii. Reviewing agency telework and remote work policy
 - iv. At USITC, the Chair approves all remote work (long distance) requests
- d. **OGC Committee**
 - i. Committee is reviewing GSA and PTO models – members have been asked to look at these as examples for future changes to telework policies
 - 1. Raised the broader question of footprint reductions in meetings
 - 2. 2nd Wed of Feb is next meeting on this issue
 - 3. Locality pay is a topic of discussion at meetings on remote work
 - ii. If agencies give up space in the very short term, they may need that space to address the need for physical distancing even though they have less employees in the building during pandemic
- e. **PRC**
 - i. Revamping telework policy for April 1
 - ii. Renegotiating lease for 2022
 - 1. Looking to drop a portion of space every 3 years
 - 2. Looking at outside the box negotiations
 - 3. Met with PTO team on telework to troubleshoot their policy
 - iii. Enhancing current policy to 3-4 days a week for everyone
 - iv. Pilot program will place cap on full time remote outside area per office
 - 1. The purpose of the initial cap and pilot program is to get Commissioners on board
 - v. They have done a great deal of legwork on policy, and willing to share with other agencies
 - vi. They polled staff about their preferences regarding telework full time
 - 1. At least 45% wanted to telework full time
 - vii. Criteria would be applied to seniority and type of position

4. Topic for Next Meeting--Are Unions Asking To Negotiate?