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## **MEETING MINUTES**

### **Member Attendees**

Jane Holl Lute/Deputy Secretary	Rendell Jones/USCIS	Ricky McCoy/AFGE-TSA
Jeff Neal/CHCO	Jeffery Orner/USCG	John Nauman/AFGE-NPPD
John Gage/AFGE National	Scott Johnson/TSA	Raymond Marsh/NTEU-TSA
Colleen Kelley/NTEU National	Marcus Hill/FLETC	Glenn Dockham/NTEU-CBP
TJ Bonner/NBPC	Terry Mintz/NPPD	Vanessa Newton/NTEU-CBP
Albert Sligh/FEMA	Christopher Crane/AFGE-ICE	Abdullah Shahbaaz/NTEU-CBP
Ronald Vitiello/CBP	Demetrios Stroubakis/AFGE-USCG	
Dan Ragsdale/ICE	Steve Hardman/AFGE-FEMA	

### **Welcome by the Co-Chairs**

Co-chairs Deputy Secretary Jane Holl Lute, John Gage and Colleen Kelley welcomed DHS Labor-Management Forum members and advisors and stressed the importance of this Forum.

### **Joint Letter of Co-Chairs Concerning EO 13522**

Members discussed the importance of complying with the Executive Order 13522, which instructs federal agencies to engage labor unions pre-decisionally in key policy issues. Components reported on the status of the forums established within their Components, training on collective bargaining and pre-decisional involvement. Members expressed concern regarding the implementation of pre-decisional involvement, and some agreed that the Joint Letter implementing the Executive Order was not effectively communicated to front-line supervisors. The Forum decided to address these problems by enhancing conflict resolution training for front-line managers and union representatives, and redistributing the Joint Letter to include front-line managers, supervisors and union representatives.

### **Review of DHS Baseline Labor Relations Assessment**

Forum members reviewed the Survey Working Group's activities and key results. The following actions were agreed to:

- Make formal training on labor-management relations an area of focus department-wide;
- Provide Components with their detailed assessment results to assist in the development of tailored action plans;
- Require that all local labor-management forums engage in joint training;
- Administer a follow-up survey in September 2011 to gauge the impact of action plans and key initiatives to improve labor-management relations; and
- Discuss at a future meeting how to increase participation for the FY 2011 survey.

### **Selection of DHS Labor-Management Forum Issues and Metrics for the Coming Year**

Each Labor-Management Forum is required to report its key agenda items and metrics for the coming year to the National Council on Federal Labor-Management Relations (NCFLMR). A working group provided proposed topics and metrics to the Forum, and members agreed to address improving telework capability for telework eligible positions to enhance mission readiness. Members agreed to revise the term "telework eligible positions" and to look at aspects of the work being performed that meets the criteria for Telework.

Additionally, a suggestion was made to request that the NCFLMR revise the requirements for Telework data gathering so that systems could be reconfigured across the government to permit additional fields to be tracked by Departments. Forum members will provide additional comments to the proposed FY 2011 work plan and metrics electronically by Feb. 23. A final version of the work plan will be reviewed electronically by Forum members before being submitted to the NCFLMR.

### **Surge Capacity Force**

FEMA is working to develop a cadre of DHS employees who can act as a deployable volunteer surge force during major incidents. Departmental management has requested that the Forum help develop the processes for implementing this key initiative. Forum members agreed to provide assistance.

### **DHS OIG Investigations Update**

The Forum revisited the issue of improving how some investigations are handled by the Office of the Inspector General (OIG) and Offices of Professional Responsibility (OPR). The Forum agreed to set up a meeting between a subgroup of Forum representatives and the OIG to discuss specific cases and systemic issues. The group also agreed to revisit this issue at the next Forum meeting.

### **DHS Workforce Strategy for FY 2011-2016**

The DHS Workforce Strategy for FY 2011-2016 was released in December. Components are now in the process of aligning their human capital operational plans to the Strategy, and union representatives need to be involved in this process. All Component representatives working to align their operational plans will be directed by Departmental leadership to pre-decisionally involve unions in their efforts.

### **TSA Election update**

The FLRA will conduct an election from March 9 to April 19th. Transportation Security Officers will have the opportunity to vote for either (AFGE or NTEU) or neither. The determination will be made available on the TSA website.

### **DHS Labor-Management Forum Website**

The DHS Labor-Management Forum website is up and running. The site is available to all employees and the public by visiting [http://www.dhs.gov/xabout/structure/gc\\_1276175270565.shtm](http://www.dhs.gov/xabout/structure/gc_1276175270565.shtm).

**Next Meeting:** May 11, 2011, at 650 Massachusetts Avenue NW, Washington, DC.