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**MEETING MINUTES**

**Member Attendees**

Jane Holl Lute/Deputy Secretary	Kimberly Hutchinson/TSA	Demetrios Stroubakis/AFGE-USCG
Terry Rosen/AFGE	Rendell Jones/USCIS	
Colleen Kelley/NTEU National	Patricia Weichmann-	David Wright/AFGE-FPS
George McCubbin/NBPC	Morris/NPPD	Glenn Dockham/NTEU-CBP
Catherine Emerson/CHCO	Jay Dorsey/AFGE-CIS	Vanessa Newton/NTEU-CBP
David V. Aguilar/CBP	Steve Hardman/AFGE-FEMA	Ezequiel Rodriguez/NTEU-CBP
Gary Anderson/FEMA	Kimberly Kraynak-	James Ruoff/NTEU-CBP
Admiral Mark Butt/USCG	Lambert/AFGE-TSA	Abdullah Shahbaaz/NTEU-CBP
Marcus Hill/FLETC		

**Welcome by the Co-Chairs**

Deputy Secretary Jane Holl Lute, Colleen Kelley, and Terry Rosen (standing in for John Gage) welcomed the group.

**Budget Update**

OCFO updated forum members on the current status of the Department's budget. The operating budget is 46.5 billion dollars for FY12. These funds are available until September 30, 2012. The net appropriations requested for FY13 total 45.2 billion. The House and Senate are currently close to this figure. Appropriation bills for FY13 from both the House and Senate committees have been passed and will most likely move to the floor in the following weeks.

**Telework**

Charts from pay periods 8-26 for FY11 and pay periods 1-10 for FY12 that captured the number of teleworking employees and the number of telework hours were presented. Statistics were given for bargaining unit and non bargaining unit employees. Similar trends can be found in both FY11 and FY12. The information provided shows that DHS is on track for meeting its teleworking goals. The telework working group will look into issues and concerns discussed during the meeting.

NPPD advised the council they have a telework pilot program. This program uses a cost tracking tool. NPPD will share more detailed information with the Labor Management Forum at a later date.

**DHS Labor-Management Forum Metrics Report**

Forum members were briefed on the DHS Labor-Management Forum Metrics Assessment. The four metrics established by the DHS LMF were discussed.

*Improving Telework Capability:* The target was to increase telework by 5 percent. The approved recommendation was to count all telework (episodic and core) and present a breakdown of bargaining unit and non bargaining unit information.

*Support Learning and Development Program:* Prior to discussing this metric, council members received an update regarding the development programs DHS has in place. The forum then discussed the targets recommended by the working group and agreed with the proposed revisions for this metric.

*Use Employee Feedback to Influence Policies:* The forum agreed to modify the target for this metric by adding the questions recommended by the working group.

*Enhance Collaborative Efforts to Improve Labor Management Relations:* Forum members continue to be concerned about this metric. The proposed measures were accepted, however, the forum wants to discuss this subject and future actions in more detail. There was reference to the fact that the National Council on Federal Labor Management Relations is studying the subject of Pre Decisional Involvement. Their efforts are expected to produce additional guidance and references for forums that continue to experience difficulties in this area.

### **Federal Employee Viewpoint Survey**

OCHCO shared the *DHS FEVS Response Rates as of May 29, 2012*. Over 57,000 employees have responded so far. A rise in the rate of response towards the end of the survey is expected. FLETC leads with a response rate of 49.5 percent. Currently, the overall response rate for the Department is 32.2 percent. There was discussion regarding the value of conducting the survey annually. The length of time between receiving the results and the beginning of the next survey is too short of a window to make any real changes before the next survey is released. This disheartens some employees and causes others to question if they are being heard. This comment was previously relayed to the Office of Personnel Management.

### **Executive Engagement Steering Committee**

CHCO Emerson updated members on the activities of the Executive Engagement Steering Committee (EE-ESC). Unions expressed concern that not being part of this steering committee would be detrimental as employee views are a key factor to achieving employee engagement. They were assured there is emphasis on union involvement in actions at the component-level. In addition, employee engagement will continue to be an item of discussion in the DHS LMF.

### **Labor Management Relations Survey**

OCHCO provided a brief overview of that the Labor Management Relations Survey measures. The plan for this year's survey is to launch the survey in mid-July and provide a two-week survey period. Unions will be contacted for lists of representatives to receive the survey.

### **Closing Remarks**

Secretary Lute closed the meeting by expressing her support for federal workers.