



Department of Energy
Labor Management Forum
Washington, DC 20585

**2014 In Person Meeting
October 21-23**

Facilitated by the Federal Mediation and Conciliation Service

**Report to Room 1E-245 in the Forrestal Building located at
1000 Independence, SW, Washington DC, every morning.**

MEETING LOGISTICS:

Meeting called by:	Federal Labor Management Forum Secretarial Designee: Bob Gibbs, Chief Human Capital Officer (CHCO) Acting Co-Chair: Tom Pansky (Labor) Acting Co-Chair: Erin Walkowiak (Management)
Facilitator:	Mr. Kurt Saunders Commissioner Federal Mediation Conciliation Services (FMCS), Washington D.C.
Timekeeper:	Jennifer Carter/Carl Swick
Minutes Taker:	TBD
Attendees:	All Fed LMF Representatives and All Members for Virtual Portions
Read Ahead Materials:	1) Presidential Executive Order 13522 (Creating Labor Management Forums to Improve Delivery of Government Services) 2) Secretary's Memorandum, DOE-wide Labor-Management Forum of April 27, 2014 3) DOE Federal LMF Charter adopted April 27, 2014 4) Characteristics of a Co-Chair
Please bring:	Management and Labor Co-Chair Nominations
AGENDA: Day 1 (Tues. Oct, 21, 2014)	
Agenda	
8:15am-9:00am	Sign in
9:00am-9:05am	Welcoming Remarks -- Jennifer Carter
9:05am-9:20am	Introductory Remarks: Secretary of Energy -- Ernest J. Moniz
9:20am-9:35am	Additional Remarks: Forum Chair -- Bob Gibbs, Chief Human Capital Officer (CHCO)

... developing joint solutions that will enhance workplace safety, productivity and employee quality of life to better accomplish the Department's mission...



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9:35am-9:45am	Presentation of Charters to Secretary and CHCO – Jennifer Carter and Acting Co-Chairs
9:45am-10:45am	Department Pre Decisional and Informational Briefing: Human Resource Service Delivery Briefing - Bob Gibbs, CHCO
10:45am-10:55am	Overall Meeting Outcome/Objectives – Acting Co-Chairs a. Co-Chair Assignments b. Creation of Steering Committee's (possible creation of Sub-committee's/ Tasks Force by Steering Committee c. Forum Metrics Agenda Overview – Acting Co-Chairs Facilitator Remarks - Introduction of Staff, Role of FMCS, Role of Facilitator, Ground Rules (from charter and any others) – Kurt Saunders
10:55am-11:10am	What is the mission, authority, scope, roles and responsibilities of the Charter? Review roles and functions of forum (Forum Head, Steering Committee, Subcommittees/Tasks Force) – Jennifer Carter
11:10am-11:25am	Characteristics of a Steering Committee Member/ Explain Make-up of Steering Committee/ Explain Process for Steering Committee Member Selection/Review of Initial Ideal Steering Committee Tasks in order to Meet Charter Responsibilities - Kurt Saunders and Co-Chairs
11:25am-12:00pm	Labor/Management Caucus to discuss and select Steering Committee Members –led by Acting Co-Chairs (Rooms 1E-245 and GH-043)
12:00pm-1:00pm	Lunch
1:00pm-2:00pm	Rotating Forum Training: a. Overview of Executive Order/Interest Based Bargaining (Room 1-E 245) b. Group Problem Solving Techniques (Team Building) (Room 6A-110) c. Consensus and Active Listening (Overcoming the Barriers to Partnership) (Room GH-019)
2:00pm-3:00pm	
3:00pm-4:00pm (take a break as needed)	
4:00pm-4:20pm	Q&A/Wrap-Up/Adjourn – Kurt Saunders

AGENDA: Day 2 (Wed. Oct. 22, 2014)

Agenda

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8:15am-9:00am	Sign in
9:00am-9:15am	Welcome Back and Debrief and Review of Day 1 – Kurt Saunders
9:15am-9:30am	Review of Overall Meeting Outcomes/Objectives: - Kurt Saunders <ol style="list-style-type: none">Co-Chair AssignmentsCreation of Steering Committee's (possible creation of Sub-committee's/ Tasks Force by Steering CommitteeForum Metrics
9:30am-9:45am	Announce Steering Committee Members of Forum -Acting Co-Chairs
9:45am-10:45am	Pre Decisional Involvement Discussion on areas of possible change for DOE O331.1C: <ul style="list-style-type: none">Whether the Performance Management Order should be one single policy or two separate policies (separating out awards)Contributing FactorsMinimum Rating PeriodAdvisory RatingsProgress ReviewsSummary Rating LevelsQSI Criteria SME: Lorrenda Buckner Facilitated by Kurt Saunders/Jennifer Carter
10:45am-11:00am	Break
11:00am-12:00am	Pre Decisional Involvement Discussion on areas of possible change for DOE O331.1C: <ul style="list-style-type: none">Whether the Performance Management Order should be one single policy or two separate policies (separating out awards)Contributing FactorsMinimum Rating PeriodAdvisory RatingsProgress ReviewsSummary Rating LevelsQSI Criteria SME: Lorrenda Buckner Facilitated by Kurt Saunders/Jennifer Carter



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12:00pm-1:00pm	Lunch
1:00pm-2:00pm 2:00pm-2:45pm	<p>Department Pre Decisional and Informational Briefings:</p> <ul style="list-style-type: none"> a. Policy Briefing (What is the difference between a policy, order, directive?) by Chris Tirado b. Work Force Violence Policy Update by Jennifer Ackerman <p>(Briefings will be available via webex for remote viewer participation)</p>
2:45pm-3:00pm	Break
3:00pm-4:00pm	<p>Department Briefings continued:</p> <ul style="list-style-type: none"> c. Phased Retirement by Lynette Johnson <p>(Briefings will be available via webex for remote viewer participation)</p>
4:00pm-4:20pm	Q&A/Wrap-Up/Adjourn – Kurt Saunders

AGENDA: Day 3 (Thurs. Oct. 23, 2014)

Agenda

8:15am-9:00am	Sign in
9:00am-9:15am	Welcome Back and Debrief and Review of Day 2 – Kurt Saunders
9:15am-9:30am	<p>Review of Overall Meeting Outcomes/Objectives: - Kurt Saunders</p> <ul style="list-style-type: none"> a. Co-Chair Assignments (completed) b. Creation of Steering Committee's (possible creation of Sub-committee's/ Tasks Force by Steering Committee c. Forum Metrics
9:30am-10:00am	<p>Review Desired Characteristics of a Co-Chair (see handout)/Explain Process for Selection of Co-Chairs/Review list of Nominees</p> <p>Kurt Saunders and Acting Co-Chairs</p>
10:00am-10:45pm	<p>Labor/Management Caucus to select Co-Chair Nominee</p> <p>–led by acting Co-Chairs (Rooms 1E-245 and GH-043)</p>
10:45am-11:00am	Break



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11:00am-12:00pm	Management/Labor Presentation of Co-Chair - Acting Co-Chairs Concurrence by Forum body – Kurt Saunders Remarks by newly selected Co-Chairs (optional)
12:00pm-1:00pm	Lunch
1:00pm-1:45pm	Metrics Training – Kurt Saunders
1:45pm-3:00pm	Establishment of Initial Subcommittee's/Tasks Force under Steering Committee -Kurt Saunders/Jennifer Carter/Co-Chairs (This session will be available via webex for remote viewer participation)
3:00pm-3:15pm	Break
3:15pm-3:45pm	Open Floor (Solicit Agenda Items for next virtual meeting; voice concerns.) Concerns may also be submitted via email to Co-Chairs for Forum Head Discussions. –Kurt Saunders/Jennifer Carter (Open Floor Session will be available via webex for remote viewer participation)
3:45pm-4:00pm	Q&A/Wrap-Up/Adjourn – Kurt Saunders/Jennifer Carter