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| **2015 In Person Meeting**  **October 20-22** |
| **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.** |

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| **MEETING LOGISTICS:** | | |
| Meeting called by: | Federal Labor Management Forum  Secretarial Designee: Bob Gibbs, Chief Human Capital Officer (CHCO)  Co-Chair: Tom Pansky (Labor)  Co-Chair: John Hairston (Management) | |
| Facilitator: | Mr. Randy Mayhew  Commissioner  Federal Mediation Conciliation Service (FMCS), Washington D.C. | |
| Timekeeper: | Jennifer Carter/Kim Edens, Dept. LMERs | |
| 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 5. LMF PDI Document 6. DRB Employee Performance Management and Recognition Program, DOE O 331.1D (pending Secretarial approval) | |
| Please bring: | Management and Labor Co-Chair Nominations/Copy of your local CBA (specifically  Performance related Articles) | |
| **AGENDA: Day 1 (Tues. Oct, 20, 2015)** | | |
| **Agenda**   |  |  | | --- | --- | | 8:30am-9:00am | Sign in | | 9:00am-9:05am | Welcoming Remarks/Agenda Overview – Labor and Management Co-Chairs | | 9:05am-9:10am | Introduction of Deputy Secretary Sherwood-Randall –  Deputy Under Secretary for Management and Performance, David Klaus | | 9:10am-9:30am | Introductory Remarks: **Deputy Secretary of Energy –**  **Liz Sherwood-Randall** | | 9:30am-9:50am | Presentation of LMF Awards  - Bob Gibbs, CHCO | | 9:50am-10:00am | Introduction of FMCS Facilitator(s) - FMCS parameters/ground rules | | 10:00am-10:15am | CHCO to address LMF with Secretary’s LMF FY 16 Vision and Goals | | 10:15am-10:35am | CHCO to address Labor ONLY (Labor will remain in Room 1E-245)  (Management to go to Room GH-019) | |  | (Rm GH-019) Management to discuss LMF concerns with FMCS and LMER  Dept. heads | | 10:35am-10:50am | CHCO to address Management ONLY (Room GH-019)  (Mgmnt remain in Room GH-019)  (Labor remain in Room 1E-245) | |  | (Labor in Rm 1E-245) Labor to discuss LMF concerns with FMCS  and LMER Dept. heads | | 10:50am-11:00am | Break - (Both Labor and Management) transition promptly to room 1E-245 | | 11:00am-12:00pm | (ALL LMF members reconvene in Rm 1E-245)  U.S. Patent and Trademark Office LMF/Employee Engagement Presentation | | 12:00pm-1:00pm | Lunch | | 1:00pm-2:00pm | Secretary and Deputy Sectary’s EVS Town Hall | | 2:00pm-3:00pm  3:00pm-4:00pm | Rotating Forum Training:   1. Post Pre-decisional Involvement (How to add value for both   Parties after PDI –The Agreement)  (Room 1-E 245)   1. Group Problem Solving Techniques and Consensus and   Active Listening (Team Building)  (Room GH-019)  \*Training room assignment will be disseminated prior to lunch | | 4:00pm-4:20pm | Q&A/Wrap-Up/Adjourn – FMCS Commissioner, Randy Mayhew | | | |
| **AGENDA: Day 2 (Wed. Oct. 21, 2015)** | | |
| **Agenda**   |  |  | | --- | --- | | 8:30am-9:00am | Sign in | | 9:00am-9:20am | Welcome Back and Debrief and Review of Day 1 – FMCS Commissioner Randy  Mayhew | | 9:20am-9:40am | Review of required LMF business (Co-chair election/review of Co-Chair duties,  LMF Annual Report, reevaluation of subcommittee effectiveness)- Co-Chairs  assisted by FMCS Commissioner Randy Mayhew and Department LMERs | | 9:40am-10:10am | Co-Chair nomination caucus (assisted by FMCS, Co-Chairs and Dept. LMERs)  Management – Room GH-019  Labor – Room remain in Room 1E-245 | | 10:10am-10:20am | Break – Management return to room 1E-245 | | 10:20am-10:45am | FY 16 Co-Chair nominations and consensus call – Facilitated by FMCS  (new Co-Chair remarks – if desired) | | 10:45am-11:00am | Recap-where we have been/where we are going to - Jennifer Carter, Dept. LMER | | 11:00am-12:00pm | Employee Viewpoint Survey – Phase 2 (Results by engagement) – Tony Nguyen,  Director, Office of Human Capital Strategy, Budget, and Performance Metrics | | 12:00pm-1:00pm | Lunch | | 1:00pm-2:00pm | (Mgmnt and Labor reconvene in Room 1E-245)  Joint discussion facilitated by FMCS (based on Discussions with CHCO and FMCS  on LMF concerns, positives, accomplishments to date, future goals, etc.) | | 2:00pm-4:00pm | LMF Working Group Discussion, LMF Annual Report and FY-16 objectives –  Facilitated by FMCS, Dept. LMERs, Co-Chairs, Steering Committee Members | | 4:00pm-4:20pm | Q&A/Wrap-Up/Adjourn – FMCS Commissioner, Randy Mayhew | | | |
| **AGENDA: Day 3 (Thurs. Oct. 22, 2015)** | | |
| **Agenda**   |  |  | | --- | --- | | 8:30am-9:00am | Sign in | | 9:00am-9:20am | Welcome Back and Debrief and Review of Day 2 – FMCS Commissioner,  Randy Mayhew | | 9:20am-10:15am | -Discussion of changes from older Performance Management Order DOE O333.1C  to newly DRB approved Employee Performance Management and Recognition  Programs, DOE O 333.1D (pending Secretarial approval).  -Identification of changes affecting working conditions for which local negotiations  would be required.  -Lorrenda Buckner and Kim Edens, Dept. Performance Management SMEs  assisted by FMCS and Dept. LMER, J. Carter | | 10:15am-10:30am | Break | | 10:30am-12:00pm | Employee Performance Management and Recognition  Programs, DOE O 333.1D – I&I Discussion (pilot exploration of which items  might be able to be addressed via the LMF to maximize PDI efforts) – Facilitated  by FMCS Commissioner, Randy Mayhew | | 12:00pm-1:00pm | Lunch | | 1:00pm-2:30pm | Develop MOU/MOA language - Agreed to terms for Performance Management  and Recognition Programs, DOE O 333.1D/Identify remaining issues needing to  be negotiated locally (If LMF MOU/MOA does not seem feasible, use this time to  identify/minimize items on Order needing to be addressed locally with goal of  having all local labor obligations met upon Deputy Secretary approval/signature  of Order.)- Facilitated by FMCS Commissioner, Randy Mayhew | | 2:30pm-3:00pm | Open Discussion-What did/did not work with this PDI??? Should we try this again? | | 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. –FMCS/Dept. LMERs/Co-Chairs  (Open Floor Session will be available via webex for remote viewer participation) | | 3:45pm-4:00pm | Q&A/Wrap-Up/Adjourn – FMCS Commissioner, Randy Mayhew, Dept. LMERs,  And Co-Chairs | | | |