

**Professional Development Committee Agenda
U. S. Department of the Interior
Office of Inspector General
1849 C Street, NW
Conference room 4415**

March 5, 2014 – 10:00 – 11:00 a.m.

**Call in # 1-866-648-7140
PIN: 5747687**

- Introduce the new Leadership Development Subcommittee Chairman

Kevin S. Donohue
Assistant Counsel
Office of Inspector General
General Services Administration

Kevin will give an update on

- IG Case Studies
 - Emerging Leader Program at American University
 - Leadership Communities of Practices
-
- Briefing on Training Institute 2013 Accomplishments
 - Overview of 2014 Training Institute Training Program Schedule
 - Update on Training Institute 2014 Performance Plan Deliverables
 - Texas A&M University Research Project

**Professional Development Committee
Meeting Minutes
March 5, 2014
10:00 – 11:00 a.m.**

Opening and Welcome

Mary Kendall, PDC Chair.

Introduced Kevin Donohue as the new Leadership Development Subcommittee Chairman. Kevin has worked for the GSA OIG since 2009.

Update on Leadership Development Subcommittee

Kevin Donohue, Chairman

Kevin said he was honored to take over the committee and provided status on the following:

- IG Case Studies.
 - A major theme of the LDS Leadership Programs curriculum review.
 - Focus on what we do, public service and making decisions
 - Related to living in the IG world.
 - A list of ideas was sent by email to the alumni asking the recipient to respond by telling us a story – 24 responses were received.
 - Presently developing four case studies.
- Emerging Leader Program
 - Recommendation from LDS Leadership Programs curriculum review.
 - First tested one day program at LLI - (b) (5)
 - Currently working with American University.
 - New potential for GS-13's attending
- SES CDP is this something we were asked to explore.
 - Cost would be substantial.
 - Technical component OPM Max.
- Leadership Communities of Practices.
 - Most important is getting people together and working with alumni.

The transition of leadership has been flawless, said Richard Moore.

Update on CIGIE Training Institute

Tom Caulfield, CIGIE Executive Director

- Some of the Highlights of the Training Institute 2013 Accomplishments
 - Three-year strategic plan approved.
 - Established 2014 goals and measures.
 - Delivered 65 training programs
 - Trained 1,754 students.
 - Maintained 99% satisfaction rating.

- Reviewed and improved all three L&MS Academy Leadership Programs.
- Performed curriculum development
- Overview of 2014 Training Institute Program Schedule
 - AI&EA – 28 courses.
 - IG CIA – 24 courses.
 - L&MSA – 13 courses.
 - Total of 65 training programs planned, which is significantly higher than PDC request.
 - Along with 65 anticipated training programs we are also developing several new training programs - Procurement Fraud and Auditor in Charge.
 - Also working on the potential DVD of the “IG Profession then and Now.”
- Update on Training Institute 2014 Performance Plan Deliverables
 - Provide or facilitate high-quality, cost effective IG, specific training.
 - ✓ Continue delivering training to the OIG community.
 - Currently on track to deliver the PDC target of 1200 students.
 - Slightly behind track total number of training programs due to cancellations related to weather, but still believes we can make the PDC target of 45 programs.
 - ✓ Conduct annual training requirements/needs assessment.
 - Accomplished our first consolidated Training Institute for training projections in FY2015.
 - ✓ Standardize annual training advertisements.
 - Have developed uniformed flyers.
 - Have updated/changed IGnet.
 - New Institute logo describes 3 academy directors reaching into the future.
 - Produce own brochures for the 3 academies – printed by GPO for two-cents each.
 - ✓ Implement multilevel evaluations for training programs.
 - Currently all of our programs are utilizing at some degree.
 - ✓ Develop an adjunct instructor program.
 - Currently on track to be later in the year.
 - ✓ Identify and disseminate additional OIG training opportunities.
 - Currently completed three training programs not identified in last year’s projections – PDC request 5.
 - Improve operational efficiency.
 - ✓ Obtain training program certification.
 - On track to deliver NASBA
 - ✓ Leverage technology to advance capacity.
 - Highlighted the current work we are doing with NTIS to assist the Institute will identifying an automated solution for many of our administrated manual processes related to our training programs.
- Texas A&M University Research Project
 - (b) (5)

(b) (5)

Attendees

Mary Kendall, Chair

(b) (6) for Kathy Buller, PC

(b) (3) (B)

Kevin Donohue, GSA

(b) (3) (B)

Dana Rooney-Fisher, FLRA

(b) (6) for Osvaldo Gratacos, EXIM

(b) (6) for David Levinson, DHS

(b) (6) for Lynne McFarland, FEC

Patrick McFarland, OPM

(b) (6) for Paul Martin, NASA (call in)

Richard Moore, TVA

(b) (6) for Dave Williams, USPS

Tom Caulfield, CIGIE Training Institute

Charles Johnson, CIGIE L&MS Academy

Beth Leon, CIGIE AI&E Academy

(b) (6)

(b) (6) for Kathy Tighe, DOE (call in)

Professional Development Committee Agenda
U. S. Department of the Interior
Office of Inspector General
1849 C Street, NW
Conference room 4415

October 30, 2013 – 10:00 – 11:00 a.m.

- Shutdown Impacts - Tom Caulfield
- Draft Performance Plan for Training Institute - Tom Caulfield
(Please review and bring questions, comments, and be prepared to vote to advance to the Executive Council.)
- Leadership Development Subcommittee Update (b) (6)
- Proposed CIGIE Projects that fall under PDC jurisdiction
An internal project concentrating on OIG training effectiveness in terms of more efficient and effective training that addresses issues noted in the attachment.
- Project proposal re training (see attachment)
Develop a video-on-demand CIGIE training program to reduce travel costs associated with training.

**Professional Development Committee
October 30, 2013
10:00 – 11:00 a.m.**

Opening and Welcome

Mary Kendall, PDC Chair

Shutdown Impacts

Tom Caulfield, Executive Director

- Six training sessions were cancelled for 220 students at a cost of \$47,200.
- Spent \$7,000 unnecessarily.
- Eighty percent back from shutdown.
- Challenges with finding a room for the Learning Forum for November 20-21, 2013.
- Recoup iterations by rescheduling.
- AU waived financial obligations and LLI gave us credit.
- Schedule essentials investigation program back to back.

Draft Performance Plan for Training Institute

Tom Caulfield, Executive Director

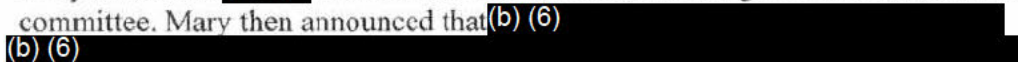
(b) (5)



Update on Leadership Development Committee

(b) (6)



- Mary introduced (b) (6) and thanked her for the outstanding work she has done with the committee. Mary then announced that (b) (6)
 - (b) (6)
- 

- (b) (6)
- Received proposal from AU for Emerging Leaders Pilot Program.
- Received 30 case studies submissions, including four that came directly from IG's. Several are PDC members.
- A survey was sent to AU and LLI leadership graduates.
- Seventy graduates responded interested in the newly established COP work groups - to develop a virtual COP site and to organize in-person events.
- COPs provides in-person and virtual forums for practitioners of a discipline to interact, to share knowledge and experiences pertinent to their tasks at hand and to solve business problems. These communities complement the intent of the *IG Reform Act of 2008*.
- The first meeting for these groups is November 5 at the CIGIE Training Institute.
- Continued analysis of CIGIE leadership program usage by certain IG's. Expect to have a work product in two months.
- SES Candidate Development Program (CDP) will meet at AU November 1 to explore leveraging the support they already provide to CDP with the federal government. OPM is another partner helping us to explore this initiative.

Proposed CIGIE Projects that Fall Under PDC Jurisdiction

Tom Caulfield, CIGIE Executive Director

Internal projects concentrating on OIG training effectiveness in terms of more efficient and effective training that addresses current issues.

- Suggestions/comments were solicited from the community for input.

(b) (5)

- Committee to start a working group.

Project Proposal Re Training

Tom Caulfield, Executive Director

(b) (5)

Next meeting

The next meeting is scheduled for January 15, 2014 from 10:00 a.m. to 11:00 a.m. at the main interior building, 1849 C Street, NW, conference room 4415.

Attendees

Mary Kendall, Chair

(b) (6) [redacted] for Ted Alves, AMTRAK

(b) (3) (B) [redacted]

(b) (6) [redacted] for Dan Levinson, HHS

Dana Rooney-Fisher, FLRA

Lynne McFarland, FEC

Patrick McFarland, OPM (called in)

(b) (6) [redacted] for Paul Martin, NASA

(b) (6) [redacted] for Dave Williams, USPS

Tom Caulfield, CIGIE Training Institute

Charles Johnson, CIGIE L&MS Academy

(b) (6) [redacted] DOI OIG

Beth Hoffman Leon, CIGIE AI&E Academy



Professional Development Committee Meeting
September 18, 2013
10:00 to 11:00

Conference Call Information:

Bridge – 888-834-9177
Access Code – 9944518

Agenda Items –

- FY 2013 Training Institute Annual Performance Plan Update
- Iraq Inspector General U.S. Study Tour
- FY 2014 Tuition Cost
- Individual Academy Highlights
- LDS Activity Update

**Professional Development Committee
Teleconference Meeting Minutes
September 18, 2013
10:00 – 11:00 a.m.**

Opening and Welcome

Mary Kendall, PDC Chair

Update for FY 2013 CIGIE Training Institute Annual Performance Plan

Tom Caulfield, Executive Director

- The Training Institute exceeded the measures of providing quality training provided to 1,150 CIGIE members and maintain a cumulative 93% positive score for FY 13 training programs.
- All three academies delivered well above the required employees to be trained and will adopt the “ADDIE” model for development of new training programs.
- The performance plan has two goals -
 - *To provide or facilitate high-quality, cost effective, OIG-specific training with eight objectives.*
 - *Improve training institute operational efficiency with four objectives.*
- Future goals –
 - Improve descriptions for training courses.
 - Implement a more efficient and effective way to announce training opportunities and develop and implement multi-level evaluations that consist of:
 - ✓ *Automation*
 - ✓ *Documentation*
 - ✓ *Consistency*
- Strategy Plan brief due to PDC September 30, 2013.
 - Explore portal courses online.
 - Automation not in FY 14 budget.
 - Automated registration and pay system would be cost effective.
- Upcoming inaugural event “Learning Forum” on how to improve the report writing and review process presented to the IG community and scheduled for October 23 from 9-12 noon at the Small Business Administration.

Richard Moore, IG TVA, congratulated CIGIE Training Institute for a job well done.

Update on Audit Inspection & Evaluation Academy (AI&EA)

Beth Leon, Director

- Tuition-only model will be presented to PDC for approval October 30, 2013.
- Unique to the IG world \$675 per course for seven days; our competitor costs \$1,295 for a five-day course.

- Baseline cost for courses is \$100.
- Costs include training space, materials, supplies, vendor fees and travel expenses. If the training space is free, the course cost is reduced.
- One person registers and calculates the costs.
- Five learning program deliverables between May and September 2013
 - *Suspension and Debarment*
 - *I&E Peer Review, and Critical Thinking Pilot*
 - *IG Authorities and Writing (message development)*
 - *Introductory Auditor*
 - *Audit Peer Review*
- Significant increase in attendance for audit courses – 816 trained.

Government of Iraq Inspectors General, U.S. Study Tour

Tom Caulfield, CIGIE Executive Director

- The Department of State (DOS) asked CIGIE to assist in training Iraq Inspectors General.
- Approved by the Executive Council.
- No CIGIE funds will be utilized with the exception of man hours.
- Tentative draft agenda, with PDC input, prepared for the U.S. Study Tour with cultural breaks.
- Thirty-six IG's with a delegation of 40.
- Scheduled study tour January 2014.
- *Mary Kendall* asked PDC members to participate.
- DOS will get speakers and take ownership of the agenda.

Update Inspector General Criminal Investigations Academy (IGCIA)

Tom Caulfield, CIGIE Executive Director

- Applied for and achieved accreditation July 31, 2013.
- Four programs were added to IGCIA FY 13 calendar:
 - *IG Interviewing for Fraud; Auditors, Inspectors and Evaluators*
 - *Undercover Operations for OIG Managers Seminar*
 - *Public Corruption Investigations Training Program*
 - *Basic Non-Criminal Investigator Training Program (program named changed to Essentials of Inspector General Investigations)*. This program has been in high demand with a waiting list.
- IGCIA delivered 20 programs and trained 500 IG employees.
- Increase in enrollment is 161%.
- IGCIA to create courses into textbook form instead of binders and handouts that will be more cost effective and will help the instructor to focus on key points.

Tom Caulfield announced that CIGIE nominated and approved an "Award of Excellence" for (b) (6). He said that it was an amazing accomplishment, unbelievable and phenomenal leadership, in supporting Leadership Mission Support.

Update on Leadership and Mission Support (L&MA)

Charles Johnson, Director

- Emerging Leaders training.
- Case study initiative – IG specific.
- Data call received 15-16 recommendations for case studies.

Update on Leadership Development Committee

(b) (6)

- Emerging Leaders August Pilot Program with Lincoln Leadership Institute. A one day program that was thoroughly evaluated with follow-up face-to-face interviews. Good day with feedback to make it better.
- Reaching out to American University (AU) to explore an emerging leaders program by end of the year.
- Mentoring by AU graduates envisioned for emerging leaders.
- Communities in Practices update:
 - Email to 800 leader graduates.
 - Two workgroups for COP
 - ✓ AU Alumni
 - ✓ Lunch with Lincoln.
- Analysis as to why certain IG's are not taking advantage of leadership programs.
- New members needed to replace those that have retired, received promotions, or moved on.
- Lincoln Leadership Institute is intended for GS-15 and SES and some GS-14, on a case-by-case basis.
- COPs provides in-person and virtual forums for practitioners of a discipline to interact, to share knowledge and experiences pertinent to their tasks at hand and to solve business problems. These communities complement the intent of the *IG Reform Act of 2008*.

Next meeting

The next meeting is scheduled for Wednesday, October 30, 2013 from 10:00 a.m. to 11:00 a.m. at the main interior building, 1849 C Street, NW in room 4415 with a full discussion on the Executive Council proposals and other agenda items. These items will be part of the agenda.

Attendees

Mary Kendall, Chair
Ted Alves, AMTRAK
Hubert Bell, NRC

(b) (3) (B)

Dana Rooney-Fisher, FLRA
Osvaldo Gratacos, EXIM
Carl Hoecker, SEC
Lynne McFarland, FEC
Patrick McFarland, OPM

Paul Martin, NASA

Richard Moore, TVA

(b) (6) for Dave Williams, USPS

(b) (6) for Charles Edwards, DHS

Tom Caulfield, CIGIE Training Institute

Charles Johnson, CIGIE L&MS Academy

(b) (6) DOI OIG

Beth Leon, CIGIE AI&E Academy

(b) (6) for Jon Rymer, FDIC

(b) (6) for Kathy Tighe, DOE

Professional Development Committee Agenda
June 26, 2013
10:00 – 11:30 a.m.

- Training Institute FY 2014 Budget (Mark Jones)
- Training Institute Strategic Framework (Beth Leon)
- IG Profession Then and Now (b) (6)
- Leadership Development Subcommittee (b) (6)
- Emerging Leaders Training (Chuck Johnson)
- Community of Practice Working Group (b) (6)

**Professional Development Committee
Meeting Minutes
June 26, 2013
10:00 – 11:30 a.m.**

Opening and Welcome

Mary Kendall, PDC Chair

Training Institute FY 2014 Budget

Mark Jones, Executive Director, CIGIE Training Institute

Mary Kendall referred to an issue that came up at the last CIGIE meeting about the Training Institute's budget. She asked Mark to discuss the budget items and to take questions. Mark explained the details behind:

- The total cut from the FY 2014 budget is \$5,945,952 with 10% from council operations and training.
- Ten leadership courses scheduled for FY 2014.
- Thirteen FTE's for the three academies – IG Criminal Investigator, Leadership and Mission, Support and Audit, Inspection, and Evaluations.
- Total expenses for CIGIE and Training Institute are \$4,100,063.

There were no questions.

Training Institute Strategic Framework

Beth Hoffman Leon, Director – Audit, Inspection, and Evaluation Academy (AI&EA)

- Strategic Framework came out of the CIGIE Business Plan that included goals and objectives; the Business Plan was approved at the January 9, 2013 PDC meeting.
- Three-year strategic plan that provides a roadmap for obtaining quality instruction, Institute-wide instructional processes, accreditation and curriculum.
- Designed to implement key items related to professional development of the IG workforce.
- At full staffing, the Training Institute will have six permanent employees and nine detailees costing \$2.5 million in FY 2014.

Our IG Profession “Then and Now” (Instructor Script)

(b) (6)

- Included in the document are milestones that have helped build our community and the roots of where we came from to educate the IG community.
- Beginnings of the IG system in the United States.

- When the IG concept began to move into the Federal government.
- The landmark legislation of the IG Act of 1978.
- The IG Reform Act of 2008 and creation of CIGIE.
- Currently being used in training courses.
- IG offices have requested presentations.
- Long-term goal is to make it into a video.
- Please review and if you have any comments or suggestions, please email them to me at (b) (6)

Richard Moore suggested interviewing former IG's and Deputy IG's for institutional knowledge, and to self-publish hard bound copies.

(b) (6) suggested that it would be a great tool for new IG HR Directors.

Leadership Development Subcommittee (LDS)

(b) (6)

(b) (6) thanked the committee members for providing excellent people to serve on the subcommittee.

- Various initiatives underway as a result of the successful Curriculum Review Conference results.
- The initiatives are as follows:
 - IG Case Studies, Leadership Lessons, and IG Leader Scenarios.
 - One-day pilot program at Lincoln Leadership Institute for Emerging Leaders.
 - Recommendation by LDS to do a pilot of the one-day course with LDS members and approximately 30 emerging leaders from OIG offices. Heavy evaluation will be done by all of the participants.
 - CIGIE Communities of Practice and the CIGIE Leadership COP.
 - Analysis of OIG Participation in CIGIE Leadership Programs.
 - The analysis is close to being finalized which gathers and analyzes the numbers attending by OIGs over the life of the LLI and AU programs going back to 2007. *Interim report to the PDC chair by next week.*

Emerging Leaders Training

Charles Johnson, Program Manager, Leadership/Mission Support Academy

- The pilot LLI initiative for emerging leaders was recommended by the PDC to the LDS in February when the Curriculum Review was briefed.
- LDS coordinated a one-day pilot LLI leadership program that has been tested by LLI five times in the last three year with three different government agencies (DHS, DOI, USDA) but with agency staff members and not with OIG exclusive audiences.
- One-day course entitled "*Transformational Journey from Gettysburg*" is scheduled for August 14, 2013.

- Evaluation plan for pilot test will be finalized by July 17th LDS meeting. Course objectives include demonstrating 1) influence leadership, 2) moral courage, 3) how are leaders made, not born, 4) distinguishing transformational from transactional leadership, and 5) competence is an underpinning of good leadership.
- Depart from Washington, DC on a charter bus at approximately 7:00 a.m. and return by 6:00 p.m.
- The cost per participant is \$795.00 negotiated down from \$1,000 per participant.
- The PDC approved going forward with this pilot.

Community of Practice Working Group (CoP)

(b) (6)

- Establish strong governance plan.
- No cost to utilize OMB web site.
- A forum already exists and is an established site – CoP will establish content.
- The site will be self-policing so not a lot of time is required to maintain it.
- Mid-July workshop is planned.
- CoP will be give regular updates at the PDC meetings.

Video Presented by Mary Kendall

- The video will be presented to the FLETA Board at their July meeting for accreditation anticipated to be awarded to IG Criminal Investigations Academy.
- The four-minute video depicts the work of the Council of Inspectors General on Integrity and Efficiency.

All comments on any of the presentations from the meeting are due July 10, 2013.

Next meeting

The next meeting is scheduled for Wednesday, September 18, 2013 from 10:00 a.m. to 11:00 a.m. at the Department of the Interior, 1849 C Street, NW, Washington, DC (conference room 4415).

Attendees

Mary Kendall, Chair

(b) (6) for Kathy Buller, Peace Corps

(b) (6) for Charles Edwards, DHS

Oswaldo Gratacos, EXIM

Beth Hoffman Leon, CIGIE

(b) (6) for Carl Hoecker, SEC

Charles Johnson, CIGIE

Mark Jones, CIGIE

(b) (6) DOI OIG

(b) (6) for Daniel Levinson, HHS

Lynne McFarland, FEC

Patrick McFarland, OPM

(b) (6) [REDACTED] for Paul Martin, NASA

Richard Moore, TVA

Milton Mayo, EEOC

(b) (6) [REDACTED] for Jon Rymer, FDIC

(b) (6) [REDACTED] for Dave Williams, USPS

**Professional Development Committee
Teleconference Agenda
May 15, 2013
10:00 – 11:00 a.m.**

- Opening/Welcome (Mary)
- Update on the events of the Training Institute
- Update on IGCI (Tom)
- Update on AIE (Beth)
- Update on L&MSA (Chuck)
- Update on Leadership Development Subcommittee (b) (6)

Each agenda item will last approximately 10 minutes.

**Professional Development Committee
Teleconference Meeting Minutes
May 15, 2013
10:00 – 11:00 a.m.**

Opening and Welcome

Mary Kendall, PDC Chair

Updates on the Events of the CIGIE Training Institute

Tom Caulfield, Executive Director

- Updated the Committee on the status of the Training Institute's 2013 Performance Objectives.
- The performance plan has two goals. Goal 1 (*to provide or facilitate high-quality, cost effective, OIG-specific relevant training*) with ten objectives. Goal 2 (*improve training institute operational efficiency*) with four objectives.
- With the exception of Objective 1-1, the training institute is on schedule to complete its objectives on time.
- Quality training provided to 1,150 CIGIE members with a cumulative 93% positive score in FY 13.

Update on Audit Inspection & Evaluation Academy (AI&EA)

Beth Leon, Director

- As of May 1, the AI&EA has delivered 12 training iterations to 464 participants representing more than 50 OIGs.
- Five learning program deliverables between May and September 2013 which are; 1) *Suspension and Debarment, I&E Peer Review, and Critical Thinking Pilot* 2) *IG Authorities and Writing (message development)* 3) *Introductory Auditor* 4) *Audit Peer Review* 5) *Introductory Auditor*.
- Six ongoing partnering, certification, and curriculum review and development efforts.
- Developing a training delivery schedule for FY 14.

Update Inspector General Criminal Investigations Academy (IGCIA)

Angela Hrdlicka, Executive Director

- IFITP was found to be in full compliance with FLETA Board Standards by FLETA assessment in March 2013.
- IGCIA staff will present the program to the FLETA Board for review at their July meeting, expecting accreditation to be awarded.
- Four programs were added to IGCIA FY 13 calendar: 1) *IG Interviewing for Fraud; Auditors, Inspectors and Evaluators* 2) *Undercover Operations for OIG Managers Seminar* 3) *Public Corruption Investigations Training Program* 4) *Basic Non-Criminal*

Investigator Training Program (program named changed to Essentials of Inspector General Investigations). This program has been in high demand with a waiting list.

- To date, this FY, 260 students trained in 11 IGCIA iterations; 13 iterations remaining.
- Hotline operator slots are still open for the June course in Cheltenham.
- Pat McFarland thanked Angela for a superb job considering she had so many obstacles.

Update on Leadership and Mission Support (L&MA)

Charles Johnson, Director

- To date, 198 leaders within 10 iterations have been trained achieving 89% of FY13 goals.
- Pre-CIGIE, no organized support for mission support personnel community and limited management of AU and LLI Leadership Programs.
- Training Institute begins to form – 2011-12
 - L&MS training program assessments.
 - Deputy IG Leadership Training needs surveys.
 - Mission Support (AIGM & IIR Directors) needs surveys.
 - PDC takes ownership of L&MS Academy training.
 - PDC creates Leadership Development Training Subcommittee (LDS).
 - LDS and CIGIE conduct first formal curriculum review of all leadership programs.
 - Leadership model researched and identified.
- Mary Kendall thanked (b) (6) and LDS for a job well done.

Update on Leadership Development Committee

(b) (6)

- (b) (6) introduced (b) (6) to give an update on the Communities of Practice (COPs) for the IG community.
- (b) (5)
- COPs provide in-person and virtual forums for practitioners of a discipline to interact, to share knowledge and experiences pertinent to their tasks at hand and to solve business problems. These communities compliment the intent of the *IG Reform Act of 2008*.
- Volunteers are needed for the work group that Bill Yeager will chair.
- (b) (6)

Next meeting

The next meeting is scheduled for Wednesday, June 26, 2013 from 10:00 a.m. to 11:30 a.m. at the main interior building, 1849 C Street, NW in room 4415.

Attendees

Mary Kendall, Chair

Ted Alves, AMTRAK

Robert Erickson, GSA

Patrick McFarland, OPM

Paul Martin, NASA

Dave Williams, USPS

(b) (6) for Charles Edwards, DHS

Tom Caulfield, CIGIE Training Institute

(b) (6) for Lynne McFarland, FEC

Angela Hrdlicka, IGCI Academy

Charles Johnson, L&MS Academy

(b) (6) DOI OIG

Beth Leon, AI&E Academy

(b) (6) for Jon Rymer, FDIC

(b) (6) for Daniel Levinson, HHS

(b) (6)

Professional Development Committee Meeting Minutes
February 20, 2013
10:30 – 12:00 a.m.

The NASA OIG hosted the meeting in the Executive Conference Room (8Q40) at NASA Headquarters, 300 E Street, S.W. in Washington, D.C.

The PDC Chair, Mary Kendall, opened the meeting with a brief introduction and overview. The PDC's Leadership Development Subcommittee (LDS), (b) (6) presented the results of the CIGIE Leadership Programs Curriculum Review to the PDC membership. Subcommittee members summarized their findings for all three leadership programs: American University (AU) New Leader Program, AU Experienced Leader Program, and the Lincoln Leadership Institute (LLI) "*A Transformational Journey from Gettysburg*".

The LDS reported that they undertook a comprehensive curriculum review of the three CIGIE-sponsored leadership programs in full partnership with the CIGIE Training Institute. Data sources for the review included cross-agency focus groups, program exit surveys over the past year, new participant surveys of all 2011/2012 graduates, and surveys of their supervisors. In addition, historical context was contributed by program managers who were involved in the original inception of the programs, now over five years ago. This review is the first formal review of these programs undertaken since they were initiated by the then PCIE and ECIE.

Overall, the members of the CRC were impressed with the extremely positive survey results gathered on all three of the CIGIE programs. Both participants and their supervisors gave these three programs extremely high marks regarding multiple aspects of the programs. There was ample evidence that the programs were considered value added by those attending and by superiors who encouraged their attendance.

Recommendations:

American University New and Experienced Leader Programs

The CRC found that the American University (AU) programs are relevant and appropriate for the target audience and that the learning methods are effective and appropriate. The CRC team recommends that the PDC continue to endorse and sponsor the AU programs with some modifications noted below.

(b) (5)



(b) (5)



Lincoln Leadership Program, "A Transformational Journey from Gettysburg"

The CRC found that the Lincoln Leadership Institute (LLI) program is relevant and appropriate for the target audience and that the learning methods are effective and appropriate. We recommend that the PDC continue to endorse and sponsor this program with four administrative modifications noted below.

(b) (5)



At the conclusion of the LDS presentation, the PDC Chair opened the floor for questions and discussion. The following issues were raised:

- 1) Look below/beyond the Executive Level with regard to CIGIE leadership programs. Leadership training should be expanded downward to lower grade staff. Also, such programs should be extended upward to engage more participation at the IG-level. Leadership training should follow a "career path" as individuals move up the ladder and progress through their careers. It was mentioned that the Lincoln Leadership Institute offers a two-day leadership program for those at the GS-12 level. Prior IG-community surveys have indicated the need for more involvement at the IG level with regard to leadership training.

- 2) Concern over limiting the grade level of LLI attendees to GS-15 and SES when there may be some high-performing GS-14s that should attend. OIGs that want to send a GS-14 would work with the CIGIE Training Institute during the registration process and make a determination on a “case by case” basis.
- 3) Need to have a strong leadership training alumni group to help deal with the complex issues that OIGs face. For example, this alumni network could be connected through “blogs” and other tools. The group could work on “special assignments” from the CIGIE Committees. The LLI alums are really part of the CIGIE “inner circle” and know /live the issues that impact the IG community. The last day of the Gettysburg program is designed to take on such challenges and moving forward the program could aim toward including follow-on solutions. There was also discussion of the importance of a leadership community of practice (COP) for CIGIE and the need to determine how to implement, maintain and sustain such a COP. It was mentioned that through leadership training and a COP, colleagues from across disciplines and OIGs learn much from each other and the opportunity to interact.
- 4) Work of the LDS on the curriculum review was “spectacular”. The “great work” of the group needs to continue and not lose focus. Everyone should feel a part of the effort in moving forward.
- 5) Concern over cap on CIGIE contributions to the leadership programs (cost sharing) and how it may limit enrollment for some IGs due to cost. It’s important to have a diverse group of attendees from across the IG community. Also, there was mention of increasing the CIGIE supplement to allow more OIGs to send participants if cost was an issue.
- 6) Crucial that the leadership programs need to have more IG-specific content—case studies, exercises, etc. to ensure relevancy and usefulness. The issue emerged through the curriculum review process and in moving forward leadership curriculum will encompass more IG-specific. When the leadership programs started about 6 years ago the IG-community agreed that such IG-specific examples were needed but did not follow through and provide such examples. AU is very willing to work with CIGIE to tailor the content to the IG community and make the “context” more understandable and relevant. Perhaps IGs could become more involved in participate in these leadership programs.
- 7) Discussion of which OIGs had participated in the leadership programs. The LDS used data from the past fiscal year which indicated that about 20 different OIGs had sent participants during that timeframe. A question was asked about the other 50 OIGs and why they did not participate. Given the scope of its curriculum review, the LDS did not have data going back six years to the start of the leadership programs. There could be a variety of different reasons as to why some OIGs participated and others did not. There was a high level of discussion on this topic and someone suggested developing an algorithm to determine the number of participants from each OIG based on the size of the OIG, small to large. As a result, the PDC Chair tasked the LDS with a project to research which OIGs have participated/not participated in the leadership programs and why.

Meeting Motions/Votes

At the conclusion of the discussion segment, the PDC Chair queried the PDC members on several issues including:

1. Is there general agreement that CIGIE should continue the leadership programs and implement the recommendations of the LDS curriculum review? There were no objections to continuing the leadership programs. The motion to continue passed.
2. Should funding be released to continue providing the leadership programs for the remainder of fiscal year 2013? The motion passed.
3. In order to permit the CIGIE Training Institute the ability to plan for the future, to approve the current shared funding model to continue in fiscal year 2014, absent any unforeseen budgetary issue? For planning purposes, the CIGIE Training Institute proposed 5 New Leader and 3 Experienced Leader programs at AU and 2 LLI programs at Gettysburg. The motion passed.

Meeting Outcomes

1. The PDC approved the CIGIE leadership programs to continue and the LDS recommendations to be implemented to improve the programs.
2. The PDC approved funding for CIGIE to continue delivering the leadership programs for the remainder of fiscal year 2013.
3. The PDC approved funding for CIGIE to deliver its planned leadership programs for fiscal year 2014.

PDC Attendance

Mary Kendall, Chair
Ted Alves, AMTRAK

(b) (3) (B)

Robert Erickson, GSA
Paul Martin, NASA
Dave Williams, USPS
Lynne McFarland, FEC
Jon Rymer, FDIC
Charles Edwards, DHS
Daniel Levinson, HHS
Peg Gustafson, SBA
Pat McFarland, OPM
Elizabeth Fitzgerald SEC

Non-PDC Attendance

Thomas Caulfield, CIGIE
Beth Leon Hoffman, CIGIE
Charles Johnson, CIGIE

(b) (6) [REDACTED] DOI OIG
(b) (6) [REDACTED] NASA OIG
(b) (6) [REDACTED]
(b) (6) [REDACTED] USPS OIG
(b) (6) [REDACTED] DODIG
(b) (6) [REDACTED] FEC OIG
(b) (6) [REDACTED] HHS OIG
(b) (6) [REDACTED] OPM
(b) (6) [REDACTED] AMTRAK OIG
(b) (6) [REDACTED] DHS OIG
(b) (6) [REDACTED] HHS OIG

Professional Development Committee Agenda
January 9, 2013
10:00 – 11:30 a.m.

- Presentation and Discussion of the CIGIE Training Institute Goals and Measures Draft (attached for pre-review)
- Presentation and Discussion of the Delegated Examining Unit Peer Review Project
- Update from Leadership Academy Subcommittee
- Other Business

Professional Development Committee Meeting Minutes
January 9, 2013
10:00 – 11:00 a.m.

Opening and Welcome

Mary Kendall, PDC Chair

Presentation and Discussion of CIGIE Training Institute Goals and Measures Draft

Tom Caulfield, Executive Director, CIGIE Training Institute

- Draft was sent out prior to the meeting for review.
- CIGIE Institute consists of three academics: IG Criminal Investigations, AI&E, and Leadership Mission Support.
- There are two goals. Goal 1 (*to provide or facilitate high-quality, cost effective, OIG-specific relevant training*) with seven objectives. Goal 2 (*improve training institute operational efficiency*) with five objectives.
- Overall strategy for satisfying training requirements: *find-it, buy-it, and build-it*.
- Training locations should be in government space.
- Provide quality training to 1,150 CIGIE members and maintain a cumulative 93% positive score in FY 13.
- Design and implement a more efficient and effective way to notify the IG community on training programs being offered.
- Design, implement and publish a multilevel training program evaluation and unified curriculum review method of all three academics.
- Draft and implement Institute-wide processes and policies.
- Develop and present to PDC strategy and timeline for tuition-only model for AI&E courses.
- Apply for and complete accreditation process for an Academy training program.
- Develop strategy for integration of technology into the Institute.
- Draft was approved as presented to the committee and will be forwarded to the Executive Council for approval.

Presentation and Discussion of the Delegated Examining Unit Peer Review Project (OIG Practitioner's Guide "How to Conduct a Delegated Examining Unit Audit

(b) (6) [REDACTED] Human Resources, NASA

- Human Resources Roundtable meets quarterly.

- Competitive examining is a human capital tool agencies can use to recruit a high-performing, representative workforce under 5 U.S.C. 1104.
- The Delegating Examining Project took 9-months to complete.
- DOT will be the first test audit
- OPM is fully committed to the program for one year to support the program.
- FDIC, HHS and DOI have lent three people to the program.
- Examiner must be DEU certified by OPM.
- DEU Examining Evaluation is submitted to PDC.

Curriculum Review

(b) (6) Leadership Development Subcommittee (LDS).

- In collaboration with the CIGIE Training Institute, LDS was tasked with reviewing the three CIGIE sponsored IG leadership programs: the New and Experienced Leader Programs at American University (AU) and the program at Lincoln Leadership Institute (LLI).
- A survey was developed and vetted through the subcommittee.
- Gathered data exit survey curriculum reviews.
- Four-day Curriculum Review (CR) conference will be on December 11-14.
- A one-day meeting on January 23 to gather their findings for submission to PDC.
- The February meeting will be dedicated to the findings of the subcommittee.

Next meeting

The next meeting is scheduled for Wednesday, February 20, 2013 from 10:30 a.m. to noon at NASA's Executive Conference Room (8Q40), NASA Headquarters, 300 E Street, S.W.

Mary Kendall, Chair

Ted Alves, AMTRAK

John Carey, DOD

Tom Caulfield, CIGIE

Robert Erickson, GSA

Chuck Johnson, CIGIE

(b) (6) Export-Import Bank

(b) (6) DOI OIG

Charles Johnson

Paul Martin, NASA

(b) (6) NASA

Lynne McFarland, FEC

Richard Moore, TVA

Milton Mayo, EEOC

(b) (6) for Dave Williams, USPS

(b) (6) for Daniel Levinson, HHS

Professional Development Committee Agenda

July 26, 2012

10:00 – 11:00 a.m.

- Leadership Cost Sharing Model & Commitment to 2013 Programs Chuck Johnson
- Training Institute Business Plan Tom Caulfield
- Subcommittee Update (b) (6)

Professional Development Committee Meeting Minutes
July 26, 2012
10:00 – 11:00 a.m.

Opened the Meeting (Mary Kendall)

The meeting started with a report from Chuck Johnson, CIGIE, Leadership and Mission Support Academy.

Leadership Cost Sharing Model and Commitment to 2013 Programs (Chuck Johnson)

- Historically there has been a desire for specialized leadership programs to address unique IG leadership challenges. These challenges have been identified as –
 - Develop broader vision earlier in their careers,
 - Develop and appreciate political perspectives,
 - Demonstrating greater courage,
 - Accept accountability,
 - Understanding the value of transparency, and
 - Having a deep respect for safeguarding IG independence.

- Current sponsored programs (Lincoln Leadership Institute (LLI) and American University (AU)) are legacy programs that have never had a formal curriculum review by the IG community.
- CIGIE has worked for the last 10 months to refine and tailor the courses to meet IG-specific needs.
- The Leadership Development Subcommittee (LDS) has been tasked with identifying leadership models, assess LLI and AU's value, and optimize what can be provided in the training courses.
- The "cost sharing model" for CIGIE Leadership Programs is also legacy.
- Need to assess Leadership programs' value before deciding on the cost model.
- Will PDC commit to sponsored programs through 2013?

(b) (5)



Mary Kendall proposed a compromise of two New Leaders and one Experienced Leaders courses for AU, and one for LLI to be scheduled no later than 180 days into the new calendar year; and a target for the assessment of the programs to be completed be no later than April 1, 2013. She put it to the floor for a vote. There was no objection to this course of action. Mary said we need to be thoughtful and methodical to accelerate evaluation in the IG community by correcting the data deficiency that exists for the Leadership programs from supervisors of participants by affirmative outreach. Even though the students are not required to list their supervisors, the Leadership Academy can do an outreach to the supervisors to find out from their point of view the benefit the course has been to their respective offices.

(b) (6) [REDACTED] LDS Chair, said that we need to lay a good foundation for the action plan deliverable and determine what is valuable and rewarding about the AU and LLI courses.

Tom Caulfield said that CIGIE inherited these courses and that the AU course has been fully vetted and is a true concept of what the IG community needs. He also said that the Gettysburg is a unique program.

Next meeting

The next meeting will be scheduled for September 6, 2012. The Training Institute Business Plan and the Subcommittee update will be the agenda topics for this meeting.

Attendees

Mary Kendall, Chair

Ted Alves, AMTRAK

Tom Caulfield, CIGIE

Charles Johnson, CIGIE

Lisa Allen, CIGIE

Robert Erickson, GSA

(b) (6) [REDACTED] DOI OIG

Paul Martin, NASA

Richard Moore, TVA

Patrick McFarland, OPM

Jon Rymer, FDIC

Sheldon Shoemaker, SBA

(b) (6) [REDACTED] for Charles Edwards, DHS

(b) (6) [REDACTED] for Lynn McFarland, FEC

(b) (6) [REDACTED] for Dave Williams, USPS

(b) (6) [REDACTED] for Osvaldo Gratacos, Export-Import Bank

(b) (6) [REDACTED] for Daniel Levinson, HHS

(b) (6) [REDACTED]

Professional Development Committee Agenda
September 6, 2012
10:00 – 11:30 a.m.

- AU and LLI Program Review Plans - Chuck Johnson
- Recap of LLI End of Program Exercise - Mary Kendall
- Training Institute Business Plan - Tom Caulfield
- Personnel Transfer to CIGIE - Tom Caulfield
- Administrative Assistant Detail - Tom Caulfield

Professional Development Committee Meeting Minutes
September 6, 2012
10:00 – 11:00 a.m.

Opening and Welcome

Mary Kendall, PDC Chair

CIGIE Leadership Curriculum Reviews (CR)

(b) (6) [REDACTED] Chair of the Leadership Development Subcommittee (LDS).

- In collaboration with the CIGIE Training Institute, LDS was tasked with reviewing the three CIGIE sponsored IG leadership programs: the New and Experienced Leader Programs at American University (AU) and the program at Lincoln Leadership Institute (LLI).
- The CR methodology is the same as that utilized in the IGATI review of 2006 requested by the Audit Committee. This process aligns with the standard methodology used for CRs in the professional development and training communities.
- The LDS will represent the PDC as stakeholders/customers in meeting desired IG objectives in the CR.
- The subcommittee volunteer participants are enthusiastic about their role. *Mary thanked the subcommittee for its aggressive schedule.*
- A question was presented, “*With the IG’s limited budgets, what sets this program apart?*” This is one of the questions the CR should answer.
- A four-day CR conference is planned for December 11-14.
- The report results are due to PDC April 1, 2013 although the LDS hopes to brief the PDC of the CR results in February 2013.
- The CR will assess the Leadership programs’ value before deciding on the cost model.

(b) (5) [REDACTED]

Recap of LLI End of Program Exercise

Mary Kendall, PDC Chair

- The participants of the LLI program were split into two groups: one considered the AU curricula for the New and Experienced Leaders programs; the other was tasked with looking at the challenges facing the IG community from several levels above themselves, like Buford looking at the high ground at Gettysburg.
- The AU team identified more gaps in the curricula than critiques. Only one person in the group had attended the AU course, and served as facilitator.
- The challenges team made a compelling presentation.

Training Institute Business Plan

Tom Caulfield, Executive Director, CIGIE Training Institute

- FY 2012-14 is a multi-year, detailed plan with a forward looking approach.
- The goal is to maintain, build, and improve from previous year(s).
- Training team exceeded every strategic target.
- There was a savings of \$12 per person per day last year—total cost savings was \$20,000.
- The savings goes into a revolving funds account in compliance with the IG Reform Act.
- Without the collaboration of the community, the Training Institute would not exist.
- New look for the CIGIE website – training page presence, training institute staff, outreach programs, and OMB-Max Community of Practice (connect-to-collaborate-to innovate). This is an interactive cloud environment.
- Overview of the business plan is staffing, technology, cost and funding, challenges, and training.
- Training Institute is not certified, but is working toward certification.
- If you have a request for unexpected training, provide advanced notice and the Training Institute will do everything possible to make it happen.

Action Item

The PDC Committee members will be given two weeks for comment or approval of the Training Institute Business Plan to advance to the Executive Council. Please submit comments or approval no later than (two weeks from date minutes sent). Non-responses will be considered concurrence.

CIGIE Personnel Transfer and Administrative Assistant Detail

- Executive Council approved both personnel transfer and administrative assistant detail. Tom to meet with counsel to work out the process for the personnel transfer.

Next meeting

The next meeting will be scheduled for Wednesday, October 24, 2012 at 10:00 a.m.

The PDC Committee will be given two weeks for approval of the business plan to advance to the Executive Council once the minutes are sent out.

Attendees

Mary Kendall, Chair
Ted Alves, AMTRAK
John Carey, DOD
Tom Caulfield, CIGIE
Lisa Allen, CIGIE
Beth Leon, CIGIE

(b) (6) CIGIE

Oswaldo Gratacos, Export-Import Bank

(b) (6) [REDACTED] DOI OIG

Lynne McFarland, FEC

Patrick McFarland, OPM

Paul Martin, NASA

Richard Moore, TVA

Bert Vint, OPM

(b) (6) [REDACTED] for Allison Lerner, NSF

(b) (6) [REDACTED] for Hubert Bell, NRC

(b) (6) [REDACTED] for Dave Williams, USPS

(b) (6) [REDACTED] for Charles Edwards, DHS

(b) (6) [REDACTED] for Jon Rymer, FDIC

Sheldon Shoemaker for Peggy Gustafson, SBA

(b) (6) [REDACTED] for Daniel Levinson, HHS

Professional Development Committee Agenda
October 24, 2012
10:00 – 11:30 a.m.

- Review and discussion of Training Institute Protocols - Mary Kendall/Tom Caulfield
- End of Fiscal Year Training Institute Update - Tom Caulfield
- Fiscal Year 2013 Proposed Metrics - Mary Kendall
- Training Institute Framework - Mary Kendall/Tom Caulfield

Professional Development Committee Meeting Minutes
October 24, 2012
10:00 – 11:00 a.m.

Opening and Welcome

Mary Kendall, PDC Chair

Review and Discussion of Training Institute Protocols

Mary Kendall, PDC Chair

Tom Caulfield, Executive Director, CIGIE Training Institute

- Sent out rough draft of proposed protocol processes for review.
- Comments received from *Kathy Tighe* and *Carl Hoecker* – solicit input from AIGs.
- Milton Mayo suggested we call it course selection assessment instead of needs assessment.
- Bob Erickson suggested that the protocols be sent to Charles Edwards and Allison Lerner for comments. Mary concurred.
- Mary interjected; incorporate Bob's comments, "*be as inclusive as possible*".
- Align needs assessment to reach selecting course.
- Analyze gap annually – one day introductory 101 course for new IG's – different protocol.
- Revised version comments due two weeks from the date of when the minutes are emailed.

End of Fiscal Year Training Institute Update

Tom Caulfield, Executive Director, CIGIE Training Institute

- Fifty-five courses were offered and 40 were targeted.
- Cost for the LLI, AU, and Experienced Leaders courses have remained stayed the same for four years.
- LLI \$1,000 per day; AU \$637 per day, New and Experienced Leaders \$524 per day.
- IG CIA \$138 per day.
- The costs were targeted questions from the September 6 PDC meeting. The above costs are comparisons from Brookings Institute, Harvard Kennedy School, OPM, Center for Creative Leadership, and Aspen Institute.

Fiscal Year 2013 Proposed Metrics

Mary Kendall, PDC Chair

- A simple document that starts with FY 2013 number of proposed course offerings.

- (b) (5)
- Budget constraints will cause IG's to use free in house training.
- "Taking our temperature" is a term used by Bob Erickson to describe our budget challenges.
- Leadership and mission support will be cut back 50%.
- AI&E is up and Investigations is down.

Training Institute Framework

Mary Kendall, PDC Chair

Tom Caulfield, Executive Director, CIGIE Training Institute

(b) (5)



Curriculum Review

(b) (6) Chair of the Leadership Development Subcommittee (LDS).

- In collaboration with the CIGIE Training Institute, LDS was tasked with reviewing the three CIGIE sponsored IG leadership programs: the New and Experienced Leader Programs at American University (AU) and the program at Lincoln Leadership Institute (LLI).
- A survey has been developed and vetted through the subcommittee.
- Four-day Curriculum Review (CR) conference will be on December 11-14.
- The report results are due to PDC April 1, 2013 although the LDS hopes to brief the PDC of the CR results in February 2013.

Next meeting

The next meeting is scheduled for Wednesday, January 9, 2013 at 10:00 a.m.

Comments submitted on the revised protocols are due November ____.

Attendees

Mary Kendall, Chair
 Ted Alves, AMTRAK
 Hubert Bell, NRC
 Joyce Buller, Peace Corps
 John Carey, DOD
 Tom Caulfield, CIGIE
 Beth Leon, CIGIE
 Osvaldo Gratacos, Export-Import Bank
 Peggy Gustafson, SBA
 Carl Hoecker, USPS
 (b) (6) DOI OIG
 Lynne McFarland, FEC
 Patrick McFarland, OPM
 Richard Moore, TVA
 Milton Mayo, EEOC
 Jon Rymer, FDIC
 Kathy Tighe, DOE
 (b) (6) for Dave Williams, USPS
 (b) (6) for Daniel Levinson, HHS