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| **Federal LMF Agenda-First Meeting under Charter** | **7/31/2014****Virtual Meeting****11:00am-5:00pm EST** |
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| Meeting called by: | Federal Labor Management Forum/Writing Team | Type of meeting: | Virtual Meeting |
| Facilitator: | Mr. Scott BlakeDirector, Mediation ServicesFederal Mediation Conciliation Services (FMCS) | Note taker:  | Kimberly Chappell |
| Timekeeper: | Jennifer Carter/Carl Swick |  |  |
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| Attendees:  | All Fed LMF Members |
| 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
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| Please bring: | Collected thoughts on qualities desired in management and labor co-chairs  |
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| **Agenda**

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| 11:00am-11:15am | Welcome to First Federal Labor Management Forum Meeting under the Charter CHCO and/or Secretarial Designee What are the Secretary’s Expectations of the Federal LMF? |
| 11:15am-12:00pm |  Introduction of Federal Mediation Conciliation Service Facilitator  What is a LMF? What are the LMF meeting ground rules for today? Acting Co-chairs? Scott Blake (FMCS) |

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| 12:00pm-1:00pm | Lunch |
| 1:00pm-1:30pm | Writing Team Federal Labor Management Forum Charter Report Writing Team Members |
| 1:30pm-2:00pm | Overview of Department PDI to dateDepartment LMER Officer |
| 2:00pm-3:00pm | Briefings on Department-wide topics: 1. Cybersecurity breach-tentative
2. Review/PDI of Current Performance Management Order
3. Workforce Violence Policy/Directive

(Please note, **hold all questions** to accommodate short brief timeframes, questions may be submitted via your acting co-chairs by cob August 8, 2014. Acting co-chairs will consolidate all questions and submit to Department LMER Officer by cob August 13, 2014. Tentative Response from Department SME’s due cob August 22, 2014.) |
| 3:00pm- 3:15pm | Break |
| 3:15pm-3:45pm | Discussion of logistics to date of In-Person meeting (dates, tentative agenda, tentative training items, etc.) Scott Blake (FMCS)/Department LMER Officer |
| 3:45pm-4:00pm | Open Floor to all members for additional suggestions for in person meeting and/or other forum concerns (Please limit comments to 45 seconds in order to accommodate others that may like to speak. Concerns may also be submitted via acting co-chairs.)Facilitated by Scott Blake (FMCS) |
| 4:00pm-4:20pm | Solicit mgmnt and labor input of characteristics desired of co-chairs and nominations if any, (election of co-chairs to take place at in-person meeting)Facilitated by Scott Blake (FMCS) |
| 4:20pm-4:30pm | Recap of Day, reminder of co-chair election assignment and thank you for participating.Scott Blake (FMCS)/Department LMER Officer |
| Resource persons: | Jennifer Carter, Department LMER Officer(202)586-9407 jennifer.carter@hq.doe.gov |
| Special Notes: | Please be looking for in person meeting agenda and read ahead materials. |