



MEETING MINUTES

Meeting Date/Time: November 13, 2019 1:30pm – 3:00pm (EST)

Location: CFPB – 1700 G Street, NW, Washington, DC 20552

Agenda:

1. COFO Email/Google Group Update
2. COFO Elections
3. COFO Annual Conference Reflections
4. COFO Mentoring Committee Update
5. Discussion Topics:
 - a. Co-mentorship and cross-mentorship
6. Announcements

Highlights:

- 1. COFO Email/Google Group Update**
 - a. We are continuing our testing and apologize for duplicate emails. If you have accepted an invite from our Google group but have not received an invite for the monthly meetings, please email Paul Sotoudeh: Paul.Sotoudeh@USPTO.gov
- 2. COFO Elections**
 - a. COFO Executive Committee ends 1 March 2020. We are seeking volunteers for the nominating committee and seeking practicing ombuds to run for the individual committee roles. Roles include: Chair, (2 positions for the following): Vice Chairs, Secretaries, and Coordinators. Position descriptions can be found at: <https://federalombuds.ed.gov/s/charter>
 - b. Requirements & Eligibility
 - i. Nominating Committee: seeking practicing ombuds and/or ADR/CR Specialists to assist with elections
 - ii. COFO Executive Committee: current practice ombuds with IOA ombuds standards; member of COFO; candidates cannot be on the nominating committee should run for an executive committee position
 - iii. Voting: practicing ombuds, acting/detailed ombuds, and ADR/CR specialists are eligible to vote.
 - iv. Membership List: Guy Weber and Heather Milner are working to refine the COFO membership list prior to the election. If you are a practicing ADR/CR specialist or an ombuds and have changed agencies, please verify your

information is correct by contacting Guy Weber (Guy.J.Weber@nga.mil) and Heather Milner (Heather.Milner@cfpb.gov).

3. COFO Annual Conference Reflections

- a. Thank you to all volunteers and participants in making the COFO Annual Conference a huge success! This year's conference was an opportunity to build upon previous knowledge and experiences.
- b. Post Conference Survey: Paul has sent out the first round of the post conference survey. Another round will be sent out in the coming days. If you do not receive a link to take the survey, please contact Paul Sotoudeh: Paul.Sotoudeh@USPTO.gov

4. COFO Mentoring Committee Update

- a. COFO Mentoring committee is getting ready to launch orientation sessions for its third round of mentor/mentees. YTD the group has successfully recruited new mentors and mentees, totaling to 46 individuals; 23 pairs. The program is designed to provide an opportunity of growth for both mentors and mentees. The third round will include 9 mentors total (6 internal/3 external) and 9 mentees. The program is suitable for internal and external ombuds. If you have any questions, please contact COFOMentoring@nih.gov

5. Discussion Topic

- a. Co-Mentorship: Participants held a discussion on co-mentorship. With the success of COFO Mentoring program, co-mentorship would be similar IOA's ombuddies program that would allow practicing ombuds at any stage to discuss issues with other ombuds. This would be greatly beneficial to solo practitioners. Such a program would create a space for cross mentoring with leaders and upcoming ombuds.

6. Announcements

- a. Next COFO Monthly Meeting will be held at the American Red Cross
- b. Events:
 - i. ABA & University of Boulder Colorado: successfully celebrated ombuds day on 10 Oct.
 - ii. Department of Energy ombuds office created a video endorsed by the Secretary and Deputy Secretary of Energy. The video can be seen on energy.gov/ombuds
 - iii. EEOC Excel Conference will be held in August 2020 in New Orleans; calling for presenters, proposals due 3 Dec.
 - iv. IOA Annual Conference will be held from 30 March to 1 April; calling for presenters.
 - v. ABA Annual Spring Conference will be held from 22 – 25 April 2020 in New Orleans.
- c. Jobs
 - i. TSA: Associate Ombuds equivalent to GG13 position, available on USAJobs.gov
 - ii. Federal Reserve: Associate Ombuds grade equivalent to GG14/15. The position is at the national level in scope.

**COFO Attendance List
13 November 2019**

Last	First	Department	Agency	In-Person
Barrar	Riley	CFPB		1
Berg	Mollie	Department of Defense	National Geospatial-Intelligence Agency	1
Carmouche	Colette			1
Deyo	Scott	Department of Energy		1
Doyle	Bill	Department of Homeland Security	United States Secret Service	1
Mateen	Fatimah	CFPB		1
Megee	Christine	DoD Education Activity		1
Sotoudeh	Paul	United States Patent and Trademark Office		1
Varner	Tahirih			1
Wolfe	Lexi	Department of Energy		1
			Total	1
				11
Last	First	Department	Agency	Call-In
Baker Wehagen	Stephanie		U.S. Small Business Administration	1
Balick	Howard	Department of Health and Human Services	Food and Drug Administration	1
Bell	Alana	TSA Federal Air Marshal Service		1
Bolden	Ana			1
Byron	Jason	Department of Health and Human Services	National Institutes of Health	1
Coleman	Jean		U.S. Small Business Administration	1
Epps	Ayanna	Federal Deposit Insurance Corporation	Office of the Internal Ombudsman	1
Gnatt	Sheldon	National Security Agency		1
Gordon	Laurel	Department of Justice	US Marshals Service	1

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Hill	Gary	Department of Defense	National Geospatial-Intelligence Agency	1
Huff	Kevin	Department of the Treasury	United States Mint	1
Katherine	Erica		Food and Drug Administration	1
Lard	Sherry		Food and Drug Administration Center for Biologics	1
McCoy	Barbara	Department of Health and Human Services	Food and Drug Administration	1
McGuire	Carrie	Office of Government Information Services	NARA	1
McNeil	Tracey	U.S. Securities and Exchange Commission		1
Michael	David	Department of Health and Human Services	National Institutes of Health	1
Morey	Chauncenette	Department of Justice	Federal Bureau of Investigation	1
Patel	Bina		Federal Emergency Management Agency	1
Platt	Meadow	Department of Health and Human Services	Food and Drug Administration	1
Raymond	Xaivian	NASA Headquarters		1
Rowe	Mary			1
Stergio	Marcus		U.S. Department of Labor	1
Valdez	Roberta	Federal Deposit Insurance Corporation		1
Vermillion	Chris		Transportation Security Administration	1
Villafañe	Jacqueline		American Red Cross National Headquarters	1
Weber	Guy	Department of Defense	National Geospatial-Intelligence Agency	1
Whyte	Jean	Federal Reserve Board		1
Yuille	Deanna		Food and Drug Administration ADR	1
			Total	1
				30

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