

FMS Update



Aubreana Stephenson and Joy Creavalle from FMS HQ visit the lovely offices of FMS Dallas

BEYOND THE BELTWAY

While most of our employees and customers are familiar with our offices in Washington, D.C., did you know that FMS also has corporate offices in other locations, including three overseas offices? Some of our other corporate office locations include:

FMS DALLAS

1545 West Mockingbird Lane, Ste. 5003
Dallas, Texas 75235

FMS SECURITY SERVICES (GUYANA)

Lot 120, Peter Rose Street
Queenstown, Georgetown
Guyana

FMS SECURITY (THE BAHAMAS)

Marlborough & West Bay Streets
Nassau
Bahamas

FMS SECURITY N.V.

90 Grebbelineweg
Willemstad
Curacao



FMS Overseas Summer Training

Federal Management Systems, Inc. is pleased to announce that it will continue its supervisory and management training initiative for its three primary overseas security contract locations this summer. At FMS Guyana and FMS Bahamas, more than one hundred and fifteen managers, supervisors, and key administrative personnel have participated in ongoing management and supervisory training since 1999.

(Pictured below: lively group discussion at FMS Guyana training session, December 2007)



At FMS Security N.V. in Curacao, the site's new FMS Knowledge Institute will offer a four-day management and leadership training program this July.



The intensive, activity-based program will be open to FMS managers, supervisors, and administrators, as well as a range of commercial clients.

(Pictured above: members of the FMS Curacao team participate in a leadership training session, December 2007)

FMS Dallas Welcomes Guerrero



FMS Dallas welcomes its newest FMS employee, Eva Guerrero. Eva is working for one of FMS' Department of Homeland Security contracts in the beautiful and historic city of San Antonio, Texas.

Management in Focus:

Meetings 101

by Aubrey A. Stephenson



Because FMS provides a diverse range of service across the country and around the world, we rely on effective communication to meet the needs of both our customers and our employees. Due to the nature of our on-site services, we rely on meetings to foster effective communication.

A well-organized meeting can help us solve clients' problems and keep our employees well informed of contract- and corporate-related developments. A poorly organized meeting, however, can waste both client and employee time, cost money unnecessarily, and become a barrier to getting the job done.

Well-Planned Meetings Can:

- ☑ Inform, inspire, and motivate
- ☑ Analyze or solve problems
- ☑ Facilitate discussions and exchanges of views
- ☑ Counsel or reconcile conflict
- ☑ Persuade, train, or develop
- ☑ Investigate change in knowledge, skills, or attitude

WHAT IS A MEETING?

A meeting occurs when individuals come together to exchange ideas and information and/or facilitate decision making. Meetings need not always be formally or rigidly structured to achieve objectives. Many exchanges of valuable information and many important decisions can be made around the proverbial "water cooler."

To ensure that all key issues are discussed with all the appropriate parties, however, it is most effective to call a formal meeting with a structured agenda at a fixed time and place.

Before Calling a Meeting, Ask:

- ☑ *Do we really need to have a meeting?*
- ☑ *Is there some other way we can handle the issue?*

Remember - if you are in doubt, do not have a meeting!

GETTING ORGANIZED

As with all successful management actions, pre-planning is the key to a positive meeting. When organizing a meeting, you should:

1. *Know the objectives you wish the meeting to achieve.*
2. *Decide who should attend and limit attendance to only those people.*
3. *Decide what information participants should have before the meeting. Many skilled managers have pre-meetings to help minimize unnecessary discussion at the main meeting.*
4. *Let participants know what they should bring to the meeting. Each person should also know his/her role, i.e., are they there to receive or to give information?*
5. *Always prepare an agenda and circulate it in advance to all those attending.*

THE AGENDA

For an effective meeting, the agenda should:

- ☑ *State the reason for the meeting.*
- ☑ *If practical, summarize key issues to be discussed. Try to avoid information overload.*
- ☑ *Prioritize issues to be discussed.*
- ☑ *Set time limits for discussion on each issue.*
- ☑ *Clearly state the start time, completion time, and place of the meeting. If appropriate, request an RSVP for attendance.*

THE CHAIRPERSON

A chairperson facilitates and controls a meeting. To effectively control a meeting, you must clearly understand the purpose of the meeting and what you wish to accomplish. The success of meeting control hinges upon how well you have performed pre-planning tasks.

While chairing a meeting, you should always strive to maintain an open and professional atmosphere while encouraging others to participate. Some basic guidelines for chairing a meeting are:

1. *Introduce a meeting and its participants in an appropriate manner.*
2. *Use the meeting's agenda, stick to the topics, and observe necessary formalities.*
3. *Start a meeting on time, allocate the appropriate amount of time per issue, and always finish on time.*
4. *Ensure that participants are brought into the conversation or excluded as appropriate.*
5. *Always remain impartial.*
6. *Regularly summarize the discussion and maintain order.*
7. *Ensure the meeting ends with real conclusions and planned actions for decisions made.*

THE PARTICIPANTS

To ensure a successful meeting, all attendees who will be giving formal inputs should pre-plan. It is also the responsibility of those participating to ensure that a meeting attains its objectives. When you are a meeting participant, consider:

1. *Do you clearly understand the goals of the*

Meetings 101 continued on page 5

***PROJECT IN FOCUS:* Top FMS Performers at ICE**

by Stacia L. Cook, with assistance from the members of the Obligations Team

The Obligations Team in the Office of Acquisition Management (OAQ) for Immigration and Customs Enforcement (ICE) at the Department of Homeland Security (DHS) is comprised of experienced professionals from Federal Management Systems, Inc. (FMSI). Led by Ernest Smith, these talented FMSI employees consist of Carl Knights, Sandra Mack, Terrence Edwards, Dennis Aguas, Carlos Duncan, Judith F. Davies, Stacia L. Cook, Patricia Riley, and Joseph Blair.

The FMSI/Obligations Team has been providing outstanding support and services to OAQ since 2003. Since that time, they have received rave reviews on their accomplishments related to the many financial successes of the office. Their positive attitude and voracious work ethic have allowed team members to recognize their importance in getting the job done effectively. Because of this awareness and diligence, the FMSI/Obligation Team has received individual and team awards and acknowledgments of appreciation, not only from the Director of the OAQ, Ms. Ashley Lewis, but also from the Assistant Secretary of DHS, Ms. Julie Myers. In November 2007, Director Lewis awarded the FMSI team a “You Make A Difference” certificate for its hard work and dedication to excellence.

The functions performed by the team vary in financial nature and are an essential part of the maintenance of acquisition management processes. The FMSI/Obligations Team has consistently and proactively resolved issues with the OAQ respective program offices, the Office of Financial Management (OFM), and the Dallas Finance Center (DFC). They have continuously taken proactive steps in improving and documenting existing processes to make the daily workload more efficient. In Fiscal Year (FY) 2007, the FMSI/Obligations Team obligated nearly two billion dollars and performed over 6,000 different financial actions in the accounting system. In addition, the team has continued to maintain a positive track record in processing documents in a timely manner. In FY07, the team consistently held monthly completion rate statistics in the 90th percentile for obligation and requisition processing.

The daily functions of the FMSI/Obligations Team include: performing Quality Assurance on all incoming requisitions and inputting them into the Requisition Tracking System (RTS) and the Purchase Request Information System (PRISM); reviewing and processing all Obligation Award Documents for obligating goods and services and for amendments and solicitations/modifications of contracts for Washington, D.C., Dallas, Texas, and Laguna, California; supporting the Deputy Assistant Directors and their staff with FFMS Reports; providing weekly and monthly reports to the supervising government Contracting Officer to show the accuracy and effectiveness of the FMSI team on requisition processing and document obligations; and maintaining a database of all obligated award documents for tracking and reporting purposes.

***SPECIAL NOTE FROM FMS UPDATE:* FMS is proud of the consistently exceptional work of our Obligations Team at ICE. Way to go, everyone!**



“Due to the Obligation Team’s tireless efforts, OAQ has improved our audit performance by: tightening internal controls, creating the Federal Financial Management System (FFMS) to Requisition Tracking System (RTS) algorithm, and adopting new data entry processes.

“Additionally, we have had the best year-end close out in ICE history.”

– Ashley Lewis, Director OAQ



Understanding Contract Leadership

At Federal Management Systems, Inc., we are in the *service* industry. We provide skilled professional service to fulfill the needs of our clients, often at a cost lower than they could provide themselves. When a client has selected FMS to fulfill a particular service need, we enter into a *contract* with that client. A **contract** is a legally binding and enforceable agreement between two or more parties. FMS' service contracts are always detailed, written documents laying the foundation of what has been promised by FMS to the client.

The law of contracts governs the enforcement of a contract and protects both parties involved, such as FMS and the client. It is critically important that FMS and our representatives, such as our employees working at our clients' sites, follow the terms of the contract and help fulfill the FMS part of the agreement. It is equally important that the FMS client, often an agency or office of the federal government, and its representatives, such as Contracting Officers and technical representatives, understand the terms of the agreement and their obligations as clients.

Because contracts are at the heart of FMS' operations, the majority of our employees work within a contracting environment. Although they are employed by FMS, the overwhelming majority of our staff works in our clients' offices or workplaces, which in most cases are offices of federal, state, and international governments. This can become very confusing for FMS employees. They work side-by-side with government employees in a government office on government-issued computers and may even have a government employee supervise their work, but they are indeed FMS employees who are guests in the government work site.

In this complex world of contracting, it can become confusing to understand exactly *who* a contract employee's boss really is. A contract employee may feel, at times, that he/she has multiple supervisors and may not truly understand the management structure of the contracting environment. In the case of FMS employees working on our clients' sites, their direct manager is usually the FMS Project Manager assigned to their contract. The FMS Project Manager is the employee's direct link to FMS. Employees can get the most thorough and most recent employment-related information from the FMS Project Managers, including information regarding work policies, benefits, payroll, and leave. Through informal, face-to-face chats and the more formal Weekly Reports, FMS employees can let FMS know about both problems and opportunities in the client's workplace. Because FMS Project Managers may not see them on a day-to-day basis, employees can use weekly reports and informal chats to let their FMS Project Managers know what they're doing, especially what they're doing well. This helps FMS recognize those employees who go extra the mile for the customer to perform outstanding service, especially when no one may be looking!

Other members of contract leadership that FMS employees may encounter include the client's *Contracting Officer* and the *Contracting Officer's Technical Representative*. The **Contracting Officer**, or **CO**, has overall responsibility for the administration of the contract. He/she ensures that the contract's terms, conditions, and requirements are met and handles contract modifications. The **Contracting Officer's Technical Representative**, or **COTR**, is typically the liaison between the contractor and the Contracting Officer. He/she is often a technical expert in the work to be performed and works with the CO to ensure that the contractor's work is monitored and performed to standard. In the majority of typical contracting situations, the COTR is the government representative most often in contact with the contractor's Project Manager.

FMS employees may also have a government employee other than a CO or COTR who supervises and monitors their day-to-day contracted tasks. Even though an FMS employee must strive to provide superior service for the client's CO, COTR, and other client task supervisors, the FMS employee must remember that he/she cannot perform tasks significantly outside the scope of the contract, even if a client asks. The FMS employee is working in a *contracting* environment and does not have the authority to change the fundamental principles of the contract. Should a client desire a change in an FMS employee's work contract, the employee should attempt to provide exceptional customer service by acting immediately with a call to his/her FMS Project Manager. The Project Manager will inform FMS HQ, who will work directly with the client's Contracting Officer to make the desired changes.

Above all, if you are an FMS employee working at a client's site, remember that you are first and foremost a customer service representative. You are providing a much-needed service to that client and must approach all tasks with an eye to exceptional service.



DON'T FORGET

You can view holiday and pay period schedules online on the FMS website at...

<http://www.fmsHQ.com/employees.htm>

MEETINGS 101 *continued from p.2* *meeting?*

2. What do you need to bring to the meeting?
3. Do you need to read the minutes of the previous meeting?
4. Write down what you wish to say or the points you wish to make at the meeting.
5. Ensure that all your formal inputs are supported with appropriate documentation.
6. Speak clearly and appropriately when making a contribution.
7. Listen attentively to other participants and do not interrupt. Only the chairperson should interrupt speakers.

CLOSING A MEETING

When all items on the agenda have been discussed and an appropriate course of action has been determined, the meeting is closed by the chairperson. He/she should:

- Summarize all issues discussed and decisions made.
- Thank everyone for attending.
- Ensure that any unresolved issues have a determined course of action.
- Where appropriate, note the time and place of the next meeting.

Structuring an Effective Meeting

1. Always start on time.
2. Discuss the agenda's issues in sequence.
3. Obtain inputs on each issue.
4. Move towards objectives.
5. Reach a decision.
6. Close the meeting.

Let's Meet...

Terry Valladares, FMS Project Director

In each issue of *Update*, we will introduce you to one of the outstanding members of our team at FMS Headquarters. This issue, we introduce you to Terry Valladares, FMS Project Director, Business Development. *Update* recently caught up with Terry Valladares at his office in Washington, D.C.



Update: Thank you for agreeing to let us profile you in the newsletter, Terry. First, what are your duties and responsibilities as FMS Project Director, Business Development?

Valladares: My position primarily involves working with our federal, state, and local clients to grow existing contracts and identify new business opportunities for FMS. I also work with our commercial teaming partners as we pursue opportunities together. On a daily basis, you may find me talking to our government clients and teaming partners about existing and new requirements, interfacing with our on-site staff, writing proposals, tracking opportunities, and so on.

Update: When were you hired by FMS?

Valladares: I was hired by FMS in 1999, but I've only been working at HQ since 2005. Prior to 2005, I was based at the National Institutes of Health (NIH), where FMS had up to 120+ staff in over 10 Institutes and Centers. I actually managed a large contract for FMS at the NIH, Center for Scientific Review, where FMS managed the grant application receipt and processing of 60,000+ grants each year and provided technical and administrative support to the scientific review staff. We also provided other support to NIH, such as HR, accounting, IT, and executive admin support.

Update: Where did you work before joining FMS?

Valladares: Before joining FMS, I worked for the University of Maryland in the natural sciences field.

Update: Have you always lived in the Washington, D.C. area?

Valladares: I grew up in Georgetown, Guyana, prior to going to school in Montreal, Canada, for my BS degree, then moving to College Park, Maryland, for graduate school. I've been living in Maryland ever since.

Update: What do you like most about working at FMS, Terry?

Valladares: To me, the best thing about working for FMS is getting to be a part of the FMS solution, whether it is helping with the training and mentoring programs for the youths of the District of Columbia or working with our various clients to get them the right people to get the work done.

Update: When you're not here at FMS, how do you like to spend your free time?

Valladares: I like reading and spending time with my kids...whether it is playing the Wii with them, going to the movies, walking in the nearby park, or going to the pool. I'm a sci-fi fan and enjoy watching good sci-fi movies...my kids enjoy watching with me, too.

Update: Finally, Terry, how can FMS customers or employees reach you if they need to contact you?

Valladares: FMS customers or employees can contact me at any time...even on weekends! The best way to contact me is by cell (I try to keep my cell phone always turned on) at (240) 565-5471 or by sending me an e-mail at tvalladares@fmsHQ.com. I could also be reached at work by calling (202) 842-3003 x327.

Health in Focus:

Summer Fun & Staying Safe in the Sun by Pauline E. Azore, R.N.

Winter is over, spring is well on its way, and everyone is anxious to get some sun while having great fun. Sunshine gives us a warm, fuzzy feeling. Everything seems right when the sun is bright. Sunlight is also necessary to help our bodies process vitamin D, which helps to keep our bones strong. However, as the saying goes, too much of anything is good for nothing. Even too much sunshine can be bad for anyone. Overexposure to sunlight can cause many problems, including skin cancer (the most common type of cancer), skin rashes, allergic reactions to drugs, cataracts, premature aging of skin, and, yes, the dreaded *wrinkles*.

There are three types of rays in sunshine: ultraviolet A (UVA), ultraviolet B (UVB), and ultraviolet C (UVC) rays. According to the National Institutes of Health (NIH), both UVA and UVB are common causes of skin cancer. Because they don't reach the earth's surface, UVC rays aren't considered problematic. It is common knowledge that fair skin is more susceptible to the dangers of sunlight. This is because the pigment melanin, which gives skin protection by absorbing UV rays, is more abundant in individuals with darker skin. A lesser-known fact is that individuals with darker skin are also affected with diseases that are associated with overexposure to the sun's rays. The American Academy of Dermatology (AAD) has taken the stand that everyone, regardless of skin tone, can burn.

Everyone should make a conscious effort to protect his/her skin from too much sun all year round. Remember, too, that the sun's rays can penetrate glass, so skin care must be a factor even when driving. The sun's rays are said to be strongest between the hours of 10:00am and 4:00pm, making it wise to limit your exposure during

these hours. Sunscreens provide a great deal of protection, but care must be taken to use ones that have at least a 15 sun protection factor (SPF). Broad-spectrum sunscreens provide protection from UVA and UVB rays. These properties can be verified by carefully reading the labels on the containers. Sunscreens should be applied to all areas that are exposed to the sun, including the ears, lips, and scalp and should be applied at least 15 to 30 minutes before going into the sunlight to allow a layer of protection to form.

If you are a pool enthusiast, you must keep in mind that chlorine robs the skin of the oils and sweat that protect it. Sunscreen should be reapplied every time you come out of the pool or any body of water and when you sweat. This holds true even when using products that are designated as "water-resistant." For continuous protection, reapply sunscreen at least every two hours when not in the water. Sunscreen must be applied generously. A study conducted by the FDA revealed that most individuals only apply about 50% of the recommended amount of the product, thus diminishing the skin protection factor (SPF).

Clothing can also provide much needed protection from the sun. It is best to wear loose-fitting, dark clothing, preferably made with closely woven cloth. As a rule of thumb, if you can see through the fabric, the UV rays can penetrate it. Long sleeves and long pants made from lightweight fabrics provide added protection. Wear hats with brims at least 4 inches wide and sunglasses that provide 100% UV protection. There is such a wide selection of stylish hats and sunglasses that it is easy to be glamorous and protected at the same time.

When considering protection from the



sun's rays, special attention must be given to children. Their energy levels become depleted rapidly with long exposure to the sun. It must also be noted that individuals who experience sunburn in childhood are more likely to develop skin cancer later in life. Infants are at an even greater risk for sunburn because their melanin is underdeveloped. However, sunscreen should not be used on infants less than 6 months old. Appropriate clothing and hats should be used to provide them with protection. Furthermore, children and the elderly are more susceptible to heat-related illnesses, such as heat exhaustion and heat stroke. These illnesses usually result from overexposure to heat and dehydration. Therefore, care must be taken to drink plenty of fluids (water is best) and limit the time spent in the sun.

Should you become burned by the sun's rays, mild sunburn can be treated with cool baths, wet skin compresses, and skin moisturizers for temporary relief. However, it is recommended that you see a doctor for further evaluation and treatment if blisters or any breaks in the skin occur or if you experience drowsiness, confusion, nausea, vomiting, or fainting.

Summer is a great time for family and friends to get together and have fun in the outdoors. So gather your sunscreen, hats, sunglasses, and water bottles and have a blast!

HANDBOOK HIGHLIGHT: Reporting

In this new feature of *FMS Update*, we will explore different aspects of the FMS Employee Handbook. This issue's "Handbook Highlight" focuses on the concept of **weekly reports**, which is covered on page 26 of Chapter 4, "Working for FMS." This section of the handbook tells us:

G. Reporting

FMS expects employees to maintain communication with the Company in several forms. First, employees may be required to submit weekly reports that, in turn, are edited, bound, and submitted to the client to make sure that performance and activities of each assigned employee are known.

But what are these reports and why are they required? As mentioned in the "Contract Leadership" article in this issue of *Update*, most FMS employees don't work at FMS locations, but instead work at our customers' sites. Some FMS employees may not see their FMS project manager every day, making weekly reports a critical means of communicating with FMS management.

FMS requires employees to complete weekly reports and submit them to their Project Managers. These weekly reports are compiled by contract site and then sent to the FMS Headquarters, where Project Directors, consultants, and the FMS President review them. Because FMS is accountable for the work it is contracted to do, copies of compiled reports are then sent to the client's contracting representative, such as the Contracting Officer.

The standard FMS Weekly Report form asks you, the employee, to identify your *hours worked*, *your standard work assignments performed*, and *work performed above and beyond your standard work assignment*. For most of you, especially those who do not have daily interactions with FMS or your FMS Project Manager, these sections of the weekly report provide you with the opportunity to shine by documenting all the great work you do.

The FMS Weekly Report form also asks you to identify any *additional information, comments, or suggestions* you have for the FMS President. This section allows you to highlight your "can-do" attitude by letting FMS know about any of a wide range of issues you have identified at your work site, especially those that would help FMS continue to increase the levels of customer service we provide to our valued clients. This section allows you to highlight opportunities for expanding FMS' contract within the agency. Finally, this section allows you to put your innovative skills to work by suggesting ways in which your position, your contract, or FMS' operations could be improved.

Weekly reports are often used as the basis of employee evaluations and promotions. Not only do they let us and our customers know what a great job you are doing, but, over time, they also form a historical record of your work at FMS.

Filling out your FMS Weekly Report form thoroughly, thoughtfully, and in a timely manner benefits your customer, FMS, and, most importantly, you!

A RECIPE FROM AUBREY'S CAFÉ

In the last issue of *Update*, we introduced you to the delightfully delicious work of Aubrey's Café, the canteen operation of FMS Guyana. Every day in Georgetown, Guyana, FMSers and members of the public queue up to feast on the café's many homemade treats. To let the rest of us sample a taste of a typical Aubrey's Café meal, FMS Canteen Coordinator Theresa Ridley has graciously shared with us her recipe for Metagee and Fried Fish, an FMS employee favorite.

Metagee is a delicious, hearty root vegetable stew commonly found in Guyanese kitchens. It is often served with dumplings and fried fish. Although some of the ingredients may sound new or unusual, they are actually quite common ingredients in Caribbean cooking and can be found in international food stores.



Recipe continued on page 8

FEDERAL MANAGEMENT SYSTEMS, INC. WEEKLY REPORT FOR LAST NAME, First Name
FOR WEEK ENDING xx / xx / 200x

PROJECT: xxxxxxxx FMS SUPERVISOR: xxxxxxxx GOV'T SUPERVISOR: xxxxxxxx
TEAM/LOCATION: xxxxxxxx PHONE: xxxxxxxx PHONE: xxxxxxxx

HOURS WORKED: HRS

WORK PERFORMED	STANDARD WORK ASSIGNMENT/WORK PERFORMED:	
	EXTRA TASKS/WORK PERFORMED ABOVE BEYOND YOUR STANDARD ASSIGNMENT:	

ADDITIONAL INFORMATION: In the space below, please provide any additional information, comments, or suggestions for the FMS President and Corporate Office. These comments could include recommendations for improved customer service.

*Remember to put your ideas for improvement and innovation here.
We want to hear from you!*

FEDERAL MANAGEMENT SYSTEMS, INC. TEAM MEMBER WEEKLY REPORT p. 1

DIVERSITY DAY CELEBRATION AT DALLAS FINANCE CENTER

On Wednesday, February 13th, the Dallas Finance Center (DFC) for the Department of Homeland Security celebrated our nation's rich diversity with a Diversity Day program. Many FMSers working on the DFC contract attended and participated in this exciting event full of speeches, song, and dance.



Pictured near left: DFC Director Bob Anderson with FMS employee Martha Burks, who sang for the celebration

ABOUT *FMS UPDATE*

FMS Update is a quarterly publication of Federal Management Systems, Inc. for FMS employees, customers, colleagues, and friends. Issues are published seasonally (autumn, winter, spring, and summer) in both paper and digital formats and are typically four to eight pages long. The main focus of *Update* is to share information about FMS contracts, administrative issues, employee recognition and news, and management concepts. If space allows, additional articles of interest to employees and customers may also appear. If you would like to submit an article, photograph, or other item of interest to *FMS Update*, please e-mail it to your Project Manager or to: fmsupdate@mtaonline.net. All photos submitted must be in a digital format (such as a .jpeg file) and must have a resolution of at least 600dpi.

Submissions for *FMS Update* are due on the first day of February, May, August, and November. All submissions welcome!

RECIPE FROM AUBREY'S CAFÉ: METAGEE & FRIED FISH

continued from p.7

METAGEE INGREDIENTS

- 1 dry coconut
- 1 plantain (green to green-brown)
- 1 large eddo & 1 cassava
- 1 small yam
- 1 small sweet potato
- 2 small potatoes
- 1 large onion
- 1 tablespoon chopped fresh herbs (thyme, shallots, celery)
- 2 wiri wiri peppers



DUMPLING INGREDIENTS

- 8 oz flour
- 1 teaspoon baking powder
- 1 oz margarine or shortening
- salt and sugar to taste
- water to form a stiff dough

FRIED FISH INGREDIENTS

- 6 pieces of filleted fish
- 2 tablespoons prepared table mustard
- ½ teaspoon black pepper
- ½ teaspoon salt
- ¼ cup oil for frying



FMSer Grating Coconut in Aubrey's Cafe to Prepare Metagee

1. Grate coconut and add water. Squeeze the milk from the coconut husk and set aside.
2. Put all metagee ingredients, including the coconut milk, in a pot, placing the firmer ingredients at the bottom of the pot.
3. Cook until tender. Add seasonings and flavor to taste.
4. Mix the ingredients for the dumplings into a firm dough and set aside for 3 to 4 minutes.
5. Divide the dough into small balls and place them into the boiling metagee pot.
6. Cover the pot and cook until the dumplings are light and fluffy. Test to see if the dumplings are fully cooked by cutting one in half.
7. Set pot aside.
8. For fried fish: Heat the oil in a large, heavy skillet over medium to high heat. Fry the fish fillets in oil for 3 to 4 minutes on each side or until golden brown.
9. Serve metagee and fish together hot or cold. Enjoy!