
CALENDAR YEAR 2023 EQUITY IMPACT PLAN

ANNUAL REPORT

BACKGROUND INFORMATION

Department Name: Facilities Management Department

Equity Lead(s): Lauren Perkins

Date: 3/7/2024

EQUITY IMPACT PLAN REPORT

Review your department's Equity Impact Plan for CY 2023 at [Equity Impact Plans | Topics \(fairfaxcounty.gov\)](#). Using that plan, fill in each goal below and describe: 1) what was done to make progress toward the goal, 2) with whom (partners), and 3) how work toward this goal was measured/evaluated and the results. If you have data for the performance measures in your CY 2023 Equity Impact Plan, report them. Add more goals as needed.

Goal 1: Recruit and hire diverse staff.

Goal 1 Progress:

- 1a. Remove names from resumes: continuing this goal into CY2024.
- 1b. Appoint interview panels with diversity representative of agency: 100% achieved. With between 20-30 vacancies, FMD always ensured that there was a diverse panel that represented minority groups. If an applicant was female, we ensured that there was a female member of the panel.

Goal 2: Provide opportunities for training to facilitate career growth for staff. Much of FMD staff have certifications and licenses that they must upkeep with training and renew after a certain time period. Our goal is to help those employees continue their education and continue to renew licensure and certifications. We also goal to help others gain new certifications (if not already required by their position.)

Goal 2 Progress:

- 2a. Pay for cost of coursework for International Facility Management Association certification: FMD currently offers training courses for the FM certification. We did not have enough people sign up last year to offer the training. Our goal in 2024 is to increase communication with current employees about the opportunity.
- 2b. Help enroll employees in FCPS Adult Community Education Apprenticeship Program: Continue this goal in CY24; FMD to promote more opportunities and awareness of the program.
- 2c. Fund the ongoing cost of required job certifications: 100% compliance; FMD spent \$16k in training and certifications in 2023.
- 2d. Connect staff with certificate, apprenticeship, and tuition assistance programs: Connected staff with training opportunities via virtual reality programs; FMD conducted general building maintenance trainings, plumbing trainings, etc. to prepare employees for on-the-job training.

Goal 3: Engage supervisors and employees in retention activities.

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Goal 3 Progress:

3a. Meet with managers to discuss how they can engage their staff around career advancement opportunities: 100% achieved; weekly, bi-weekly, and monthly meetings scheduled that include discussion around career advancement opportunities. Supervisors meet with employees weekly or daily; Division leadership meets with supervisors weekly or bi-weekly; FMD leadership meets with Division leadership bi-weekly and monthly. Numerous meetings occur where career advancement, vacancies, and opportunities are discussed.

3b. Recognize employees with annual manager-selected awards: 28 award recipients in 2023. FMD hosts an annual awards ceremony where individual employees are recognized for their exemplary work in each division, team awards in each division, and an employee of the year. FMD recognizes two individual employees from each division and one team from each division.

3c. Provide mentoring of employees (particularly female technicians in Operations): All employees are offered mentoring and training; we have 1 female technician and 1 female trades supervisor that did not wish to pursue additional training in their career paths this past year. FMD will continue to offer mentoring programs for all employees, including minority groups in the trades, such as females.

Goal 4: Provide data and information to contribute to equitable decision making.

Goal 4 Progress:

4a. Maintain inventory of leases and licenses by district for analysis of nonprofit resource distribution: 100% achieved. These inventories are shared with human services agencies such as CSB and NCS as well as senior decision makers. The inventory helps to remind them of the resources (in the form of rental payments) that are applied to the delivery of services in facility-poor areas of the County, particularly in Reston, Annandale and along Route 1.

4b. Supply maps of locations owned, leased, and licensed facilities for spatial analysis of resources distribution: 100% achieved. The maps are provided to senior decision makers to orient them to the spatial distribution of County facilities and highlight the localized gaps in service delivery areas.

Describe other equity-related work completed in CY 2023 (efforts that advance racial and social equity that your department was involved in within the department or countywide) not in the department's Equity Impact Plan.

None