

Employment Discrimination Bureau  
1<sup>st</sup> Quarter 2017/2018 Performance Review  
6th floor CR, Old Revenue Building  
November 2, 2017 at 11:00 AM

Attendees: Phil Hooper, Harriet Hopkins, Christine Ryan, Jessica McBride and Adriana Jordan  
Absent: Art Britt  
Scribe: Charity Locklear

**Reviewed EDB's Strategic Plan Report and statistics.**

All standards were met for FY 2016/2017 except Objective 1.3. Standards in progress are 1.1 and 2.1.

**1.1 - % of cases closed within 120 days or less of date assigned.**

- Standard 85%.
  - ✚ YTD Actual 80% completed. The 120 days for case closure is a new goal for the investigators and that is the reason the objective is in progress (Yellow).
  - ✚ There were 107 closed cases and 86 were closed within 120 days of assignment, which is 80%. Jessie closed 5 cases.

**1.2 – % of cases closed within 180 days or less of date assigned.**

- Standard 90%.
  - ✓ YTD Actual 94% completed.
  - ✓ Six cases were closed after 180 days.

**1.3 – Each investigator will complete 80 REDA investigations by June 30, 2018.**

- Standard 80 cases.
  - ✚ 3 out of 4 investigators are on track to complete 80 REDA investigations by 6/30/18. Q1 statistics 8.5 reflects monthly average closed for Bureau.

**2.1 – Investigators shall take action on assigned files at least every 15 days after first contact.**

- Standard 95%.
  - ✚ Policy implementation in process as Harriet is newly hired. EDB will have data to report in second quarter report.
  - ✚ Phil – Is the goal from the time a case is received or assigned? The goal is to take action at least every 15 days from date assigned to an investigator.

**3.1 - % of combined safety and health committee meetings attended for Employment Discrimination and Wage and Hour.**

- Standard 100%.
  - ✓ 100% 1<sup>st</sup> Quarter. Kathy Martorell is the safety person for EDB.

**3.2 - # of site inspections conducted in Bureau controlled spaces in accordance with Policy 2.**

- Standard Quarterly
  - ✓ 100% 1<sup>st</sup> Quarter.

### **3.3 – Review of Policy 9 with Supervisors and Staff. .**

- Standard Annually.
  - ✓ 100% of staff received review of Policy 9 in FY 2016/2017.

### **3.4 – Follow prescribed procedures for investigating and reporting injuries, occupational illnesses, violence or criminal activity.**

- Standard Policy 9.
  - ✓ 100% of the prescribed procedures were followed during FY 20106/2017.

### **Management Goals**

EDB is going to post for 2 investigator positions in early January, 2018. Adriana already has the paperwork ready to submit. First EDB has to create an investigator training manual.

EDB is updating and standardizing all letters and developing a template for the Report of Investigation to ensure uniform use between investigators.

EDB is waiting for Brent to assist them with OnBase, in particular, uploading letter templates, and staff training.

The next EDB Quarterly Performance Review meeting will be held on January 30, 2017 at 11:00 in the 6<sup>th</sup> floor CR, ORB.