

Office of Human Rights and Equity Programs CY 2022 Equity Impact Plan



Leadership Sponsor: Kenneth Saunders, Executive Director

Equity Lead(s): Amanda Schlener, Fair Housing Program Manager

Departmental Equity Guiding Statement:

The Office of Human Rights and Equity Programs (“OHREP”) aims to identify and address discrimination throughout Fairfax County in the areas of employment, housing, public accommodations, private education, and lending on the basis of race, color, national origin, sex, gender identity, sexual orientation, genetic information, religion, creed, marital status, familial status, childbirth or related conditions, pregnancy, age, disability, political affiliation, source of funds and military status. OHREP is committed to achieving its mission through enforcement actions, being a model employer, and through implementing education and outreach programs.

Context:

OHREP takes complaints of discrimination from members of the public and Fairfax County Government employees based on protected classes outlined in the Fairfax County Human Rights Ordinance and Fair Housing Act. According to OHREP’s 2020 Annual Report, 26% of all non-housing discrimination cases filed with the office alleged Race as the protected class. The second top basis’s for filing were Disability (21%) and Retaliation (21%). The number of Disability cases in 2020 increased significantly from 13% in 2019 to 21% in 2020. In the housing area, Disability remained the top basis for filing (47%) for the third consecutive year. The second most frequent basis for filing in 2020 was Race, which increased significantly from 14% in 2019 to 21% in 2020. Thus, in regard to trends of inequities seen by our office, Race and Disability appear to be frequent basis’s for filing complaints with our office.

Long-term Outcome(s):

- | | |
|--|---|
| <input type="checkbox"/> Cultural and Recreational Opportunities | <input type="checkbox"/> Health |
| <input type="checkbox"/> Economic Opportunity | <input checked="" type="checkbox"/> Housing and Neighborhood Livability |
| <input type="checkbox"/> Efficient and Effective Government | <input type="checkbox"/> Lifelong Education and Learning |
| <input checked="" type="checkbox"/> Empowerment and Support for Residents Facing Vulnerability | <input type="checkbox"/> Mobility and Transportation |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Safety and Security |

System-Level Infrastructure:

Our Equity Programs Division (“EPD”) prepares the State and Local Government Plan (EEO-4) which provides data on employment and hiring broken down by race and sex in various job sectors e.g. administrative support, professionals, skilled craft...etc. EPD identifies inequitable trends in some cases, however, it has no power to affect those trends as hiring across the county is within the purview of Department of Human Resources.

OFFICE OF HUMAN RIGHTS AND EQUITY PROGRAMS CALENDAR YEAR 2022 EQUITY IMPACT PLAN

Goals	One Fairfax Area of Focus	Actions	Stake holders	Timeline	Resources and Supports	Responsible Parties	Performance Measures	
FOCUS AREA: EQUITY PROGRAMS DIVISION								
1. Identify trends in the underreporting of discrimination, harassment, and retaliation complaints by individuals of a certain protected class	#17	1a.	At the end of each quarter run a report with the quarterly EPD filings broken-down by protected basis for each County Department.	HR Department Managers	Quarterly 1/2022 - 1/2023	Time on a quarterly basis to prepare the quarterly report and review trends.	Equity Programs Manager	Number of complaints per agency.
		1b.	Review trends quarterly. If the quarterly trends identify an unusually high number of complaints from as single Agency, and signal a need for targeted education/ outreach/ training; OHREP will contact the HR Manager for the Department and provide support needed.	HR Department Managers	Quarterly 1/2022 - 1/2023	If needed, time to meet with HR Managers regarding negative trends identified.	Equity Programs Manager	
		1c.	Run a year-end report with all filings to provide to HR Managers for each County Department.	HR Department Managers	Annually 1/2022 - 1/2025	Time on an annual basis to review trends in underreporting, to send annual report to HR Managers, and to meet to discuss it with HR Managers.	Equity Programs Manager	
2. Identify trends in underutilization of minority employees in certain EEO job categories	#17	2a.	Run a report of race/ethnicity data of EEO job categories on an annual basis.	Employee Relations	Annually 1/2022 - 1/2025	Time on an annual basis to run the annual report, to review trends in underreporting.	Equity Programs Manager	Percent of minority employees in EEO Job categories.
		2b.	If a trend indicating underutilization of minority employees is identified, meet	Employee Relations	Annually 1/2022 - 1/2025	Time on an annual basis to meet with Employee	Equity Programs Manager	

			with Employee Relations to determine if there is a linked to an existing employment practice, and take steps to change that trend/practice			Relations to identify trends/practices and take action steps to correct.		
FOCUS AREA: INTAKE & INVESTIGATION								
3. To increase access to OHREP'S services (intakes, participation in investigations, mediation, etc.) by providing translation services.	#17	3a.	Provide translation services to those parties who are non-English speakers or those who merely feel more comfortable speaking in their native tongue.	Contracted Language Services Line	Ongoing 1/2022 - 1/2023	Contracted Language Services Line and Bilingual staff	Intake Supervisor	Comparison of satisfaction survey scores between translated and non-translated intake appointments.
		3b.	Run a quarterly client satisfaction report based off the Intake Satisfaction Questionnaire, broken down by the satisfaction scores for individuals requesting language services at intake, and those not requesting language services, and the total number of requests for each language.	N/A	Quarterly 1/2022 - 1/2023	Time on a quarterly basis to prepare the quarterly report and review trends	Intake Supervisor	
4. Identify trends in the underreporting of discrimination (as measured by intake requests) by individuals of a certain protected class.	#17	4a.	Create and run an annual intake demographics report to identify demographic trends for the individuals requesting intake appointments.	N/A	Annually 1/2022 - 1/2023	Time for staff to create report and compile data.	Intake Supervisor	Compare the % of intakes conducted with individuals of each protected class with the overall % of the Fairfax County population that that class represents.
		4b.	If a trend indicating underreporting of discrimination by individuals of certain class, or located in certain regions of the County, take steps to target outreach to those groups.	N/A	Ongoing 1/2022 - 1/2025	Time for staff to analyze annual report data and identify trends.	Intake Supervisor	
FOCUS AREA: FAIR HOUSING								
5. Maintain/increase diversity of members on the Fair Housing	#2 #17	5a.	Request all current taskforce members complete a Demographics form, and continue to request	Members of the Fair Housing Task Force	Annual 1/2022 - 1/2023	Time spent creating and disseminating the demographics survey.	Fair Housing Program Manager	Number of minority taskforce members.

Taskforce to ensure various viewpoints are communicated			completion of the form for each new joining member.					
		5b.	In interactions with stakeholders-private, public, non-profit sectors, members, commissions, outreach specialist, and others-look for diversity when identifying potential new members.	Members of the Fair Housing Task Force	Ongoing 1/2022 - 1/2025	Time spent on ensuring diversity in membership.	Fair Housing Specialist	
6. Ensure that the agency and County are fully represented in negotiations and implementation of the Regional Analysis of Impediments and maintain a record of recommendations addressed or underway	#2 #17	6a.	Attend all meetings and actively participate in all aspects related to the Regional Analysis of Impediments, including providing data as requested.	AI Partners	Ongoing 1/2022 - 1/2023	Time spent on reviewing AI, formalizing reports, and conducting meetings.	Fair Housing Specialist	Number of AI Planning meetings attended.
		6b.	Prepare an annual summary of efforts undertaken and progress made towards the AI to provide to agency representatives (directors/senior staff/Board of Supervisors).	Agency directors and senior staff	Annual 1/2022 - 1/2023	Time spent preparing annual summary.	, Fair Housing Specialist	
7. Ensure quality and timely delivery of tests pertaining to housing testing in relation to race, national origin and disability	#2 #17	7a.	Review tests annually to ensure quality, identify potential violations of fair housing law and, when warranted, initiate fair housing complaints and further testing for areas of concern (protected classes).	Equal Rights Commission	Annual 1/2022 - 1/2023	Time spent on reviewing tests and taking appropriate action.	Margot Squires, Fair Housing Specialist	Number of tests conducted.
		7b.	Prepare an annual testing report. If testing indicates issues in a certain area, take steps to target outreach to address those issues.	N/A	Annual 1/2022 - 1/2025	Time spent preparing annual report.	Margot Squires, Fair Housing Specialist	
FOCUS AREA: OUTREACH AND EDUCATION								
8. Maintain/increase diversity of members on the Student Human	#17	8a.	Request all current SHRC members complete a Demographics form, and continue to request	Student Human Rights Commission members	Annual 1/2022 - 1/2023	Time spent creating and disseminating the demographics survey.	Fair Housing Program Manager	Percentage of minority members on the Student Human Rights Commission.

