



CEDAR FALLS MUNICIPAL COMMUNICATIONS UTILITY

EEO PUBLIC REPORT

Reporting Period: 10/1/2017 through 09/30/2018

1. Full-time Vacancies during the reporting period:

Position/Job Title	Date filled	# of positions	Recruitment Sources (RS)	# of Interviewees and RS	RS Referring Hiree
Customer Service & Business Development Director	November 13, 2017	1	CFU Corporate Communication, CFU Bulletin Boards, CFU Website, IAMU, IAEE, MEEA, APPA, MMUA	3	Employee Referral
Communications Services Specialist (Promotional)	December 21, 2017	1	CFU Website, Waterloo Courier, Corporate Communication, CFU Bulletin Boards	2	CFU Internal job posting
Full Time Help Desk Services Specialist	March 15, 2018	1	Waterloo Courier, CFU Website, Diversity.com, Corporate Communication, CFU Bulletin Boards	3	CFU Internal job posting
Network Engineer	June 25, 2018	1	CFU Corporate Communication, CFU Website, CFU Bulletin Boards, Waterloo Courier, IAMU, Workplace Diversity.com, Facebook, Twitter, UNI, Hawkeye Community College, Iowa State University and University of Iowa	1	CFU Website
Communications Installer	May 21, 2018	2	CFU Corporate Communications, CFU Bulletin Boards, CFU Website, Waterloo Courier, Iowa Workforce Development, hirediversity.com,	5	CFU Website & Indeed

			Workplace diversity network, Indeed.com		
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2. List of Initiatives – Section 76.75(b)(2):

(b)(2)(iv) Participation in at least two events sponsored by organizations representing groups present in the community interested in multichannel video programming distributor employment issues, including conventions, career days, workshops and similar activities:

- Rob Houlihan, Director of Communications, was a guest speaker for the University of Northern Iowa Management Information Systems Association on April 3, 2018. He gave a background of the CFU's Communication Utility, challenges and technologies that will be utilized in the future in the industry. It was an opportunity to present a "Day in the Life of..." Presentation for college students interested in careers with the Communications Utility.
- Josh Weepie, Network Engineer, spoke to a group of STEM students from a local high school on November 9, 2017.

(b)(2)(v) Establishment of internship program designed to assist members of the community in acquiring skills needed in the industry:

- The staff of the Communications Utility has had extensive involvement with the Cedar Falls High School CAPS (Center for Advanced Professional Studies) program which is a program where businesses, the community and public education partner to produce personalized learning experience that educate the workforce of tomorrow, particularly in high skill, high demand jobs. Currently CFU and the Cedar Falls CAPS program are piloting and implementing the Connect>CF project, which provides affordable internet access to students eligible for the free and reduced lunch program. Student Associates are working with the utility employees on this program. In addition, Audra Heineman, Human Resources Manager, works with Student Associates to help them with their resumes.

(b)(2)(vi) Participation in job banks, internet programs and other programs designed to promote outreach generally:

- David Schilling, Communications Manager, is President of the Board of the Local Chapter of the Society of Cable Telecommunications Engineers.
- Susan Abernathy, Director of Employee and Legal Services, is a member of the Diversity Advisory Group for the American Public Power Association which is developing a plan to address needs related to diversity at all public power utilities across the country.
- Audra Heineman, Human Resources Manager, and Susan Abernathy attended a Listening Tour sponsored by the Minority Unemployment & Outreach Standing

Committee on October 4, 2017. Governor Kim Reynolds was in attendance and attendees expressed concerns and ideas on how employers, the legislature and Governor's office can more effectively identify and address barriers to minority employment in Black Hawk County.

- Audra Heineman and Susan Abernathy participated in a webinar series focused upon enhancing diversity in the workplace, sponsored by the American Public Power Association.
- Participation and sponsorship of the Cedar Valley Start Up Weekend with Millrace on October 13-15, 2017.

(b)(2)(viii): CFU has established and implemented training programs allowing employees to further job related skills which could qualify them for higher level positions. CFU also encourages employees to build skills with learning opportunities by offering a tuition reimbursement program.

- Society of Cable Telecommunications Engineer – Leadership Conference – April 11-12, 2018
- NCTC Winter Conference in San Antonio, TX – February 12-13, 2018
- IAMU Broadband Conference – March 21-22, 2018
- Cable Tech Expo in Denver, CO – October 17-20, 2017
- Calix User Conference in Las Vegas, NV – October 28-31, 2017
- Security Awareness – throughout 2017-2018 – Monthly newsletters sent outlining best practices for employees, as well as mandatory online training videos
- Wireless Home Networking Training – May 2, 2018
- Arbor Networks DDoS training in Cedar Rapids, IA – April 30-May 4, 2018
- Emotional Intelligence Training at Hawkeye Community College – December 14, 2017
- Training for the entire Communications Team, as well as coaching on an individual basis with Heather Woody, certified trainer.
- Cable Tech Games – March 14, 2018

(b)(2)(ix) CFU has a job shadowing/mentoring program for unit personnel. A policy is in place. Several employees have utilized this program.

(b)(2)(x) CFU participated in programs sponsored by educational institutions relating to career opportunities in MVP communications.

- Robert Houlihan, Director of Communications, serves on the Information Technology Advisory Committee for Hawkeye Community College. This is for the Information Technology program in the College of Business. The Committee provides guidance on coursework and what is relevant to learn

in today's business environment. The Committee reviews curriculum and recommends new technologies that students should learn.

(b)(2)(xii) CFU lists upper-level category openings in a job bank or newsletter of media trade groups who members includes substantial participation of women and minorities.

- CFU posts jobs on Diversity.com.
- CFU has implemented an Applicant Tracking System, via iCIMS, in order to ensure as ample exposure to a diverse job market for all job position openings.

(b)(2)(xiv) CFU provides training to management level personnel as to methods of ensuring equal employment opportunity and preventing discrimination.

- Management personnel attended the Diversity & Inclusion Executive Summit in Waterloo, Iowa, on October 20, 2017.
- Management personnel attended training on Performance Evaluation on November 16, 2017.
- All employee anti-harassment and discrimination training was held on April 12, 2018; management had another session on this topic with specific management responsibilities address on April 25, 2018.