



JACOB K. JAVITS CONVENTION CENTER OF NEW YORK®

AGENCY TRANSPARENCY PLAN UPDATE: February 2024

AGENCY NAME: Convention Center Operating Corp.

DELIVERABLES ACHIEVED SINCE 2021

- (1) Making Additional Information available to the Public: CCOC continues to utilize its website as a vehicle for mandated public information (<https://www.javitscenter.com/about/#aPerformance1Measurements>), as well as supplemental information such as an annual report (https://issuu.com/javitscenter/docs/10039_jc_annualreport2022_03082023), a biannual sustainability report (https://issuu.com/javitscenter/docs/9687_jc_sustainabilityreport21_issuu) and local resources for event attendees (<https://www.javitscenter.com/attend/>) and event information (<https://www.javitscenter.com/events/>) (all of which are updated regularly). In addition, CCOC has had over 1,100 social media posts across various platform in the past 12 months covering event related information, sustainability developments, public service announcements and other organizational news with over 96,000 followers across all platforms. CCOC videos had over 19,000 views on YouTube.
- (2) Updating Record Retention Policy: In December of 2023, CCOC issued its new Records Retention and Disposition Policy. This policy was developed in compliance with the New York State Archive and Records Administration (SARA) requirements as well as action items identified by CCOC's external auditors as part of its annual risk assessment. The policy created a minimum standard for retention and is managed on a department level by a designated Records Coordinator.
- (3) Increasing Participation in Community Events: CCOC resumed post pandemic its college scholarship program for eligible high school students in the local community. Two \$10,000 scholarships, funds by the Jacob K. and Marin B. Javits Foundation, were awarded based on essays submitted relating to community issues. In addition, the CCOC launched its Roof Tour and Lunch and Learn programs, inviting the community to come into the Javits Center to learn about its operations, its sustainability activities, and its roof top farm operations. Over 130 community tours and Lunch and Learn events took place in 2023.

INITIATIVES TO BE IMPLEMENTED IN 2024

- (1) Governance Compliance Audit: External Auditors will perform an audit of CCOC's compliance with all public reporting requirements under the Public Authorities Law and other state law requirements. A written report will be prepared identifying areas of weakness in processes around reporting requirements and an action plan will be developed and submitted to the Auditors addressing any weaknesses with a timeline for completion.
- (2) Performance Measurement Updates: In coordination with the Governance Committee of the Board of Directors, CCOC will be updating its annual performance measurement under the Public Authorities Reform Act. Specifically, CCOC will add new measurements involving key areas of interest including sustainability and DEI benchmarks to be shared publicly. New measurements will take effect no later than June of 2024.