

**Diversity, Equity, Inclusion and Equal Employment
Opportunity (DEI-EEO) Plan**

Fiscal Year 2023

Office of the Brooklyn Borough President

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I. Commitment and Accountability Statement by the Agency Head

As the Borough President of Brooklyn, representing a Borough of multiracial and multiethnic groups. I remain dedicated to advancing diversity, equity, inclusion, equality, and fairness within the Borough and our office. We aim for our employees to be a representation of our city and borough's diverse backgrounds, nationalities, and cultures. This is the people's house, and I am committed to maintaining an inclusive, diverse, and discrimination-free work environment for all, no matter the background, or zip code.

We put forth a vision for an equitable workplace that reflects the diversity and talent of our borough where employees and applicants are provided a full and fair opportunity for employment no matter their age, arrest or conviction record, cannabis use, caregiver status, color, consumer credit history, disability, familial status, gender/sex (including pregnancy, childbirth, or related medical conditions, gender identity or expression, immigration, or citizenship status, marital or partnership status, national origin or ethnicity, predisposing genetic characteristics, pre-employment marijuana testing, race, religion or creed, salary history, sexual orientation, sexual and reproductive health decisions, status as a veteran or active-duty military service member, unemployment status, victims of domestic violence, sex offenses, and stalking, prohibited conduct. This policy is grounded in the expectation that all employees demonstrate an elevated level of respect for one another in the workplace.

The EEO Policy Statement serves as a reminder that our office is committed to maintaining a work environment free from all forms of unlawful discrimination, harassment, retaliation, and inappropriate behavior of any kind. All employment decisions and practices including, but are not limited to, recruitment, hiring, retention, merit promotion, transfers, assignments and reassignments, training and career development, performance evaluation, and separation are based on agency needs, job requirements, and individual qualifications.

We all must share in the responsibility of ensuring our agency's compliance with the Equal Employment Opportunity laws and mandates. In addition, managers and supervisors are responsible for maintaining a work environment that fosters sensitivity and respect for all individuals. It is important for everyone to **read and familiarize themselves** with the agency and the city's Equal Employment Opportunity (EEO) policy which can be found on our agency SharePoint site.

Our Agency is proud to have three EEO Professionals. Our EEO, Diversity and Inclusion Officer is Tameisha Honeygan, who can be reached at tameishahoneygan@brooklynbp.nyc.gov and Ext. 3812. Our Deputy EEO Officer is Ricardo Newball, who can be reached at Ricardo.newball@brooklynbp.nyc.gov and Ext. 3982. The primary responsibility of the EEO Officers is to assist the agency head in implementing the policy, standards, and procedures to ensure equal employment opportunity. Our Deputy General Counsel Corina Lozada assists the EEO office by serving as the Disability Rights Coordinator & Agency Head Designee, whose primary responsibility is to comply with and carry out responsibilities under the ADA and other federal, state, and local laws and regulations concerning accessibility for persons with disabilities, as well as handle reasonable accommodation appeals. Corina can be reached at Corina.Lozada@Brooklynbp.nyc.gov and Ext. 3883.

I reiterate my commitment to diversity and inclusion and encourage you to contact our EEO professionals for any inquiries and/or concerns you may have.

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I encourage you to spread love; it's the Brooklyn Way!

This statement is the same as last year.

This statement was disseminated to all employees in the agency.

II. Recognition and Accomplishments

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. An employee was recognized for folding over 180,000 masks to distribute around Brooklyn
2. The agency held an event series called "COVID-19 Heroes" where employees and community people were honored for their contributions during the pandemic.
3. The Borough President's Office continues to be one of the agencies with a large percentage of women in pivotal positions of authority, earning competitive salaries.
4. Our agency has a robust internship program for interns/fellows/volunteers which provides real-life transferable skills and experiences for professional development and future employment.
5. Our agency continues to support and allocate funding to several MWBEs.
6. The Brough President continues to allocate discretionary funding to not-for-profit groups, who are providing much needed services, initiatives, programs, and events to communities.
7. Our agency continues to provide designated space for agencies and organizations in need, including but not limited to blood drives, vaccinations, and serving as a voting site.
8. Provide designated space for Workwell NYC worksite clinic to provide City employees with flu shots.
9. Borough President Antonio Reynoso Allocated \$15.6m in July 2022, to NYC Health + Hospitals/Kings County to Renovate NICU and Mother-Baby Units.
10. Provide in-person constituent services assistance and advocacy at the Grand Army Plaza Library every Thursday.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2022

Total Headcount: 47 [This figure is available on the total line for your agency in the FY2022 Q4 EBEPR210 CEEDS report]

1. [Describe steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means.]

In FY 2023, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- In FY 2023, the agency will inform and remind employees of the option to add preferred name in ESS.

2. [Describe the review process of the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. Describe how your agency's EEO Officer, Personnel Officer, and Agency Head work together to review demographic trends. These reports must be reviewed regularly with the Agency Head.]

[Note: If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]

- The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

[Select the options that apply to your agency.]

Agency Head

- Quarterly Semi-Annually Annually Other _____

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Human Resources

Quarterly Semi-Annually Annually Other _____

General Counsel

Quarterly Semi-Annually Annually Other _____

Other (specify)

Quarterly Semi-Annually Annually Other _____

The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

IV.EEO, Diversity, Inclusion, and Equity Initiatives for FY 2023

[State below the central goals of your strategy for FY 2023 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.

❖ Workforce:

- Our agency recently underwent a massive transition, during which more than half of our previous staffers moved on to other city agencies. This has forced us to take a more aggressive stance as it pertains to recruitment. However, despite the need to fill vacancies, we are committed to maintaining a multicultural and diverse workforce that reflects our city’s communities. We have begun to use various resources to reach a wide and diverse group of prospective employees. We have partnered with various non-profits and community organizations to share our job postings within their networks and community groups.
- In the last year alone, we have received over 300 applicants for all available positions. The various vacancies are still receiving a diverse pool of applicants. We continue to promote from within when vacancies become available to give our employees the opportunity to grow and excel. Promotions are based on the last-issued evaluations to assess the prospect’s ability to take on new job duties.
- Managers and supervisors are provided with unconscious bias training and structured interviewing training. They will also be provided with an EEO guide detailing their responsibilities under EEO law.

❖ **Workplace:**

- Our goal is to continue to foster an all-inclusive work environment. Our agency culture encourages staff to share ideas and thoughts, and communicate issues they are experiencing to achieve resolution, transparency, and a continued healthy work environment. Through the creation of Employee Resource Groups (ERGs) and other employee-created committees, we hope to continue the promotion of ideas and communication in the workplace. Our office maintains a large percentage of women in high-ranking positions, which increases the percentage of underrepresented minorities.

- Our managerial staff participate in training to specifically enhance the cultural competency of hiring managers and other employees who take part in the interviewing process. After each interview, the selection committee meets to eliminate unconscious biases during the recruitment and hiring process. Selection committees will vary depending on the department hiring, but they will always consist of either one or both of the following EEO professionals: the EEO officer and/or the Deputy General Counsel. The participation of at least one EEO professional during the selection process promotes complete impartiality during each interview. Additionally, professional development training will be offered to all employees and managers to maintain the high caliber of talent currently within the agency. Each department received a professional development budget for their teams to attend any external professional development they deem will benefit them the most. Moreover, our agency frequently recognizes staff for outstanding work and improvement to both motivate employees and to encourage managers in support of their continued growth through mentoring and coaching. Lastly, team-building days fosters relationships and create a strong team through activities that form bonds and connections through collaboration.

- Our programs team provides and hosts events focused on equity, diversity, and inclusion for staff and the public as they have done for countless years. They invite speakers and performers who represent different cultural groups. Despite the new transition and limited staff, we have been successful and continue to provide monthly events and programs that promote inclusion throughout the borough and in the workplace, workplace culture, and positive employee activities to maintain a positive morale both inside and outside of the agency.

❖ **Community:**

- The BBP's office allocates discretionary funding to support organizations that help the community through various programs, initiatives, and events. The BBP's office provides monetary assistance to community groups, programs, and non-profits through partnerships for events in the community as well as through financial allocations. For example, the \$15.6m the BP allocated went directly to 3 hospitals to develop and/or renovate NICU and Mother-Baby Units.

- The BBP's Community Affairs team plays a crucial role in ensuring the Brooklyn Borough President's Office is present throughout Brooklyn neighborhoods and communities and is

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responsive to the needs of the community. We partner with various community organizations such as police precincts, NYPD community affairs, FDNY, West Indian American Day Carnival Association, the GOD squad, Mayor's Office of Faith-based Initiative and Community Affairs. and several faith-based institutions to provide resources and assistance to the community.

- Our office also encourages, recognizes, and celebrates individuals or organizations who are giving back and supporting their community. Currently the biggest focus of the BBP's office is Maternal Mortality. The agency head has made this a large focus for various initiatives which are being spearheaded by the agency, this includes an allocation 45 million across the three public hospitals in Brooklyn to help improve maternal health care services that will in turn reduce disparities in maternal mortality rates found between Black pregnant people and their white counterparts.

❖ **Equity, Inclusion and Race Relations Initiatives:**

- Our agency develops and reviews policies and programs that deliver resources and benefits equitably to all. We continuously provide training opportunities for supervisors, managers, and senior leaders as they become available by and through DCAS. Our office hosts many events to celebrate culture and accomplishments. The agency will continue to promote diversity and inclusion through various events, and the implementation of our agency newsletter which highlights monthly D&I events and holidays.
- Our agency provides a monthly EEO newsletter to employees with relevant EEO information and updates.
- Our agency created a staff committee called the Sunshine Committee to find ways to build stronger teamwork, celebrate each other's personal and professional accomplishments, and ultimately build better working relationships.

2. Planned Programs, Initiatives, Actions

[Describe the ongoing and new programs, actions, and initiatives planned for FY 2023, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: Workforce, Workplace, and Community.]

- Partnering with the Sunshine Committee to highlight specific unit and employee initiatives to promote diversity and inclusion.
- Working with the DCAS and Office of Administrative Trials and Hearings (OATH) to provide training for directors.
- Working on employee-friendly policies such as Parental leave for all employees.
- We have created a professional development policy for employees to take courses that will foster growth and professional development.
- Investments in professional development and managerial training for directors and executive teams.

A. Workforce

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to the Workforce.]

- Encourage agency employees to take promotional civil service examinations.
- Continue to share important EEO information with the employees through the EEO newsletter.
- The agency has recently appointed a career counselor, who will ensure that information regarding civil service is disseminated monthly as well as post information on the agency SharePoint site and bulletin board.

[**Note:** Please address the specific recruitment, selection, and promotion strategies, sources, and procedures in Sections V and VI, below.]

[The actions listed below require internal agency collaboration and are not limited to the EEO Office.]

Currently, the agency does not have underutilization. We have a total headcount of 47 employees. Due to the size of the agency, we do not foresee underutilization being a prominent issue. Especially with our current recruitment practices ensuring that we are interviewing a diverse pool of applicants without sacrificing quality individuals to effectively perform their necessary job duties.

B. Workplace

- The agency focuses on maintaining our inclusive work environment, appreciating differences, and retaining diverse talent.
- The agency actively informs employees of their rights and protections under the New York City EEO Policy and maintains an open-door policy for any EEO questions or concerns.
- The agency provides annual training to actively inform employees of the EEO complaint and reasonable accommodation processes and circulates DCAS EEO Complaint Procedural Guidelines and Reasonable Accommodations Procedural Guidelines.
- The agency will continue to post anti-hate or anti-discrimination posters.
- The agency continues to provide exit interview surveys.
- Currently the agency does not have ERGs, however, there are plans in place to begin forming them to sustain a more diverse and inclusive environment. Our agency currently created the Sunshine Committee to boost employee morale, to highlight success and improvement, and to highlight and celebrate diversity.

[Select the options that apply to your agency.]

- Promote employee involvement by supporting Employee Resource Groups (ERGs).
List below the names of existing ERGs:

1. N/A

- Agency will create a Diversity Council to leverage equity and inclusion programs

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- Agency Diversity Council is in existence and active
- Agency will sponsor focus groups, Town Halls, and learning events on race, equity, and inclusion
- Agency will inform employees of their rights and protections under the New York City EEO Policy
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters.

Additional Comments: Our agency will work to provide employees with information to encourage and promote ERG's. The Sunshine Committee will continue to boost employee morale and celebrate the achievement and diversity of employees.

C. Community

- Promote participation with minority and women-owned business enterprises (MWBEs).
- The Borough President will continue his work to reform community boards to ensure a diverse membership.
- Our agency will continue to work closely with Brooklyn-based healthcare facilities to provide a significant increase in postpartum care and mental health support, while also supporting policies that increase the length of health insurance coverage for mothers and birthing people, and also facilitating the increase of midwives in maternity wards.
- Continue to appoint diverse staff for job vacancies.
- Provide Summer Wingate Concert series, as well as other programming that highlights and celebrates different cultures to the Brooklyn community in conjunction with Brooklyn for All, Inc. (BFA), the Brooklyn Borough President's city-affiliated charitable corporation to promote the cultural diversity of Brooklyn through services, events, and programming that support Brooklyn's residents, businesses, community-based civil and cultural institutions, and the community-at-large to enhance the lives of Brooklynites.

In FY 2023, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women-owned business enterprises (MWBEs)
- Conduct a customer satisfaction survey
- Expand language services for the public

V. Recruitment

A. Recruitment Efforts

Currently, the agency has been working with various agencies to disseminate multiple agency job postings. The Office of the Brooklyn Borough President has endeavored to use all the resources at its disposal, including but not limited to partnering with the Department of Labor, posting the vacancies on websites such as LinkedIn and Indeed, sharing the postings with DCAS and other city agency APOs, the Brooklyn Public Library, and the various Brooklyn community boards to share these postings. We have also ensured to create a job vacancy flyer that our community affairs department disseminates at the various event which they table, such as block parties, street fairs, or wellness events. Having such a wide presence has allowed the agency to capture over 300 applicants in the first 6 months of the calendar year. The applicant pool has been diverse so far, allowing us to keep up with our goals of maintaining diversity. We further plan to:

- Review policies, procedures, and practices related to targeted outreach and recruitment.
- Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
- Job vacancies have been shared with the Department of Labor and posted on their website.
- Job vacancies have been shared with DCAS to be placed in their newsletter.
- Partner with many of the 18 Brooklyn Community Boards to share job postings at their offices and various community-held events, such as job fairs and monthly meetings.
- Partner with the Brooklyn Public Library to disseminate BBH job postings and place them on their website.
- Share job vacancy notices with the Mayor's Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788-2830, and ACCES VR by sending the job vacancy notices to Maureen Anderson at Maureen.Anderson@nysed.gov (212) 630-2329 so they can share it with their clients.
- Share job vacancy notices with community organizations and nonprofits to share within the community and their networks.

B. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources, and whether the use of these sources resulted in previous hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversity your workforce.]

1. Continue to build relationships with other community organizations and non-profits such as but not limited to the Brooklyn Chamber of Commerce and Neighborhood Economic Development for job postings to reach individuals in underserving communities.
2. Build relationships with schools, and colleges, to target a diverse workforce
3. NY State Department of Labor
4. Indeed
5. LinkedIn
6. DCAS & other Agency APOs
7. Public Libraries

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8. Brooklyn Community Boards 1 – 18
9. Mayor’s Office for People with Disabilities

C. Internships/Fellowships

- The agency continues to hire interns/fellows from our program.
- The agency plans to provide internship/fellowship opportunities in FY 2023.
- Our agency has a volunteer and internship program from which a few interns were hired and joined our team. Our agency is non-workflow and does not use NYCAPS e-hire system.
- For FY 2023 we will incorporate the digital Self-ID data form in our intern packets.

The agency provided the following internship opportunities in FY 2022:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	N/A	N/A	M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	N/A	N/A	M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	N/A	N/A	M __ F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	N/A	N/A	M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify):	N/A	N/A	M __ F__ Non-Binary __ Other __ Unknown __

D. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs 0 [number] 55-a participants.
- There are 0 [number] participants who have been in the program for less than 2 years.
- In the last fiscal year, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] _____.

[Describe your agency’s plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. This should include the goals for the Program, strategies your agency will use to educate hiring managers and those involved in the recruitment process, any challenges your agency has or foresee in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

Agency does not use the 55-a Program and has no participating employees.

VI. Selection (Hiring and Promotion)

[Note: This section must be prepared in consultation with the Agency Personnel Officer.]

A. Career Counselors

An agency career counselor has been nominated, they send out civil service 101, training/professional development. Moving forward the career counselor will begin to meet with employees to discuss other ways to enhance their skills and move up within the agency and city.

In FY ‘23, the agency’s Career Counselor will perform the following tasks:

- Promote employee awareness of opportunities for promotion.
- Explain the civil service process to staff and the importance of becoming a permanent civil servant.
- Provide technical assistance in applying for upcoming civil service exams as needed.
- Agency staff are emailed citywide vacancy announcements, civil service exam notices, and other career development information. In addition, staff was informed of the DCAS Civil Service 101 training, and some have participated. Our agency provides space for many community events, training programs, and career fairs in which staff can participate.

B. New Hires and Promotions

- Promotion and salary increase protocol in existence.
- Ensure promotion justification is included in all promotion requests.
- Continue to enforce the mandatory “Structured Interview and Unconscious Bias and Structured Interviewing: Utilizing Follow-Up and Probing Questions” training requirement for all staff that is involved in the interviewing process.
- Monitor the diversity amongst candidates, where possible, and new hires.
- Ensure hiring panels are composed of staff from diverse backgrounds (e.g., diversity based on experience, gender, age, race, and ethnicity).
- Agency is non-workflow and does not have NYCAPS Applicant Interview Log reports to identify applicants by gender and race/ethnicity.

Additional Comments:

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C. EEO Role in Hiring and Selection Process

In FY 2023, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- Review vacancy postings to ensure the elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding the creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Advise Human Resources to use candidate evaluation forms for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review the hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2023.

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- The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

[Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.]

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	55	completed
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	55	completed
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees	55	completed

6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees		
7. Disability Awareness and Etiquette	Managers, Supervisors, and Front-line employees All other employees	55	completed
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	All directors and employees who are included in the hiring process.	16	11/9/22 & 11/17/22
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

[Please indicate the actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.]

Describe your agency’s practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- The agency follows the City’s Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.
- The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.

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If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : Corina Lozada

The designee reports directly to the Agency Head.

The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92 (2018): Annual Sexual Harassment Prevention training

The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.

The agency will train all current employees on Sexual Harassment Prevention (Cycle 5 – September 1, 2022 – August 31, 2023) as indicated in the Section VII Training above.

B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting

The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.

The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

C. Local Law 121 (2020): Age Discrimination Training

The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.

The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

¹ EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

D. Executive Order 16: Training on Transgender Diversity and Inclusion

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public.

- The agency plans to train all new employees within 30 days of start date.
- All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms, and, in digital form, where other EEO notices and announcements can be found.

E. Local Law 101 (2018): Climate Survey

[Using the template provided in Appendix B, submit a detailed action plan that address concerns and issues raised in the 2020 Workplace Climate Survey.]

[**Note:** DCAS is mandated to submit a report on Action Plans to the Mayor and the Speaker of the Council by December 31, 2022].

The agency, in collaboration with DCAS, conducted a climate survey in 2020 and:

- Analyzed the 2020 Climate Survey data provided by DCAS.
- Will review or has reviewed the results of the survey with agency head and senior leadership.
- Developed an action plan in consultation with agency head and senior leadership [template included in the appendix] outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

X. Audits and Corrective Measures

[Please check the statement(s) that apply to your agency].

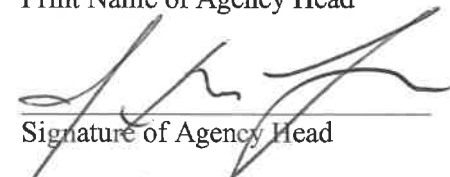
- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2023 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency’s most recent report to the oversight agency.]
- Within the last two years the agency was involved in an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices.
- The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

[Note: Agency Head’s signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

Antonio Reynoso

Print Name of Agency Head



Signature of Agency Head

3/6/23

Date

Appendix A: Contact Information for Agency EEO Personnel

[Please provide contact information (name, title, e-mail, telephone number and full office address) for the following EEO roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed.]

	Title/Function	Name	Email	Telephone
1	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Tameisha Honeygan		
2	Agency Deputy EEO Officer [if appointed]	Ricardo Newball	Ricardo.newball@brooklynbp.nyc.gov	718-802-3982
3	Agency (Chief) Diversity & Inclusion Officer [if appointed]	N/A		
4	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	N/A		
5	ADA Coordinator	Corina Lozada	Corina.Lozada@Brooklynbp.nyc.gov	718-802-3883
6	Disability Rights Coordinator	Corina Lozada	Corina.Lozada@Brooklynbp.nyc.gov	718-802-3883
7	Disability Services Facilitator	N/A		
8	55-a Coordinator	Felicia Santiago	Felicia.Santiago@brooklynbp.nyc.gov	718-802-3901
9	EEO Investigator(s)	Corina Lozada Ricardo Newball	Corina.Lozada@Brooklynbp.nyc.gov Ricardo.newball@brooklynbp.nyc.gov	718-802-3883
1	Career Counselor(s)	Ricardo Newball	Ricardo.newball@brooklynbp.nyc.gov	718-802-3982
1	EEO Training Liaison(s)	Felicia Santiago	Felicia.Santiago@brooklynbp.nyc.gov	718-802-3901

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1	EEO Counselor(s)	Ricardo Newball	Ricardo.newball@brooklynbp.nyc.gov	718-802-3812 718-802-3982
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