

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: NYC CONFLICTS OF INTEREST BOARD☐ 1st Quarter (July -September), due October 29, 2021☐ 2nd Quarter (October - December), due January 31, 2022☒ 3rd Quarter (January -March), due April 29, 2022☐ 4th Quarter (April -June), due July 29, 2022

Prepared by:

Katherine J. Miller

Director of Annual Disclosure & Special Counsel / EEO Officer

kmiller@coib.nyc.gov

212-437-0730

Name

Title

E-mail Address

Telephone No.

Date Submitted: April 29, 2022

FOR DCAS USE ONLY:**Date Received:****INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022****[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022.****For Q2, Q3 and Q4 use previous quarter's submission to update, retaining all information for the prior quarters]**

1. Please save this file as '**XXXX Quarter X FY 2022 DEEO Quarterly Report.Part I**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in Part II - Training Summary [see the attached Excel file]. Under Section 10 ("Other Diversity/EEO Related"), include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Mark progress in check boxes in the column for the current quarter. [NOTE: DELAYED = behind schedule; DEFERRED = put off until later when better resources become available.]
4. Please save the Excel file as '**XXXX Quarter X FY 2022 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

PART I: NARRATIVE SUMMARY**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees? ☒ Yes, On (Date): 3/28/2022 ☐ No
☐ By e-mail
☒ Posted on agency intranet
☐ Other _____

II. RECOGNITION AND ACCOMPLISHMENTS

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity and equal employment opportunity through the following:

- ☐ Diversity & EEO Awards
- ☐ Diversity and EEO Appreciation Events
- ☐ Public Notices
- ☐ Positive Comments in Performance Appraisals
- ☐ Other (please specify): _____

* Please describe D&EEO Awards and/or Appreciation Events below: N/A

III. WORKFORCE REVIEW AND ANALYSIS

1. Agency Headcount as of the last day of the quarter was:

Q1 (9/30/2021): 23 Q2 (12/31/2021): 23 Q3 (3/31/2022): 24 Q4 (6/30/2022): _____

2. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

- ☐ Yes , On (Date): _____ ☐ Yes , again on (Date): _____ ☒ No (planned for Q4)
☐ NYCAPS Employee Self Service (by email; strongly recommended every year) ☐ Agency's intranet site
☐ Newsletters and internal Agency Publications ☐ On-boarding of new employees

3. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

☒ Yes , On (Dates):

Q1 Review Date: 10/18/2021 Q2 Review Date: 1/25/2022 Q3 Review date: 4/28/2022 Q4 Review date: _____

The review was conducted with:

- | | | | |
|--|--|--|--|
| ☐ Human Resources | ☐ Human Resources | ☐ Human Resources | ☐ Human Resources |
| ☐ Agency Head | ☐ Agency Head | ☐ Agency Head | ☐ Agency Head |
| ☐ General Counsel | ☐ General Counsel | ☐ General Counsel | ☐ General Counsel |
| ☒ Other: EEO Officer | ☒ Other: EEO Officer | ☒ Other: EEO Officer | ☐ Other _____ |
| ☐ Not conducted | ☐ Not conducted | ☐ Not conducted | ☐ Not conducted |

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. • Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Expanding internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment.	The Board has been working to expand its recruitment sources to attract a larger and more diverse pool of applicants. During Q1, the Board reviewed the DCAS-OCEI recruitment guide for additional recruitment sources and added 3 affinity bar associations, 4 affinity organizations, and 7 general job boards to the Board's list of potential recruitment sources (budget permitting). The Board also reached out to contacts at other City agencies to inquire about their recruitment sources and contacted law school student associations and affinity groups to determine if they share job postings.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

	During Q2, the Board participated in a college career fair; added more colleges to its list of schools for sharing job postings; and revised its website to better promote its vacancies. The Board also shared its job postings with contacts at other City agencies.				
Launching outreach efforts to inform and encourage applications for the upcoming civil service examinations.	On September 20 and October 7, 2021, and March 14, 2022, the Career Counselor sent an email to all Board Staff with information about upcoming civil service examinations.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.	The EEO Officer reviews every quarterly workforce report and dashboard and will inform the Agency Head and Human Resources if any underutilization exists.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service, especially for critical managerial positions.	The Board's managers assign work and provide feedback to help employees develop the skills necessary to be eligible for a promotion when a position becomes available.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Encourage agency employees to take promotional civil service examinations.	The Career Counselor circulates information about civil service examinations when it becomes available.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

Identification of Ready Now & High Potential Talent.	The Agency Head regularly discusses staff performance with Unit Heads and identifies high potential talent.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Institute coaching, mentoring and cross training programs.	The Board's internal procedures ensure that employees receive guidance and feedback from supervisors on a regular basis. The Board's employees also frequently work collaboratively between units.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Implement initiatives to improve the personal and professional development of employees.	On August 16 and September 8, 2021, the Board announced two beneficiaries of its Non-Managerial Staff Incentive Program that recognizes and rewards staff members who performed above and beyond.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Conduct assessment to ensure pay and promotions are equitable.	Given the very tiny size of the agency and budget, there are very few opportunities for promotions, and OMB has not approved pay raises for agency employees. That being said, the Agency Head and Human Resources regularly discuss all pay raises and promotions before they are made.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.					

Based on a review of the Q1 Q2, and Q3 CEEDS Workforce Report, the agency does not have statistically significant underutilization in any Job Group.

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Agency will actively inform employees of their rights and protections under the New York City EEO Policy.	During Q3, the Board distributed its EEO Policy, which informs employees of their rights and protections under the New York City EEO Policy.	☒ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☒ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐ ☐
Agency will keep employees informed of the EEO complaint and reasonable accommodation processes, and circulates <i>DCAS EEO Complaint Procedural Guidelines and Reasonable Accommodations Procedural Guidelines</i> .	The Board's EEO complaint and reasonable accommodation processes are outlined in the Board's EEO policy, which is available on the agency's office bulletin board and intranet. The Board plans to circulate the <i>DCAS EEO Complaint Procedural Guidelines</i> and <i>Reasonable Accommodations Procedural Guidelines</i> in Q4.	☒ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☒ ☐ ☒ ☐ ☐ ☐	☒ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Agency will ensure that its workplaces post anti-hate or anti-discrimination posters.	The Board posts anti-hate and anti-discrimination poster on the agency's office bulletin board. During Q3, the Board posted anti-hate and anti-discrimination posters on its	☒ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☒ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐ ☐

	intranet.				
Workplace Insight Survey for Exiting (WISE) Managers.	The Board asks all departing managers to complete WISE.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Exit interview or surveys developed by the agency.	The Board added a question to its exit interview to assess reason for departure. The EEO Officer and Human Resources will continue to develop the exit interview process.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.					

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. • Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the variety of communities that are served.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Continue or plan to promote diversity and EEO community outreach in providing government services.	The EEO Officer shares resources with the Education & Engagement Unit (which is responsible for the Board's website and social media posts) about creating accessible digital content.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
The Board utilizes a minority-owned business to provide services at the workplace.	The Board utilizes a minority-owned cleaning service.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.					

D. EQUITY and RACE RELATIONS INITIATIVES:

Please specify Equity and Race Relations Initiatives embarked on or continued from previous year(s) the quarter (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe briefly the activities, including the dates when the activities occurred.

The EEO Officer and Human Resources plan to meet to brainstorm ways to enhance equity and address race relations.

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Review policies, procedures, and practices related to targeted outreach and recruitment.	During Q2, the Agency Head, Human Resources, EEO Officer, and hiring managers, discussed past recruitment practices for legal and non-legal positions and outlined a new set of recruitment procedures for an open Agency Attorney position and an open Senior Analyst position in an effort to target a larger and more diverse applicant pool.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Utilize Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans.	During Q2, the EEO Officer and Human Resources reviewed the list of recruitment sources in the DCAS-OCEI recruitment guide to identify additional potential recruitment sources in an effort to target a larger and more diverse applicant pool.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐

Review underutilization in job groups to inform recruitment efforts.	The EEO Officer reviews every quarterly workforce report and dashboard to identify significantly statistical underutilization in job groups.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.	During Q2, the EEO Officer and Human Resources reached out to contacts at other City agencies to inquire about their recruitment sources in an effort to target a larger and more diverse applicant pool. During Q2, Human Resources contacted law school student associations and affinity groups to determine if they share job postings.	☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.	During Q3, DCAS-OCEI shared a new employer diversity statement. The Board added the statement to the careers page of its website and will ensure it is included in new job postings.	☐ Planned ☒ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☐ ☒ ☐ ☐ ☐ ☐	☐ ☐ ☒ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
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.	The Board shared its job posting for the open Agency Attorney, Senior Analyst, Confidential Investigator, Administrative Coordinator, and Director of Administration positions with MOPD and ACCES VR.	☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☒ Completed	☐ ☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐ ☐

Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov	The Board shared its job posting for the open Agency Attorney, Senior Analyst, Confidential Investigator, Administrative Coordinator, and Director of Administration positions with OCR.	☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☒ Completed	☐ ☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐ ☐
If your agency is an eHire agency, post ALL vacancies on NYC Careers.	All Board job openings are posted on NYC Careers.	☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☒ Completed	☐ ☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐ ☒	☐ ☐ ☐ ☐ ☐ ☐
Assess recruitment efforts to determine whether such efforts adversely impact any particular group.	The EEO Officer will review candidate demographics and recruitment procedures when open positions are filled, to be discussed with the Agency Head, General Counsel, and Human Resources.	☒ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed	☒ ☐ ☐ ☐ ☐ ☐	☒ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred.					
During Q1, the Board added 3 affinity bar associations, 4 affinity organizations, and 7 general job boards to the Board's list of potential recruitment sources (budget permitting). During Q2, the Board participated in a college career fair; added more colleges to its list of schools for sharing job postings; and revised its website to better promote its vacancies.					

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows			M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps			M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns			M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns			M ___ F ___ N-B ___ O ___ U ___
5. Other (specify):			M ___ F ___ N-B ___ O ___ U ___

Additional Comments: The Board lacks the physical space for an intern to work.

C. 55-A PROGRAM

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities. ☐ Yes ☒ No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2021): 0 Q2 (12/31/2021): 0 Q3 (3/31/2022): 0 Q4 (6/30/2022): _____

During the 1st Quarter, a total of 0 new applications for the program were received.

During the 1st Quarter 0 participants left the program due to [state reasons] n/a.

During the 2nd Quarter, a total of ____ [number] new applications for the program were received.

During the 2nd Quarter ____ participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of ____ [number] new applications for the program were received.

During the 3rd Quarter ____ participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of ____ [number] new applications for the program were received.

During the 4th Quarter ____ participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information – by e-mail: ☐ Yes ☐ No
in training sessions: ☐ Yes ☐ No
on the agency website: ☐ Yes ☐ No
through an agency newsletter: ☐ Yes ☐ No

Additional Comments: The Board is a small agency with very few competitive civil service positions. There has not been an open competitive civil service position at this agency for many years.

VI. SELECTION (HIRING AND PROMOTION)

Please review Section VI of your Annual Plan and describe your activities for this quarter below:

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2022 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	The Career Counselor sends emails to all Board Staff with citywide vacancy announcements and civil service examination announcements.
Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions	The Agency Head reviews the agency's selection methods when vacancies become available.
Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)	The EEO Officer provides workforce demographics to the Agency Head for consideration.
Analyzing the impact of layoffs or terminations on racial, gender and age groups	The EEO Officer provides workforce demographics to the Agency Head for consideration.

Other: In conducting job interviews, ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question.	The hiring managers develop a standard set of interview questions, which are reviewed by the EEO Officer, for each open position. This quarter, the Board developed and asked standard interview questions for the open Agency Attorney position.				
During this Quarter the Agency activities included:	Q1	Q2	Q3	Q4	
# of Vacancies	4	3	1	# _____	
# of New Hires	0	3	1	# _____	
# of New Promotions	2	0	0	# _____	

VII. TRAINING

Please provide your training information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).

VIII. REASONABLE ACCOMMODATION

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

Please provide E.O. 16 Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).

B. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER /CHIEF MWBE OFFICER

☐ The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: _____

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).

Comment: Because the annual Sexual Harassment Prevention Training cycle runs from September 1 through August 31 (and does not match the fiscal year calendar), some staff completed the training during Q4 of FY 2021; the rest of staff completed it during Q1 of FY 2022.

D. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

- ☐ The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
- Q1 ☐ Q2 ☐ Q3 ☐ Q4 ☐
- ☐ The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
- ☐ The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

Additional Comments: The Board has not received any complaints of sexual harassment or any other types of complaints to enter into the DCAS Citywide Complaint Tracking System.

E. LOCAL LAW 101: CLIMATE SURVEY

Please provide a short description of your efforts to analyze the results of climate survey in your agency.

Describe any follow-up measures taken to address the results of the 2018 Climate Survey:

The Board addressed the results of the most recent climate survey during FY 2020.

Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):

The results of the 2020 Climate Survey have not been provided yet.

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- ☒ The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit: _____.
- ☐ Attach the audit recommendations by NYC EEPD or the other auditing agency.
- ☐ The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2022.
- ☐ The agency received a Certificate of Compliance from the auditing agency.
Please attach a copy of the Certificate of Compliance from the auditing agency.

APPENDIX: COIB EEO PERSONNEL DETAILS
EEO PERSONNEL FOR 1st QUARTER, FISCAL YEAR 2022

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		☒ No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title	1.		2.		3.		
Nature of change	☐ Addition ☐ Deletion		☐ Addition ☐ Deletion		☐ Addition ☐ Deletion		
Date of Change in EEO Role	Start Date or Termination Date:		Start Date or Termination Date:		Start Date or Termination Date:		
Employee's Name & Title							
Nature of change	☐ Addition ☐ Deletion		☐ Addition ☐ Deletion		☐ Addition ☐ Deletion		
Date of Change in EEO Role	Start Date or Termination Date:		Start Date or Termination Date:		Start Date or Termination Date:		
For New EEO Professionals:							
Name & Title	4.		5.		6.		
EEO Function	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)		☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)		☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)		
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):		☐ 100% ☐ Other: (specify %):		☐ 100% ☐ Other: (specify %):		
Name & Title							
EEO Function	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)		☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)		☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)		
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):		☐ 100% ☐ Other: (specify %):		☐ 100% ☐ Other: (specify %):		

EEO Training Completed within the Last TWO Years, including the Current Quarter (EEO and D&I Officers, Deputies, AND ALL NEW EEO Professionals):

Name & EEO Role	1. Katherine Miller (EEO Officer)	2. Alex Kipp (EEO Counselor)	3. Clare Wiseman (EEO Counselor)
Completed EEO Trainings:			
1. Everybody Matters-EEO/D&I	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
2. EEO Awareness	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
3. Diversity & Inclusion	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
4. Sexual Harassment Prevention	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
5. IgbTq: The Power of Inclusion	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
6. Unconscious Bias	☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
7. Disability Etiquette	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Completed OCEI Trainings:			
A. EEO Officer Essentials: Complaint/Investigative Processes	☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
B. EEO Officer Essentials: Reasonable Accommodation	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
C. Understanding CEEDS Reports	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Name & EEO Role	4.	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO/D&I	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
2. EEO Awareness	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
3. Diversity & Inclusion	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
4. Sexual Harassment Prevention	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
5. IgbTq: The Power of Inclusion	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
6. Unconscious Bias	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
7. Disability Etiquette	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Completed OCEI Trainings:			
A. EEO Officer Essentials: Complaint/Investigative Processes	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
B. EEO Officer Essentials: Reasonable Accommodation	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
C. Understanding CEEDS Reports	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

B. CONTACT INFORMATION (Please list ALL current EEO professionals)**DIVERSITY AND EEO STAFFING IN COIB AS OF 1st QUARTER FY 2022 ***

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>EEO Officer/Director</u>	Katherine J. Miller	Agency Attorney	5%	kmiller@coib.nyc.gov	212-437-0730
<u>Deputy EEO Officer OR Co-EEO Officer</u>	<u>N/A</u>				
<u>Chief Diversity & Inclusion Officer</u>	Varuni Bhagwant	Agency Chief Contracting Officer	5%	bhagwant@coib.nyc.gov	212-437-0750
<u>Diversity & Inclusion Officer</u>	N/A				
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Varuni Bhagwant	See above	See above		
ADA Coordinator	Katherine J. Miller	See above	See above		
Disability Rights Coordinator	Varuni Bhagwant	See above	See above		
Disability Services Facilitator	Varuni Bhagwant	See above	See above		
55-a Coordinator	Varuni Bhagwant	See above	See above		

Career Counselor	Varuni Bhagwant	See above	See above		
EEO Counselor	Alex Kipp & Clare Wiseman	Administrative Staff Analyst & Agency Attorney	5%	kipp@coib.nyc.gov wiseman@coib.nyc.gov	212-437-0770 212-437-0724
EEO Investigator	Katherine J. Miller	See above	See above		
EEO Counselor\ Investigator	Alex Kipp & Clare Wiseman	See above	See above		
Investigator/Trainer	Katherine J. Miller	See above	See above		
EEO Training Liaison	Varuni Bhagwant	See above	See above		
Other (specify)					
Other (specify)					

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.



FY 2022 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: NYC Conflicts of Interest Board 3rd Quarter FY 2022

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS

SAVE THIS FILE AS: [AGENCY ACRONYM] Quarter X FY 2022 DEEO TRAINING SUMMARY

SUBMITTED BY (TITLE): Katherine J. Miller (Director of Annual Disclosure & Special Counsel / EEO Officer)

DATE SUBMITTED: 4/29/2022 E-MAIL: kmiller@coib.nyc.gov TEL #: 212-437-0730

1st Quarter (July-September) DUE October 29, 2021; 2nd Quarter DUE January 31, 2022;
3rd Quarter (January-March) DUE April 29, 2022; 4th Quarter (April-June) DUE July 29, 2022.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2021)	2nd Qtr (Oct. - Dec. 2021)	3rd Qtr (Jan. - March 2022)	4th Qtr (April - June 2022)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	14	3	22	0	39

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	14	3	22	0	39
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees * * Offered beginning in Q2	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	0	0		0
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS- provided training count towards compliance for these mandated trainings.	0				0
2. EEO Awareness ** ** Offered only in Q1 and Q2	0	1	0	0	1
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	1	0	0	1
Administered by Agency [Enter data from internal training in this row]			0	0	0
3. D&I "Everybody Matters" ** ** Offered only in Q1 and Q2	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	0	0	0	0
Administered by Agency [Enter data from internal training in this row]			0	0	0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2021)	2nd Qtr (Oct. - Dec. 2021)	3rd Qtr (Jan. - March 2022)	4th Qtr (April - June 2022)	YEAR TO DATE
4. Sexual Harassment Prevention	14	1	1	0	16
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	14	1	1		16
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
5. IgbTq: The Power of Inclusion	0	1	21	0	22
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	1	21		22
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.					0
6. Disability Awareness & Etiquette	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	0	0		0
Administered by Agency [Enter data from internal training in this row]					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2021)	2nd Qtr (Oct. - Dec. 2021)	3rd Qtr (Jan. - March 2022)	4th Qtr (April - June 2022)	YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	0	0	0	0	0
7. New Employee Orientation (Only if includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED					0
8. Structured Interviewing	NOTE: Including combined Structured Interviewing & Unconscious Bias training				
TOTAL PARTICIPANTS TRAINED					0
9. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above				
TOTAL PARTICIPANTS TRAINED					0
10. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
11. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
12. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
13. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
14. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
15. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
ADDITIONAL TRAINING	COPY AND PASTE ROWS 84-86 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.				
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0