

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2025 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: NYCEM

☐ 1st Quarter (July -September), due November 6, 2024

☒ 2nd Quarter (October – December), due January 30, 2025

☐ 3rd Quarter (January -March), due April 30, 2025

☐ 4th Quarter (April -June), due July 30, 2025

Prepared by:

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Chief Equity & Diversity Officer

Name

Title

E-mail Address

Telephone No.

Date Submitted: 2/19/25

FOR DCAS USE ONLY:

Date Received:

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Instructions for Filling out Quarterly Reports FY 2025

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **“XXXX Quarter X FY 2025 DEI-EEO 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, Equity, Inclusion and EEO Training Summary” details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, 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 2025 DEI-EEO Report.Part II 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.**

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): 09/21/24 ☐ No
☒ By e-mail
☐ Posted on agency intranet and/or website
☐ Other _____

II. Recognition and Accomplishments

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

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

*** Please describe DEI&EEO Awards and/or Appreciation Events below:**

NYCEM utilizes a thoughtful awards program entitled “The NYCEM Awards” that recognize our staff and the invaluable contributions our employees have made at NYCEM. The committee making the decision awards is comprised of 100% women and 25% minority. The

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Chief Equity & Diversity Officer (CEDO) will work with the NYCEM Awards committee to embed EEO/Diversity and Inclusion events/awards. NYCEM notes that it appointed its inaugural Chief Equity & Diversity Officer on June 5, 2023. The CEDO to work with the awards committee to include/emphasize any DEI/EEO components into the employee recognition program. This plan year's NYCEM Awards ceremony took place on January 30, 2025.

III. Workforce Review and Analysis

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

Q1 (9/30/2024): **212** Q2 (12/31/2024): **235** Q3 (3/31/2025): Q4 (6/30/2025):

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

☒ Yes On (Date): **11/4/24** ☐ Yes again on (Date): ☒ No

☒ NYCAPS Employee Self Service (by email; strongly recommended every year)

☒ Agency's intranet site

☒ On-boarding of new employees

☐ Newsletters and internal Agency Publications

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

☒ Yes - on (Dates): Q1 Review Date: **10/27/24** Q2 Review Date: **1/28/25** Q3 Review date: Q4 Review date:

The review was conducted with:

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

☒ Agency Head
☒ Human Resources
☒ General Counsel
☐ Other _____
☐ Not conducted

☐ Agency Head
☒ Human Resources
☒ General Counsel
☐ Other _____
☐ Not conducted

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☐ Not conducted

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☐ Not conducted

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

❖ Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2025.

A. Workforce:

NYCEM's FY 2025 diversity, inclusion, equity and belonging strategic action-oriented goals are focused on promoting equity, increasing diversity, assuring equal employment opportunity, increased retention, engagement, and morale. The CEDO will work with all bureaus and offices within NYCEM infuse diversity, equity, inclusion and belonging into every area within the agency, with frequent collaborations with Human Capital Management, Office of the Chief Legal Counsel, Procurement, External Affairs, Facilities, and Learning and Development. Employing a diverse workforce leads to improved service and program delivery, increased client and workforce satisfaction and maximizes the productivity, creativity, and loyalty of our employees.

❖ Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Recruit a diverse workforce representative of the city we serve.

NYCEM has taken the following steps to meet these goals:

- Build out and ensure diverse interview panels that require female and ethnic-minority representation amongst

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

search committee members

- Engage and partner with professional associations
- Engage and partner with colleges and universities, including women's colleges, Historically Black Colleges and Universities, Primarily Minority Serving Higher Education Institutions (e.g. CUNY) Hispanic Serving Higher Education Institutions, and others that whose population targets/serves individuals with disabilities and veterans, through career fairs.
- Conduct outreach and recruitment at job fairs and other events hosted by various organizations supporting diverse communities, including disability advocacy groups and veterans

Workforce Goal #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input checked="" type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. Retain a diverse workforce representative of the city we serve.

- Identify Opportunities to embed diversity and inclusion priorities into public-facing aspects of NYCEM's work
- Ensure that diverse voices are represented in public-facing projects.
- Develop a clear and consistent message to staff that having a diverse workforce is an agency priority and that efforts to create and maintain a diverse, equitable, and inclusive NYCEM Community for everyone at all levels of the agency.
- Evaluate current support efforts specifically focused on underrepresented staff, and, add mechanisms as needed (e.g., targeted programming, mentoring, etc.).

Workforce Goal #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

3. Train and grow a diverse workforce representative of the city we serve.

- Find and create opportunities for career advancement and professional development of women and members of underrepresented groups (succession planning, job shadowing,) including maintaining and the further development of NYCEM's Mentor Program.
- Establish development opportunities for mid-career professionals.
- The development and roll out of professional development pathways for each Bureau and Office and initiative to codify agency job titles and pay bands.

Workforce Goal #3 Updates:

Q1 Update: ☒ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☐ Ongoing ☒ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

4. The CEDO, in partnership with HCM, will continue the development of a 360-degree feedback system. This will foster a culture of continuous improvement and lead to a strong and engaged workforce.

- Clearly communicate the purpose of the feedback
- Train employees on giving constructive feedback
- Select a diverse group of reviewers including peers, managers, and direct reports, analyze feedback collectively
- Link the results to individual professional development and succession plans

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Workforce Goal #4 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

NYCEM's strategy to meet these workforce goals:

- The CEDO will review all NYCEM job descriptions to ensure that it is screened for potential barriers to employment for women, minorities, individuals with disabilities and protected veterans.
- Provide the search panel with underutilization data specific to the job group they are interviewing for prior to the panels review of applications for employment.
- NYCEM will measure the efficacy of this goal by examining whether the number of the female, minority, applicants with disabilities, and veterans who meet the minimum qualifications increase within the applicant pool.
- Ensure that diverse voices are represented in public-facing NYCEM projects.
- In Q1, NYCEM will continue its partnership with CUNY's Industry Support HUB to create a pipeline of college and graduate students into future careers at NYCEM. The CUNY system is recognized as a predominant MSPI (minority serving public institution). NYCEM has also procured a database of HBCUs, HSPIs and MSPI's nationwide. NYCEM to strategically partner with any HBCU, MSPI or HSPI with degrees in emergency management or other related fields.
- Implementation of NYCEM's Recruitment Plan

B. WORKPLACE

State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workplace and cultural environment.

[Workplace goals have to do with inclusion, workplace culture, and employee activities.]

1. The CEDO, in partnership with the Learning and Development unit, will collaborate to create professional development plans for employees. These plans will outline an employee's career goals, skills, and career aspirations. Professional development plans will assist the employee in improving employee engagement, performance, and retention.

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Workplace Goal #1 Updates:

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input checked="" type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. The CEDO in partnership with HCM, will facilitate succession planning: This will help identify and accelerate the career growth of employees. Succession planning will mitigate the loss of key employees by identifying fully trained replacements in-house.

Workplace Goal #2 Updates:

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input checked="" type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. The CEDO in partnership with HCM will optimize the onboarding process with a DEI focus: A well-planned onboarding process can help maintain staffing consistency and increase efficiency.

Workplace Goal #3 Updates:

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

4. Continue supporting NYCEM's Equity and Diversity Council to provide constructive feedback, identify issues needing attention, and assist in implementing policies to enhance diversity and equity at NYCEM.

Workplace Goal #4 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

5. Regularly review and update policies, programs, initiatives, and practices to ensure alignment with EDI principles.

Workplace Goal #5 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

6. Other Workplace Activities:

- Social Committee: The Social Committee fosters a cohesive community by developing inclusive and fun social initiatives that allow staff, both new recruits and veterans, to better get to know one another. All NYCEM staff are welcome to join events put on by the Social Committee, including First Friday happy hours and Sparkle Club, a group for seltzer enthusiasts.
- Softball: The softball team offers employee player sign-ups in the spring. ALL members of the NYCEM community is welcome to attend a game to cheer on the Hurricanes!
- Spanish Club ("Aprendamos en Español"): The club promotes awareness, appreciation, and understanding of the Spanish language in a fun interactive way. Not only will you learn and practice your Spanish skills with native

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

speakers, but the Spanish Club will also share insights and interesting facts about Hispanic culture, food, customs, and music.

- Sparkle Club: *Sparkle Club* is a gathering of and for seltzer enthusiasts. All are welcome! Feel free to bring a seltzer or other refreshing beverage of your choice. Location: Benches in front of NYCEM HQ, noon, First Friday each month.
- Running Club: Launched in August 2022, NYCEM employees meet for a weekly post-work run each Wednesday (weather permitting) at 5:20 PM.
- Photography Club: Are you an avid photographer or are you interested in learning more about photography? The Photography Club is hoping to create a space where people showcase their work, discuss techniques, and share ideas and resources. One may even be able to find some of their work showcased on the walls of NYCEM HQ!
- Wellness Committee: The wellness committee's mission is to promote the health and wellness of NYCEM employees through initiatives that encourage wellness, increase awareness of resources, and build a sense of community. This committee seeks to promote these ideals in areas of employee's physical, emotional, intellectual, social, and occupational well-being to foster a culture where NYCEM's employees feel engaged, supported, and empowered.
- Yoga: An instructor teaches lunchtime yoga classes in the Briefing Room at NYCEM HQ every Tuesday and Thursday. All participants need is comfortable clothes and a yoga mat.
- Equity and Diversity Council: The council's mission is to develop and maintain an agency climate that welcomes and promotes respect for the wide variety of human experiences. All council members must serve a one-year term, with the option for renewal for another year.

In Q1, NYCEM:

- July 8, 2024-July 12, 2024, NYCEM hosted the third annual "HERicane" summer camp. The 2024 HERicane NYC program was designed to encourage young women ages 16-22 to pursue careers and leadership roles in emergency management.

In Q2, NYCEM:

- October 9, 2024, NYCEM conducted a Brown Bag series for the agency staff featuring the Human Capital Management team.
- October 15, 2024, The NYCEM Spanish club hosted the agency's Hispanic Heritage Month celebration.
- October 29, 2024, EDI invited NYCEM employees to a panel discussion called Breaking Barriers: Access to Good Jobs for

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

All hosted by DCAS. This panel showcased successful employment practices, policies, and programs that support an inclusive workforce, in addition to addressing challenges and opportunities related to employment for individuals with disabilities.

- November 2024- NYCEM encouraged everyone to participate in the Movember movement, which include growing a “Mo” or a “Stache” and walking or running 60 miles over the course of the month for awareness about men’s physical and mental health.
- November 18, 2024, EDI invited NYCEM to attend Veteran’s Day CityTalk. This panel brought together veterans who
- have transitioned from military service to impactful roles in government.
- November 29, 2024 - December 11, 2024, NYCEM had a Holiday Office Decorating Competition with a special feature to place support items like toiletry, into a care package.
- December 15, 2024- NYCEM hosted the West Indian Heritage potluck event at HQs.
- December 2024, NYCEM created a Holiday Party committee, which hosted the holiday party for NYCEM employees.

NYCEM’s strategy to meet the enumerated workplace goals is:

- Celebrate diverse cultures and holidays within the workplace
- Publicly and consistently communicate NYCEM’s commitment to DEI
- Process, resolve, and adjudicate claims of discrimination, including retaliation
- Offer opportunities for agency-wide and targeted discussions (e.g. courageous conversations) on issues related to EDI, racial equity, generational diversity, unconscious bias, disability inclusion, and other critical topics
- Use data from climate studies to frame and direct future action on diversity, equity, inclusion and belonging

C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

NYCEM proactively and continuously engages local community leaders, and other community representatives to gain insight

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

into how State and federal programs can better serve them. This level of stakeholder engagement, combined with technical assistance, enhances community participation in disaster mitigation, preparedness, response, and recovery activities.

NYCEM decisions about policy and program implementation are routinely informed by how said program, policy and/or practices impact underserved communities and contributes to a rich culture of continuous improvement and people-centered, culturally appropriate service. NYCEM's community engagement goals are:

1. Achieve Equitable Outcomes for Those We Serve

- NYCEM will routinely evaluate its programs and policies for disparities in outcomes
- Define successful outcomes for the users of each program in a manner that can be consistently measured
- The emergency management community must better understand the factors that affect a community's resilience and vulnerability to disasters

Community Goal #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. Lead Whole of Community in Climate Resilience

- NYCEM utilizes a people first approach to increase climate literacy, and develop tools informed by future risk estimates to target investments to create a more equitable and resilient city
- The agency will demonstrate its commitment to climate change mitigation strategies within its facilities

Community Goal #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

3. Enhance emergency management plans by incorporating a racial equity lens to promote diversity and inclusion through the integrated planning and preparedness process.

- Apply a racial equity lens when updating or developing an emergency planning document
- Develop a structured process for including community partners in emergency plan development and review, and ensure there is a mechanism to incorporate feedback
- Develop equity-related learning objectives for improving staff familiarity of equity in emergency responses

Community Goal #3 Updates:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

4. Strengthen NYCEM's capacity to increase outreach to people with limited English proficiency and multilingual New Yorkers to ensure that access is not a barrier in emergency communication

- Identify funding for community groups to participate in reviewing translated materials
- Develop support for Spanish and Chinese (Traditional and Simplified) in the Notify NYC mobile application
- Promote WhatsApp emergency notification groups for public and ethnic media engagement
- Test CERT volunteers for language access skills to expand outreach to multilingual communities

Community Goal #4 Updates:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

5. Other Community programs and activities:

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred.

In Q1, NYCEM hosted the following Ready New York Events:

- July 20, 2024, Harlem Revive a Community Day of Unity and Health Job Fair, New York, NY
- July 25, 2024, IDCC Connect 67th Clergy Council 4th Annual “Shower in the City” health resource fair, Brooklyn, NY
- July 29, 2024, Worker’s Justice Membership Meeting, New York, NY
- July 29, 2024, Peruvian Heritage Reception, New York, NY
- August 2, 2024, East Harlem Community Partnership Monthly meeting
- August 3, 2024, Chinatown Good Health Day, New York, NY
- August 13, 2024, Hurricane Emergency Preparedness, New York, NY
- August 24, 2024, Immigrant Social Services, New York, NY
- August 27, 2024, Emergency Preparedness Workshop, New York, NY
- September 20, 2024, Senior Safety General Presentation, Bronx, NY

In Q2, NYCEM hosted the following Ready New York Events:

- October 27, 2024, Making Strides Against Breast Cancer Walk, Brooklyn, NY
- November 6, 2024, RNY Presentation: Harbor Hill Senior Preparedness, Brooklyn, NY
- November 7, 2024, RNY Presentation: Access and Functional Needs, Brooklyn, NY
- November 9, 2024, Haitian American Community Health & Wellness Fair, Brooklyn, NY
- December 9, 2024, RNY Virtual Presentation: WOMANKIND Staff Preparedness Training, Manhattan, NY
- December 10, 2024, RNY Presentation: Prepared Parents Manhattan, NY
- December 11, 2024, RNY Fair: EAP Wellness Exhibit in Harlem, Manhattan

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

NYCEM's strategy to meet the enumerated community goals is as follows:

- Continue including DAFN, DEI, and social vulnerability planning considerations as discussion areas during the City's Integrated Planning and Preparedness Workshop (IPPW)
- Include agency SMEs on the exercise planning teams and identify planning gaps during exercise development
- Incorporate racial equity considerations into EOC functional exercises

D. Equity, Inclusion and Race Relations Initiatives:

- ❖ Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan.

1. Close the racial, gender, gender identity, age, and disability gaps in job vacancies by recruiting individuals who are committed to equity, and social justice.

Equity, Inclusion and Race Relations Initiative #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

2. Enhance emergency management plans by incorporating a racial equity lens to promote diversity and inclusion through the integrated planning and preparedness process

Equity, Inclusion and Race Relations Initiative #2 Updates:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

3. Close the racial, gender, gender identity, age, and disability gaps in salaries for city employees and staff at NYCEM.

Equity, Inclusion and Race Relations Initiative #3 Updates:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

4. Evaluate and remove, where needed, racial, ethnic, and poverty-based bias in computer-based instructions that produce inequities including but not limited to health care, housing, education, policing, criminal justice, employment, and social service.

Equity, Inclusion and Race Relations Initiative #4 Updates:

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

5. Increase NYCEM's community engagement and outreach to improve emergency preparedness in Taskforce on Racial Inclusion and Equity (TRIE) neighborhoods.

Equity, Inclusion and Race Relations Initiative #5 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

- ❖ Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

In Q1, NYCEM:

- In June 2024, NYCEM approved a salary line for the role of the EDI Special Advisor to support the CEDO who was appointed to the inaugural role of Chief Equity and Diversity Officer. The EDI Special Advisor is slated to join NYCEM in FY 2025 Q2.
- In July, 2024, the Equity and Diversity Council has updated the Disability Etiquette Guide, a guide to provide NYCEM's workforce guidance on appropriate ways to interact with colleagues and members of the public with disabilities and

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

developed Disability Etiquette Best Practices for Interacting with the Public for employees who will be working at community events or activation-related sites such as service centers and shelters.

- On September 18, 2024, the Commissioner's Reaffirmation of NYCEM's Commitment to EEO and DEI, written in the Commissioner's own voice and spoke to a personal commitment to EEO and EDI was disseminated agency wide.
- The NYCEM Buddy program, solicited for new volunteers in September 2022, kicked a new session in FY25 Q1 and continues into FY24 Q3. This program is geared toward helping our New Hires get better acclimated to NYCEM's work culture, help answer their questions and meet new colleagues. This is in addition to NYCEM's ongoing Mentor Program.
- In Q1, NYCEM's EDI Council subcommittee Retention, hosted a Conflict Resolution Training, presented by the Center for Creative Conflict Resolution at the NYC Office Of Administrative Trials and Hearings (OATH) on October 30, 2024 and November 6, 2024.

In Q2, NYCEM:

- October 2024, A member of NYCEM's Legal Team implemented the city's The Emergency Management Assistance Compact (EMAC) Memorandum of Understanding (MOU) signed. The manual lays out the process and best practices to support mutual aid deployments in the most efficient and effective manner possible.
- December 16, 2024, NYCEM onboarded for the role of the EDI Special Advisor to support the CEDO who was appointed to the inaugural role of Chief Equity and Diversity Officer.

NYCEM will evaluate the impact of these initiatives as follows:

- Assess the number of partnerships made within TRIE neighborhoods by community engagement staff
- Assess the number of CERT recruiting events held in TRIE neighborhoods
- Begin applying a racial equity lens when updating or developing an emergency planning document

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- Develop a structured process for including community partners in emergency plan development and review, and ensure there is a mechanism to incorporate feedback
- Develop equity-related learning objectives for improving staff familiarity of equity in emergency responses
- Evaluate options for format and delivery of learning opportunities on equity best practices in emergency responses
- Provide EOC Leadership Pathway participants with opportunities to engage with experts in equity in emergency management.
- Continue including DAFN, DEI, and social vulnerability planning considerations as discussion areas during the City's Integrated Planning and Preparedness Workshop (IPPW).
- Include agency SMEs on the exercise planning teams and identify planning gaps during exercise development.
- Incorporate racial equity considerations into EOC functional exercises.

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 Diversity, Equity, Inclusion 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).

NYCEM will continue to foster an environment where individual differences are recognized and respected as assets that strengthen the system as a whole. In this way, NYCEM will continue to attract and retain a talented workforce that brings varying relevant perspectives to the organization which drives innovation and promotes transformation.

❖ **Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

1. Conduct a comprehensive workforce demographics analysis to assess whether NYCEM's workforce is in keeping with race,

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

ethnicity and gender job group utilization rates as enumerated by the U.S. Department of Labor's census data. This is done annually and provides valuable data regarding organizational challenges.

Recruitment Initiatives/Strategies #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. Optimize NYCEM job descriptions in order to clearly define required skills and qualifications, and use of inclusive language.

Recruitment Initiatives/Strategies #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. Utilize diverse sourcing channels to reach a broader, qualified candidate pool.

Recruitment Initiatives/Strategies #3 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

4. Ensure a positive candidate experience.

Recruitment Initiatives/Strategies #4 Updates:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

NYCEM will evaluate the impact of the enumerated recruitment initiatives/strategies as follows:

- The CEDO creates a personnel activity table and performs an impact ratio analysis to track promotions and separations based on race, ethnicity, and gender.
- Track the length of time it takes to fill a vacant position from the date the position is posted.

B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
1	N/A	N/A	N/A

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	N/A			
Brooklyn	N/A			
Manhattan	N/A			
Queens	N/A			
Staten Island	N/A			

C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter
In Q1 and Q2,

1. LinkedIn
2. City Jobs
3. HandShake
4. Indeed

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

5. SimplyHire
6. Monster
7. Glassdoor
8. U.S. Department of Veteran Affairs
9. DCAS Hiring Spotlight Events

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2025. **[Note:** Please update this information every quarter.]

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 Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

2. Public Service Corps Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___ Unknown___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

3. Summer College Interns Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___ Unknown___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

4. Summer Graduate Interns Total: 0

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White Two or more Races___ Unknown

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

5. Other (specify) Total: 6

College Aide

Race/Ethnicity* [#s]: Black 1 Hispanic 0 Asian/Pacific Islander 2 Native American 0 White 2 Two or more Races 0 Unknown 1

Gender* [#s]: M 2 F 4 N-B 0 Other 0 U 0

Additional comments: NYCEM created an internal EEO self-identification form for interns and fellows.

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

E. 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 (9/30/2024): 0 Q2 (12/31/2024): 0 Q3 (3/31/2025): _____ Q4 (6/30/2025): _____

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 N/A because NYCEM does not utilize civil service titles.

During the 2nd Quarter, a total of 0 new applications for the program were received.

During the 2nd Quarter 0 participants left the program due to N/A because NYCEM does not utilize civil service titles.

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 N/A because NYCEM does not utilize civil service titles.

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

Other: _____

2. N/A

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2025 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*). Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities. All agency job postings and promotional opportunities were and continue to be shared with agency staff via email as positions become available.
2. 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.
3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

Assist the hiring manager if a reasonable accommodation is requested during the interview and/or onboarding; observe interviews, periodically review candidate evaluation forms and candidate demographics included in applicant logs. Review hiring packages to evaluate that the selection process was conducted in accordance with EEO best practices.

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

NYCEM abides by DCAS Layoff Procedure guidance, in the event of layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2024. 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. NYCEM,

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

HCM, the CEDO and the Office of Chief Legal Counsel will be involved in making layoff or termination decisions.

5. Other: Length of service by race, ethnicity, gender, protected veteran status and individuals with disabilities.

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# 22	# 11	# 1
Q2	# 38	# 5	# 7
Q3	#	#	#
Q4	#	#	#

VII. Training

Please provide your training information in Part II of the report “DEI-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://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD)

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Database:

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

B. 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-ctwapx02.csc.nycnet/Login.aspx>

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

Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- ☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) 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 EEPC or the other auditing agency.
- ☐ The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2025.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2024 or 2025.

Please attach a copy of the Certificate of Compliance from the auditing agency.

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Appendix A: EEO Personnel Details

EEO Personnel For 2nd Quarter, FY 2025

Personnel Changes

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions: 1	Number of Deletions: 0
Employee's Name & Title	1. Tori Ajibade, Chief Equity & Diversity Officer	2. Alisha Morgan, Deputy EEO Officer	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date: 12/16/24	Start Date or Termination Date:
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> 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. N/A	5.	6.
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 80%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Percent of Time Devoted to EEO	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): 80%	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
--------------------------------	---	---	--

EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Tori Ajibade	2. Alisha Morgan	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role N/A	4.	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office:

MAILING ADDRESS:

NYC Emergency Management
The Office of Equity & Diversity
165 Cadman Plaza E, 2nd Floor
Brooklyn, NY 11201

Diversity and EEO Staffing as of 2nd Quarter FY 2025*

<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>
EEO Officer/Director	Tori Ajibade	Executive Agency Counsel	40%		
Deputy EEO Officer OR Co-EEO Officer	Alisha Morgan	<u>Emergency Preparedness Manager</u>	<u>10%</u>		
Chief Diversity & Inclusion Officer	Tori Ajibade	Executive Agency Counsel	10%		
Diversity & Inclusion Officer	N/A				

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Eric Smalls	Information Technology Officer	5%		
ADA Coordinator	Dennis Boyd	Executive Agency Counsel	2.5%		
Disability Rights Coordinator	Dennis Boyd	Executive Agency Counsel	2.5%		
Disability Services Facilitator	Saiena Shafiezadeh	<u>Agency Counsel</u>	<u>2.5%</u>		
55-a Coordinator	Naomi Flores	Emergency Preparedness Manager	<u>0%</u>		
Career Counselor	Naomi Flores	Emergency Preparedness Manager	<u>2.5%</u>		
EEO Counselor	Karen Thomas	Emergency Preparedness Manager	<u>5%</u>		
EEO Investigator	Tori Ajibade	Executive Agency Counsel	10%		
EEO Counselor\ Investigator	VACANT		<u>5%</u>		
Investigator/Trainer	<u>Tori Ajibade</u>	<u>Executive Agency Counsel</u>	<u>10%</u>		
EEO Training Liaison	Kateri Drinkard	Executive Agency Counsel	5%		
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

NYCEM FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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.