

FY 2026 Agency Quarterly Update Report to the FY2026 EEO Annual Plan

Narrative Summary

Agency Name: NYCEM

- ☒ 1st Quarter (July -September), due November 14, 2025
☐ 2nd Quarter (October – December), due January 30, 2026
☐ 3rd Quarter (January - March), due April 30, 2026
☐ 4th Quarter (April - June), due July 30, 2026

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Date Received: (MM/DD/YY)

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Instructions for Filling out Quarterly Reports FY 2026

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2026.]

- For **Q1**, please copy the goals, programs, and initiatives from your draft of the FY 2026 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 the previous quarter's submission to update your 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 your Annual Plan.

1. Please save this file as "**XXXX Quarter X FY 2026 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 opportunity, 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; **Ongoing** = in progress and on schedule.]
4. Please save the Excel file as "**XXXX Quarter X FY 2026 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.**

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees?

- ☒ Yes, on: 09/04/2025
- ☐ No
- ☒ By e-mail
- ☒ Posted on agency intranet and/or website
- ☐ Other:

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II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in fostering principles of equal employment opportunity and inclusivity for all through the following:

- ☐ Employee Accomplishment Awards
- ☒ Employee Appreciation Events
- ☐ Public Notices
- ☒ Positive Comments in Performance Appraisals
- ☐ Other (please specify):

Please describe 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 Chief Equity & Diversity Officer (CEDO) serves on the NYCEM Awards committee for the purpose of embedding EEO/Diversity and Inclusion events/awards. NYCEM appointed its inaugural Chief Equity & Diversity Officer on June 5, 2023, as well as its inaugural Deputy EEO Officer on December 16, 2024. The CEDO will continue to work with the awards committee on its inclusion of the Lonestar Award for the NYCEM employee who demonstrates a strong commitment to DEI on or outside of the job into the employee recognition program. This plan year’s NYCEM Awards ceremony will take place in January 2026.

III. Workforce Review and Analysis

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

Q1 (09/30/2025): 235 Q2 (12/30/2026): Q3 (03/30/2026): Q4 (6/30/2026):

Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status (as aligned with objectives of Local Law 14 of 2019)

- ☒ Yes on (Date): 10/23/2025
- ☐ 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

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Agency conducted a review of the quarterly CEEDS workforce aggregate reports and the dashboard 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 in order to inform broad recruitment outreach efforts.

☒ Yes, on (enter dates below):

Quarter 1 Review	Quarter 2 Review	Quarter 3 Review	Quarter 4 Review
Q1 Review Date: <u>10/21/25</u>	Q2 Review Date:	Q3 Review date:	Q4 Review date:
Review conducted with: <input checked="" type="checkbox"/> Agency Head <input checked="" type="checkbox"/> Human Resources <input checked="" type="checkbox"/> General Counsel <input checked="" type="checkbox"/> Other: Operations <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <input type="checkbox"/> N/A - Not Conducted

IV. Initiatives for FY 2026

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency EEO Plan for FY 2026.

- Perform a quarterly analysis of new hires, promotions and separations. NYCEM has observed the following trends in Q1:
 - 80% of all new hires were women.
 - Approximately 55% of all new hires self-identify as BIPOC.
 - There was only 1 promotion during the subject period.

A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Initiatives for FY 2026*, which you set/declared in your FY 2026 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

- 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 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, Minority Serving Public Institutions (e.g. CUNY) Hispanic Serving Higher Education

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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/Initiative #1 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ 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/Initiative #2 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ 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 (career pathways) 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.

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- Create a survey designed to gather feedback on the skill areas and training opportunities that matter most to employees to help plan future programs that support professional growth and success across NYCEM.

Workforce Goal/Initiative #3 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

4. IDEA, 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.

Workforce Goal/Initiative #4 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

5. Efforts to reduce Workforce underutilization:

NYCEM's strategy to meet these workforce goals:

- The CEDO will review all NYCEM job descriptions to ensure that they are 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 measures 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.
- 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

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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:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Initiatives for FY 2026*, which you set/declared in your FY 2026 EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. IDEA, 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.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?

Workplace Goal/Initiative #1 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

2. HCM, in partnership with the CEDO, 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.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?

Workplace Goal/Initiative #2 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

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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.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?

Workplace Goal/Initiative #3 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

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.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?

Workplace Goal/Initiative #4 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

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

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?

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Workplace Goal/Initiative #5 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

6. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, programs accessible to all and that support equitable engagement across cultural identities newsletters/articles, etc.) and describe them, including the dates when the activities occurred. What are your metrics or indicators for evaluating the success of these 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 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 NYCEMs employees feel engaged, supported, and empowered.

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- 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's workforce coordinated/participated in the following:

- August 6, 2025, The Spanish club hosted Spanish Trivia in honor of Ready New York to enhance NYCEM employee's Spanish communication skills particularly when engaging with Spanish-speaking audiences about emergency preparedness.
- September 10, 2025, NYCEM's Office of Strategy and Innovation unit launched the Professional Development Cooperative (PDC) series with *Rest is Readiness – Why Downtime Matters*, a timely end-of-summer reflection on how vacations—and other kinds of rest—fuel NYCEM employees' readiness and resilience.
- September 10, 2025, HCM added new amenities to conference room 3B that created a "Self-Care Corner" courtesy of NYC WorkWell/OLR for NYCEM employees to meditate, relax, and take mini breaks.
- September 17, 2025, NYCEM held NYCEM Service Day where employees and interns stepped out of their emergency management roles and volunteered for the community. The volunteer events included:
 - Brooklyn Book Bodega -- Sorting recent donations- prepping books for shelving or packing for distribution.
 - Brooklyn Bridge Park Conservancy – Gardening or coastal cleanup.
 - City Harvest – Distributing free fresh produce.
 - NYC Aging – Assisting with NYC Aging's Healthy Aging event.
- On July 8, July 16, July 24, 2025, and August 13, 2025, the agency's Wellness Committee invited NYCEM staff to stop by the hydration station to have refreshing infused water to help staff stay cool.

NYCEM's strategy to meet enumerated workplace goals is:

- Celebrate diverse cultures and holidays within the workplace.
- Publicly and consistently communicate NYCEM's commitment to IDEA.
- 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 IDEA, 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.

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C. Community and Equity, Inclusion and Anti-Racism¹:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Anti-Racism included in Section IV: *Initiatives for FY 2026*, which you set/declared in your FY 2026 EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys). What are your metrics or indicators for evaluating the success of these programs and initiatives?

NYCEM proactively and continuously engages local community leaders, and other community representatives to gain insight 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. Achieving 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/Equity/Inclusion Goal/Initiative #1 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

2. Lead Whole of Community in Climate Resilience

¹ Included per Local Law 14 (2024).

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- 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 continue to demonstrate its commitment to climate change mitigation strategies within its facilities.

Community/Equity/Inclusion Goal/Initiative #2 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ 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 with equity in emergency responses.

Community/Equity/Inclusion Goal/Initiative #3 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ 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

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outreach to multilingual communities.

Community/Equity/Inclusion Goal/Initiative #4 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

Q4 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ 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. What are your metrics or indicators for evaluating the success of these programs and activities?**

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

- July 13, 2025, RNY Fair: 2025 Disability Unite Festival, New York, NY
- July 20, 2025, RNY Fair: 2025 Immigrant Wellness Fair & Family Day, Brooklyn, NY
- August 10, 2025, RNY Fair: 2025 Hong Kong Dragon Boat Festival, Queens, NY
- August 11, 2025, RNY Workshop: Immigrant Family Preparedness, Queens, NY
- September 16, 2025, RNY Presentation: Senior Coastal Storm Preparedness, Brooklyn, NY
- September 17, 2025, RNY Fair: Healthy Aging Fair, New York, NY
- September 20, 2025, NPM: Immigrant Wellness Day with Flood Sensor, Queens, NY

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

- Continue including DAFN, IDEA, 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.

Equity, Inclusion and Race Relations initiatives:

- 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.

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- 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.
- July 22, 2025, the Office of Equity Diversity and Inclusion conducted a training session for Cultural Sensitivity in the Workplace.
- July 23, 2025, First Deputy Commissioner Christina Farrell was part of an ethnic media roundtable to discuss the dangers of summer heat and flash floods. The roundtable provided safety tips, resources and highlighted the importance of ethnic media to inform immigrant communities.
- July 24, 2025, The Equity and Diversity Council hosted a Religious Literacy Series last week honoring and deepening NYCEM's understanding of the rich diversity of religious traditions featuring guest speakers Rev. A.R. Bernard, Pastor Jamaal Bernard, and Minister Lariosa from the Christian Cultural Center.

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2026 Plan (e.g., strategic wide outreach/recruitment to cultivate broadly talented applicant pools, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

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

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

Recruitment Initiatives/Strategies #1 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

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

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

Recruitment Initiatives/Strategies #2 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

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

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies? **Recruitment Initiatives/Strategies #3 Update:**

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

4. Ensure a positive candidate experience.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

Recruitment Initiatives/Strategies #4 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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

5. Please describe any recruitment efforts designed to increase the effectiveness of wide outreach to cultivate broad applicant pools in order to fill vacancies at your agency during the quarter and describe the activities, including the dates when the activities occurred.

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NYCEM evaluates 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

Pursuant to Local Law 28 (of 2023), 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	[Select Borough]
			[Select Borough]

Pursuant to Local Law 28 (of 2023) 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 to fill vacancies in the current Quarter (include Q#1)

1. LinkedIn
2. Handshake
3. CityJobs
4. Indeed
5. SimplyHired
6. Monster
7. Glassdoor
8. U.S. Department of Veteran Affairs
9. DCAS Hiring Spotlight Events

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D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2026.

[**Note:** Please update this information every quarter.]

1. Urban Fellows: **Q1** Total: 0 Q2 Total: Q3 Total: Q4 Total:
2. Public Service Corps: **Q1** Total: 0 Q2 Total: Q3 Total: Q4 Total:
3. Summer College Interns: **Q1** Total: 0 Q2 Total: Q3 Total: Q4 Total:
4. Summer Graduate Interns: **Q1** Total: 0 Q2 Total: Q3 Total: Q4 Total:
5. Other (College Aides): **Q1** Total: 4 Q2 Total: Q3 Total: Q4 Total:
6. Other (SYEP): **Q1** Total: 1 Q2 Total: Q3 Total: Q4 Total:
7. Other (University-sponsored fellows or interns): **Q1** Total: 4 Q2 Total: Q3 Total: Q4 Total:
8. Other (external fellowship administered by NYCEM): **Q1** Total: 3 Q2 Total: Q3 Total: Q4 Total:

Additional comments: No additional comments.

E. 55-A Program

The **55-a Program** is established under Section 55-a of the New York State Civil Service Law. It aims to provide employment opportunities for individuals with certified mental or physical disabilities, allowing them to be hired into competitive civil service positions without the requirement of passing a civil service exam.

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 (09/30/2025): 0 Q2 (12/30/2026):

Q3 (03/30/2026): Q4 (06/30/2026):

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 (#) new applications for the program were received.

During the 2nd Quarter (#) participants left the program due to *[State reason]*.

During the 3rd Quarter, a total of (#) new applications for the program were received.

During the 3rd Quarter (#) participants left the program due to *[State reason]*.

During the 4th Quarter, a total of (#) new applications for the program were received.

During the 4th Quarter (#) participants left the program due to *[State reason]*.

The 55-a Coordinator has achieved the following goals:

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Disseminated 55-a information: **N/A**

by e-mail:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
in training sessions:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
on the agency website:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
in agency newsletter:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other:		

Other Goals (*if applicable*):

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VI. Hiring and Promotion

Please review Section VI of your FY 2026 EEO Plan and describe your activities for this quarter below:

Please list additional **Hiring and Promotion Strategies and Initiatives** which you set/declared in your FY 2026 EEO Plan (*e.g., use of the objective structured interview practices, EEO Office approval of interview questions, review of e-hire applicant data to ensure there was broad outreach that yielded a diverse applicant pool*).

During this Quarter the Agency activities included:

	# of Vacancies	# of New Hires	# of New Promotions
Q1	16	0	1
Q2			
Q3			
Q4			

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.
2. Reviewing the methods by which candidates are selected for promotions, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions. (Discretionary positions are those that are not filled via civil service examination lists.)
3. Describe your agency's procedures for selection, especially for mid- and high-level discretionary positions. vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.
4. Analyzing the impact of layoffs or terminations on racial, gender and age groups. (This analysis is done pursuant to guidance from agency General Counsel and Law Department guidance.)
5. Other:

VII. Training

Please provide your training information in the FY 2026 Part II template (in MS Excel). For Q2, Q3 and Q4, retain all data from previous quarters in your Part II report.

VIII. Reasonable Accommodations

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD): <https://a856-ceeds.nyc.gov>

The agency has entered all Reasonable Accommodation requests and dispositions in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously:

Q1: ☒ Yes ☐ No Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No Q4: ☐ Yes ☐ No

IX. 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 Complaint Reporting

☒ The agency has entered the sexual harassment complaints in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

Q1: ☒ Yes ☐ No Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No Q4: ☐ Yes ☐ No

☒ The agency has entered **all other EEO complaints** in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

Q1: ☒ Yes ☐ No Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No Q4: ☐ Yes ☐ No

☒ The agency ensures that complaint investigations are closed within 150 days (i.e., 90 days to conduct the investigation, 30 days to draft the report, and 30 days for the agency head to make a determination).

Report all EEO complaints and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD): <https://a856-ceeds.nyc.gov>

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

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

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 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.
- ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☐ 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.**

Appendix A. EEO Personnel Details

EEO Personnel For 1 Quarter, FY 2026

Personnel Changes this Quarter: None		Number of Additions: 0	Number of Deletions: 0
Employee's Name & Title	1. N/A	2.	3.
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 or Termination Date:	Start or Termination Date:	Start or Termination Date:
Employee's Name & Title	4.	5.	6.
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 or Termination Date:	Start or Termination Date:	Start or Termination Date:
For New EEO Professionals:			
Name & Title	1.	2.	3.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer

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	<input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<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 type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title	4.	5.	6.
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)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

Personnel Changes: ☐ Yes ☒ No

EEO Training Completed within the last two years, including the current quarter (EEO Officer and D&I Officer, respective Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Tori Ajibade, Chief Equity & Diversity Officer	2. Alisha Aveis, Deputy EEO Officer	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. Structured Interviewing and 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 type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Reasonable Accommodation Procedural Guidelines	<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

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9. Overview Training for New EEO Officers	<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
10. Understanding CEEDS Reports	<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
11. Intersectionality and EEO Investigations	<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
12. Trauma-Informed Interviewing Techniques	<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

[Continued] EEO Training completed within the last two years, including the current quarter (EEO Officers and D&I Officers, Deputies, and all new EEO Professionals):

Name & EEO Role:	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. IgbTq: 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. Structured Interviewing and 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. Reasonable Accommodation Procedural Guidelines	<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. 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
11. Intersectionality and EEO Investigations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Trauma-Informed Interviewing Techniques	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

MAILING ADDRESS: The Office of Inclusion, Diversity, Equity, and Accessibility, 165 Cadman Plaza East, Brooklyn, NY 11201.

EEO and D&I Staffing as of 1 Quarter FY 2026

The City EEO Policy requires there be only one leader of the EEO Office serving in the "EEO Officer" capacity and that there be only one Deputy EEO Officer.

<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Diversity & Inclusion Officer (or a similar business title)	Tori Ajibade	Executive Agency Counsel	██████████	██████████

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<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Deputy EEO Officer	Alisha Aveis	<u>Emergency Preparedness Manager</u>	██████████	██████████
Diversity & Inclusion Officer (or a similar business title)	Tori Ajibade	<u>Executive Agency Counsel</u>	██████████	██████████
Executive Order 59 Chief Diversity Officer/Chief MWBE Officer	Chris Blanco	<u>Emergency Preparedness Manager</u>	██████████	██████████
ADA Coordinator	Dana Nelson	<u>Emergency Preparedness Specialist</u>	██████████	██████████
Disability Rights Coordinator	Dennis Boyd	<u>Executive Agency Counsel</u>	██████████	██████████
Disability Services Facilitator	Saïena Shafiezadeh	<u>Agency Counsel</u>	██████████	██████████
55-a Coordinator	Beth Pappas	<u>Emergency Preparedness Manager</u>	██████████	██████████
EEO Counselor	Beth Pappas	<u>Agency Personnel Officer</u>	██████████	██████████
EEO Investigator	Tori Ajibade	<u>Executive Agency Counsel</u>	██████████	██████████
EEO Counselor/Investigator	Dennis Boyd	<u>Executive Agency Counsel</u>	██████████	██████████
Investigator/Trainer	Tori Ajibade	<u>Executive Agency Counsel</u>	██████████	██████████
EEO Training Liaison	Kateri Drinkard	<u>Emergency Preparedness Manager</u>	██████████	██████████
Other (specify)				

Note: Changes (new personnel filling the specified role). You may insert additional entries as needed. If there is an EEO Office or D & I Office that your staff performs that is not on the list above, you may indicate it on the chart.