



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

Fiscal Year 2023

Landmarks Preservation Commission

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I. Commitment and Accountability Statement by the Agency Head

On behalf of the Landmarks Preservation Commission, I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City DEI-EEO Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, and agency partners, and members of the public served by our Agency.

I will strive to achieve the greatest possible diversity among our workforce, to create an inclusive culture of openness, tolerance, and cooperation in our workplaces, to promote equity in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our City's population.

I will involve my entire leadership team in our efforts to enhance and promote the values of equity, inclusion and respect for all. All executives, managers and supervisors in our agency will be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, and for delivering equitable, fair and effective services to the public we serve.

I will hold the top leadership of our agency, as well as the EEO Officer, all EEO professionals, human resources professionals, legal professionals, managers and supervisors accountable for ensuring that the agency does not discriminate against employees or applicants for employment. We shall support the diversity, equity and inclusion initiatives at the agency by observing DEI-EEO mandates and working with dedication to attain agency goals in this area. All agency staff must be compliant with the City's DEI-EEO Policy and the implementation of this Diversity Equity and Inclusion and EEO Plan.

I will involve the EEO Officer in critical human resources decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning.

We will report to DEI-EEO on the steps undertaken to comply with all legal mandates and the provisions of the various Executive Orders and laws prohibiting employment discrimination in New York City, and on the progress in implementing this Plan.

The Agency EEO Officer Lily Fan and other EEO personnel will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Their contact information will be prominently available to all employees.

During this Fiscal Year 2023, I will announce this Commitment Statement to our employees, to affirm the principles of diversity, inclusion, and equal employment opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

- ☒ This statement is the same as last year.
- ☒ This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

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

1. Employee concerns are dealt with swiftly.
2. Accommodations are granted when reasonable and are reviewed promptly.
3. Employee concerns are quickly brought to the Chair's attention.
4. The Landmarks Preservation Commission strives to ensure that vendors are minority and women owned business enterprises. Each year we employ the services of approximately eleven MWBE businesses, including process server, support services, administrative services, computer services, offices supplies and editorial services.

III. Workforce Review and Analysis

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

Total Headcount: 78 [This figure is available on the total line for your agency in the FY2022 Q4 EBEPR210 CEEDS report]

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

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

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

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

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

Agency Head

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Human Resources

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

General Counsel

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Other (____specify)

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

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

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

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

❖ **Workforce:**

All efforts are being made to diversify our work force. When advertising; this agency will advertise in City Jobs and DiversityJobs.com and will include a statement that the City of New York and the Landmarks Preservation Commission are equal opportunity employers.

LPC circulates postings to all universities including Historical Black Colleges (HBCs), non-profit preservation organizations and through our various social media outlets.

LPC's previous year's hiring was from the civil service list. However, now that the list has been exhausted, we can recruit on PreserveNet- which reaches many architects and preservationist country wide.

Our intention is to post future civil service exams on PreserveNet and our website to expand the field of applicants for the civil service exam.

❖ **Workplace:**

We will encourage job retention and satisfaction through appropriate use of annual leave so staff can attend relevant seminars.

Classes include: 4 hour training regarding scaffold use and safety

CUNY School of Labor and Urban studies- offers coursework

RESTORE class- preservation staff can refresh on restoration methods

Employees are encouraged to attend monthly conference days so that they can learn and participate in ongoing projects in the agency.

Employees are encouraged to join and participate in employee resource groups. Currently we have two ERGs: Employees of Color and New Parents.

❖ **Community:**

- ❖ Employees are instructed to provide good customer service to the public regardless of socio-economic, cultural, gender, ethnic, disabled, veteran, senior, LGBT, religious and other statuses.
- ❖ In accordance with Executive Order No. 120 (7/22/08), LPC will ensure that persons with Limited English Proficiency (LEP) shall have access to services by implementing language assistance plans. One of many steps LPC takes is to meet the LEP applicant/owner onsite to assist the LEP applicant in understanding LPC requirements and procedures and to provide guidance on how to have a successful application process. In addition, LPC provides interpreters and devices for interpretation at community and owner outreach meetings.

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

- ❖ Outreach to Community High Schools to introduce Landmarks Preservation initiatives and ideas at a young age.
- ❖ LPC has created Employee Working Groups, tasked with looking at diversity and equity in our work and workplace, including a group working on agency language and a group working on increasing diversity in the agency and in the field.
- ❖ LPC held a virtual employee focus group facilitated by diversity and inclusion professionals as part of LPC's focus on a transparent and inclusive culture that spurs innovation, creativity, and success. The focus group provided an opportunity for employees to have an anonymous conversation about these issues, listen to, and learn from each other.
- ❖ Based on feedback from the focus group, LPC has created Employee Working Groups, tasked with looking at diversity and equity in our work and workplace, including a group working on ensuring that we are using culturally sensitive language in our reports and publications, and a group working on increasing diversity in the agency and in the field of historic preservation.

2. Planned Programs, Initiatives, Actions

A. Workforce

- ❖ LPC will use the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts. For LPC, the job group experiencing underutilization is the social scientists (preservationist). LPC is experiencing underutilization of minorities. In partnership with the human resources office, initiatives, and targeted recruitment, LPC is doing outreach to Community High Schools to introduce Landmarks Preservation initiatives and ideas at a young age.
- ❖ The majority of our employees are women (69%).
- ❖ LPC encourages professional development of its workforce by announcing course work, training and seminars when theme appropriate.
- ❖ LPC works with DEI-EEO office to develop civil service exams for social scientists and reviews the exam with DEI-EEO to make sure all requirements are work specific requirements. The civil service exam list was just exhausted recently, and most incumbents were made permanent. Usually, DCAS will allow us to give another exam once there are more new staff who are provisional.

B. Workplace

- ☒ Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing ERGs:

1. Employees of Color
2. New Parents
- 3.

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

C. Community

In FY 2023, the agency will:

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

V. Recruitment

A. Recruitment Efforts

LPC will review policies, procedures, and practices related to targeted outreach and recruitment.

LPC will utilize the Inclusive Recruitment Guide issued by DEI-EEO to develop strategic recruitment plans.

LPC will assess agency job postings to ensure new diversity, inclusion and equal opportunity employer messaging is included.

LPC will post ALL vacancies on NYC Careers

LPC will ensure that agency personnel involved in both the discretionary and the civil service hiring process have received Structure Interview training and Unconscious Bias training.

B. Recruitment Sources

1. Advertise on LPC website; candidates from preservation field have been hired through this source.
2. Advertisement on PreserveNet; candidates from around the country have responded to these postings. Previous hires from this source.
3. Advertise on CityJobs; candidates from other city agencies have responded to these posting. Previous hires from this source.
4. Reaching out to schools beyond preservation and planning; Reaching out to CUNY schools, sharing postings with local neighborhood groups and other contacts, including city contacts
5. Working with DCAS to give Civil Service examinations so that preservationist can qualify through a civil service list and widely advertising the exam schedules to reach diverse groups of applicants.

C. Internships/Fellowships

The agency provided the following internship opportunities in FY 2022:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	1	white	M X_ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	1	white	M __ F_X_ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	6	various	M __ F__ Non-Binary __ Other __ Unknown __

5. Other (specify): Placzek Fellow	1	white	M __ F_X_ Non-Binary __ Other __ Unknown __
6. Other (specify): SYEP intern	2	Asian-male Black- F	M __ F__ Non-Binary __ Other __ Unknown __

D. 55-a Program

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

- Presently, the agency employs 1 [number] 55-a participants.
- There are 0 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 [number] new applications for the program were received and participants left the program due to [state reasons] .

The agency will actively educate hiring managers about the 55-a program and the benefits of hiring individuals with disabilities.

Based on the June 7, 2016, 55-a memorandum, issued by DCAS, the agency will carefully evaluate each request by longtime provisional employees for designation under §55-a to serve non-competitively in a competitive title position to ensure that the request is not made solely to avoid the consequences of Civil Service Law §65(3). In addition, the agency will reiterate to provisional staff that 55-a certification should not be used as a substitute for passing a civil service exam. The agency will encourage 55-a participants to take civil service examinations

The agency plans to participate in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants.

The goals of the 55-a Coordinator for FY 2023 are:

1. LPC will utilize MOPD for potential candidates
2. LPC disability coordinator will participate in job fairs to recruit 55-a candidates and explain procedures for the 55-a program.

- ☐ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.
- ☐ Agency does not use the 55-a Program and has no participating employees.

VI. Selection (Hiring and Promotion)

A. Career Counselors

The Career Counselor will:

Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).

Promote employee awareness of opportunities for promotion and transfer within the agency.

Encourage the use of training and development programs to improve skills, performance, and career opportunities.

Provide information to staff on both internal and external Professional Development training sources.

Explain the civil service process to staff and what it means to become a permanent civil servant.

Provide technical assistance in applying for upcoming civil service exams.

Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information

B. New Hires and Promotions

In FY 2023 the agency will do the following:

- Review, revise and/or develop a protocol for in-title promotions and salary increases.
- Publicly post announcements for all positions, including senior level positions. (Promotions are from incumbent staff preservationists.)
- Actively reach out to networks of underrepresented groups as part of its outreach.
- Ensure promotion justification is included in all promotion requests.

C. EEO Role in Hiring and Selection Process

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

- ☒ Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).

- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☐ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Assist the hiring manager if a reasonable accommodation is requested during the interview.
- ☐ Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- ☒ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☐ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☐ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☐ Other: _____

D. Layoffs

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2023.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- ☐ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	78	3/31/23
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	78	8/30/23
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees	All new employee	Staff trained in previous cycle.
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees		
7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			All hiring managers have completed this.
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

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

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

Landmarks has continued to grant 4-6 requests for work from home accommodations from various staff members because of COVID-19, autoimmune suppression diseases, pregnancies, other related health issues. So far no reasonable accommodation request for work from home has been denied. Requests are reviewed by the EEO officer and granted the same day (or next day). Appeals officer has not had to review any appealed requests to date.

- ☐ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency grants or denies request 30 days after submission or as soon as possible.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : _Lisa Kersavage, Executive Director__
- ☒ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 5 – September 1, 2022 – August 31, 2023) as indicated in the Section VII Training above.

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

- ☒ The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- ☒ The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

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

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

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

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

- ☒ The agency plans to train all new employees within 30 days of start date.

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

E. Local Law 101 (2018): Climate Survey

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

SEE BELOW

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

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


X. Audits and Corrective Measures

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

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

XI. Agency Head Signature

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



Sarah Carroll, Chair

Signature of Agency Head

_____ January 30, 2023 _____
Date

Appendix A: Contact Information for Agency EEO Personnel

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

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Lily Fan	Lfan@lpc.nyc.gov	Transitioning to VOIP
2.	Agency Deputy EEO Officer [if appointed]			
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Akeem Bashiru	Akebashiru@lpc.nyc.gov	Transitioning to VOIP
5.	ADA Coordinator	Margaret McMahon	MMcmahon@lpc.nyc.gov	Transitioning to VOIP
6.	Disability Rights Coordinator	Lily Fan/Margaret McMahon		
7.	Disability Services Facilitator	Margaret McMahon	MMcmahon@lpc.nyc.gov	
8.	55-a Coordinator	Margaret McMahon	MMcmahon@lpc.nyc.gov	
9.	EEO Investigator(s)	Margaret McMahon	MMcmahon@lpc.nyc.gov	
10.	Career Counselor(s)	Margaret McMahon	MMcmahon@lpc.nyc.gov	
11.	EEO Training Liaison(s)			
12.	EEO Counselor(s)	John Weiss	JWeiss@lpc.nyc.gov	Transitioning to VOIP

Appendix B: 2020 Climate Survey Action Plan

1. Target area and objective: Increase employees' familiarity with the EEO Policy.

- **Planned actions, initiatives, programs, or policies:**

The EEO Office will circulate quarterly agency wide email including EEO resources, including the revised EEO Policy.

On October 24, Agency Head circulated a memo to All Staff at LPC which included attachments of the EEO Policy, Accommodations procedures and complaint procedure and sample form.

The EEO Officer reminds staff at the beginning of each month to complete the training required for each cycle of training.

New Employees are introduced to the EEO officer and I have a brief conversation about EEO training and resources that can be found on the P: drive (public drive).

- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]

All staff, including, senior executives, managers. All Staff has access to computers.

- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

EEO Officer, and Administration staff – work together to make sure that New Employees are on boarded and receive all EEO training. EEO training is also required as per the training cycles.

2. Target area and objective: Improve the EEO Office's visibility to the workforce.

- **Planned actions, initiatives, programs, or policies:**

The EEO Office will circulate quarterly agency wide email including updates on training.

The EEO personnel have been identified in the Agency head memo to Staff on October 24, 2022. Personnel and roles have been identified and contact information provided.

New Employees are introduced to the EEO officer and I have a brief conversation about EEO training and resources that can be found on the P: drive (public drive)

- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]

All staff, including, senior executives, managers. All staff have access to computers.

- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

EEO Officer and Administration staff have been working together to coordinate. New Employees are added to the LPC roster by contacting EIO staff. Training is required of all new staff.

3. **Target area and objective: Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.**

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]

The EEO Office will circulate quarterly agency wide email including reminders about the complaint process.

On October 24, Agency Head circulated a memo to All Staff at LPC which included attachments of the EEO Policy, Accommodations procedures and complaint procedure and sample form.

New Employees are introduced to the EEO officer and I have a brief conversation about EEO training and resources that can be found on the P: drive (public drive)

- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]

All staff, including, senior executives, managers. All staff have access to computers.

- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

EEO Officer and Administration staff.

4. **Target area and objective: Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]

The EEO Office will circulate quarterly agency wide email including reminders about training.

LPC had a very high sexual harassment prevention training completion rate.

LPC is currently training staff on the four new modules EEO Equity and Inclusion.

New Employees are introduced to the EEO officer and I have a brief conversation about EEO training and resources that can be found on the P: drive (public drive)

- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]

All staff, including, senior executives, managers. All staff have access to computers.

- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

EEO Officer and Administration staff.

5. Target area and objective: Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]

The EEO Office will circulate quarterly agency wide email including reminders to the supervisors and managers about including EEO in their meetings with staff.

Agency Head memo is sent to the managers and supervisors at least once a year to remind supervisors and managers that their monthly meetings should include reminders regarding any EEO policies, complaints, and accommodation procedures.

- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]

All managers and supervisors. All Staff have computer access.

- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

EEO officer and administration staff.

6. **Target area and objective:** Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]

The EEO Office will circulate quarterly agency wide email including reminders to the supervisors and managers about instructions concerning complaints.

Agency Head memo is sent to the managers and supervisors at least once a year to remind supervisors and managers that their monthly meetings should include reminders regarding any EEO policies, complaints, and accommodation procedures.

- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]

All managers and supervisors. All staff have computer access.

- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]

EEO Officer