

***AGENCY QUARTERLY REPORT FY 2016***

Agency Name: Small Business Services

- 1<sup>st</sup> Quarter (July -September), due October 30
- 2<sup>nd</sup> Quarter (October - December), due January 30
- 3<sup>rd</sup> Quarter (January -March), due April 30
- 4<sup>th</sup> Quarter (April -June), due July 30

**Prepared by:**

Angelita McDonald-Major EEO Investigator 212-618-8782  
Name Title Telephone No.

**Approve by:**

Michael Rodriguez EEO Director 212-513-6477  
Name Title Telephone No.

Date Submitted: \_\_\_\_\_

**FOR DCAS USE ONLY**

Date Received: \_\_\_\_\_ Name of Reviewer: \_\_\_\_\_

**PART I: NARRATIVE SUMMARY**

**I. STRATEGIC PLAN INITIATIVES**

**Please describe your progress this quarter in implementing the primary goals in your Agency Diversity and EEO Plan for FY 2016 with regards to Section V: Proactive Strategies to Enhance Diversity, EEO and Inclusion:**

**A. WORKFORCE:**

<p>Objective(s): Define steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</p>
<p><u>New Hires:</u></p> <p>During this quarter a total of twenty-four (24) staff were hired. This group of new hires one (1) Summer graduate intern and one (1) summer college intern. These are the following categories and demographics:</p> <p>Male: Black (1); Hispanic (3); Asian-Pacific (1)                  Female: White (6); Black (6); Hispanic (1); Asian-Pacific (4); Unknown (2)</p> <p><u>Promotions:</u></p> <p>There were nine (9) promotions during this quarter.                  Male: White (1); Hispanic (1); Asian-Pacific (1)                  Female: White (4); Black (2)</p> <p><u>Separations:</u></p> <p>There were a total of nine (9) separations from the agency.                  Male: White (3); Black (1); Hispanic (1)                  Female: White (2); Black (2)</p>
<p>Objective(s): Define steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.</p>
<p>During this quarter the EEO Officer shared DCAS' SBS Diversity Dashboard (Q4FY2016) with the Executive Director of Human Resources. The spreadsheet provides summaries of all new hires, promotions and separations by Race, Ethnicity and Gender according to Job Group and Title; Workforce Composition by Race, Ethnicity and Gender for each Job Group and Title; The Workforce Underutilization Report which includes the underutilization of women and minorities in the SBS workforce.</p> <p>This report will be an effective tool for identifying areas of underutilization within the agency.</p>

**B. WORKPLACE:**

Objective(s): Define steps that will be taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.

The EEO helpdesk serves as an information portal to keep SBS staff informed of upcoming EEO training, news, cultural events, trends and changes in Federal, State and Local laws, regulations related to EEO Diversity. SBS in conjunction with the Mayor’s Office of Disabilities will hold a training session on August 4 for supervisors and managers.

SBS will continue to participate in and inform all SBS staff of Coro’s Leadership Program, The Mayor’s Graduate Scholars Program and the Department of Citywide Administrative Services Management Academy Program.

**C. COMMUNITY:**

Objective(s): Define steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.

On April 25, 2016, SBS announced the 37 recipients of \$1.3 million dollars in Avenue NYC funding for FY 2017. The Avenue NYC grant is a competitive grant program that provides federal funding for local economic development and non-profit community based organizations to strengthen retail corridors and address in low and moderate income communities across the five boroughs. Through Avenue NYC, SBS provides community based with targeted funding, project implementation support and access to local capacity building opportunities in order to promote grassroots economic development in historically underserved commercial corridors.

SBS will play a critical role in helping to achieve the goals of the Thrive NYC initiative. SBS staff is making a major commitment to provide our own staff and staff of the Business Solution Centers and Workforce1 Center partner organizations with training in Mental Health First Aid. Those trained in MHFA will be able to identify the signs and symptoms of different mental illnesses and substance abuse.

SBS will continue to offer a broad range of job placement and career development services at our Workforce 1 Centers and business growth services at our Business Solutions Centers. These services will help to ensure that all communities have an opportunity to prosper and grow.

On May 24, 2016, SBS hosted the 10<sup>TH</sup> Annual Citywide Procurement Fair designed to help minority and women owned companies increase the amount of business they do with New York City. This event brought together more than 600 certified Minority and Women-Owned businesses to network with purchasers from more than 80 Federal, State, and City agencies as well as private sector companies. SBS will continue to host the Annual Citywide Procurement Fair.

**II. STATISTICAL SUMMARY OF EEO ACTIVITIES**

Please refer to the accompanying MS Excel spreadsheet and Appendix (Training Details tab)

**to report statistical performance indicators concerning programmatic, compliance and training functions of EEO office in your agency.**

**III. EEO PERSONNEL PROFILE**

Please indicate changes (additions, deletions, reassignments) in your EEO personnel roster during the quarter in **Section A of the Statistical Summary AND in Appendix 2 below.**

Please write additional comments, if any, here:

**IV. EEO POLICIES, PROGRAMS AND INITIATIVES**

**A. EEO Policy**

Please report your agency’s activities in **Section B of the Statistical Summary.**

Please write additional comments, if any, here:

Dissemination of Diversity and EEO Policy:
<input type="checkbox"/> <b>DISTRIBUTION OF CITY EEO POLICY</b> <i>If only portion(s) of the EEO policy was/were distributed, indicate specific section/s and the date of distribution:</i> _____
<input type="checkbox"/> <b>CONVERSION OF EEO POLICY INTO ALTERNATIVE FORMAT(S)</b> <input type="checkbox"/> Large Print <input type="checkbox"/> Audio-cassette <input type="checkbox"/> Others (specify) _____ _____ _____
<input type="checkbox"/> <b>DISSEMINATION OF EEO INFORMATION</b> <input checked="" type="checkbox"/> Posting of Posters: (Specify topic) _____ <input type="checkbox"/> Distribution of leaflets/pamphlets/brochures: (Specify venue) _____ <input type="checkbox"/> Discussion on EEO Matters in Meetings: (Specify) _____ _____
<input type="checkbox"/> <b>INCLUSION OF EEO RELATED ARTICLES IN AGENCY NEWSLETTER</b>
<input type="checkbox"/> <b>POSTING ON AGENCY SITES:</b> <input type="checkbox"/> Intranet <input type="checkbox"/> Internet
<input type="checkbox"/> <b>OTHER:</b> (Specify) _____

**B. 55-A Program**

Please report your 55-program activities in **Section B of the Statistical Summary.**

Please write additional comments, if any, here:

55-a Program Support:

<input type="checkbox"/>	RE: Posting of 55a information on Bulletin Boards/Electronic Bulletin Boards/E-mail
<input type="checkbox"/>	RE: Postings in Personnel/Interviewing Areas for applicants/employees
<input type="checkbox"/>	RE: Distribution of 55a pamphlets/ brochures with pay checks
<input type="checkbox"/>	RE: Distribution of 55a pamphlets/ brochures at training sessions
<input type="checkbox"/>	RE: Discussion on 55a program at orientation/training sessions
<input type="checkbox"/>	RE: Inclusion of an article on 55a program in agency newsletter
<input type="checkbox"/>	Others: (Specify)

**C. Other EEO Initiatives**

Please report other Diversity and EEO-related initiatives here:

<p>Other EEO - Related Activities: Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activity/ies occurred.</p>

**D. Recruitment\Selection and Outreach**

Please report your agency’s Recruitment/Selection and Outreach activities in **Section C of the Statistical Summary**. Please write additional comments, if any, here:

<p><b>JOB VACANCY POSTING:</b></p> <p><input type="checkbox"/> Bulletin Boards _____</p> <p><input type="checkbox"/> Electronic Bulletin Boards _____</p> <p><input type="checkbox"/> Electronic Mailing Lists _____</p> <p><input type="checkbox"/> Distribution of Vacancy Notices through a mailing list of libraries, organizations, etc. _____</p> <p><input type="checkbox"/> Advertising job vacancy though newspaper, radio and television _____</p> <p><input type="checkbox"/> Participation in career fairs, job expo, school career day activities, street fairs, etc. _____</p> <p>Recruitment resources used: <input type="checkbox"/> DCAS Recruitment Guide <input type="checkbox"/> DCAS Managing Diversity Website</p>
--

**E. Workforce Development (other than Training)**

Please report your agency’s Workforce Development initiatives in **Section C of the Statistical Summary**. Please write additional comments, if any, here:

--

**F. Complaints and Reasonable Accommodation Requests**

Please report your agency’s activities in **Section B of the Statistical Summary**.

Report all complaints through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

Please write additional comments, if any, here:

<p><input type="checkbox"/> No active/ resolved /pending internal or external complaints this quarter</p>
---

**V. AGENCY AUDITS**

If the agency was audited by the EEPC or other entities, list the recommendations made by the auditing entity which the agency implemented during the quarter. Indicate also the agency's progress toward implementing each recommendation.

- Agency is being audited
- Name of entity conducting the audit: \_\_\_\_\_
- Agency has implemented all the recommendations
- Attach or list below audit recommendations and progress of implementation:

**COMMENTS:**

**APPENDIX 2: EEO PERSONNEL DETAILS**

**EEO PERSONNEL FOR 4th QUARTER, FISCAL YEAR 2016**

Agency Name: Department of Small Business Services

Personnel Changes this Quarter:		X No Changes	
<b>Employee's Name</b>			
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Start/Termination date of EEO Function</b>	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):
<b>NOTE: Please attach CV/Resume of new staff to this report</b>			
<b>For Current EEO Professionals Only</b>			
<b>Title</b>			
<b>EEO Function</b>	<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)
<b>Proportion of Time Spent on EEO Duties</b>	<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) _____ %
<b>Attended EEO Training</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>EEO Training Source</b>	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)

Number of Addition to EEO Staff this quarter: \_\_\_\_\_

Number of Deletion to EEO Staff this quarter: \_\_\_\_\_



**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2016**

1. Parts of the narrative report which are mandatory are **outlined in blue**. These include Section I, Section II, Section III, Section V, and Appendix 2.
2. We suggest that you draft Section I on Strategic Plan Initiatives first; this will guide you in filling out other sections.
3. Then complete Section II – Statistical Summary of EEO Activities – in Excel format. Please note that the last column YTD/ANNUAL, , except for the EEO Staffing and 55-a participants, will populate automatically, giving you an instant Year-To-Date summary of indicators (“Yes” or “Partial” entries will count as “1” for each quarter]. Please note that the Excel sheet includes two tabs; the second tab contains **Appendix 1** which requests more specific details on training.
4. More extended comments on EEO activities in your agency (Section IV) are strongly encouraged.
5. In the Appendix to Statistical Summary (Training Details), under ‘Other Special Topics,’ include training classes co-organized or co-sponsored by 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.