

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2017

Agency Name: DEPARTMENT OF SMALL BUSINESS SERVICES

- 1st Quarter (July -September), due October 30
 2nd Quarter (October - December), due January 30

- 3rd Quarter (January -March), due April 30
 4th Quarter (April -June), due July 30

Prepared by:

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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 Section IV of your Agency Diversity and EEO Plan for FY 2017, Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2017 Diversity and EEO Plan:	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Status Update
Partnership with Colleges and Universities in filling vacancies	Participate in job fairs and college career days to advertise vacant positions.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Partnership on Mental Health February 28	Forum will focus on how labor and management can work together to address this critical health issue facing our municipal workforce	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.		
❖		

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2017 Diversity and EEO Plan:	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to create 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.	Status Update
SBS Peer Mentoring Program	SBS has launched its Peer Mentorship Program application process. Interested participants will be committed for 6 months with at least 2 meetings with their mentors/mentees per month and a quarterly meeting with Human Resources. Application should be submitted with explanation of interest and by completing a five question survey, deadline Friday February 17, 2017.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
SBS Employee Training on Diversity & Inclusion	“Everybody Matters” Diversity and Inclusion CBT On-line training for all new hires	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
LGBT Are You ready for The “T” Training April 21, 2017	Pursuant to Mayor De Blasio’s Executive Order 16, SBS conducted mandatory on-site training for 58 Managers and Supervisors on transgender diversity and inclusion as mandated by Executive Order 16.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe
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.		
<ul style="list-style-type: none"> ❖ Black History Month Guest Speaker: Ouigi Theodore, Founder of the The Brooklyn Circus ❖ Black Entrepreneurship - Panel Discussion (M/WBE Program/Certification Process) ❖ Municipal Credit Union (MCU) representatives came to discuss new products, current rates, new and existing accounts and other products and services MCU provides. 		

- ❖ Conducted Lunch and Learn to discuss the [WE NYC](#) program here at SBS, the state of Women Entrepreneurship and own personal journey as a Women Entrepreneur, speaker **Diana Franco, Director of WE NYC from the Division of Business Services.**

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2017 Diversity and EEO Plan:	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.	Status Update
<p>City’s Women- and Minority-Owned Business Czar Draws on Universal Pre-K Experience</p>	<p>SBS recently launched the application process for a mentorship program that connects MWBEs in certain fields with established entrepreneurs. Last month, the agency announced that starting sometime between January and February, MWBEs will be able to borrow up to \$500,000 from the city at an interest rate no higher than 3 percent if they are not eligible for funding from other sources.</p> <p>SBS also has an eight-month NYC Construction Mentorship program specifically for city-certified MWBE—or eligible to be certified as such—construction or trade firms looking to sell to New York City.</p> <p>The MWBE program requires the involvement of agencies such as the Mayor’s Office of Contract Services and the Department of Small Business Services. While the city Department of Education was at the center of the universal pre-K initiative, he said, other agencies such as the Administration for Children’s Services, the Department of Buildings, the Department of Health and Mental Hygiene and the School Construction Authority played a role, too.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe </p>

AGENCY QUARTERLY REPORT

PART 1: NARRATIVE SUMMARY

<p>BusinessPREP (Preparedness and Resiliency Program) Initiative</p>	<p>Free Business Assessments affected by Sandy. The assessments tailor recommendations to help small businesses reduce vulnerability to disruptions, protect assets and get back to business following Sandy disaster.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>
<p>Immigrant Business Initiative</p>	<p>The agency partnered with trusted community organizations embedded in high-immigrant population neighborhoods to deliver free services to foreign-born entrepreneurs.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>
<p>Program places Jobless young adults in top NYC eateries January 25, 2017</p>	<p>Some New Yorkers who are interested in food-service jobs will get three-month paid internships at top New York City restaurants.</p> <p>The program will place up to 50 trainees in restaurants such as Momofuku and Union Square Cafe. Young adults between 18 and 24 who don't have jobs and aren't in school are eligible to apply. They'll get a week of classroom training before they start working at one of the participating restaurants.</p> <p>The program is being coordinated by the city's Department of Small Business Services. Mayor Bill de Blasio says the trainees will gain the skills and experience needed to begin a successful career in the culinary field.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe</p>
<p>NYC's tech training program to get financial services boost February 22, 2017</p>	<p>The city's Tech Talent Pipeline (TTP) initiative, which trains New Yorkers in technology skills and helps place them in jobs, will be expanding this year.</p> <p>The TTP Residency Program connects undergraduate computer science students with internships and mentorship programs and will get an additional \$1 million investment. The program operates out of Queens College's campus and will launch at Lehman College in the Bronx.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>

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PART 1: NARRATIVE SUMMARY

	<p>The New York Times and Huger made commitments to offer more jobs, internships and fellowships to the program's members.</p> <p>JPMorgan Chase & Co is also investing \$500,000 in the initiative, which launched in 2014.</p> <p>TTP's occupational training programs, which emphasize promoting women and minority tech students, have raised graduates' salaries by an average of 34%, according to the mayor.</p>	
<p>New York's Citywide Ferry Service Hiring Captains and Deckhands March 9, 2017</p>	<p>Applications are now being accepted for the first of 200 new jobs at New York City's Citywide Ferry Service, set to begin operating along the waterfront this summer. All boats will be docked, fueled, and maintained at the Brooklyn Navy Yard, where an additional passenger stop also will be added starting in 2018. The initial jobs include captains and deckhands.</p> <p>Applicants can apply through the City Department of Small Business Services' WorkForce1 Centers, at CitywideFerry.NYC, or through the Brooklyn Navy Yard's Employment Center. The new service will launch with three new routes to the Rockaways, South Brooklyn, and Astoria, connected to the existing East River Ferry route.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>
<p>New York city Just Made It So Much Easier to Be a Female Entrepreneur March 23, 2017</p>	<p>Starting a small business as a woman or person of color just became a much more attainable goal in New York City, thanks to a new initiative by the mayor's office. New York's Department of Small Business Services (SBS) announced the launch of the Contract Financing Loan Fund, which allows minority- and women-owned businesses (M/WBEs) to apply for low-interest contract financing loans of up to half a million dollars.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>

II. STATISTICAL SUMMARY OF EEO ACTIVITIES

Please fill out requested information in the accompanying Statistical Summary and Classroom Training details (MS Excel spreadsheet) to report your agency's performance indicators concerning programmatic, compliance and training functions of EEO office.

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.**

There were no changes to the EEO personnel during this Reporting Quarter.

IV. COMPLAINTS AND REASONABLE ACCOMMODATION REQUESTS

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

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: Currently the Department of Small Business is not being audited by the EEPIC or any other Oversight Agency.

APPENDIX 2: EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 3rd QUARTER, FISCAL YEAR 2017

Agency Name: DEPARTMENT OF SMALL BUSINESS SERVICES

Personnel Changes this Quarter:		X No Changes	
Employee's Name			
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
Start/Termination date of EEO Function	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):
NOTE: Please attach CV/Resume of new staff to this report			
For Current EEO Professionals Only			
Title	Michael Rodriguez	Angelita McDonald-Major	Michelle Barnes-Anderson
EEO Function	<input checked="" 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 checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify) <u>90</u> %	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify) _____ %	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify) _____ %
Attended EEO Training	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
EEO Training Source	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input checked="" 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: 0

Number of Deletion to EEO Staff this quarter: 0

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2017

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 and Classroom Training details – 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 an **Appendix** which requests more specific details on training.
4. 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.