

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

**Narrative Summary**

**Agency Name:** (ENTER AGENCY NAME)

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

**Prepared by:**

**Name:** Elsa Hampton

**Position:** Chief EEO Officer

**E-mail:** hamptonel@tlc.nyc.gov

**Phone Number:** 212 676-1150

**Date Submitted:** November 14, 2025

**FOR DCAS USE ONLY**

**Date Received:** (MM/DD/YY)

# TAXI & LIMOUSINE COMMISSION FY 2026 Quarterly Update Report

## 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: (MM/DD/YY)  
 No  
 By e-mail  
 Posted on agency intranet and/or website  
 Other: Enter text here

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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): Enter text here

**Please describe Awards and/or Appreciation Events below:** [Enter Awards and/or Appreciation Events Here]

### **III. Workforce Review and Analysis**

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

Q1 (09/30/2025): 471 Q2 (12/30/2026): Enter number  
Q3 (03/30/2026): Enter number Q4 (6/30/2026): Enter number

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): (MM/DD/YY)
- Yes (again) on (Date): (MM/DD/YY)
- 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 CEDS 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>(MM/DD/YY)</u>	Q2 Review Date: <u>(MM/DD/YY)</u>	Q3 Review date: <u>(MM/DD/YY)</u>	Q4 Review date: <u>(MM/DD/YY)</u>
<b>Review conducted with:</b> <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input checked="" type="checkbox"/> N/A - Not Conducted	<b>Review conducted with:</b> <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input type="checkbox"/> N/A - Not Conducted	<b>Review conducted with:</b> <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input type="checkbox"/> N/A - Not Conducted	<b>Review conducted with:</b> <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <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.**

### **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).**

The first two goals are multiyear workforce goals.

**Goal#1:** Provide professional development opportunities for experienced managers and supervisors.

During FY25 the agency implemented Managerial and Supervisory Training for new managers and supervisors. In FY 26, the agency will focus on experienced managers and supervisors. The training will focus on managerial skills such as situational leadership, how to equitably delegate duties, regularly documenting issues and performance, providing feedback, conflict resolution, psychological safety, and how unconscious bias may and strategies to minimize unconscious bias when preparing performance reviews.

**Copy the planned Workforce Goal/Program/Action from FY 2026 EEO plan]**

**Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of**

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**New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

In Q1, discussions were held pertaining to the training schedule and identifying the eligible employees for the next cohort which is directed towards experienced managers and supervisors.

### **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

### **1. [Copy the planned Workforce Goal/Program/Action from FY 2026 EEO plan]**

**Goal#2: Develop and implement internal mentorship program to promote knowledge sharing and diverse skill development across the agency.**

**Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

**Q1 – Planning discussions were conducted to address the parameters and outline of the program.**

### **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

### **2. [Copy the planned Workforce Goal/Program/Action from FY 2026 EEO plan]**

**Goal#3: Establish a formal recruitment team that includes Human Resources (HR) and EEO to ensure consistency, fairness and monitor recruitment outcomes.**

**Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a**

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respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

**Q1**—There were not steps taken this quarter in furtherance of this goal.

### **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

### **3. [Copy the planned Workforce Goal/Program/Action from FY 2026 EEO plan]**

**Goal#4:** Develop a recruitment process to attract, hire, and retain veterans.

Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

**Q1**—There were not steps taken this quarter in furtherance of this goal.

### **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

### **4. Efforts to reduce Workforce underutilization:**

Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter. What are your metrics or indicators for evaluating the success of your initiatives?

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There is underutilization in the police title for women. The agency has increased its recruitment efforts.

### **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).**

**Goal:** Create a Veterans Employee Resource Group.

**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

### **5. 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?**

Q1—no other workplace activities were conducted in Q1.

### **C. Community and Equity, Inclusion and Anti-Racism<sup>1</sup>:**

**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?**

<sup>1</sup> Included per Local Law 14 (2024).

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### **1. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2026 EEO plan]**

**Goal 1:** Conduct outreach to TLC licensees to ensure they are aware of their rights and available support if faced with discriminatory behavior as well as reinforce that they cannot refuse service to passengers who are in a protected class.

**Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?**

**Q1-** TLC's Office of Inclusion in collaboration with the Mayor's Office of Community Affairs, conducted an outreach event in the Bronx on July 22, 2025 for African TLC licensed drivers and on August 8, 2025 for Pakistani TLC licensed drivers.

#### **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. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2026 EEO plan]**

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the inhabitants of New York City, committed to cultivating a fair, respectful workplace that reflects the variety of communities served. What are your metrics or indicators for evaluating the success of these programs and initiatives?**

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**Goal 2:** Develop partnerships with community organizations to inform them of knowledge, resources, and procedures for action of what constitutes a discriminatory refusal.

## **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. 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?**

**Q1- There were not any other programs or activities conducted this quarter.**

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## 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. [Copy Recruitment Initiatives/Strategies from FY 2026 EEO plan]

The agency will establish a formal recruitment team that includes Human Resources (HR) and EEO to ensure consistency, fairness and monitor recruitment outcomes.

**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

**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.**

### 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	July 23, 2025	Deputy Mayor Daughtry Public Safety Town Hall Job Fair	Bronx
	August 13, 2025	Deputy Mayor Daughtry Public Safety Town Hall Job Fair	Staten Island
	August 30, 2025	Riverhead Raceway First Responders Event	[Select Borough]
	September 13, 2025	Famchella Festival	Brooklyn

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<b>Quarter #</b>	<b>Event Date</b>	<b>Event Name</b>	<b>Borough</b>
			[Select Borough]

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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	0			
Brooklyn	0			
Manhattan	0			
Queens	0			
Staten Island	0			

### C. Recruitment Sources

**List recruitment sources used to fill vacancies in the current Quarter (Q1)**

1. [\[Source\]](#)
2. [\[Source\]](#)
3. [\[Source\]](#)
4. [\[Source\]](#)
5. [\[Source\]](#)

### 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: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
2. Public Service Corps: Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
3. Summer College Interns: Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
4. Summer Graduate Interns: Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
5. Other (specify): Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)

#### **Additional comments:**

Click or tap here to enter text.

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### **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): 1 **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 *[State reason]*.

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:**

**Disseminated 55-a information:**

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

	<b># of Vacancies</b>	<b># of New Hires</b>	<b># of New Promotions</b>
<b>Q1</b>	(#)	(#)	(#)
<b>Q2</b>	(#)	(#)	(#)
<b>Q3</b>	(#)	(#)	(#)
<b>Q4</b>	(#)	(#)	(#)

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.
1. Reviewing the methods by which candidates are selected for a 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.)
2. 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.
3. 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.)
4. 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.**

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## Appendix A. EEO Personnel Details

### EEO Personnel For 1 Quarter, FY 2026

Personnel Changes this Quarter:		Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	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:
<b>For New EEO Professionals:</b>			
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 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 %):
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

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**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):**

<b>Name &amp; EEO Role</b>	<b>1. Elsa Hampton Chief EEO Officer</b>	<b>2.</b>	<b>3.</b>
<b>Completed EEO Trainings:</b>			
<b>1. Everybody Matters-EEO and D&amp;I</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>2. Sexual Harassment Prevention</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>3. IgbTq: The Power of Inclusion</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>4. Disability Awareness &amp; Etiquette</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>5. Structured Interviewing and Unconscious Bias</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>6. Microaggressions</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>7. EEO Officer Essentials: Complaint/Investigative Processes</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>8. Reasonable Accommodation Procedural Guidelines</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>9. Overview Training for New EEO Officers</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>10. Understanding CEEDS Reports</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>11. Intersectionality and EEO Investigations</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>12. Trauma-Informed Interviewing Techniques</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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):**

<b>Name &amp; EEO Role:</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
	<b>Completed EEO Trainings:</b>		
<b>1. Everybody Matters-EEO and D&amp;I</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>2. Sexual Harassment Prevention</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>3. IgbTq: The Power of Inclusion</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>4. Disability Awareness &amp; Etiquette</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>5. Structured Interviewing and Unconscious Bias</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>6. Microaggressions</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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<b>7. EEO Officer Essentials: Complaint/Investigative Processes</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>8. Reasonable Accommodation Procedural Guidelines</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>9. Overview Training for New EEO Officers</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>10. Understanding CEEDS Reports</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>11. Intersectionality and EEO Investigations</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>12. Trauma-Informed Interviewing Techniques</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

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

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

**MAILING ADDRESS:** 33 Beaver Street, 22nd Floor, New York, NY 10004

### **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>
<b>EEO Officer (may have a separate active c.s. title (e.g., AC, DC, Exec Agency Counsel, etc.)</b>	Elsa Hampton	Exec Agency counsel	hamptonel@tlc.nyc.gov	212-676-1150
<b>Deputy EEO Officer</b>				
<b>Diversity &amp; Inclusion Officer (or a similar business title)</b>	Elsa Hampton	Exec Agency counsel	hamptonel@tlc.nyc.gov	212-676-1150
<b>Executive Order 59 Chief Diversity Officer/Chief MWBE Officer</b>				
<b>ADA Coordinator</b>	Yesenia Torres	Community Coordinator	Torresye@tlc.nyc.gov	212-676-1161
<b>Disability Rights Coordinator</b>	Yesenia Torres	Community Coordinator	Torresye@tlc.nyc.gov	212-676-1161
<b>Disability Services Facilitator</b>	Yesenia Torres	Community Coordinator	Torresye@tlc.nyc.gov	212-676-1161
<b>55-a Coordinator</b>	Monalisa Mathieu	Asst Commissioner HR	mathieumo@tlc.nyc.gov	212-676-1108
<b>EEO Counselor</b>				
<b>EEO Investigator</b>				
<b>EEO Counselor/Investigator</b>				

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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>
Investigator/Trainer				
EEO Training Liaison				
Other (specify)				
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 role that your staff performs that is not on the list above, you may indicate it on the chart.