

COIB FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2025 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: NYC CONFLICTS OF INTEREST BOARD

1st Quarter (July -September), due November 6, 2024

2nd Quarter (October – December), due January 30, 2025

3rd Quarter (January -March), due April 30, 2025

4th Quarter (April -June), due July 30, 2025

Prepared by:

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Date Submitted: May 27, 2025

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2025

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 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 previous quarter's submission to update their 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 the Annual Plan]

1. Please save this file as **"XXXX Quarter X FY 2025 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, 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; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2025 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.**

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I. Commitment and Accountability Statement by the Agency Head

- Distributed to all agency employees? Yes, On (Date): 3/31/2025 No (planned for Q3)
- By e-mail
 - Posted on agency intranet and/or website
 - Other: Posted on bulletin board in office kitchen used by all Staff

II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity, equity, inclusion, and equal employment opportunity through the following:

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): _____

*** Please describe DEI&EEO Awards and/or Appreciation Events below:**

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III. Workforce Review and Analysis

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

Q1 (9/30/2024): 22 Q2 (12/31/2024): 22 Q3 (3/31/2025): 21 Q4 (6/30/2025): _____

II. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

- Yes On (Date): _____ Yes (again) on (Date): _____ No (planned for Q4)
- NYCAPS Employee Self Service (by email; strongly recommended every year)
 - Agency's intranet site
 - On-boarding of new employees
 - Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS to the EEO Officer 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.

Yes - on (Dates):

Q1 Review Date: 11/6/2024 Q2 Review Date: 1/30/2025 Q3 Review date: 5/27/2025 Q4 Review date: _____

The review was conducted with:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input checked="" type="checkbox"/> Other: EEO Officer | <input checked="" type="checkbox"/> Other: EEO Officer | <input checked="" type="checkbox"/> Other: EEO Officer | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted |

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2025

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2025.

A. Workforce:

1. When hiring for a position in the Manager job group or for a position where there is the possibility of promotion to the Manager job group, the agency will ensure that the job posting is shared with schools and/or organizations to attract applicants who self-identify as Black. The EEO Officer will review the demographics of applicants to assess whether the agency’s recruitment efforts are yielding a sufficiently diverse applicant pool or if additional recruitment efforts are needed.
 - During Q1 and Q2, COIB had a vacant Agency Attorney position in the Enforcement Unit, a position where there is a possibility of promotion to a Manager position. However, the NYC Office of Management and Budget (“OMB”) determined that COIB could not hire for that vacant position.
 - During Q3, COIB had two vacant Agency Attorney positions, one in the Enforcement Unit and the other in the Legal Advice Unit; for each position, there is the possibility of promotion to a Manager position. COIB sought, but did not receive, budgetary authorization to hire for these vacant positions.

To evaluate the effectiveness of these actions, COIB compares the percentage of applicants who self-identify as Black to the percentage of law school graduates who identify as African American, based on data from the American Bar Association.

Workforce Goal/Initiative #1 Update:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. When hiring for a Paraprofessional, the agency will ensure that the job posting is shared with schools and/or

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organizations to attract applicants who self-identify as female. The EEO Officer will review the demographics of applicants to assess whether the agency's recruitment efforts are yielding a sufficiently diverse applicant pool or if additional recruitment efforts are needed.

- During Q1, Q2, and Q3, COIB did not have any vacant Paraprofessional positions.

Workforce Goal/Initiative #2 Update:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. When employees separate from the agency, the EEO Officer conducts an exit interview to gather information about why the employee is leaving. The EEO Officer reviews this information and the demographics of separating employees for any possible patterns.

- During Q1 and Q2, COIB had no separating employees.
- During Q3, COIB had one separating employee. The EEO Officer conducted an exit interview with the separating employee on January 29, 2025, and reviewed the information provided.

Workforce Goal/Initiative #3 Update:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

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4. The EEO Officer, Agency Head, Agency Personnel Officer/Human Resources Director, and General Counsel meet annually to discuss workforce composition; demographic trends to be considered when making decisions about recruitment, hiring, promotions, and attrition; and potential workplace barriers that may contribute to underrepresentation.
- The EEO Officer plans to schedule this annual meeting during Q4.

Workforce Goal/Initiative #4 Update:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

5. To help develop and retain employees, the agency has a Non-Managerial Staff Incentive Program to recognize and reward Staff who perform above and beyond.
- During Q1, a Paralegal was recognized as the beneficiary of this program.

Workforce Goal/Initiative #5 Update:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

6. Efforts to reduce Workforce underutilization:

Because COIB is a tiny agency, it does not have statistically significant underutilization in any job group. Instead, the EEO Officer reviews the quarterly workforce reports for underrepresentation. During Q1, Q2, and

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Q3, COIB had an underrepresentation of individuals who self-identify as Black in the Managers job group and an underrepresentation of individuals who self-identify as female in the Paraprofessional job group. During Q1, Q2, and Q3, there were no vacant positions in the Managers or Paraprofessional job groups. During Q1 and Q2, there was a vacant position in a unit where there is the possibility of promotion to the Managers job group; however, OMB determined that COIB could not hire for that vacant position. During Q3, there were two vacant positions in units where there is the possibility of promotion to the Managers job group; COIB sought, but did not receive, budgetary authorization to hire for these vacant positions.

B. Workplace:

1. The EEO Officer will distribute annually the agency's EEO Policy Statement and EEO Policy, which includes the City's EEO Policy Handbook, to all employees by email. COIB's EEO Policy is also posted on COIB's intranet and on a bulletin board in the office kitchen.
 - During Q1, the EEO Officer began updating COIB's EEO Policy to reflect recent changes to the City's EEO Policy. The EEO Officer plans to distribute the updated policy during Q2.
 - During Q2, the EEO Officer distributed by email an updated version of COIB's 2024 EEO Policy; it was also posted on COIB's intranet and on a bulletin board in the office kitchen.
 - During Q3, on March 31, 2025, the EEO Officer distributed by email the agency's EEO Policy Statement and EEO Policy, which includes the City's EEO Policy Handbook. The EEO Policy was also posted on COIB's intranet and on a bulletin board in the office kitchen.

Workplace Goal/Initiative #1 Update:

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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2. The EEO Officer will distribute annually the DCAS EEO Complaint Procedural Guidelines, EEO Complaint Process at a Glance, and Reasonable Accommodations Procedural Guidelines to all employees by email.

- During Q1, the EEO Officer emailed these documents to all employees.

Workplace Goal/Initiative #2 Update:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. The agency will utilize a social committee, which includes an employee from each work unit, to periodically organize agencywide events where all employees have a chance to interact with one another.

- During Q1, the social committee hosted an agencywide event open to all employees to socialize.
- During Q3, the social committee hosted an agencywide event open to all employees to socialize and to celebrate a separating employee for her years of service to the agency.

Workplace Goal/Initiative #3 Update:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. The EEO Officer has created an exit interview with a standard set of questions and conducts exit interviews with all separating employees to gather information about the workplace environment.

- See Section IV.A.3 above.

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Workplace Goal/Initiative #4 Update:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

5. The Agency Head sends emails to all employees in connection with heritage months and City holidays to educate employees about the history of the month or holiday and provide information about ways to celebrate and resources to learn more.
- During Q3, on March 13, 2025, the Agency Head sent an email to all Staff about Women’s History Month, explaining the history of the month, listing celebrations throughout the City, and providing resources to learn more.

Workplace Goal/Initiative #5 Update:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

6. Other Workplace Activities:

- Anti-hate and anti-discrimination posters received from DCAS and the New York City Commission on Human Rights have been posted on COIB’s intranet and on a bulletin board in the office kitchen.

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C. Community and Equity, Inclusion and Race Relations:

1. To the extent feasible, the agency will continue to utilize a minority-owned business to provide services at the workplace.

- During Q1, Q2, and Q3, COIB utilized a minority-owned business to provide cleaning services at the workplace.

Community/Equity/Inclusion Goal/Initiative #1 Update:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

2. The EEO Officer will review the digital accessibility guides from the Mayor’s Office for People with Disabilities and consider ways to improve accessibility to the agency’s digital content.

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

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. The EEO Officer and Human Resources Director will work on identifying programming aimed at enhancing equity and race relations that is available to all City employees with the goal of promoting those programs to COIB staff.

- During Q2, the EEO Officer sent emails to all Staff sharing invitations to attend:
 - An event in celebration of Hispanic Heritage Month hosted by the NYC Department of Environmental Protection.
 - A panel discussion about empowering people with invisible disabilities hosted by the NYC Department of Environmental Protection.

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- During Q3, the EEO Officer sent an email to all Staff sharing an invitation to attend a Black History Month event hosted by the New York City Department of Environmental Protection.

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

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. Other Community programs and activities:

- The agency includes diverse representation in the graphics on its website.

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V. Recruitment

A. Recruitment Efforts

1. The EEO Officer and Human Resources have developed a general recruitment plan to ensure that job postings for open positions are shared with an extensive list of recruitment sources (to the extent feasible within the agency's budget) that were identified based on agency's past research and outreach. As the agency identifies new recruitment sources, they are added to the plan.
 - During Q1, Q2, and Q3, COIB was not authorized to hire for its vacant positions and thus did not engage in any recruitment efforts.

Recruitment Initiatives/Strategies #1 Update:

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. When there is an open position in a job group with underrepresentation or an open position with the possibility of promotion to a job group with underrepresentation, the EEO Officer and Human Resources will ensure that the agency's recruitment sources target a large pool of applicants to increase the diversity of potential candidates and include schools and/or organizations to attract applicants of the underrepresented gender or race. The EEO Officer will review the demographics of applicants to assess whether the agency's recruitment sources are yielding sufficiently large and diverse applicant pools. Based on the results of that review, the EEO Officer may suggest expanding the agency's recruitment sources to target members of an underrepresented gender or race for a specific position.

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- See Section IV.A.1 above.

Recruitment Initiatives/Strategies #2 Update:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. The EEO Officer has completed the Structured Interview & Unconscious Bias training and utilizes the key principles from that training to assist hiring managers in developing an interview process that is tailored to the staffing needs of the agency. With guidance from the EEO Officer, the hiring manager develops a standard set of interview questions for each open position to be used during first-round interviews. The agency's standard set of interview questions includes a question about how candidates learned of the position so that the EEO Officer may better assess whether its various recruitment sources are yielding sufficiently large and diverse applicant pools.

- During Q1, Q2, and Q3, COIB did not engage in any recruitment efforts.

Recruitment Initiatives/Strategies #3 Update:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.

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B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
1	None	N/A	N/A
2	None	N/A	N/A
3	None	N/A	N/A

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	\$0	\$0	
Brooklyn	\$0	\$0	\$0	
Manhattan	\$0	\$0	\$0	
Queens	\$0	\$0	\$0	
Staten Island	\$0	\$0	\$0	

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C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter (include Q#)

1. During Q1, Q2, and Q3, COIB was not authorized to hire for its vacant positions and thus did not engage in any recruitment efforts.

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2025. [Note: Please update this information every quarter.]

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; **Gender* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] *
Use self-ID data

1. Urban Fellows:

Q1 Total: _____ Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

2. Public Service Corps:

Q1 Total: _____ Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

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3. Summer College Interns:

Q1 Total: _____ Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

4. Summer Graduate Interns:

Q1 Total: _____ Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

5. **Other (specify): Summer Law School Intern:**

Q1 Total: 1 Q2 Total: 0 Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

Additional comments: COIB's intern did not self-report demographic data.

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E. 55-A Program

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 (9/30/2024): 0 Q2 (12/31/2024): 0 Q3 (3/31/2025): 0 Q4 (6/30/2025): _____

During the 1st Quarter, a total of _____ [number] new applications for the program were received.
During the 1st Quarter _____ participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of _____ [number] new applications for the program were received.
During the 2nd Quarter _____ participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of _____ [number] new applications for the program were received.
During the 3rd Quarter _____ participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of _____ [number] new applications for the program were received.
During the 4th Quarter _____ participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –
 - by e-mail: Yes No
 - in training sessions: Yes No
 - on the agency website: Yes No
 - in agency newsletter: Yes No
 - Other: _____

2. _____
3. _____

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2025 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*). 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.

- On July 1, 2024, the Career Counselor sent an email to all employees about job vacancies at the Special Commissioner of Investigation for the New York City School District (“SCI”).
- On July 10, 2024, the Career Counselor sent an email to all employees about job vacancies at the NYC Department for the Aging (“NYC Aging”) and DCAS.
- On August 1, 2024, the Career Counselor sent an email to all employees about a job vacancy at the Department for the Aging.
- On August 23, 2024, the Career Counselor sent an email to all employees about a job vacancy at the NYC Office of Administrative Trials and Hearings.
- On August 29, 2024, the Career Counselor sent an email to all employees about job vacancies at the Department for the Aging.
- On September 20, 2024, the Career Counselor sent an email to all employees about a job vacancy at SCI.
- On September 25, 2024, the Career Counselor sent an email to all employees about the Mayor’s Graduate Scholarship Program.
- On December 19, 2024, the Career Counselor sent an email to all employees about job vacancies at NYC Aging.
- On March 6, 2025, the Career Counselor sent an email to all employees about job vacancies at SCI and the NYC Department of City Planning.

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2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

- Because COIB is a tiny agency, the procedures for selections and promotions are reviewed by the Agency Head, Human Resources Director, EEO Officer, General Counsel, and relevant hiring manager each time there is a job vacancy.

3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

- The EEO Officer reviews and provides feedback on the standard set of interview questions prepared by the hiring manager for each job vacancy.

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

- The EEO Officer analyzes the impact of personnel changes on racial, gender, and age groups.

5. Other:

During this Quarter the Agency activities included:

	# of Vacancies	# of New Hires	# of New Promotions
Q1	# 1	# 0	# 0
Q2	# 1	# 0	# 0
Q3	# 2	# 0	# 0
Q4	# _____	# _____	# _____

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VII. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwa-ctwapx02.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

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).

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B. Local Law 97: Annual Sexual Harassment Reporting

The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: Yes No Q2: Yes No Q3: Yes No Q4: Yes No

The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: Yes No Q2: Yes No Q3: Yes No Q4: Yes No

The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-ctwapx02.csc.nycnet/Login.aspx>

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

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

IX. 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 (EEOC) or another governmental agency specific to our EEO practices.

The agency is involved in an audit; please specify who is conducting the audit:

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- 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 2023 or 2024.

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 2nd Quarter, FY 2025

Personnel Changes:

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions: 1	Number of Deletions: 1
Employee's Name & Title	1. Clare Wiseman	2. Maryann White	3.
Nature of change	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Termination Date: 1/31/2025	Start Date: 3/31/2025	Start Date 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 Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:

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For New EEO Professionals:			
Name & Title	1. Maryann White	2.	3.
EEO Function	<input type="checkbox"/> EEO Officer <input checked="" 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 checked="" type="checkbox"/> Other: (specify %): 5%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
For Existing EEO Professionals:			
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 %):

EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Katherine J. Miller (EEO Officer)	2. Alex Kipp (EEO Counselor)	3. Maryann White (EEO Counselor)
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions			

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7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Name & EEO Role	4.	5.	6.
Completed EEO Trainings:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

**2 Lafayette Street, Suite 1010
New York, New York 10007**

Diversity and EEO Staffing as of 2nd Quarter FY 2025*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Katherine J. Miller	Executive Agency Attorney	5-10%	kmiller@coib.nyc.gov	212-437-0730
Deputy EEO Officer OR Co-EEO Officer					
Chief Diversity & Inclusion Officer	Tasnia Karim	Agency Chief Contracting Officer	5-10%	karim@coib.nyc.gov	212-437-0750
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59					
ADA Coordinator	Katherine J. Miller				

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<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Disability Rights Coordinator	Katherine J. Miller				
Disability Services Facilitator	Katherine J. Miller				
55-a Coordinator	Tasnia Karim				
Career Counselor	Tasnia Karim				
EEO Counselor	Alex Kipp Maryann White	Administrative Staff Analyst Agency Attorney	5%	kipp@coib.nyc.gov white@coib.nyc.gov	212-437-0770 212-437-0727
EEO Investigator	Katherine J. Miller				
EEO Counselor\ Investigator	Alex Kipp Maryann White				
Investigator/Trainer					
EEO Training Liaison	Katherine J. Miller				
Other (specify)					

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.



FY 2025 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: NYC Conflicts of Interest Board Quarter # 3 FY 2025

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS

SAVE THIS FILE AS: **[AGENCY ACRONYM] Quarter # FY 2025 DEEO TRAINING SUMMARY**

SUBMITTED BY (TITLE): Katherine J. Miller (EEO Officer)

DATE SUBMITTED: 5/27/2025 E-MAIL: kmiller@coib.nyc.gd TEL #: 212-437-0730

1st Quarter (July-September) DUE November 6, 2024; 2nd Quarter DUE January 30, 2025;
3rd Quarter (January-March) DUE April 30, 2025; 4th Quarter (April-June) DUE July 30, 2025.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	22	22	12	0	56

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	22	22	10	0	54
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees	0	22	0	0	22
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	22	0		22
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings.	0	0	0		0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
2. Sexual Harassment Prevention	22	0	10	0	32
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	22	0	10		32
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
3. IgbTq: The Power of Inclusion	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	0	0		0
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.	0	0	0		0
4. Disability Awareness & Etiquette	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	0	0		0
Administered by Agency [Enter data from internal training in this row]	0	0	0		0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2024)	2nd Qtr (Oct. - Dec. 2024)	3rd Qtr (Jan. - Mar. 2025)	4th Qtr (April - June 2025)	FY 2025 YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	0	0	2	0	2
5. New Employee Orientation (Only if it includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED					0
6. Structured Interviewing and Unconscious Bias	FULL TITLE: Structured Interviewing and Unconscious Bias				
TOTAL PARTICIPANTS TRAINED					0
7. Structured Interviewing and Unconscious Bias (Follow up)	FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED					0
8. Building an Inclusive Culture: Understanding Unconscious Bias	FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias				
TOTAL PARTICIPANTS TRAINED					0
9. From Microaggressions to Microaffirmations	FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations				
TOTAL PARTICIPANTS TRAINED					0
10. Managing the Multi-Generational Workforce	FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations				
TOTAL PARTICIPANTS TRAINED					0
11. Bystander Training	FULL TITLE: Moving from Bystander to Upstander, What Would You Do?				
TOTAL PARTICIPANTS TRAINED					0
12. Reasonable Accommodation	FULL TITLE: Reasonable Accommodation Procedural Guidelines				
TOTAL PARTICIPANTS TRAINED					0
13. The Power of Words	FULL TITLE: The Power of Words, Can We Talk?				
TOTAL PARTICIPANTS TRAINED					0
14. Other Diversity/EEO Related	Specify topic >	CEI New EEO Officers Overview Training			
TOTAL PARTICIPANTS TRAINED			2		2
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
15. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
17. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
18. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
ADDITIONAL TRAINING	COPY AND PASTE ROWS 93-94 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.				
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0