

COIB FY 2026 Quarterly Update Report

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

Narrative Summary

Agency Name: CONFLICTS OF INTEREST BOARD ("COIB")

- 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: Katherine J. Miller

Position: EEO Officer

E-mail: kmiller@coib.nyc.gov

Phone Number: 212-437-0730

Date Submitted: 11/14/2025

**FOR DCAS USE ONLY**

---

Date Received: (MM/DD/YY)

# COIB 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

# COIB FY 2026 Quarterly Update Report

## 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:

## III. Workforce Review and Analysis

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

Q1 (09/30/2025): 21

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

# COIB FY 2026 Quarterly Update Report

**Agency conducted a review of the quarterly CEEDS 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>11/14/2025</u>	Q2 Review Date: <i>(MM/DD/YY)</i>	Q3 Review date: <i>(MM/DD/YY)</i>	Q4 Review date: <i>(MM/DD/YY)</i>
<b>Review conducted with:</b> <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input checked="" type="checkbox"/> Other: EEO Officer <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: <i>Enter text here</i> <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: <i>Enter text here</i> <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: <i>Enter text here</i> <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).

- When hiring for a Paraprofessional, the agency will ensure that the job posting is shared with schools and/or 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.
  - To evaluate the effectiveness of these actions, COIB compares the percentage of applicants who self-identify as female to the percentage of females in the NYC population.
  - During Q1, COIB had a vacant position for an Education & Engagement Specialist, a position in the Paraprofessionals job group. COIB shared the job posting with 1,600 colleges and universities. The EEO Officer reviewed the demographics of the

## COIB FY 2026 Quarterly Update Report

applicant pool for the Education & Engagement Specialist position and found that, of the applicants who disclosed their gender, more than half self-identified as female. COIB has sought approval to hire one of those applicants, but the NYC Office of Management and Budget (“OMB”) has not yet granted budgetary authorization to do so.

### **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

2. When hiring for a position in the Managers job group or for a position where there is the possibility of promotion to the Managers 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.
  - To evaluate the effectiveness of these actions: For attorney positions, 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.
  - During Q1, COIB did not have any vacant positions in the Managers job group. COIB’s vacant attorney position, which has the possibility of promotion to the Managers job group, is not within the current agency headcount as determined by OMB; thus, the agency cannot fill this vacancy.

### **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

3. When an employee separates 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, COIB had one separating employee. The EEO Officer conducted an exit interview with the separating employee and reviewed the information provided.

## COIB FY 2026 Quarterly Update Report

### 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

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:**  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. 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.

### 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

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. However, it has been difficult to address underrepresentation where the agency is being prevented from filing its vacancies.

During Q1, an individual who self-identifies as male separated from COIB, leaving a vacancy in the Paraprofessional job group where there had been an underrepresentation of individuals who self-identify as female. In recruiting for that vacant position, COIB took the steps outlined in Section IV.A.1 above.

## COIB FY 2026 Quarterly Update Report

Additionally, the EEO Officer has observed that there are no individuals in the Managers job group self-identify as Black. During Q1, there were no vacant positions in the Managers job group, and COIB does not have budgetary authorization to fill the vacant attorney position, which has the possibility of promotion to the Manager job group.

### 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).**

1. The EEO Officer will continue to 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.

- The EEO Officer plans to distribute these materials during Q3.

#### **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

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

- The EEO Officer plans to distribute these materials during Q2.

#### **Workplace 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. The agency will periodically hold agencywide events where all employees have a chance to interact with one another.

- During Q1, COIB held an agencywide event open to all employees to celebrate a separating employee for his years of service to the agency.

# COIB FY 2026 Quarterly Update Report

## Workplace 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

4. When an employee separates from the agency, the EEO Officer conducts an exit interview to gather information about the workplace environment.

- See Section IV.A.3 above.

## Workplace 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

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.

## Workplace 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

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.

## **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).

---

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

# COIB FY 2026 Quarterly Update Report

1. Provide COIB staff with information about programs, resources, and activities to learn more about different demographic groups and participate in events with affinity groups that have similar backgrounds or interests.

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

## **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. The EEO Officer and Human Resources Director will continue to 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.

## **Community/Equity/Inclusion 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

4. Other Community programs and activities:

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

## 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,

## COIB FY 2026 Quarterly Update Report

social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. The EEO Officer and Human Resources Department 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, COIB utilized its general recruitment plan to recruit for an Education & Engagement Specialist position.

### **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

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 Department 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.

- See Section IV.A.1 and Section IV.A.2 above.

### **Recruitment Initiatives/Strategies #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. With guidance from the EEO Officer, the hiring manager develops a standard set of interview questions for each open position to be used during 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 being utilized are yielding sufficiently large and diverse applicant pools.

## COIB FY 2026 Quarterly Update Report

- During Q1, COIB began recruitment for an Education & Engagement Specialist position. The EEO Officer worked with the hiring manager to develop a standard set of interview questions.

**Recruitment Initiatives/Strategies #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

4. 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	None	N/A	[Select Borough]
			[Select Borough]

**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			



# COIB FY 2026 Quarterly Update Report

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):**

## 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:**

	# of Vacancies	# of New Hires	# of New Promotions
<b>Q1</b>	1	1	0
<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.
  - On July 9, 2025, the Career Counselor sent an email to all employees about job vacancies at the NYC Department of Design and Construction and the NYC Department for the Aging.

## COIB FY 2026 Quarterly Update Report

- On August 25, 2025, the Career Counselor sent an email to all employees about job vacancies at Queens Community Board 12 and the Special Commissioner of Investigation for the NYC School District.
  - On September 26, 2025, the Career Counselor sent an email to all employees about job vacancies at Staten Island Borough President's Office.
2. 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.)
    - Because COIB is a tiny agency, the procedures for selections and promotions are reviewed by the Agency Head, Human Resources Director, EEO Officer, and relevant hiring manager each time there is a job vacancy.
  3. 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.
    - COIB uses its general recruitment plan to ensure that the job posting for its open positions are shared with an extensive list of recruitment sources; the EEO Officer works with the hiring manager to ensure the use of standard interview questions; the hiring manager keep an Applicant Interview Log for to track recruitment sources and the outcome of the hiring process so that the EEO Officer can use this information to assess recruitment sources. The EEO Officer tracks the application-to-hiring lifecycle for each job vacancy and uses the NYCAPS Applicant Demographic report to assess the demographics of all applicants compared to the demographics of those selected for interviews, hiring, and promotions. The EEO Officer reviews this information ahead of the agency's annual workforce meeting for demographic trends and potential structural barriers to hiring and/or promotions.
  4. 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.)
    - The EEO Officer analyzes the impact of personnel changes on racial, gender, and age groups.

# COIB FY 2026 Quarterly Update Report

## 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

## COIB FY 2026 Quarterly Update Report

- 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

**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.**

# COIB FY 2026 Quarterly Update Report

## Appendix A. EEO Personnel Details

EEO Personnel For (#) 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 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 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 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 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 checked="" 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 %):

# COIB FY 2026 Quarterly Update Report

Personnel Changes:  Yes  No

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):			
Name & EEO Role	1. Katherine J. Miller (EEO Officer)	2. Alex Kipp (EEO Counselor)	3. Maryann White (EEO Counselor)
<b>Completed EEO Trainings:</b>			
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. Structured Interviewing and 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. Reasonable Accommodation Procedural Guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9. Overview Training for New EEO Officers	<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
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
11. Intersectionality and EEO Investigations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Trauma-Informed Interviewing Techniques	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input 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):			
Name & EEO Role:	4.	5.	6.
<b>Completed EEO Trainings:</b>			
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. Structured Interviewing and 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

## COIB FY 2026 Quarterly Update Report

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. Reasonable Accommodation Procedural Guidelines	<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. 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
11. Intersectionality and EEO Investigations	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Trauma-Informed Interviewing Techniques	<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:** 2 Lafayette Street, Suite 1010, New York, New York 10007

### 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>
EEO Officer (may have a separate active c.s. title (e.g., AC, DC, Exec Agency Counsel, etc.))	Katherine J. Miller	Executive Agency Attorney	<a href="mailto:kmiller@coib.nyc.gov">kmiller@coib.nyc.gov</a>	212-437-0730
Deputy EEO Officer				
Diversity & Inclusion Officer (or a similar business title)	Tasnia Karim	Agency Chief Contracting Officer	<a href="mailto:karim@coib.nyc.gov">karim@coib.nyc.gov</a>	212-437-0750
Executive Order 59 Chief Diversity Officer/Chief MWBE Officer				
ADA Coordinator	Katherine J. Miller			
Disability Rights Coordinator	Katherine J. Miller			
Disability Services Facilitator	Katherine J. Miller			
55-a Coordinator	Tasnia Karim			
EEO Counselor	Alex Kipp & Maryann White	Administrative Staff Analyst & Agency Attorney	<a href="mailto:kipp@coib.nyc.gov">kipp@coib.nyc.gov</a> <a href="mailto:white@coib.nyc.gov">white@coib.nyc.gov</a>	212-437-0770 212-437-0727

## COIB FY 2026 Quarterly Update Report

<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Investigator	Katherine J. Miller			
EEO Counselor/Investigator	Alex Kipp & Maryann White			
Investigator/Trainer				
EEO Training Liaison	Katherine J. Miller			
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.



FY 2026 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: NYC Conflicts of Interest Board      QUARTER: 1

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT REP

SAVE THIS FILE AS: [AGENCY ACRONYM] FY 2026 Q[x] DEI-EEO Report Part II.

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

DATE SUBMITTED: 11/14/2025      E-MAIL: kmiller@coib.nyc.gov      TEL #:

1st Quarter (July-September) DUE November 14, 2025; 2nd Quarter DUE Jan  
3rd Quarter (January-March) DUE April 30, 2026; 4th Quarter (April-June) DU

ALL EEO TRAINING (All Modalities)	1st Qtr (July - Sept. 2025)	2nd Qtr (Oct. - Dec. 2025)	3rd Qtr (Jan. - Mar. 2026)	4th Qtr (April - June 2026)
TOTAL DIVERSITY & EEO TRAINING	2	0	0	0

CORE DIVERSITY AND EEO TRAINING (All Modalities)				
TOTAL CORE EEO TRAINING	2	0	0	0
1. EVERYBODY MATTERS: Number of trainings in DCAS L&D report [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0			
Additional trainings-include only those trainings NOT yet uploaded to NYCityLearn*				
2.SEXUAL HARASSMENT PREVENTION: Number of trainings in DCAS L&D report [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1			
Administered by Agency- include only those trainings that have NOT yet been uploaded to NYCityLearn.* SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS.				
3. LGBTQ:THE POWER OF INCLUSION: Number of trainings in DCAS L&D report [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1			
Additional trainings-include only those trainings NOT yet uploaded to NYCityLearn*				

ALL EEO TRAINING (All Modalities)	1st Qtr (July - Sept. 2025)	2nd Qtr (Oct. - Dec. 2025)	3rd Qtr (Jan. - Mar. 2026)	4th Qtr (April - June 2026)
<b>4. DISABILITY AWARENESS AND ETIQUETTE:</b> Number of trainings in DCAS L&D report [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0			
Additional trainings-include only those trainings NOT yet uploaded to NYCityLearn*				

ALL EEO TRAINING (All Modalities)	1st Qtr (July - Sept. 2025)	2nd Qtr (Oct. - Dec. 2025)	3rd Qtr (Jan. - Mar. 2026)	4th Qtr (April - June 2026)
<b>OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)</b>				
ALL OTHER DIVERSITY & EEO RELATED TRAINING	0	0	0	0
<b>5. New Employee Orientation (Only if it includes EEO Component)</b>	<b>NOTE: Do NOT make entries here if new employees only received Core EEO training onboarding</b>			
TOTAL PARTICIPANTS TRAINED				
<b>6. Structured Interviewing and Unconscious Bias</b>	<b>FULL TITLE: Structured Interviewing and Unconscious Bias</b>			
TOTAL PARTICIPANTS TRAINED				
<b>7. Structured Interviewing and Unconscious Bias (Follow up)</b>	<b>FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions</b>			
TOTAL PARTICIPANTS TRAINED				
<b>8. Building an Inclusive Culture: Understanding Unconscious Bias</b>	<b>FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias</b>			
TOTAL PARTICIPANTS TRAINED				
<b>9. From Microaggressions to Microaffirmations</b>	<b>FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations</b>			
TOTAL PARTICIPANTS TRAINED				
<b>10. Managing the Multi-Generational Workforce</b>	<b>FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of a Multi-Generational Workforce</b>			
TOTAL PARTICIPANTS TRAINED				
<b>11. Bystander Training</b>	<b>FULL TITLE: Moving from Bystander to Upstander, What Would You Do?</b>			
TOTAL PARTICIPANTS TRAINED				
<b>12. Reasonable Accommodation</b>	<b>FULL TITLE: Reasonable Accommodation Procedural Guidelines</b>			
TOTAL PARTICIPANTS TRAINED				
<b>13. The Power of Words</b>	<b>FULL TITLE: The Power of Words, Communicating with Intention and Impact</b>			
TOTAL PARTICIPANTS TRAINED				
<b>14. Digital Accessibility Tools</b>	<b>FULL TITLE: How to Use Existing Digital Accessibility Tools and Features</b>			
TOTAL PARTICIPANTS TRAINED				
<b>15. Neurodiversity: Leveraging Strengths</b>	<b>FULL TITLE: Neurodiversity: Leveraging Strengths</b>			
TOTAL PARTICIPANTS TRAINED				
<b>16. Other Diversity/EEO Related</b>	Specify topic >			
TOTAL PARTICIPANTS TRAINED				
<b>17. Other Diversity/EEO Related</b>	Specify topic >			
TOTAL PARTICIPANTS TRAINED				
<b>18. Other Diversity/EEO Related</b>	Specify topic >			
TOTAL PARTICIPANTS TRAINED				
<b>19. Other Diversity/EEO Related</b>	Specify topic >			
TOTAL PARTICIPANTS TRAINED				
<b>ADDITIONAL TRAINING</b>	<b>COPY AND PASTE ROWS 91-92 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/CEI WILL RECALCULATE THE TOTALS IN ROW 19 and 38 AND RETURN THE REPORT WITHIN 5 BUSINESS DAYS.</b>			
<b>... Other Diversity/EEO Related</b>	Specify topic >			
TOTAL PARTICIPANTS TRAINED				
<b>... Other Diversity/EEO Related</b>	Specify topic >			
TOTAL PARTICIPANTS TRAINED				

FY 2026

ORT

[xlsx](#)

212-437-0730

uary 30, 2026;  
E July 30, 2026.

FY 2026 YEAR  
TO DATE  
2

2

0

1

1

FY 2026 YEAR TO DATE
0

---

