

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Agency Name: MANHATTAN BOROUGH PRESIDENT'S OFFICE

- 1st Quarter (July -September), due November 4, 2022 2nd Quarter (October – December), due January 30, 2023
 3rd Quarter (January -March), due May 1, 2023 4th Quarter (April -June), due July 31, 2023

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MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Table of Contents

Instructions for Filling out Quarterly Reports FY 2023 3

Part I: Narrative Summary 4

- I. Commitment and Accountability Statement by the Agency Head 4
- II. Recognition and Accomplishments 4
- III. Workforce Review and Analysis 5
- IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023 6
- V. Recruitment 17
- VI. Training 23
- VII. Reasonable Accommodation 23
- VIII. Compliance and Implementation of Requirements Under Executive Orders and Local Laws 23
- IX. Audits and Corrective Measures 26

Appendix A: EEO Personnel Details 27

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Instructions for Filling out Quarterly Reports FY 2023

[Note: These forms are cumulative and intended to retain information for the entire FY 2023. For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]

1. Please save this file as "**XXXX Quarter X FY 2023 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 administered 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 2023 DEI-EEO 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.

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees?

Yes, On (Date): _____ No

By e-mail

Posted on agency intranet

Other _____

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): Practiced inclusionary hiring strategies, which has contributed to the diversity of the office's leadership, which is mostly comprised of women of color. Provided career development for staff, where trainings and lunch and learns are made available.

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

Continually celebrated cultural heritage months with community stakeholders.

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

III. Workforce Review and Analysis

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

Q1 (9/30/2022): 48 _____ Q2 (12/31/2022): 46 _____ Q3 (3/31/2023): _____ 50 _____ Q4 (6/30/2023): _____

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

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

III. The agency conducted a review of the dashboard sent 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: _____ Q2 Review Date: _____ Q3 Review date: _____ 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 type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted |

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

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 2023.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Retain and uplift current employees, while providing professional development support where needed.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

In Q1, The agency held multiple trainings for staff, including a training on BetaNYC's work. BetaNYC demonstrated its "BoardStat," application and its process for "Research and Data Assistance Research Requests," both of which can assist the agency in helping diverse constituencies throughout the Borough. The agency also held a lunch and learn with Ryan Dubois from the New York City Commission on Human Rights and it celebrated the Dominican Day Parade with a special event for constituents and staff. In Q2, the agency continued to hold trainings for staff each Thursday. The MBPO also held its 2022 Community Board Leadership Series (including trainings on Equal Employment Opportunity and combating implicit bias) and participated in United States Representative Adriano Espallat's Hispanic Heritage Month Celebration, the Roosevelt Island Disabled Association Hispanic Heritage Festival, Small Business Services Asian American Task Force, Chabad UES Simchat Torah Festival, Open House New York, KAAGNY's 2022 Korean Festival, the Consul General of Mexico's Day of the Dead Procession. The MBPO held an end of the year office event at the Whitney Museum of American Art in which staff heard from a diverse group of curators and toured art exhibitions including "Edward Hopper's New York" and "no existe un mundo poshuracán: Puerto Rican Art in the Wake of Hurricane Maria," Although the agency did not keep track of measurable outcomes, these trainings and events helped to promote diversity, equity, and inclusion.

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- 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. Provide information on available new job postings boroughwide.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

The agency posts job vacancies on its website and on NYC Careers and it circulates job vacancies internally via email. Again, although the agency did not keep track of measurable outcomes, these ongoing efforts enable the agency to recruit and select a diverse pool of applicants.

- 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. Recruit a diversified workforce, while considering current underutilizations analyzed in its CEEDS reports.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

The agency continuously endeavors to recruit a diversified workforce. Although the agency job groups are small and the agency typically only has a handful of new hires and separations each quarter, the agency reviews underutilization on annual basis and monitors trends.

- 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

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

4. Ensure that staff are provided accommodations that are needed, especially if they have familial obligations outside of work.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

The agency ensured that MBPO and community board office staff who qualified for FMLA received it and it provided all MBPO staff with flexible hybrid schedules to enable them to care for their families.

Q1 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
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 checked="" 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

- ❖ Please describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.

The EEO Officer identified underutilization of White managers (2 observed versus 6 expected), White paraprofessionals (6 observed versus 8 expected), male managers (4 observed versus 6 expected), and female paraprofessionals (12 observed versus 15 expected). The agency identified overutilization of Hispanic managers (5 observed versus 2 expected). The agency will continue to monitor for any trends and will work to identify and address any potential barriers to employment opportunities.

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Ensure that the office environment fosters the acceptance of gender non-conforming individuals.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

The agency endeavors to refer to all staff and constituents by their preferred pronouns.

Q1 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
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 checked="" 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. Ensure that technological access is easily and readily available for all employees.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

The agency ensures that all staff have access to work laptops and work cell phones.

Q1 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
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 checked="" 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

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

3. Every Quarter, the EEO Officers will host conversations with each unit on their personal experiences in the workplace.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

The agency made compliance with SHP training requirements its primary focus for Q1 so that all staff understand their rights to a workplace that is free from discrimination and sexual harassment as well as their obligations and roles in maintaining an equitable work environment. Moreover, the agency ensures all staff knows how to report observed discrimination and sexual harassment and to whom they can (or, in the case of managers and supervisors, must) report discrimination and sexual harassment.

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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 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

4. Provide a diverse breadth of knowledge by hosting monthly brown bag lunch and learn series.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

As previously expressed, the agency sponsored trainings and lunch and learns:

Q1 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
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 checked="" 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

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

5. Provide support groups for micro communities in the office.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

The agency will explore the staff interest and the feasibility of initiating Employee Resource Groups as resources allow.

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| 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 |

6. Provide opportunities and spaces for knowledge share.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

As previously expressed, the agency sponsored trainings and lunch and learns.

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| Q1 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 |
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| Q3 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 |
| 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 |

- ❖ Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe the activities, including the dates when the activities occurred.

As previously expressed, the agency sponsored trainings, lunch and learns, and cultural heritage events. In Q1, the agency held multiple trainings for staff, including a training on BetaNYC's work. BetaNYC demonstrated its "BoardStat," application and its process for "Research and Data Assistance Research Requests," both of which can assist the agency in helping diverse constituencies throughout the Borough. The agency also

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

held a lunch and learn with Ryan Dubois from the New York City Commission on Human Rights and it celebrated the Dominican Day Parade with a special event for constituents and staff. In Q2, the agency continued to hold trainings for staff each Thursday. The MBPO also held its 2022 Community Board Leadership Series (including trainings on Equal Employment Opportunity and combating implicit bias) and participated in United States Representative Adriano Espaillat's Hispanic Heritage Month Celebration, the Roosevelt Island Disabled Association Hispanic Heritage Festival, Small Business Services Asian American Task Force, Chabad UES Simchat Torah Festival, Open House New York, KAAGNY's 2022 Korean Festival, the Consul General of Mexico's Day of the Dead Procession. The MBPO held an end of the year office event at the Whitney Museum of American Art in which staff heard from a diverse group of curators and toured art exhibitions including "Edward Hopper's New York" and "no existe un mundo poshuracán: Puerto Rican Art in the Wake of Hurricane Maria," Although the agency did not keep track of measurable outcomes, these trainings and events helped to promote diversity, equity, and inclusion.

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/W/BE participation and customer satisfaction surveys).

1. Continue to foster inclusive and equitable service to community constituents.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

The agency maintains a consistent presence in diverse communities throughout the Borough through its Special Events and Partnerships Unit (which organizes, sponsors, and promotes community events), its Community Affairs Unit (which attends events and community meetings in all 12 Manhattan Community Board Districts), and its Constituent Services Unit, which interfaces with constituents each day and operates out of an accessible ground floor retail space/storefront on 125th Street.

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| Q1 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 |
| 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 checked="" 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. Conduct numerous outreach activities to bolster small businesses in minority neighborhoods.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|--|------------------------------------|
| 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 |
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| 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 |

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

3. Participate in cultural heritage marches, celebrations, and openings.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

As previously expressed, the agency sponsored cultural heritage events. In Q1, it celebrated the Dominican Day Parade with a special event for constituents and staff. In Q2, the MBPO participated in United States Representative Adriano Espaillat's Hispanic Heritage Month Celebration, the Roosevelt Island Disabled Association Hispanic Heritage Festival, Small Business Services Asian American Task Force, Chabad UES Simchat Torah Festival, Open House New York, KAAGNY's 2022 Korean Festival, the Consul General of Mexico's Day of the Dead Procession. The MBPO held an end of the year office event at the Whitney Museum of American Art in which staff heard from a diverse group of curators and toured art exhibitions including "Edward Hopper's New York" and "no existe un mundo poshuracán: Puerto Rican Art in the Wake of Hurricane Maria." Although the agency did not keep track of measurable outcomes, these events helped to promote diversity, equity, and inclusion.

Q1 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
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Q3 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
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

4. Participate in gender friendly celebrations and events.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

As previously expressed, the agency sponsored cultural heritage events. In Q1, it celebrated the Dominican Day Parade with a special event for constituents and staff. Although the agency did not keep track of measurable outcomes, these trainings and events helped to promote diversity, equity, and inclusion. In this same vein, the agency sponsored and will continue to sponsor Pride month events. In Q2, the MBPO participated in United States Representative Adriano Espaillat's Hispanic Heritage Month Celebration, the Roosevelt Island Disabled Association Hispanic Heritage Festival, Small Business Services Asian American Task Force, Chabad UES Simchat Torah Festival, Open House New York, KAAGNY's 2022 Korean Festival, the Consul General of Mexico's Day of the Dead Procession. The MBPO held an end of the year office event at the Whitney Museum of American Art in which staff heard from a diverse group of curators and toured art exhibitions including "Edward Hopper's New York" and "no existe

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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Q1 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
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Q3 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
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

5. Use the office’s social media platforms to provide education information on minority history.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?

The agency has consistently celebrated and informed constituents about minority history on social media, including street co-namings.

Q1 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
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 checked="" 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

- ❖ Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe the activities, including the dates when the activities occurred.

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

C. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Invite DEI and EEO Experts to host lectures.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

As previously expressed, the agency held a lunch and learn with Ryan Dubois from the New York City Commission on Human Rights. Although the agency did not keep track of measurable outcomes, these trainings helped to promote diversity, equity, and inclusion.

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| Q1 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 |
| 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. Participate in cultural heritage marches, celebrations, and openings.

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

As previously expressed, the agency sponsored cultural heritage events. It celebrated the Dominican Day Parade with a special event for constituents and staff. Although the agency did not keep track of measurable outcomes, these trainings and events helped to promote diversity, equity, and inclusion.

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| Q1 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 |
| 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 checked="" type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

- 1. **Review of current policies, procedures and practices related to targeted outreach and recruitment.**
- ❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

As previously expressed, the EEO Officer identified underutilization of White managers (2 observed versus 6 expected), White paraprofessionals (5 observed versus 8 expected), male managers (4 observed versus 6 expected), and female paraprofessionals (12 observed versus 15 expected). The EEO Officer identified overutilization of Hispanic managers (5 observed versus 2 expected). The EEO Officer and the agency will continue to monitor for any trends and will work to identify and address any potential barriers to employment opportunities, including by using targeted outreach and recruitment efforts where appropriate.

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| Q1 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 |
| 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 checked="" 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. **Review underutilization in job groups to inform recruitment efforts.**
- ❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

As previously expressed, the EEO Officer identified underutilization of White managers (2 observed versus 6 expected), White

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

paraprofessionals (6 observed versus 8 expected), male managers (4 observed versus 6 expected), and female paraprofessionals (12 observed versus 15 expected). The EEO Officer identified overutilization of Hispanic managers (5 observed versus 2 expected). The EEO Officer and the agency will continue to monitor for any trends and will work to identify and address any potential barriers to employment opportunities, including by using targeted outreach and recruitment efforts where appropriate.

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| Q1 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 |
| 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 checked="" 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 |

3. Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|--|------------------------------------|
| 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 |

4. Assess agency job postings to ensure new diversity, inclusion and equal opportunity employer messaging is included.

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

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|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 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 |
| 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 checked="" 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 |

5. Training hiring managers and recruiters on D&I courses.

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|--|------------------------------------|
| 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 |

6. Posting vacancies on NYC Careers and on the MBPO's social media platforms to encourage a diverse applicant pool.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|--|------------------------------------|
| 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 |

❖ Please specify 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.

B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. [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 Total: 0

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___
 Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

2. Public Service Corps Total: 0

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

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

3. Summer College Interns Total: 0

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 Total: 0

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) Total: 0

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:

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

C. 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 (9/30/2022): 0 _____ Q2 (12/31/2022): 0 _____ Q3 (3/31/2023): 0 _____ Q4 (6/30/2023): 0 _____

During the 1st Quarter, a total of 0 _____ [number] new applications for the program were received.

During the 1st Quarter 0 _____ participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of 0 _____ [number] new applications for the program were received.

During the 2nd Quarter 0 _____ participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of 0 _____ [number] new applications for the program were received.

During the 3rd Quarter 0 _____ participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of 0 _____ [number] new applications for the program were received.

During the 4th Quarter 0 _____ 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

through an agency newsletter: Yes No

Other: _____

2. _____

3. _____

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 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 2023 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*).

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

The MBPO Human Resources Analyst, Career Counselor, and Director of Operations circulated job vacancy announcements.

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.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

HR is responsible for posting vacancies to ensure accurate salary ranges and appropriate qualifications are listed. Based on position, vacancies may be posted on a specific website to attract qualified individuals. Based on the needs of the MBPO mid-high level positions may be filled externally. Hiring managers are advised by HR to be consistent with the interview process and to keep equity and inclusion in mind with hiring decisions.

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).

No EEO Officers or EEO staff take part in selection of candidates for appointment or promotion.

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

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

There are no layoffs or terminations.

5. Other:

During this Quarter the Agency activities included: # of Vacancies # of New Hires # of New Promotions

	# of Vacancies	# of New Hires	# of New Promotions
Q1	# _____	# 1 _____	# 1 _____
Q2	# 4 _____	# 2 _____	# 0 _____
Q3	# 3 _____	# 2 _____	# 0 _____
Q4	# _____	# _____	# _____

VI. Training

Please provide your training information in Part II of the report "Diversity, Equity, Inclusion and EEO Training Summary" (in MS Excel).

VII. 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://mspwa-dcslnx01.csc.nycnet/Login.aspx>

VIII. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92: Annual Sexual Harassment Prevention training

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Please provide Sexual Harassment Prevention Training Information in Part II of the report "Diversity, Equity, Inclusion and EEO Training Summary" (in MS Excel).

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 Q2 Q3 Q4
- The agency has entered all types of complaints in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
- 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.nyenet/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 "Diversity, Equity, Inclusion and EEO Training Summary" (in MS Excel).

D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Please list the actions, initiatives, programs, or policies included in Appendix B: 2020 Climate Survey Action Plan, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

1. Increase employees' familiarity with the EEO Policy.
 - ❖ Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions? Agency has ensured that staff, including managers and supervisors, have taken SHP training. All new hires receive EEO Policy as part of the onboarding process.
2. Improve the EEO Office's visibility to the workforce.
 - ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions? Agency has ensured that all managers and supervisors have taken SHP training.
3. Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.
 - ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions? Agency has ensured that staff, including managers and supervisors, have taken SHP training. All new hires receive EEO Policy, which includes the EEO Officers' contact information, the EEO investigative procedure, and the EEO complaint form.
4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.
 - ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions? Agency has ensured that staff, including managers and supervisors, have taken SHP training. All new hires receive EEO Policy, which includes the EEO Officers' contact information, the EEO investigative procedure, and the EEO complaint form.
5. Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.
 - ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions? Agency has ensured that staff, including managers and supervisors, have taken SHP training. All new hires receive EEO Policy, which includes the EEO Officers' contact information, the EEO investigative procedure, and the EEO complaint form.
6. Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.
 - ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

actions? Agency has ensured that staff, including managers and supervisors, have taken SHP training. All new hires receive EEO Policy, which includes the EEO Officers' contact information, the EEO investigative procedure, and the EEO complaint form.

7. Other:
- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOI involved in an audit conducted by NYC Equal Employment Practice Commission (EPPC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: EPPC.
- Attach the audit recommendations by EPPC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.
- The agency received a Certificate of Compliance from the auditing agency.

Please attach a copy of the Certificate of Compliance from the auditing agency.



Aldrin Rafael Bonilla
Chair/Commissioner

Elaine S. Reiss, Esq.
Vice-Chair/Commissioner

Minosca Alcantara, Ed.D.
Ngozi Okaro, Esq.
Nicole Yearwood, MPA
Commissioners

Jeanne M. Victor
Executive Director

Jennifer Shaw, Esq.
Executive Agency Counsel/
Director of Compliance

253 Broadway
Suite 602
New York, NY 10007

212. 615. 8939 tel.
212. 676. 2724 fax

BY EMAIL

June 1, 2023

Mark Levine
Manhattan Borough President
Office of the Manhattan Borough President
1 Centre Street, 19th Floor
New York, NY 10007

Re: Resolution #2022AP/266-010-(2023)C34
DETERMINATION: Compliance

Dear Borough President Levine:

On behalf of the members of the Equal Employment Practices Commission (EEOC), I write to inform you that pursuant to New York City Charter Chapter 36, Section 832(c), the EEOC's Board of Commissioners has approved the attached *Determination of Compliance*.

As you are aware, the EEOC is required to audit, evaluate, and monitor your agency at least once every four (4) years to ensure the Office of the Manhattan Borough President's compliance with federal, state, and local laws and regulations, best practices, and policies and procedures that increase equal employment opportunity for minority and women employees and applicants. The Office of the Manhattan Borough President's successful completion of the EEOC's *Employment Practices Audit (Focus on Underutilization)* demonstrates its commitment to implementing employment policies and practices that encourage and maintain a workplace free from unlawful discrimination and promote equality of opportunity.

Thank you, General Counsel Tomi Vest, and Principal EEO Professional Xzavier Medina for the cooperation extended to the EEOC during the course of our audit of your agency's employment and EEO-related practices. We look forward to working with you and the Office of the Manhattan Borough President to ensure equal employment opportunity in the City of New York.

Sincerely,

A handwritten signature in blue ink, appearing to read "Aldrin Rafael Bonilla". The signature is stylized and includes a long horizontal flourish extending to the right.

Aldrin Rafael Bonilla
Chair/Commissioner

Enc.

c: Tomi Vest, General Counsel, MBP
Xzavier Medina, Principal EEO Professional, MBP



Monitoring of Employment Practices with a Focus on Underutilization
RESOLUTION NO.
2022AP/266-010-(2023)C34
Office of the Manhattan Borough President
Borough President Mark Levine
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s):	Total: 11
Period Audit Covered:	July 1, 2019 to December 31, 2021
Preliminary Determination Issued:	November 10, 2022 No Response Received
Final Determination Issued:	November 30, 2022 Response Received December 30, 2022
Compliance-Monitoring:	Required December 1, 2022 to April 30, 2023 with extension

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter "entities") and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities' practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC's determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Office of the Manhattan Borough President's Employment Practices with a Focus on Underutilization; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the Manhattan Borough President's Employment Practices with a Focus on Underutilization, the EEPC issued a Preliminary Determination, dated November 10, 2022, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue and distribute an annual EEO commitment/policy statement from the Agency Head, which includes the entity's commitment to EEO and the names and contact information of the entity's EEO professionals. Ensure all links to the policy, procedures and related forms are operable and that all documents are current
2. Submit to the EEPC an annual entity-specific equal employment opportunity (EEO) plan, which includes a training plan, and quarterly reports on efforts to implement the plan, within 30 days following each quarter.
3. Establish and implement an EEO training plan for new and existing employees, which includes all legally required training, to ensure that all individuals who work within the entity, including managers and supervisors, receive all mandatory training as set forth in the plan, on unlawful discriminatory practices under local, state, and federal EEO laws; EEO rights and responsibilities; discrimination complaint investigation procedures, biennial LGBTQ training, and biennial age discrimination training.
4. Ensure the principal EEO Professional is trained regarding city, state, and federal EEO laws; the requirements of the entity's EEO policies, standards, and procedures; and the prevention, investigation, and resolution of discrimination complaints.
5. Appoint EEO professionals who are trained in EEO laws and procedures, and their responsibilities under the EEO Policy.
6. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained on the use of uniform, job-related techniques (such as training on structured interviewing) and trained to consider EEO laws/policies (such as training on unconscious bias, diversity and inclusion, etc.) to identify, interview, and select the most capable candidates.
7. Annually inform employees of the Disability Rights Coordinator and/or ADA Coordinator's contact information. Document all reasonable accommodation requests and their outcomes.
8. Distribute and/or post a paper or electronic copy of a reasonable accommodation process, which requires: engaging in a cooperative dialogue, issuing a written notice of any decision granting or denying an accommodation, providing the right to file an appeal of the decision, and issuing timely written determinations on appeals. If posted (electronic or hard copy), ensure employees are annually informed of the location of the document(s).
9. Ensure that the principal EEO Professional, principal Human Resources professional (or designee), and the Agency Head review the entity's statistical information (e.g. workforce, hires, promotions and separations by race/ethnicity and gender), as part of the entity's employment practices and policies on an annual basis to identify whether there are barriers to equal employment opportunities and determine what, if any, actions are required to correct deficiencies (e.g. underutilization or adverse impact). Document the data reviewed, barriers identified (if any), and the entity's strategy to address each barrier.
10. Ensure that an EEO or human resources professional is trained to be knowledgeable and familiar with career opportunities in City government and provide career counseling to employees upon request. Document this professional's duties to advise employees of the

opportunities for promotion and career advancement. Remind employees of the identity/type of guidance available from the Career Counselor at least annually.

11. Ensure that the principal Human Resources professional (or designee) provides all employees with information regarding: job responsibilities, performance evaluation standards, civil service examinations, training opportunities, job postings, and Career Counseling (including the identity of the Career Counselor); and informs and involves the principal EEO Professional in efforts to employ, promote, or accommodate qualified individuals with disabilities.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on November 30, 2022, which indicated that the following areas required corrective action: no(s). 1 - 11; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from December 1, 2022 to March 31, 2023, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), on December 30, 2022, the entity issued a response to the EEPC's Final Determination; and

Whereas, at the Office of the Bronx Borough President's request, on March 29, 2023, the compliance monitoring period was extended to April 30, 2023; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Office of the Manhattan Borough President was monitored until May 19, 2023; and

Whereas, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Borough President recognized the EEPC's audit and reiterated commitment to the Office of the Manhattan Borough President's equal employment practices. **Now Therefore**,

Be It Resolved, that the Office of the Manhattan Borough President has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and

Be It Resolved, that the EEPC's Board of Commissioners approves the issuance of this Determination of Compliance to Borough President Mark Levine of the Office of the Manhattan Borough President.

Approved unanimously on June 1, 2023.



Mynosca Alcantara, Ed.D.
Commissioner/Mayoral Appointee



Elaine S. Reiss, Esq.
Vice-Chair/Commissioner/Mayoral Appointee



Ngozi Okaro, Esq.
Commissioner/City Council Appointee



Nicole Yearwood, MPA
Commissioner/City Council Appointee



Aldrin Rafael Bonilla
Chair/Commissioner/Joint Appointee

This

Determination of Compliance

is hereby issued to

Office of the Manhattan Borough President

for successful implementation of 11 of 11 required corrective actions,
thereby achieving compliance with the Equal Employment Practices Commission's
Employment Practices with a Focus on Underutilization
from July 1, 2019 to this date.

In care of Borough President Mark Levine,
General Counsel Tomi Vest, and Principal EEO
Professional Xavier Medina

On this first day of June in the year 2023



Aldrin Rafael Bonilla, Chair/Commissioner



Jeanne M. Victor, Executive Director

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Appendix A: EEO Personnel Details

EEO Personnel For First Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter:		<input type="checkbox"/> No Changes	Number of Additions: 2		Number of Deletions: 2	
Employee's Name & Title	1. Kyra Cuevas		2. Brian Lafferty		3.	
Nature of change	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	
Date of Change in EEO Role	Start Date or Termination Date: 4/3/2023		Start Date or Termination Date: 4/28/2023		Start Date or Termination Date:	
For New EEO Professionals:						
Name & Title	4. Xavier Medina		5. Maytee Carino		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 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)	
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 15		<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 15		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	
Name & Title						
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 %):	

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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	1. Xavier Medina	2. Maytee Carino	3.
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 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 type="checkbox"/> Yes <input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" 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 checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

EEO Personnel Training Continued:

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

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

Office of Manhattan Borough President Mark Levine, 1 Centre Street, 19th Floor South, New York, NY 10007

Diversity and EEO Staffing as of 1st Quarter FY 2023*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Xavier Medina	Community Coordinator	15	xmedina@manhattanbp.nyc.gov	917-596-0838
Deputy EEO Officer OR Co-EEO Officer	Maytee Carino	Community Coordinator	15	kcuevas@manhattanbp.nyc.gov	646-484-0034
Chief Diversity & Inclusion Officer					
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59					
ADA Coordinator	Xavier Medina	Community Coordinator	15	xmedina@manhattanbp.nyc.gov	917-596-0838

MBPO FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Disability Rights Coordinator	Xzavier Medina	Community Coordinator	15	xmedina@manhattanbp.nyc.gov	917-596-0838
Disability Services Facilitator					
55-a Coordinator	<u>Deirdre Lyles</u>		<u>15</u>	deirdrelyles@manhattanbp.nyc.gov	<u>646-335-2164</u>
Career Counselor					
EEO Counselor					
EEO Investigator					
EEO Counselor \ Investigator					
Investigator/Trainer					
EEO Training Liaison					
Other (specify)					
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.

