

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2018

Agency Name: Mayor's Office of Contract Services (MOCS)

1st Quarter (July -September), due October 30

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

2nd Quarter (October - December), due January 30

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

Prepared by:

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Name Title Telephone No.

Date Submitted: _____

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Date Received: _____

Name of Reviewer: _____

PART I: NARRATIVE SUMMARY

I. STRATEGIC PLAN INITIATIVES

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2018, Proactive Strategies to Enhance Diversity, EEO and Inclusion:

See sections below.

WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2018 Diversity and EEO Plan:	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Status Update
MOCS will align recruitment, professional development and equitable selection practices strategically with current employment needs.	MOCS HR continues to register employees in Structured Interviewing and Unconscious Bias training. MOCS HR continues to post all job vacancies externally on NYCAPS, as well as circulated internally via email to MOCS staff. MOCS HR attended DCAS Disability Career Fair on 11/16/17 in an effort to recruit from a more diverse candidate pool. Disability Services Facilitator attended Quarterly DSF meeting on 12/7/17.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.		
No steps taken this quarter.		

A. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2018 Diversity and EEO Plan:	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Status Update
<p>1. Foster employee engagement by increasing staff inclusion in agency planning and communication.</p>	<p>This quarter, MOCS held a full day staff retreat facilitated by an outside organization with senior staff, executive staff, and staff representing various cross functional teams to discuss the agency’s goals and vision. Staff participated in break-out sessions and covered topics related to leadership, communication, and strategies for addressing our teams most pressing challenges. A report on the feedback collected is forthcoming as well as next steps.</p> <p>This quarter, the EEO officer met with our Agency’s Staff Advisory council to explore the development of resource groups, and to work in collaboration to issue a staff engagement survey. The Staff Advisory Council expressed support and interest, and further discussion and planning is expected to take place in the 3rd quarter.</p> <p>MOCS launched a ‘lunch and learn’ series:</p> <ul style="list-style-type: none"> • Written Communication 11/16/17 • EAP 12/13/17 <p>New MOCS Mentorship Program announced and applications accepted for 2018.</p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed</p> <p>Other - please describe</p>

		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activity/ies occurred.

During this reporting period, the EEO team launched a new section of our agency’s weekly newsletter to promote diversity and increase awareness by sharing information on key cultural and religious holidays. The EEO team also uses this forum, ‘EEO Corner’, to announce and remind our staff of upcoming EEO related trainings and the importance of respecting and following all EEO policies and guidelines. The EEO corner was featured in the ‘Monday Minutes’ on 10/2, 10/16, 11/6 and 12/18. MOCS held its annual holiday gathering on 12/5/17 for all staff. Executive and senior staff subsidized the fee so that it was more affordable for line staff. HR coordinated and attended “circle” at Center for Creative Conflict Resolution (CCCR) with small group of staff affected by the various agency reorganizations, giving them an opportunity to share how they feel.

B. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2018 Diversity and EEO Plan:	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served. 	Status Update
<p>2. Increase access and level the playing field so that small non-profits and M/WBEs can successfully compete for city business/contracts.</p>	<ul style="list-style-type: none"> ● Through MOCS leadership of the Non-Profit Resiliency Committee (NRC), the NRC created a work group to identify and launch practices that better leverage the broad range of nonprofit, philanthropic, academic and internal City expertise to design outcomes-oriented City services and programs. <ul style="list-style-type: none"> ○ To support this effort, a collaborative RFP design guide was created to help agencies include provider’s in the development of contracts and payment structures that are most likely to succeed. ○ The design guide has been piloted, revised, and distributed as of December 1st. ● MOCS worked closely with the Mayor’s Office on the implementation of a 30% target utilization rate of M/WBEs for all City Agency procurement. 	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed </p> <p>Other - please describe</p>
		<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

		<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
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STATISTICAL SUMMARY OF EEO ACTIVITIES

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

II. EEO PERSONNEL PROFILE

Please indicate changes (additions, deletions, reassignments) in your EEO personnel roster during the quarter in Section A of the Statistical Summary AND in the APPENDIX below.

III. COMPLAINTS AND REASONABLE ACCOMMODATION REQUESTS

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

IV. AGENCY AUDITS

If the agency was audited by the EEPC or other entities, list the recommendations made by the auditing entity which the agency implemented during the quarter. Indicate also the agency’s progress toward implementing each recommendation.

- Agency is being audited
- Name of entity conducting the audit: _____
- Agency has implemented all the recommendations
- Attach or list below audit recommendations and progress of implementation:

COMMENTS:

APPENDIX: EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 2nd QUARTER, FISCAL YEAR 2018

Agency Name: MOCS

Personnel Changes this Quarter:		X No Changes	
Employee's Name			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):
For Current EEO Professionals Only			
Title	Wendy Trull	Kristine Gregorek	Dafna Cruz, Roseann Colanti, Charlemagne Tiendrebeogo
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify) <u>Disability Rights Coordinator, Disability Service Facilitator, 55-a Coordinator, ADA Coordinator, Career Counselor</u>	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify) <u>15</u> %	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify) <u>10</u> %	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify) <u>5</u> %
Attended EEO Training	<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
EEO Training Source	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)

FY 2018 AGENCY QUARTERLY REPORT

PART 1: NARRATIVE SUMMARY

Number of Addition to EEO Staff this quarter: **0**

Number of Deletion to EEO Staff this quarter: **0**

