

FY

2022

**AGENCY QUARTERLY DIVERSITY AND EEO REPORT**

<b>AGENCY NAME:</b> TAXI AND LIMOUSINE COMMISSION			
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due October 29, 2021	<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 31, 2022		
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 29, 2022	<input checked="" type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 29, 2022		
<b>Prepared by:</b>			
Carmen Rojas	EEO Officer	Click or tap here to enter text.	rojasc@tlc.nyc.gov 212-676-1095
Name	Title	E-mail Address	Telephone No.
<b>Date Submitted:</b> September 2, 2022			
<b>FOR DCAS USE ONLY:</b>		<b>Date Received:</b>	

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022**

**[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022.**

**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 2022 DEEO 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 and EEO Training Summary” details in Part II - Training Summary [see the attached Excel file]. Under Section 10 (“Other Diversity/EEO Related”), 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 2022 DEEO 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.

**PART**  
**NARRATIVE SUMMARY**

**I:**

**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): July 12, 2021  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 and equal employment opportunity through the following:

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

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

**III. WORKFORCE REVIEW AND ANALYSIS**

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

Q1 (9/30/2021): 554 Q2 (12/31/2021):  548  Q3 (3/31/2022):  541  Q4 (6/30/2022):  537

2. 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

3. 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: 10/31/21 Q2 Review Date: \_\_\_\_\_ Q3 Review date:  4/8/22  Q4 Review date:  07/07/22

The review was conducted with:

Human Resources

Human Resources

Human Resources

Human Resources

Agency Head/designee

Agency Head

Agency Head

Agency Head

General Counsel

General Counsel

General Counsel

General Counsel

Other DC Administration

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Not conducted

Not conducted

Not conducted

Not conducted

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>• <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p><b>1. Our people are our greatest asset; we are committed to recruiting, developing and retaining a diverse and inclusive workforce which reflects our City's communities.</b></p> <p>TLC will continue to review CEEDs Reports and Dashboards to determine underutilization of job groups and increase its efforts to recruit a more diverse and inclusive workforce in its effort to minimize the gap.</p>	<p>TLC will conduct recruitment efforts to target women in our TLC Inspector positions.</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	<p>TLC held a graduation ceremony for TLC Inspector Cadets and a promotion ceremony for staff who have been promoted as Supervisors and above.</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	<p>TLC interviewed and promoted 11 Lieutenants (includes woman); 11 Captains (2 of which were women); and 6 Deputy Chiefs (2 of which were women).</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<p>EEO Officer participated and provided input into the selected of Director of Discipline</p>	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	<p>TLC provided Synergy leadership training to all current and new supervisors. This training is part of future succession plans.</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
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.					
<p><b>TLC has underutilization in the Police (Taxi and Limousine Inspectors) job group. We are continually reviewing our demographic data and taking measures to increase outreach.</b></p>					

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**WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>• <b>Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p><b>We want our employees, present and future, to view us as an employer of choice. TLC will continue its efforts to provide EEO training to all staff advising them of their EEO rights and responsibilities. TLC also holds its managers responsible for reporting any EEO violations.</b></p>	<p>TLC conducted a job satisfaction survey for our employees in the Uniformed Services Bureau. The survey included a myriad of topics such as training needs, schedules changes, etc.</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<p>EEO Officer attended a two part series on “Building An Age Inclusive NYC. Benefits of avoiding ageism will help the agency build multigenerational teams leveraging a diverse set of skills. In addition, having an intergenerational workforce will help the agency increase productivity and wellbeing.</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
	<p>TLC conducts exit interviews for employees resigning and/or transferring to other agencies.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

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		<input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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 briefly the activities, including the dates when the activities occurred.					



**B. COMMUNITY:**

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>• <b>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 variety of communities that are served.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>TLC established an Office of Inclusion (OOI) to ensure the riding public receives equal and courteous service from Taxis and for-hire- vehicles. Its goal is to reduce and ultimately eliminate service refusals based on discrimination.</p>	<ul style="list-style-type: none"> <li>- In July, the OOI presented to the Bronx Independent Living Center the importance of filing a service refusal complaint and to provide them with information of the work TLC is doing regarding accessibility.</li> <li>- In August, the OOI attended a virtual education presentation – <i>Preventing Hate: Together</i> sponsored by OPHC’s Interagency Committee on Hate Crimes.</li> <li>- In September, OOI presented to the NYCHA Tenant Association at the Melrose House in the Bronx, information on OOI and the importance of filing a service refusal complaint.</li> </ul>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	<p>In March, the Office of Inclusion attended an interagency meeting to discuss hate crimes against Asian American Pacific Islander New Yorkers and ongoing initiatives.</p> <p>In March, the Office of Inclusion attended an interagency working group to discuss work centered around the LGBTQ+ Community.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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<p>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 briefly the activities, including the dates when the activities occurred.</p>					

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**C. EQUITY and RACE RELATIONS INITIATIVES:**

Please specify Equity and Race Relations Initiatives embarked on or continued from previous year(s) the quarter (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe briefly the activities, including the dates when the activities occurred.

**TLC will reinstate the issuance of its quarterly Diversity @TLC newsletter to all staff.**

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2022 Diversity 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):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>The agency will address underutilization in FY 2021 by:</p> <p>Expanding internal and external applicant pools address the underutilization through outreach strategies for broader recruitment.</p> <p>Using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.</p>		<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	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	Postings are shared among other HR professionals to ensure a diverse candidate pool.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred.

### B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022:  
**[NOTE: Please update this table every quarter]**

Type of Internship\Fellowship	Total	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	1	Asian	M __ X _ F __ N-B __ O __ U __
2. Public Service Corps	0		M __ F __ N-B __ O __ U __
3. Summer College Interns	0		M __ F __ N-B __ O __ U __
4. Summer Graduate Interns	0		M __ F __ N-B __ O __ U __
5. Other (specify):			M __ F __ N-B __ O __ U __

*Additional Comments:*



**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 (9/30/2021): 1 Q2 (12/31/2021): 1 Q3 (3/31/2022): 1 Q4 (6/30/2022): 1

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   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

2. \_\_\_\_\_

3. \_\_\_\_\_





**VI. SELECTION (HIRING AND PROMOTION)**

Please review Section VI of your Annual Plan and describe your activities for this quarter below:

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2022 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i> )	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	The Career Counselors meets with employees to discuss career paths and promotion opportunities with the agency.
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	The EEO Officer/Asst. Commissioner for Human Resources reviews the selection of all employees selected for promotion
Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)	The EEO Officer/Asst. Commissioner for HR reviews resumes and justifications for promotions.
Analyzing the impact of layoffs or terminations on racial, gender and age groups	The EEO Officer/Asst. Commissioner for HR is included in the decision-making for the selection of layoffs and makes a determination on the impact on racial. Gender and age groups.

Other:					
During this Quarter the Agency activities included:		<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
	# of Vacancies	# _____	# _____	# _____	# _____
	# of New Hires	# _____	# _____	# _____	# _____
	# of New Promotions	# _____	# _____	# _____	# _____

**VII. TRAINING**

*Please provide your training information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**VIII. REASONABLE ACCOMMODATION**

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

**IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**

**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

*Please provide E.O. 16 Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**B. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER /CHIEF MWBE OFFICER**

The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: Vincent Chin/Associate Commissioner/Chief Operating Officer

**C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Please provide Sexual Harassment Prevention Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**D. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING**

<p><input checked="" type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.</p> <p>Q1 <input checked="" type="checkbox"/>                      Q2 <input type="checkbox"/>                      Q3 <input checked="" type="checkbox"/>                      Q4 <input type="checkbox"/></p> <p><input type="checkbox"/> The agency has entered <b>all types of complaints</b> in the DCAS Citywide Complaint Tracking System and updates the information as they occur.</p> <p><input checked="" type="checkbox"/> The agency ensures that complaints are closed within 90 days.</p>
<p><b>Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <a href="https://mstpwa-dcslnx01.csc.nycnet/Login.aspx">https://mstpwa-dcslnx01.csc.nycnet/Login.aspx</a></b></p>

**E. LOCAL LAW 101: CLIMATE SURVEY**

**Please provide a short description of your efforts to analyze the results of climate survey in your agency.**

<p><i>Describe any follow-up measures taken to address the results of the 2018 Climate Survey:</i> In response to the Climate Survey, TLC has conducted additional EEO training for all staff.</p> <hr/> <p><i>Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):</i></p>
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**X. AUDITS AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.

  - Attach the audit recommendations by NYC EEPC or the other auditing agency.
  - The agency has submitted or will submit to OCEI 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.**

[AGENCY NAME] EEO PERSONNEL DETAILS  
 EEO PERSONNEL FOR \_\_\_\_ QUARTER, FISCAL YEAR 2022

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title	1.	2.	3.				
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion				
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:				
Employee's Name & Title							
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion				
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:				
For New EEO Professionals:							
Name & Title	4.	5.	6.				
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)				
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):				
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 %):				





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<b>EEO Training Completed within the Last TWO Years, including the Current Quarter (EEO and D&amp;I Officers, Deputies, AND ALL NEW EEO Professionals):</b>			
<b>Name &amp; EEO Role</b>	<b>1. Carmen Rojas, EEO Officer</b>	<b>2.</b>	<b>3.</b>
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO/D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. EEO Awareness	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Diversity & Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Disability Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Completed OCEI Trainings:</b>			
A. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name &amp; EEO Role</b>	<b>4. Jason Gonzalez, Investigator</b>	<b>5.</b>	<b>6.</b>
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO/D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. EEO Awareness	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Diversity & Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Disability Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Completed OCEI Trainings:</b>			
A. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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**B. CONTACT INFORMATION (Please list ALL current EEO professionals)**

**DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF \_\_\_\_\_ QUARTER FY 2022 \***

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>EEO Officer/Director</u>	Carmen Rojas	Admin. Manager	50%	rojasc@tlc.nyc.gov	212-676-1095
<u>Deputy EEO Officer OR Co-EEO Officer</u>					
<u>Chief Diversity &amp; Inclusion Officer</u>					
<u>Diversity &amp; Inclusion Officer</u>					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Vincent Chin	Admin. Staff Analyst	50%	chin@tlc.nyc.gov	212-676-1033
ADA Coordinator	Carmen Rojas	Admin. Manager	50%	rojasc@tlc.nyc.gov	212-676-1095
Disability Rights Coordinator	Carmen Rojas	Admin. Manager	50%	rojasc@tlc.nyc.gov	212-676-1095
Disability Services Facilitator	Yesenia Torres	Community Coordinator	50%	torresy@tlc.nyc.gov	212-676-1161

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55-a Coordinator	Carmen Rojas	Admin. Manager	50%	<a href="mailto:rojasc@tlc.nyc.gov">rojasc@tlc.nyc.gov</a>	212-676-1095
Career Counselor	Melissa Marrero	Admin. Staff Analyst	50%	marrerome@tlc.nyc.gov	212-676-1095
EEO Counselor					
EEO Investigator					
EEO Counselor\ Investigator	<b>Jason Gonzalez</b>	Agency Counsel	50%	gonzalezj@tlc.nyc.gov	212-676-1104
Investigator/Trainer					
EEO Training Liaison	Lisa Oliver	Admin. Manager	50%	oliverl@tlc.nyc.gov	212-676-1080
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.