

**Diversity, Equity, Inclusion and Equal  
Employment Opportunity (DEI-EEO) Plan**

**Fiscal Year 2024**

**- Office of the -  
Staten Island Borough President**



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## I. Commitment and Accountability Statement by the Agency Head

As Borough President of Staten Island, I believe that my staff is among Borough Hall's greatest assets. Therefore, as a non-mayoral agency, we are committed to the recruitment, development, and retention of a diverse and inclusive workforce. To build a strong team and drive optimal performance on behalf of our constituents on Staten Island, we value diversity of perspective, experience, and background. I expect all managers and supervisors to promote a work environment that is fair and safe for all Borough Hall employees—and one that regards equity, inclusion, and respect for all.

I hold the EEO Officers, human resources professionals, legal professionals, managers, and supervisors at Borough Hall accountable for ensuring that the Agency does not discriminate against employees, or applicants for employment—and for supporting diversity and inclusion consistent with EEO rules and regulations. All Agency staff members are accountable for the effective implementation of the City's EEO Policy and the FY 2024 Diversity and EEO Plan.

I will issue a Commitment Statement annually to affirm the principles of diversity, inclusion, and equal employment opportunity. This will serve as regular guidance to managers and supervisors across all levels, as well as communicate the focus and commitment of our agency to all employees. I will drive accountability by directing that the EEO Officer be integrated in critical human resources decisions regarding workforce changes that might negatively impact any protected EEO group, including recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and strategic planning.

My leadership team will implement the objectives and actions of this plan, and work to promote diversity and inclusion at Borough Hall based upon guidance provided by the DCAS Office of Citywide Equity and Inclusion—and review our performance throughout the year.

The Agency will report, upon request by DCAS, on the steps undertaken to comply with Executive Order No. 16 of 2016 and the provisions of the various Executive Orders and laws (e.g. Local Law 92, Section 201g of the New York State Labor Law, Local Law 101 and Local Law 93) prohibiting employment discrimination in New York City. The Agency will also continue to disseminate and post policies and required posters.

I remain committed to maintaining a workplace free from all forms of harassment and discrimination as prohibited by the City's EEO Policy. The Agency EEO Officers, Anthony T. Esposito and Marie Carmody-LaFrancesca, will serve as a resource for Agency managers and supervisors by providing guidance in addressing any identified EEO issues. The Agency EEO Officer's contact information will be prominently available to all employees to address any questions, inquiries, concerns or complaints Agency staff may have regarding EEO rights and the New York City's efforts to protect them and any allegation of violation of the EEO Policy.

This statement is the same as last year.

This statement will be disseminated to all employees in the agency.

## II. Recognition and Accomplishments

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. All Agency staff completed DCAS' Cycle 5 of the Sexual Harassment Prevention: *What to Know About Unlawful and Inappropriate Behaviors in the Workplace* training. Managers and staff that would be involved in the hiring process have also taken the optional but recommended Structured Interviewing and Unconscious Bias Training.
2. The agency recognized employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity and equal employment opportunity in FY 2023. This was done in both individual meetings between employees and managers and the agency head, as well as during departmental and full staff meetings.
3. The Agency, which is non-mayoral and made up of less than 40 employees, has made a deliberate effort, via policies and procedures, to promote a diverse work environment where all Agency employees, regardless of race/ethnicity/gender/age, or any other protected EEO status are treated with the same level of professionalism and respect. The Agency has implemented an open floor plan specifically to promote diversity, equal opportunity, and collaboration. This new open floor plan helped to blend staff from different departments that may not typically work together, get a better understanding of their coworker's duties. This created a better understanding of each other's roles and promotes dialogue between staff who before then may not have had much interaction.

### III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2023

**Total Headcount: 37**

#### **Local Law 27**

A majority of Agency employees are union members. Therefore, compensation is set pursuant to the respective unions' collective bargaining agreements. Many women and ethnic minority group members are such union employees. These employees in union titles span all jobs and fields of work. These union employees do not suffer from any occupational segregation and the Agency retains a strong stance against any such occupational segregation. Further, no group or groups of employees, minority or otherwise, benefit from greater pay, responsibility, flexibility, stability, prestige, or any other indicators of job desirability. Should there be any inadvertent pay disparity under Local Law 27, it is incidental to years of service based on collective bargaining agreements outside the control of the Agency. At present, the Agency does not have any perceived underutilization based on quarterly DCAS provided CEEDS reports.

Additionally, nearly all remaining non-union titles are either managerial executive titles or exempt non-managerial titles. These are also set via a statutorily range. The Agency is proud that many such titles are held by women and ethnic minorities evidencing a true commitment to inclusion as reflected in the quarterly DCAS provided CEEDS reports.

In FY 2024, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- In FY 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

#### **CEEDS reports**

- The agency conducts regular reviews of the CEEDS workforce reports and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis. The review is done quarterly, during one of the monthly scheduled EEO update meetings. Given the small size of our agency, coupled with the low turn over rate, consideration is made on a whole when looking for trends that may be concerning. If any

underutilization is identified, discussions on why it exists and how it can be rectified will be had internally, and then brought to the attention of the Agency Head.

**Agency Head**

Quarterly  Semi-Annually  Annually  Other: when significant changes in trends appear.

**Human Resources**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

**General Counsel**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

**Other (management, ie Executive Director/Chief of staff)**

Quarterly  Semi-Annually  Annually  Other \_\_\_\_\_

- The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

## IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2024

### 1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.

❖ **Workforce:**

The Office of the Staten Island Borough President, like any organization, is only as good at its people it employs. Therefore, the Office is committed to recruiting, developing, and retaining a talented, diverse, and inclusive workforce, for the better of this office, and for Staten Island. With our office being so connected to outside organizations and Not for Profits, we have fostered relationships that allow us recruit potential employees with wide diverse backgrounds.

❖ **Workplace:**

Promoting diversity and inclusion in the Staten Island Borough President's Office is a crucial aspect of creating a positive and productive work environment. Our Agency seeks

to continue this by fostering a workplace that engenders collaboration, innovation, and productivity. From routine staff meetings to formal Agency-wide round table meetings, all employees freely speak their minds and bring with them a unique set of thoughts through their diverse experiences and backgrounds. Being an agency with less than 40 employees, staff are afforded the opportunity to get to know one another better across departments. This has been built on the benchmark “open-door” policy which has been in effect since the prior administration, ensuring employees continue to be a valued part of decision making for the communities they serve.

❖ **Community:**

The Agency is led by an elected public official, the Borough President, whose principal role is to serve as the borough’s advocate to City Hall. Therefore, outreach to, utilization of, and investment in our communities are core functions of this Office. Outreach is also provided by funding events for the Pride Center which serves as an essential hub for LGBTQ community members. By staying in constant contact with such organizations, securing grants, creating awareness, and voicing support, these tangible and intangible investment actions further the core functions of the Agency.

❖ **Equity, Inclusion and Race Relations Initiatives:**

The Agency seeks to foster equity and race relations by working toward the goal that our workforce reflects the community it serves. The Agency will continue to empower employees to become racially inclusive by encouraging respect and authentic dialogue in recruitment, promotion, and professional development of the workforce. The Agency will always make certain that all employees feel heard, seen, and respected. This includes ensuring the workplace is respectful, safe, and advances equity, diversity, and inclusion by holding routine DEI and EEO trainings. Further, by continuing to hire diverse applicants though the actions outlined in this section, the Agency organically initiates improved race relations and inclusivity.

## **2. Planned Programs, Initiatives, Actions**

### **A. Workforce**

The Agency has and will continue to expand internal and external applicant pools to hire the best candidates from diverse backgrounds. The Agency also encourages employees to take promotional civil service examinations, when available. Such promotional opportunities are sent via Agency-wide emails and postings. The Agency will continue to use DCAS quarterly workforce data which should enable the implementation of new recruitment, selection and promotion strategies—and address any underutilization, should there be any.

We continue to work closely with United Activities Unlimited, Inc. (UAU) to hire employees. UAU is a community-based agency which implements programs that support positive employment outcomes for diverse individuals and the community. Staying in constant contact with UAU and similar organizations, has directly led to the hiring of diverse candidates by Office of the Staten Island Borough President.

At present, the Agency does not have any perceived underutilization based on quarterly DCAS provided CEEDS reports. The reports are reviewed quarterly by the EEO officer, Human Resources, management, and the Agency General Counsel. Should any major job groups experience underutilization in the future, it will be looked at and a plan will be made to rectify the specific need.

## **B. Workplace**

The agency will take initiatives to create an inclusive work environment that values differences, and to maintain focus on retaining talent across all levels. The Agency performs exit interviews; specifically, for Agency managers. The Agency also encourages employees to inform EEO, HR or management of any employee dissatisfaction, whether it be with other employees or the conditions of the workplace. The Personnel Director and EEO Officers will continue to maintain an open-door policy to address any work environment issues that arise. The agency also holds semi-monthly full staff meetings to celebrate accomplishments of staff, both work related and personal, such as meeting a goal or to celebrate and acknowledge staff that have been a part of the office for a number of years.

- Promote employee involvement by supporting Employee Resource Groups (ERGs).
- Agency will create a Diversity Council to leverage equity and inclusion programs
- Agency Diversity Council is in existence and active
- Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- Agency will inform employees of their rights and protections under the New York City EEO Policy
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

## **C. Community**

Our Agency is committed to serving and advocating on behalf of nearly 500,000 Staten Island residents for municipal services and resources. The basis of our strategy is to keep the lines of communication open via the Borough President's constituent hotline ("HelpLine"), quality-of-life mobile app ("BP Assist"), active social media accounts across multiple platforms, and a



full annual agenda of community events across Staten Island. An example of such outreach is through sponsorship of the Staten Island Black Heritage Day which organizes after school tutoring and youth events. Further, the NYPD Harmony Day acts to foster positive relationships between the police and community. The doors of Borough Hall will remain open to all as we continue outreach to the borough's diverse neighborhoods.

The Agency has also bolstered our efforts to assign staff and management to attend more community based civic meetings to represent the office and the Borough, as most had shut down during the pandemic but are now reconvening.

In FY 2024, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBES)
- Conduct a customer satisfaction survey
- Expand language services for the public

## V. Recruitment

### A. Recruitment Efforts

The agency will continue the following recruitment strategies and initiatives in FY 2024:

- Review policies, procedures, and practices related to targeted outreach and recruitment. This includes consistently searching for new means to reach broader audiences when filling vacancies.
- Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.
- Continue to assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
- Ensure that agency personnel involved future discretionary and the civil service hiring process have received all necessary trainings. This includes ensuring that current and future staff that is involved in the hiring process has received the Structured Interviewing and Unconscious Bias Training.

### B. Recruitment for Civil Service Exams

List any planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations.

At this time, there are no planned recruitment events for FY 2024. Any recruitment events will be included in the requisite quarterly reports.

List planned expenditures for FY 2024 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	
Brooklyn	
Manhattan	
Queens	
Staten Island	\$0

### C. Recruitment Sources

The Agency has and will continue to contact Universities and Graduate Schools, such as The College of Staten Island and Wagner College, to discuss using their respective career sites to post new employment opportunities at the Agency, as we have had success and have hired staff in the past from our contacts with them. Further, the Agency will continue outreach to local partner organizations such as United Activities Unlimited (UAU) which partnership has continues to yield diverse applicants and hires as shown in the past.

### D. Internships/Fellowships

The agency provided the following internship opportunities in FY 2023:

Type of Internship/Fellowship	Total	Race/Ethnicity * [#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __

			Other __ Unknown __
3. Summer College Interns	5		M 4 F 1 Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify):			M __ F__ Non-Binary __ Other __ Unknown __

### E. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs   0   [number] 55-a participants.
- There are   0   [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of   0   [number] new applications for the program were received and   0   participants left the program due to [state reasons] \_\_\_\_\_.

Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

Agency does not use the 55-a Program and has no participating employees.

## VI. Selection (Hiring and Promotion)

### A. Career Counselors

The Agency will review policies, procedures, and best practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations). They will promote employee awareness of opportunities for promotion and transfer within the agency.

The Agency will encourage the use of training and development programs to improve skills, performance and career opportunities and will provide staff with citywide vacancy announcements, civil service exam notices, and other career development information.

The Agency's Career Counselor keeps a file of all city employment opportunities sent by DCAS until their respective expiration dates. Agency personnel, upon request, can look

through the file to search for other opportunities offered by different city agencies. The Agency's Career Counselor has explained the civil service process to staff and has assisted with the process. As a continued effort, the Career Counselor will continue to be a key resource for individuals seeking a new job or information on the civil service process.

## **B. New Hires and Promotions**

- The Agency will continue to assess the criteria for selecting and promoting for mid-level to high level positions. This includes evaluating job postings to ensure the removal of any inadvertent barriers to obtain a more diverse hiring pool. Upon review, information, and belief, no such barriers have been identified.

- The Agency will compare the demographics of current employees to placements and ensure promotion justification is included in all promotion requests.

- Human Resources and Management involved in the hiring selection have received Structured Interviewing and Unconscious Bias training and will continue to take any new trainings that become available to ensure full equity and inclusion regarding hiring practices.

## **C. EEO Role in Hiring and Selection Process**

In FY 2024, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.

- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: \_\_\_\_\_

#### **D. Layoffs**

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age?

- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2024.
- The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

## VII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	All Staff	Ongoing
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	All Staff	Summer 2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)  All other employees	34	Winter 2023-2024
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024)  All other employees		
7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Management, Supervisors		As Needed
9. Other (specify)			
10. Other (specify)			

## VIII. Reasonable Accommodation

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

The Agency adopted and implemented New York City's Reasonable Accommodation Procedural Guidelines as well as the City of New York's Equal Employment Opportunity Policy. The agency believes all reasonable accommodation request should be granted or denied within 30 days – if not sooner. In the event there is an appeal, we have adopted the City of New York's appeal process; thus, all appeals' decisions will be made within 15 days. If, however, a decision cannot be made within the 30 days, the Agency will notify the requestor as to why the delay is taking place and provided an estimate as to when a decision will be rendered.

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.
- The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is not done by the Agency Head.  
Provide the name and title of the designee<sup>1</sup> : \_\_\_\_\_
- The designee reports directly to the Agency Head.
- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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<sup>1</sup> EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

## IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

### A. Local Law 92 (2018): Annual Sexual Harassment Prevention training

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- The agency will train all current employees on Sexual Harassment Prevention (Cycle 6 – September 1, 2023 – August 31, 2024) as indicated in the Section VII Training above.

### B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting

- The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

### C. Local Law 121 (2020): Age Discrimination Training

- The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII Training above.

### D. Local Law 27 (2023): Access to Workplace Facilities

- Employees have access to gender appropriate bathrooms and lactation rooms.
- Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

Select the types of accommodations that your agency has provided to your workforce in FY 2023.

- Reassignment
- Modification of Work Schedule



- Flexible leave
- Modification or Purchase of Furniture and Equipment
- Modification of Workplace Practice, Policy and/or Procedure
- Grooming/Attire

**E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2024**

- List of diversity and inclusion training for FY 2024 is included in section VII of this annual plan.

**F. Executive Order 16: Training on Transgender Diversity and Inclusion**

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 4 runs from April 1, 2022, to March 31, 2024.

- The agency plans to train all new employees within 30 days of start date.
- All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

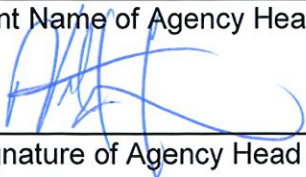
## X. Audits and Corrective Measures

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or \_\_\_\_\_ specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- The agency is subject to any other oversight or review by a federal, state or city civil rights agency.
- Within the last two years the agency was involved in an audit conducted by the EEPC or \_\_\_\_\_ specific to our EEO practices.
- The agency will continue/be required to implement corrective actions during the year that this plan is in effect.
- The agency received a Certificate of Compliance from the auditing agency.

## XI. Agency Head Signature

Vito Fossella

Print Name of Agency Head



Signature of Agency Head

1/16/24

Date

## Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address:

	<b>Title/Function</b>	<b>Name</b>	<b>Email</b>	<b>Telephone</b>
1.	<b>Agency EEO Officer</b>	Anthony T. Esposito	<a href="mailto:Aesposito@statenilandusa.com">Aesposito@statenilandusa.com</a>	718-816-2039
2.	<b>Agency Deputy EEO Officer</b>	Marie Carmody LaFrancesca	<a href="mailto:mllafrancesca@statenilandusa.com">mllafrancesca@statenilandusa.com</a>	718-806-2039
3.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b>			
4.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>			
5.	<b>ADA Coordinator</b>	Heather DeMauro	hdemauro@statenilandusa.com	718-816-2142
6.	<b>Disability Rights Coordinator</b>	Heather DeMauro	hdemauro@statenilandusa.com	718-816-2142
7.	<b>Disability Services Facilitator</b>	Heather DeMauro	hdemauro@statenilandusa.com	718-816-2142
8.	<b>55-a Coordinator</b>			
9.	<b>EEO Investigator(s)</b>			
10.	<b>Career Counselor(s)</b>			
11.	<b>EEO Training Liaison(s)</b>			
12.	<b>EEO Counselor(s)</b>			
13.	<b>Other (specify)</b>			

## Appendix B: Local Law 28 (2023) – Diverse Recruitment and Retention

### Agency Name:

Local Law 28 of (2023) is a Local Law to amend the New York City charter and the administrative code of the City of New York, in relation to the evaluation and expansion of diverse recruitment and retention within the municipal government.

Pursuant to Local Law 28 (2023), each agency shall collect and submit the following information for the prior fiscal year to the Department of Citywide Administrative Services by **August 31, 2023**, and annually thereafter.

For each agency-specific training program your agency has that is required for, or relevant to, an applicant's appointment to a position based on an open-competitive civil service examination or a promotion civil service examination, list the following [Include this information for each individual training program within your agency that was completed in FY2023. The table below can be duplicated. If your agency does not have a training program, write "N/A"]:

<b>[Insert name of the Training Program]</b>	<b>Totals</b>
# of applicants enrolled in such program	
# of applicants who completed the program	
# of applicants who passed and graduated from the program	
# of applicants who passed but did not graduate from the program	
# of applicants who did not pass or graduate from the program	
# of applicants who accepted any appointment offered base on graduation from the program	

List all expenditures related to recruiting candidates for open-competitive civil service examinations and promotion civil service examinations in FY 2023.

<b>Borough</b>	<b>Approximate Dollar Amount Spent (\$)</b>
Bronx	
Brooklyn	
Manhattan	
Queens	
Staten Island	

Provide a list of recruiting events, including location, held, or attended by your agency to promote open-competitive civil service examination in FY2023.

Event Date	Event Name	Borough

Provide a list of any preparatory materials developed for applicants or potential applicants for open-competitive civil service examinations or promotion civil service examinations, if applicable. [Include as attachments]