

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2017

Agency Name: DEPARTMENT OF SMALL BUSINESS SERVICES

- 1st Quarter (July -September), due October 30
- 2nd Quarter (October - December), due January 30

- 3rd Quarter (January -March), due April 30
- 4th Quarter (April -June), due July 30

Prepared by:

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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 2017, Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. 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 2017 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
Workforce One Centers	The New York City Department of Small Business Services is in the process of issuing an RFP for the development of Workforce One Centers under the new Workforce investment and Opportunity Act.	<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

AGENCY QUARTERLY REPORT

PART 1: NARRATIVE SUMMARY

<p>City Leaders Bringing Free Small Business Services Directly From Harlem To Hollis</p>	<p>NYC Department of Small Business Services kicked-off a free workshop series to bring supportive services to small businesses in all five boroughs.</p>	<p><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</p>
<p>City Expanding Initiative Offering Free On-Site Compliance Consultation For Small Businesses</p>	<p>NYC Department of Small Business Services announced the expansion of an initiative that offers free ,on-site compliance consultations to help small business owners prevent costly fines and penalties.</p>	<p><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</p>
<p>Combat Inequality by Helping Award \$16 Billion to Minority and Women – Owned Businesses</p>	<p>The NYC Department of small Business Services is conducting a disparity study and asking small business owners to complete an online form as part of a study we commissioned to examine how the city can better utilize M/WBEs as contractors and subcontractors.</p>	<p><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</p>
<p>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>		
<p> </p>		

B.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 2017 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
SBS SUMMER INTERSHIP	SBS opened doors to undergraduates and graduate student affording them an opportunity to work in different divisions throughout the agency as interns.	<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
SBS Employee Training on Diversity & Inclusion	“Everybody Matters” Diversity and Inclusion CBT On-line training for all new hires	<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
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.		
<ul style="list-style-type: none"> ❖ LGBT Training held June 30th, 2017 by the NYC Commission for Human Rights for LGBT Month Celebration ❖ Continuous EEO training for new hires ❖ Asia Society Diversity Leadership Forum 		

C. 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 2017 Diversity and EEO Plan:	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. ○ 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
Spring at the Essex Street Market : New Vendors, New Programs	Lower East Side Partnership was awarded a \$30,000 grant to help the vendors with marketing and programming.	<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
New York City small businesses seeing less red tape, opening faster	Mayor Bill de Blasio says small businesses in the city are seeing less red tape, opening faster and facing fewer fines, putting them on the fast track to open their door in the neighborhood..	<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
The Week Ahead in New York Politics July 13,2017	The department of consumer affairs hosted a “town hall for immigrant small business owners” at Elmhurst Hospital in Queens.	<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 Other - please describe
Mayor de Blasio Tries to Break Impasse in ‘Diller Island ‘Battle July 18,2017	Just by a telephone call to a wealthy developer ,Mayor Bill de Blasio waded into the battle over a planned \$250million art center on a pier in the Hudson River, known as Pier 55 and often called Diller Island.	<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

II. 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.

III. 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 Appendix 2 below.**

There were no changes to the EEO personnel during this Reporting Quarter.

IV. 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://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

V. 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: Currently the Department of Small Business is not being audited by the EEPIC or any other Oversight Agency.

APPENDIX 2: EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 4TH QUARTER, FISCAL YEAR 2017

Agency Name: DEPARTMENT OF SMALL BUSINESS SERVICES

Personnel Changes this Quarter:		X No Changes	
Employee's Name	Christine Williams (Intern)		
Nature of change	X 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: <u>June 19,2017</u> Termination Date (if applicable):	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):
NOTE: Please attach CV/Resume of new staff to this report			
For Current EEO Professionals Only			
Title	Michael Rodriguez	Angelita McDonald-Major	Michelle Barnes-Anderson
EEO Function	X 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 X 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 X 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% X Other: (specify) <u>90</u> %	X 100% <input type="checkbox"/> Other: (specify) _____ %	X 100% <input type="checkbox"/> Other: (specify) _____ %
Attended EEO Training	<input type="checkbox"/> Yes X No	X Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes X No
EEO Training Source	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	X DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)

Number of Addition to EEO Staff this quarter: 1

Number of Deletion to EEO Staff this quarter: 0

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2017

1. Parts of the narrative report which are mandatory are **outlined in blue**. These include Section I, Section II, Section III, Section V, and Appendix 2.
2. We suggest that you draft Section I on Strategic Plan Initiatives first; this will guide you in filling out other sections.
3. Then complete Section II – Statistical Summary of EEO Activities and Classroom Training details – in Excel format. Please note that the last column YTD/ANNUAL, except for the EEO Staffing and 55-a participants, will populate automatically, giving you an instant Year-To-Date summary of indicators (“Yes” or “Partial” entries will count as “1” for each quarter]. Please note that the Excel sheet includes two tabs; the second tab contains an **Appendix** which requests more specific details on training.
4. In the Appendix to Statistical Summary (Training Details), under ‘Other Special Topics,’ include training classes co-organized or co-sponsored by 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.