

COIB FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: NYC CONFLICTS OF INTEREST BOARD

☒ 1st Quarter (July -September), due November 17, 2023

☐ 2nd Quarter (October – December), due January 30, 2024

☐ 3rd Quarter (January -March), due April 30, 2024

☐ 4th Quarter (April -June), due July 30, 2024

Prepared by:

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Name

Title

E-mail Address

Telephone No.

Date Submitted: November 17, 2023

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **“XXXX Quarter X FY 2024 DEI-EEO Quarterly Report.Part I”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the “Diversity, Equity, Inclusion and EEO Training Summary” details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **“XXXX Quarter X FY 2024 DEI-EEO Report.Part II 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.**

COIB FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☐ Yes, On (Date): _____ ☒ No (planned for Q3)
☐ By e-mail
☐ Posted on agency intranet and/or website
☐ Other _____

II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity, equity, inclusion, and equal employment opportunity through the following:

- ☐ Diversity, equity, inclusion and EEO Awards
- ☐ Diversity, equity, inclusion and EEO Appreciation Events
- ☐ Public Notices
- ☐ Positive Comments in Performance Appraisals
- ☐ Other (please specify): _____

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

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III. Workforce Review and Analysis

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

Q1 (9/30/2023): 22 Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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

- ☐ Yes On (Date): _____ ☐ Yes, again on (Date): _____ ☒ No (planned for Q4)
- ☐ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☒ On-boarding of new employees
- ☐ Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS 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: 11/14/2023 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

- | | | | |
|--|--|--|--|
| ☐ Agency Head | ☐ Agency Head | ☐ Agency Head | ☐ Agency Head |
| ☐ Human Resources | ☐ Human Resources | ☐ Human Resources | ☐ Human Resources |
| ☐ General Counsel | ☐ General Counsel | ☐ General Counsel | ☐ General Counsel |
| ☒ Other: EEO Officer | ☐ Other _____ | ☐ Other _____ | ☐ Other _____ |
| ☐ Not conducted | ☐ Not conducted | ☐ Not conducted | ☐ Not conducted |

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

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2024.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Goal: When hiring for a Manager or other position where there is the possibility of promotion to a Manager position, the agency will ensure that the job posting is shared with schools and/or organizations to attract applicants who self-identify as Black. The EEO Officer will review the demographics of applicants to determine whether the agency's recruitment efforts are yielding a sufficiently diverse applicant pool or if additional efforts are needed.
 - During Q1, COIB began recruitment for an Agency Attorney in the Enforcement Unit, a position where there is a possibility of promotion to a Manager position. COIB shared the job posting with many law schools, including two law schools at historically black colleges and universities ("HBCUs"), and several bar associations, including the Metropolitan Black Bar Association and the National Black Law Student Association. The EEO Officer will review the demographics of the applicant pool during Q2.

To evaluate the effectiveness of these actions, COIB compares the percentage of applicants who self-identify as Black to the percentage of law school graduates who identify as African-American, based on data from the American Bar Association.

Workforce Goal #1 Updates:

Q1 Update:	☐ Planned	☐ Not started	☒ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

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Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

2. Goal: When hiring for a Paraprofessional, the agency will ensure that the job posting is shared with schools and/or organizations to attract applicants who self-identify as female. The EEO Officer will review the demographics of applicants to determine whether the agency's recruitment efforts are yielding a sufficiently diverse applicant pool or if additional efforts are needed.

- During Q1, COIB did not have any vacant Paraprofessional positions.

Workforce Goal #2 Updates:

Q1 Update: ☐ Planned ☒ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

3. Goal: COIB will create an exit interview with a standard set of questions and conduct exit interviews with all separating employees to gather information about why the employee is leaving. The EEO Officer will review this information and the demographics of separating employees for any potential patterns.

- During Q1, COIB created an exit interview with a standard set of questions.
- During Q1, COIB had one separating employee; an exit interview was completed in August 2023, and the EEO Officer reviewed the employee's responses.

Workforce Goal #3 Updates:

Q1 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☒ Completed
Q2 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

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4. Goal: The EEO Officer, Agency Head, Agency Personnel Officer/Human Resources Director, and General Counsel will meet annually to discuss workforce composition, demographic trends to be considered when making decisions about recruitment, hiring, promotions, and attrition, and potential workplace barriers that may contribute to underrepresentation.

- The EEO Officer has set a calendar reminder to schedule this annual meeting during Q4.

Workforce Goal #4 Updates:

Q1 Update:	☒ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

5. To help develop and retain employees, COIB has a Non-Managerial Staff Incentive Program to recognize and reward Staff who perform above and beyond.

- Given the tiny size of the agency, the Non-Managerial Staff Incentive Program is not utilized every quarter. There were no beneficiaries during Q1.

Workforce Goal #5 Updates:

Q1 Update:	☐ Planned	☒ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

6. Efforts to reduce Workforce underutilization:

Because COIB is a tiny agency, it does not have statistically significant underutilization in any job group. Instead, the EEO Officer reviews the quarterly workforce reports for underrepresentation.

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Q1: COIB has an underrepresentation of individuals who self-identify as Black in the Managers job group and an underrepresentation of individuals who self-identify as female in the Paraprofessional job group. During Q1, there were no vacant positions in the Managers or Paraprofessional job groups. Since a position became vacant in a unit where there is the possibility of promotion to the Managers job group, COIB took the steps outlined in Section IV.A.1 above in an effort to reduce underrepresentation.

B. Workplace:

Please list the **Workplace Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. The EEO Officer will continue to annually distribute the agency's EEO Policy Statement and EEO Policy, which includes the City's EEO Policy Handbook, to all employees by email. COIB's EEO Policy will also be posted on COIB's intranet and on a bulletin board in the office kitchen.
 - The EEO Officer has set a calendar reminder to update and distribute these documents during Q3.

Workplace Goal #1 Updates:

Q1 Update:	☒ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

2. The EEO Officer will continue to annually distribute the DCAS EEO Complaint Procedural Guidelines, EEO Complaint Process At a Glance, and Reasonable Accommodations Procedural Guidelines to all employees by email.
 - The EEO Officer has set a calendar reminder to distribute these documents during Q4.

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Workplace Goal #2 Updates:

Q1 Update:	☒ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

3. Agency will ensure that its workplaces post anti-hate or anti-discrimination posters.

- COIB has one workplace. All anti-hate and anti-discrimination posters received have been posted on COIB's intranet and on a bulletin board in the office kitchen.

Workplace Goal #3 Updates:

Q1 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☒ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

4. COIB will continue to utilize a social committee, which includes an employee from each work unit, that periodically organizes agencywide events where all employees have a chance to interact with one another.

Workplace Goal #4 Updates:

Q1 Update:	☒ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

- Social committee is planning to meet in Q2.

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5. COIB will create an exit interview with a standard set of questions and conduct exit interviews with all separating employees to gather information about the workplace environment.

- See Section IV.A.3 above.

Workplace Goal #5 Updates:

Q1 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☒ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

6. The Agency Head will send emails to all employees in connection with heritage months and City holidays to educate employees about the history of the month or holiday and provide information about ways to celebrate and resources to learn more.

- Emails planned for Q2.

Workplace Goal #6 Updates:

Q1 Update:	☒ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

7. The EEO Officer and Human Resources Director will continue their efforts to work with other City agencies to identify programming aimed at enhancing equity and race relations and discuss the possibility of including COIB employees in that programming. The EEO Officer and Human Resources Director will also continue to work on identifying programming that is available to all City employees, such as those offered by WorkWell NYC, with the goal of promoting those programs to COIB employees.

- The EEO Officer monitors emails from WorkWell NYC for potential programming.

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Workplace Goal #7 Updates:

Q1 Update:	☐ Planned	☐ Not started	☒ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

5. Other Workplace Activities:

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C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. Promote diversity and EEO community outreach in providing government services.

- COIB has limited interactions directly with the public; COIB primarily provides services to other City employees.

Community Goal #1 Updates:

Q1 Update:	☐ Planned	☐ Not started	☒ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

2. To the extent feasible, COIB will continue to utilize a minority-owned business to provide services at the workplace.

- During Q1, the agency utilized a minority-owned business to provide cleaning services at the workplace.

Community Goal #2 Updates:

Q1 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☒ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

3. The EEO Officer will work with the Education & Engagement Unit, which is responsible for COIB's website and social media posts, to ensure that the agency is creating accessible digital content and including diverse representation in the graphics on its website.

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- COIB includes diverse representation in the graphics on its website.

Community Goal #3 Updates:

Q1 Update:	☐ Planned	☐ Not started	☒ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

4. Other Community programs and activities:

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D. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations initiatives** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

1. Goal: Provide Staff with information about programs, resources, and activities where Staff can learn more about different demographic groups and participate in events with affinity groups that have similar backgrounds or interests.
 - During Q1, the EEO Officer began collecting contact information for City employees at other agencies who work on diversity and inclusion programming with the goal of obtaining information that can be shared with COIB Staff.

Equity, Inclusion and Race Relations Initiative #1 Updates:

Q1 Update:	☒ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. The EEO Officer and Human Resources have drafted a general recruitment plan to ensure that job postings for open positions are shared with the expanded list of recruitment sources that were identified based on the agency's past research and outreach. As the agency identifies new potential recruitment sources, they will be added to the plan.

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- During Q1, COIB had one open Agency Attorney position in the Enforcement Unit for which it began recruitment. Human Resources followed the general recruitment plan to ensure that the job posting was shared with all previously identified recruitment sources for attorneys. Additionally, COIB emails to the public interest office and/or alumni career office at several law schools and colleges with public interest programs.

Recruitment Initiatives/Strategies #1 Updates:

Q1 Update:	☐ Planned	☐ Not started	☒ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

- When there is an open position in a job group with underrepresentation, the EEO Officer will work with Human Resources to ensure that the agency's recruitment sources target a large pool of applicants to increase the diversity of potential candidates and include schools and/or organizations to attract applicants of an underrepresented gender or race. The EEO Officer will review the demographics of applicants to assess whether COIB's recruitment sources are yielding sufficiently large and diverse applicant pools. Based on the results of that review, the EEO Officer may suggest expanding the agency's recruitment sources to target members of an underrepresented gender or race for a specific position.

- See Section IV.A.1 above.

Recruitment Initiatives/Strategies #2 Updates:

Q1 Update:	☐ Planned	☐ Not started	☒ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

- The EEO Officer has completed the Structured Interview & Unconscious Bias training and utilizes the key principles from that training to assist hiring managers in developing an interview process that is tailored to the staffing needs of the agency. With

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guidance from the EEO Officer, the hiring manager develops a standard set of interview questions for each open position to be used during first-round interviews. COIB's standard set of interview questions includes a question about how candidates learned of the position so that the EEO Officer may better assess whether its various recruitment sources are yielding sufficiently large and diverse applicant pools.

- During Q1, COIB began recruitment for an open Agency Attorney position in the Enforcement Unit. The EEO Officer confirmed with the hiring manager that they are using the standard set of interview questions that were previously developed for first-round interviews of candidates for an Agency Attorney position in the Enforcement Unit.

Recruitment Initiatives/Strategies #3 Updates:

Q1 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☒ Completed
Q2 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q3 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed
Q4 Update:	☐ Planned	☐ Not started	☐ Ongoing	☐ Delayed	☐ Deferred	☐ Completed

4. Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.

B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
N/A	None	N/A	N/A

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

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	\$0			
Brooklyn	\$0			
Manhattan	\$0			
Queens	\$0			
Staten Island	\$0			

C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q#)

1. Quarter 1: Job boards – Indeed, the Public Service Jobs Directory, the Network of Bar Leaders, and the New York State Job Bank.
2. Quarter 1: Posted with approximately 70 law schools and emailed the job posting to approximately 35 contacts at the public interest office and/or alumni career office at law schools and colleges with public interest programs
3. Quarter 1: Bar associations – Metropolitan Black Bar Association, National Black Law Student Association, National Native American Bar Association, New Jersey Muslim Lawyers Association, and New Jersey Women Lawyers Association.
4. Quarter 1: Emailed the job posting to the following entities for them to distribute – the Council on Governmental Ethics Laws, Agency Personnel Officers, Ethics Liaisons, and General Counsels at other agencies, the DCAS Office of Citywide Recruitment, the Mayor’s Office for People with Disabilities, and ACCES VR.
5. Quarter 1: Social media – LinkedIn and X (Twitter).
6. Quarter 1: Affinity organizations – Chinatown Manpower Project and American Council of the Blind.

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D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [**Note:** Please update this information every quarter.]

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; **Gender* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data

1. Urban Fellows Total:

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

2. Public Service Corps Total:

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

3. Summer College Interns Total:

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

4. Summer Graduate Interns Total:

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

5. Other (specify) Total:

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Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

Additional comments: COIB does not currently offer internship or fellowship opportunities because it lacks the physical space for an intern or fellow to work.

E. 55-A Program

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities. ☐ Yes ☒ No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2023): 0 Q2 (12/31/2023): _____ Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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

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

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

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

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

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

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

During the 4th Quarter _____ participants left the program due to [state reasons] _____.

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The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –
by e-mail: ☐ Yes ☒ No
in training sessions: ☐ Yes ☒ No
on the agency website: ☐ Yes ☒ No
through an agency newsletter: ☐ Yes ☒ No
Other: _____
2. _____
3. _____

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.
 - On August 9, 2023, the Career Counselor sent an email to all Staff about a job vacancy at the Department of Records.
2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

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- Because COIB is a tiny agency, the procedures for selections and promotions are reviewed by the Agency Head, Human Resources Director, EEO Officer, General Counsel, and relevant hiring manager each time there is a job vacancy.
3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).
- The EEO Officer reviews and provides feedback on the standard set of interview questions prepared by the hiring manager for each job vacancy.
4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.
- The EEO Officer analyzes the impact of personnel changes on racial, gender, and age groups.
5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	1	# _____	# _____
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

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VII. Training

Please provide your training information in Part II of the report “DEI-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://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

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☒ The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1 ☒

Q2 ☐

Q3 ☐

Q4 ☐

☒ The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

☒ The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-ctwapx02.csc.nycnet/Login.aspx>

C. Executive Order 16: Training on Transgender Diversity and Inclusion

Please provide E.O. 16 Training Information in Part II of the report "DEI-EEO Training Summary" (in MS Excel).

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.

☐ The agency is involved in an audit; please specify who is conducting the audit: _____.

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- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

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

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Appendix A: EEO Personnel Details

EEO Personnel For 1st Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter:		☒ No Changes	Number of Additions:	Number of Deletions:
Employee's Name & Title	1.		2.	3.
Nature of change	☐ Addition ☐ Deletion		☐ Addition ☐ Deletion	☐ Addition ☐ 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	☐ Addition ☐ Deletion		☐ Addition ☐ Deletion	☐ Addition ☐ 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	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)		☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):		☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):
Name & Title				
EEO Function	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)		☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):		☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):

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EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Katherine J. Miller (EEO Officer)	2. Alex Kipp (EEO Counselor)	3. Clare Wiseman (EEO Counselor)
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
2. Sexual Harassment Prevention	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
3. IgbTq: The Power of Inclusion	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
4. Disability Awareness & Etiquette	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
5. Unconscious Bias	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
6. Microaggressions	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
7. EEO Officer Essentials: Complaint/Investigative Processes	☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
8. EEO Officer Essentials: Reasonable Accommodation	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
9. Essential Overview Training for New EEO Officers	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
10. Understanding CEEDS Reports	☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	4.	5.	6.
Completed EEO Trainings:	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
1. Everybody Matters-EEO and D&I	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
2. Sexual Harassment Prevention	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
3. lgbTq: The Power of Inclusion	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
4. Disability Awareness & Etiquette	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
5. Unconscious Bias	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
6. Microaggressions	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
7. EEO Officer Essentials: Complaint/Investigative Processes	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
8. EEO Officer Essentials: Reasonable Accommodation	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
9. Essential Overview Training for New EEO Officers	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
10. Understanding CEEDS Reports	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

COIB FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

2 Lafayette Street, Suite 1010
New York, New York 10007

Diversity and EEO Staffing as of 1st Quarter FY 2024*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Katherine J. Miller	Executive Agency Attorney	5-10%	kmiller@coib.nyc.gov	212-437-0730
Deputy EEO Officer OR Co-EEO Officer					
Chief Diversity & Inclusion Officer	Tasnia Karim	Agency Chief Contracting Officer	5-10%	karim@coib.nyc.gov	212-437-0750
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Tasnia Karim	<u>See above</u>	<u>See above</u>	<u>See above</u>	<u>See above</u>
ADA Coordinator	Katherine J. Miller	<u>See above</u>	<u>See above</u>	<u>See above</u>	<u>See above</u>
Disability Rights Coordinator	Katherine J. Miller	<u>See above</u>	<u>See above</u>	<u>See above</u>	<u>See above</u>

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Disability Services Facilitator	Tasnia Karim	<u>See above</u>	<u>See above</u>	<u>See above</u>	<u>See above</u>
55-a Coordinator	Tasnia Karim	<u>See above</u>	<u>See above</u>	<u>See above</u>	<u>See above</u>
Career Counselor	Tasnia Karim	<u>See above</u>	<u>See above</u>	<u>See above</u>	<u>See above</u>
EEO Counselor	Alex Kipp & Clare Wiseman	Administrative Staff Analyst & Agency Attorney	5%	kipp@coib.nyc.gov wiseman@coib.nyc.gov	212-437-0770 212-437-0724
EEO Investigator	Katherine J. Miller	<u>See above</u>	<u>See above</u>	<u>See above</u>	<u>See above</u>
EEO Counselor\ Investigator	Alex Kipp & Clare Wiseman	<u>See above</u>	<u>See above</u>	<u>See above</u>	<u>See above</u>
Investigator/Trainer					
EEO Training Liaison	Katherine J. Miller	<u>See above</u>	<u>See above</u>	<u>See above</u>	<u>See above</u>
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.



FY 2024 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME:

NYC Conflicts of Interest Board

Quarter # 1

FY 2024

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS

SAVE THIS FILE AS: [AGENCY ACRONYM] Quarter # FY 2024 DEEO TRAINING SUMMARY

SUBMITTED BY (TITLE):

Katherine J. Miller (EEO Officer)

DATE SUBMITTED:

11/17/2023

E-MAIL:

kmiller@coib.nyc.g

TEL #:

212-437-0730

1st Quarter (July-September) DUE October 30, 2023; 2nd Quarter DUE January 30, 2024;
3rd Quarter (January-March) DUE April 30, 2024; 4th Quarter (April-June) DUE July 30, 2024.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	20	0	0	0	20

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	20	0	0	0	20
1. Everybody Matters: EEO and Diversity & Inclusion for NYC Employees	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0				0
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings.	0				0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
2. Sexual Harassment Prevention	20	0	0	0	20
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	20				20
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
3. IgbTq: The Power of Inclusion	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0				0
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.	0				0
4. Disability Awareness & Etiquette	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0				0
Administered by Agency [Enter data from internal training in this row]	0				0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2023)	2nd Qtr (Oct. - Dec. 2023)	3rd Qtr (Jan. - Mar. 2024)	4th Qtr (April - June 2024)	FY 2024 YEAR TO DATE
OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	0	0	0	0	0
5. New Employee Orientation (Only if it includes EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED					0
6. Structured Interviewing and Unconscious Bias	FULL TITLE: Structured Interviewing and Unconscious Bias				
TOTAL PARTICIPANTS TRAINED					0
7. Structured Interviewing and Unconscious Bias (Follow up)	FULL TITLE: Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED					0
8. Building an Inclusive Culture: Understanding Unconscious Bias	FULL TITLE: Building an Inclusive Culture: Understanding Unconscious Bias				
TOTAL PARTICIPANTS TRAINED					0
9. From Microaggressions to Microaffirmations	FULL TITLE: Creating a Culture of Inclusion, From Microaggressions to Microaffirmations				
TOTAL PARTICIPANTS TRAINED					0
10. Managing the Multi-Generational Workforce	FULL TITLE: Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations				
TOTAL PARTICIPANTS TRAINED					0
11. Bystander Training	FULL TITLE: Moving from Bystander to Upstander, What Would You Do?				
TOTAL PARTICIPANTS TRAINED					0
12. Reasonable Accommodation	FULL TITLE: Reasonable Accommodation Procedural Guidelines				
TOTAL PARTICIPANTS TRAINED					0
13. The Power of Words	FULL TITLE: The Power of Words, Can We Talk?				
TOTAL PARTICIPANTS TRAINED					0
14. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
15. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
16. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
17. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
18. Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
ADDITIONAL TRAINING	COPY AND PASTE ROWS 93-94 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.				
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0