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

Fiscal Year 2023

Board of Correction

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I. Commitment and Accountability Statement by the Agency Head

On behalf of the Board of Correction, I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City EEO Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, and agency partners, and members of the public served by our Agency.

I will strive to achieve the greatest possible diversity among our workforce, to create an inclusive culture of openness, tolerance, and cooperation in our workplaces, to promote equity in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our City's population.

I will involve my entire leadership team in our efforts to enhance and promote the values of equity, inclusion, and respect for all. All executives, managers and supervisors in our agency will be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, and for delivering equitable, fair, and effective services to the public we serve.

I will hold the top leadership of our agency, as well as the EEO Officer, all EEO professionals, human resources professionals, legal professionals, managers, and supervisors accountable for ensuring that the agency does not discriminate against employees or applicants for employment. We shall support the diversity, equity, and inclusion initiatives at the agency by observing EEO mandates and working with dedication to attain agency goals in this area. All agency staff must be compliant with the City's EEO Policy and the implementation of this Diversity and EEO Plan.

I will involve the EEO Officer in critical human resources decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning.

We will report to DCAS on the steps undertaken to comply with all legal mandates and the provisions of the various Executive Orders and laws prohibiting employment discrimination in New York City, and on the progress in implementing this Plan.

The Agency EEO Officer **Danielle Ortega** will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Their contact information will be prominently available to all employees.

During this Fiscal Year 2023, I will announce this Commitment Statement to our employees, to affirm the principles of diversity, inclusion, and equal employment opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

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. Provided trainings on diversity, equity, and inclusion topics of interest and of importance to the agency.
2. Held a support group online for caregivers and other employees (via EAP) to discuss the challenges of return-to-office policies, and the inherent stressors of working inside New York City jails where the effects of racial disparities in access to opportunity are evident on a daily basis. Surveyed staff interest in continuing the support group.
3. Created promotional opportunities from within the agency, encouraging the career growth of long-term employees in the CSRS title

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2022

Total Headcount: 24

1. In FY 2023, 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 2023, the agency will inform and remind employees of the option to add preferred name in ESS.

2. 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.

Agency Head

Quarterly Semi-Annually Annually Other _____

Human Resources

Quarterly Semi-Annually Annually Other _____

General Counsel

Quarterly Semi-Annually Annually Other _____

Other (___specify)

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 2023

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

❖ Workforce:

- Provide promotional opportunities and plan for the creation of additional opportunities through a lens of Diversity, Equity and Inclusion.

❖ Workplace:

- Increase professional development opportunities

❖ Community:

- Continue to ensure the public participation in Board meetings and provide information on our website.
- Engage with stakeholders between meetings
- Create Youth Board

❖ Equity, Inclusion and Race Relations Initiatives:

- Provide promotional opportunities and plan for the creation of additional opportunities through a lens of Diversity, Equity, and Inclusion.

2. Planned Programs, Initiatives, Actions

A. Workforce

The Board of Correction has made inroads in underutilization of women and minorities. The agency will address any newly identified underutilization in FY 2023 in a multi-prong approach. The agency will use the quarterly reports and dashboards to identify major job groups experiencing underutilization in our agency. The agency will also use these tools to develop a plan to address identified areas of growth and guide recruitment efforts. This plan will include:

- Identifying opportunities for collaboration and recruiting resources made available from DCAS and other City agencies

- Provide professional development opportunities for existing employees within the City and external opportunities within the field of criminal justice and corrections. Will also provide opportunities for development within leadership and management.
- Provide information on available civil service information sessions and upcoming civil service exams.
- Expand applicant pools to address the underutilization through outreach strategies for broader recruitment.

B. Workplace

- Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing ERGs:

- 1.
- 2.
- 3.
- 4.
- 5.

- 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

In FY 2023, 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 Board of Correction will make the following efforts:

- Review policies, procedures, and practices related to targeted outreach and recruitment.
- Develop strategic recruitment plans
- Review underutilization in job groups to inform recruitment efforts.
- Post ALL vacancies on NYC Careers and on agency social media platforms.

B. Recruitment Sources

1. Various Universities Career Services (City University of New York Schools, State University of New York schools, Pace University, and other 2-year and 4-year institutions located in New York City.)
2. General Online Job Boards (LinkedIn, Indeed, Idealist)
3. Sector Specific Job Boards (Socialworker.org, National Association of Civilian Oversight of Law Enforcement (NACOLE), Etc.)

C. Internships/Fellowships

The agency provided the following internship opportunities in FY 2022:

Type of Internship/Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F__ Non-Binary __ Other __ Unknown __

3. Summer College Interns	2	Unknown	M __ F__ Non-Binary __ Other __ Unknown X
4. Summer Graduate Interns	0		M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify):	0		M __ F__ Non-Binary __ Other __ Unknown __

The agency plans to provide internship/fellowship opportunities in FY 2023.

D. 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] N/A.

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.

The agency plans to participate in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants.

VI. Selection (Hiring and Promotion)

A. Career Counselors

The agency Career Counselor plans to promote advancement and transfers within the agency by widely transmitting via all staff communications that will contain opportunities for promotion, civil service information sessions and exams, and available resources for personal and career growth.

B. New Hires and Promotions

The agency will:

- Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
- Monitor and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions.
- Ensure the training of hiring managers in procedures for interviewing applicants
- Identify and eliminate structural barriers to employment

C. EEO Role in Hiring and Selection Process

In FY 2023, 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 2023.
- 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 1 must be completed by March 31, 2023.)	29	March 2023
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	29	July 2023
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)		

5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees	29	June 2023
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees		
7. Disability Awareness and Etiquette		29	April 2023
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)		10	May 2023
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

The Board follows the City’s Reasonable Accommodation Procedures. To date, we have not received any Reasonable Accommodation Appeals. In the event we receive an appeal, our agency head will review and grant or deny the appeal 15 days after submission of the appeal. With regards to analysis, the EEO Officer, General Counsel, and Agency Head will meet once a year to analyze the volume, trends, and speed of disposition of EEO complaints and reasonable accommodation request. We will utilize data from the Citywide EEO complaint database and if there are barriers related to complaints and request and determine what, if any, actions are required to correct deficiencies.

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:

- 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 designee¹ : _____
- 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.

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 5 – September 1, 2022 – August 31, 2023) 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.

¹ 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.

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 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

D. 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 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.

E. Local Law 101 (2018): Climate Survey

The agency, in collaboration with DCAS, has conducted a climate survey in 2020 and:

- Analyzed the 2020 Climate Survey data provided by DCAS.
- Will review or has reviewed the results of the survey with agency head and senior leadership.
- Developed an action plan in consultation with agency head and senior leadership outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

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 2023 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

Jasmine Georges-Yilla

Print Name of Agency Head



Signature of Agency Head

3/27/23

Date

Appendix A: Contact Information for Agency EEO Personnel

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Danielle Ortega	DOrtega@boc.nyc.gov	(212) 266 -4395
2.	Agency Deputy EEO Officer			
3.	Agency (Chief) Diversity & Inclusion Officer			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Danielle Ortega		
5.	ADA Coordinator	Danielle Ortega		
6.	Disability Rights Coordinator	Danielle Ortega		
7.	Disability Services Facilitator	Danielle Ortega		
8.	55-a Coordinator	Danielle Ortega		
9.	EEO Investigator(s)	Danielle Ortega		
10.	Career Counselor(s)	Danielle Ortega		
11.	EEO Training Liaison(s)	Danielle Ortega		
12.	EEO Counselor(s)			

Appendix B: 2020 Climate Survey Action Plan

1. Target area and objective: Increase employees' familiarity with the EEO Policy.

➤ Planned actions, initiatives, programs, or policies:

The EEO Officer will circulate agency wide email with EEO resources and the revised EEO Policy annually. Updates to the policy will be distributed as they occur. New hires will receive the EEO policy at orientation.

➤ Intended reach

This communication will be circulated to all agency staff.

➤ Who will be responsible for implementing the action?

The EEO Officer will be responsible for implementing this action.

2. Target area and objective: Improve the EEO Office's visibility to the workforce.

➤ Planned actions, initiatives, programs, or policies:

The EEO Officer will make themselves, policy changes, and resources known via agency all staff meetings and in agency wide communications. The EEO Officer will review the EEO policy during new hire orientation and point newly hired staff to resources.

➤ Intended reach

The planned action will reach all staff.

➤ Who will be responsible for implementing the action?

The EEO Officer will be responsible for implementing this action.

3. Target area and objective: Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

➤ Planned actions, initiatives, programs, or policies:

The EEO Officer will make the EEO complaint process known via agency all staff meetings and in agency wide communications. The EEO Officer will provide a copy of the EEO complaint process to new hires during orientation. A copy of the EEO complaint process will be made available on the all-employee accessible shared drive.

- **Intended reach**
The planned action will reach all staff.
- **Who will be responsible for implementing the action?**
The EEO Officer will be responsible for implementing this action.

4. Target area and objective: Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

- **Planned actions, initiatives, programs, or policies:**
The EEO Officer will make available materials providing information on employees' protected rights and prohibition of discrimination, including sexual harassment, in the workplace. Information about how to access those materials will be disseminated during agency all staff meetings and in agency wide communications. The EEO Officer will provide materials to new hires during orientation. Copies of materials will be made available on the all-employee accessible shared drive. The EEO Officer will ensure the availability of trainings on employees' protected rights and prohibition of discrimination, including sexual harassment, in the workplace and will make staff aware of the training opportunities.

- **Intended reach**
The planned action will reach all staff.
- **Who will be responsible for implementing the action?**
The EEO Officer will be responsible for implementing this action.

5. Target area and objective: Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

- **Planned actions, initiatives, programs, or policies:**
The EEO Officer will inform managers and supervisors of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment. Materials outlining the measures will be provided to all managers and supervisors and how to access those materials will be provided by email and during manager and leadership meetings. The EEO Officer will provide materials to new managers. Copies of materials will be made available on the all-employee accessible shared drive. The EEO Officer will ensure the

availability of trainings and will make managers and supervisors aware of the training opportunities.

➤ **Intended reach**

This will reach all managers and supervisors.

➤ **Who will be responsible for implementing the action?**

The EEO Officer will be responsible for implementing this action.

6. Target area and objective: Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.

➤ **Planned actions, initiatives, programs, or policies:**

The EEO Officer will inform managers and supervisors of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy. Materials outlining the EEO complaint process will be provided to all managers and supervisors and how to access those materials will be provided by email and during manager and leadership meetings. The EEO Officer will provide materials to new managers. Copies of materials will be made available on the all-employee accessible shared drive. The EEO Officer will ensure the availability of trainings and will make managers and supervisors aware of the training opportunities.

➤ **Intended reach**

This will reach all managers and supervisors.

➤ **Who will be responsible for implementing the action?**

The EEO Officer will be responsible for implementing this action.