

AGENCY

QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: NEW BUSINESS INTEGRITY COMMISSION

- 1st Quarter (July -September), due December 6, 2019
- 2nd Quarter (October - December), due January 30, 2020
- 3rd Quarter (January -March), due April 30, 2020
- 4th Quarter (April -June), due July 30, 2020

Prepared by:

Pamela P. Peralta
Name

EEO Officer
Title

2124370587
Telephone No.

Date Submitted: _____

FOR DCAS USE ONLY

Date Received:

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020

1. Please save this file as '**XXXX Quarter X FY 2020 DEEO Quarterly Report**' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), 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.
3. Please save this Excel file as '**XXXX Quarter X FY 2020 DEEO Training Summary**', where 'XXXX' is the commonly used acronym of your

agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

PART I:

NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date): _____ No

II. RECOGNITION AND ACCOMPLISHMENTS

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

- Diversity & EEO Awards
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): _____
* Please describe D&EEO Awards and/or Appreciation Events below:

III. WORKFORCE REVIEW AND ANALYSIS

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

Yes , On (Date): Ongoing No

identify, interview and hire qualify individuals that target underrepresented groups.					
Along with inter-unit cross training, employees are routinely trained to proactively assume new responsibilities in the event senior employees retire or resign.	BIC staff cross-trained staff in both Licensing Unit and Background Unit.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
BIC will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through the agency's intranet site.	The reminder to self-ID is published within NYCAPS ESS as applicants submit their applications for prospective employment.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.					

B. WORKPLACE:

NEW YORK CITY BUSINESS INTEGRITY COMMISSION FY 2020 DIVERSITY AND EQUAL EMPLOYMENT QUARTERLY REPORT
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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 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. <ul style="list-style-type: none"> ○ 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. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The agency will continue to hold additional training programs and informal activities designed to enhance diversity and inclusion in the workplace. Additionally, we require managers and personnel who engage in interviews for vacant positions or other employment related interviews (e.g., interns), to attend structured interviewing training, which includes training recognizing all types of biases, including unconscious bias. Along with this, BIC also sends out regular training notifications of the Citywide Training Center (CTC) to support the professional development of employees.	Management were required to attend structured interview training.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Moreover, BIC shares monthly lists of exams being administered by DCAS, resources and articles on diversity and inclusion, as well as, EEO-related matters with agency employees via email. Finally, employees not yet in a competitive civil service title are encouraged to take exams for which they are qualified.		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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 activities occurred.					

During this quarter, we attended monthly EEO meetings. We also planned to host a BIC employee appreciation for 2nd quarter to be held in October 2019.

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 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Human Resources will continue to ensure that the agency's services are provided to the community in a manner that is accessible to all, regardless of ethnicity, gender, culture, disability, age, religion or sexual orientation.	This is an ongoing goal.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
BIC offers translation services in several different languages. Moreover, BIC's website is hosted by the Department of Information Technology and Telecommunications (DoITT), and they are responsible to ensure that the web platform for which BIC's site resides adheres to legislation mandating website translation. BIC continues to expand its available services to include online services which integrate language translation to better serve members of the public who do not speak English.	This is an ongoing effort/project.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Finally, BIC hosts quarterly meetings with leaders from the trade waste industry as a forum for companies to discuss current events, issues, concerns and their reaction to new policies or rules which may affect the way their businesses operate. Through this forum, industry members regularly interact with senior staff members of the Commission – including the Commissioner – and provide their input into current and potentially future agency policies.</p>	<p>These are generally held monthly at the end of each month.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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V. RECRUITMENT

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>The agency conducted the citywide exit survey and citywide onboarding survey to improve the recruitment, hiring, inclusion, retention and advancement of people in underrepresented groups.</p>	<p>BIC continues to conduct citywide exit surveys and onboarding surveys to improve recruitment and retention.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

B.

INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2019:

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
			[N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows	0	N/A	M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	0	N/A	M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	8	Caucasian: 4 Asian: 1 Hispanic: 2 African American: 1	M 2 F 6 N-B ___ O ___ U ___
4. Summer Graduate Interns	5	Caucasian: 2 Asian: 3	M 2 F 3 N-B ___ O ___ U ___
5. Other (specify):			M ___ F ___ N-B ___ O ___ U ___

Additional Comments:

C. 55-A PROGRAM

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

Currently, there are ____ [number] 55-a participants. During this Quarter, a total of ____ [number] new applications for the program were received and ____ participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter. Yes No
2. _____
3. _____

VI. SELECTION (HIRING AND PROMOTION)

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

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2020 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	HR Department sends emails to the entire Agency on all job vacancies.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions</p>	<p>HR continues to review the methods by which candidates are selected for promotion and vacancies.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists</p>	<p>HR continues to review the methods by which candidates are selected for promotion and fill vacancies.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)</p>	<p>BIC EEO has recently reviewed the hiring and onboarding package for ensuring that appointments and promotion are fair and in accordance with the City and Agency's EEO policy.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>HR continues to review the layoffs or any terminations in order to address any impact on racial, gender, and age groups.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

Other:		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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VII. TRAINING

Please provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

VIII. REASONABLE ACCOMMODATION

Please report your reasonable accommodation requests for this quarter 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>

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

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

Please provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

B. EXECUTIVE ORDER 21: PROHIBITION ON INQUIRY REGARDING JOB APPLICANT’S PAY HISTORY

The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history. All personnel involved in job interviews is required to go through structured interview training.

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

Please provide a short description of planning and progress in implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.

Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:

Risk 1: Homogenous Workplace: BIC is working on diversifying any units that can benefit from more diversity.

Risk 2: Cultural and Language Differences in the Workplace:

Although BIC has staff from all cultural backgrounds, there is no complaints, formally or informally, regarding harassment or humiliation stemming from cultural and language differences.

Risk 3: Workplaces with Significant Power Disparities:

BIC continues its commitment to diversity between the various units and levels of management by promoting internally, and, to the extent permissible, hiring replacement staff in a way that promotes the existing balance in the male to female ratio.

Risk 4: Isolated Workplaces:

Almost all BIC staff work in an inclusive workplace. Most operate out of one office with open office floor plan and thus, do not have isolated places. However, there are a few staff person who are assigned to solo posts by necessity. Since these are constantly rotated, BIC is working on ensuring that the same staff person isn’t posted in an isolated area at all times.

Risk 5: Decentralized Workplaces:

As a small Agency, BIC's office structure allows daily interactions with senior and executive staff. Front line staff are encourage, and often required, to participate in meetings with senior and executive staff. BIC will continue to ensure that these interactions form part of a daily habit and function of the Agency particularly for any staff who work remotely from the Bronx locations.

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency has entered **all types of complaints** in the Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency ensures that complaints are closed within 90 days.

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>

F. LOCAL LAW 101: CLIMATE SURVEY

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

Describe any follow-up measures taken to address the results of the climate survey: HR and the EEO office met with the Commissioner to discuss the results of the Climate survey and what we can do as an agency to become more inclusive and inform staff of the various EEO policies. We concluded that a quarterly meeting on promotions, hiring, training and other EEO policies should be held between all parties.

**X. AUDITS
AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.

APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR ____ QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:			
Employee's Name & Title									
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion			<input type="checkbox"/> Addition <input type="checkbox"/> Deletion			<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		
Date of Change in EEO Role	Start Date or Termination Date:			Start Date or Termination Date:			Start Date or Termination Date:		
NOTE: Please attach CV/Resume of new staff to this report									
For Current EEO Professionals:									
Name & Title									
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)			<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)			<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)		
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):			<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):			<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):		
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Completed Trainings:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
Training Source(s):	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other			<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other			<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other		

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

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *					
<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>PAMELA P. PERALTA</u>	<u>EXECUTIVE AGENCY COUNSEL</u>	<u>Diversity & Inclusion Officer</u>	<u>20%</u>	<u>PPERALTA@BIC.NYC.GO</u> <u>V</u>	
<u>PAMELA P. PERALTA</u>	<u>EXECUTIVE AGENCY COUNSEL</u>	<u>EEO Officer/Director</u>	<u>20%</u>	<u>PPERALTA@BIC.NYC.GO</u> <u>V</u>	
<u>PAMELA P. PERALTA</u>	<u>EXECUTIVE AGENCY COUNSEL</u>	ADA Coordinator	<u>20%</u>	<u>PPERALTA@BIC.NYC.GO</u> <u>V</u>	
<u>PAMELA P. PERALTA</u>	<u>EXECUTIVE AGENCY COUNSEL</u>	Disability Rights Coordinator	<u>20%</u>	<u>PPERALTA@BIC.NYC.GO</u> <u>V</u>	
<u>PAMELA P. PERALTA</u>	<u>EXECUTIVE AGENCY COUNSEL</u>	Disability Services Facilitator	<u>20%</u>	<u>PPERALTA@BIC.NYC.GO</u> <u>V</u>	
<u>PAMELA P. PERALTA</u>	<u>EXECUTIVE AGENCY COUNSEL</u>	55-a Coordinator	<u>20%</u>	<u>PPERALTA@BIC.NYC.GO</u> <u>V</u>	
<u>CINDY HASKINS</u>	<u>ASSISTANT COMMISSIONER OF FINANCE & ADMINISTRATION</u>	Career Counselor	<u>10%</u>	<u>CHASKINS@BIC.NYC.GO</u> <u>V</u>	
<u>JOHNNIE DAVIS</u>	<u>SPECIAL OPERATIONS MANAGER</u>	EEO Counselor	<u>5%</u>	<u>JDAVIS@BIC.NYC.GOV</u>	
		EEO Investigator			
		EEO Counselor\ Investigator			
		Investigator/Trainer			

		EEO Training Liaison			
		Other (describe)			

* 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 just indicate it on the chart.



DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: **New York City Business Integrity Com** 1 Qtr FY 2020

NOTE: FILL OUT YOUR TRAINING TARGETS IN GREEN FIELDS!

INCLUDE PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT.

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

SAVE THIS FILE UNDER THE NAME: [AGENCY ACRONYM] Quarter X FY 2019 DEEO TRAINING SUMMARY

SUBMITTED BY [TITLE]: **Pamela P. Peralta**

DATE SUBMITTED: **7/24/2020** E-MAIL: **pperalta@bic** TEL #: **2124370587**

1st Quarter (July-September) DUE December 6; 2nd Quarter DUE January 30th;
3rd Quarter (January-March) DUE April 30th; 4th Quarter (April-June) DUE July 30th.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2020 Agency Plan	1st Qtr (July - Sept. 2019)	2nd Qtr (Oct. - Dec. 2019)	3rd Qtr (Jan. - March 2020)	4th Qtr (April - June 2020)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	581	14	0	0	0	14

CORE DIVERSITY AND EEO TRAINING (All Modalities)						
TOTAL CORE EEO TRAINING (ALL MODALITIES)	415	14	0	0	0	14
1. EEO Awareness	83	6	0	0	0	6
Administered by DCAS <i>[NOTE: DCAS will provide this information]</i>	83	6				6
Administered by Agency		0				0
2. D&I "Everybody Matters"	83	0	0	0	0	0
Administered by DCAS <i>[NOTE: DCAS will provide this information]</i>	83	0				0
Administered by Agency		0				0
3. lgbTq: The Power of Inclusion	83	0	0	0	0	0
Administered by DCAS <i>[NOTE: DCAS will provide this information]</i>	83	0				0
Administered by Agency		0				0
4. Sexual Harassment Prevention	83	8	0	0	0	8
Administered by DCAS <i>[NOTE: DCAS will provide this information]</i>	83	8				8
Administered by Agency		0				0
5. Disability Etiquette	83	0	0	0	0	0
Administered by DCAS <i>[NOTE: DCAS will provide this information]</i>	83	0				0
Administered by Agency		0				0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	ANNUAL TARGET from FY 2020 Agency Plan	1st Qtr (July - Sept. 2019)	2nd Qtr (Oct. - Dec. 2019)	3rd Qtr (Jan. - March 2020)	4th Qtr (April - June 2020)	YEAR TO DATE
OTHER DIVERSITY AND EEO TRAINING (All Modalities)						
ALL OTHER DIVERSITY & EEO TRAINING	166	0	0	0	0	0
6. New Employee Orientation (Only with EEO Component)	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding					
TOTAL PARTICIPANTS TRAINED						0
7. Structured Interviewing	NOTE: Including combined Structured Interviewing & Unconscious Bias training					
TOTAL PARTICIPANTS TRAINED	83	0				0
8. Unconscious Bias	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above					
TOTAL PARTICIPANTS TRAINED	83	0				0
9. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
10. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
11. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
12. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
13. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
14. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0
15. Other Diversity/EEO Related	Specify topic:					
TOTAL PARTICIPANTS TRAINED						0