

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2017

Agency Name: DEPARTMENT OF SMALL BUSINESS SERVICES

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

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

Prepared by:

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Name Title Telephone No.

Date Submitted: February 6, 2017

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Date Received: _____

Name of Reviewer: _____

PART I: NARRATIVE SUMMARY

I. STRATEGIC PLAN INITIATIVES

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2017, Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2017 Diversity and EEO Plan:	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Status Update
Partnership with Colleges and Universities in filling vacancies.	Participate in job fairs and college career days to advertise vacant positions.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
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:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2017 Diversity and EEO Plan:	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Status Update
Coro Managerial Training	SBS developed a training program with Coro Leadership of New York. This mandatory managerial training was offered on 3 dates and was designed to give the opportunity to build community with colleagues, delve into areas of work that deserved time and attention and develop leadership skills. Coro’s focus to boost personal and interpersonal effectiveness of managers; connect to the sense of purpose that drives them in their work and partner strategically and productively with others to get things done in complex environments.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe
SBS Peer Mentoring Program	SBS has launched its Peer Mentorship Program application process. Interested participants will be committed for 6 months with at least 2 meetings with their mentors/mentees per month and a quarterly meeting with Human Resources. Application should be submitted with explanation of interest and by completing a five question survey, deadline Friday February 17, 2017.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
SBS Employee Training on Diversity	“Everybody Matters” Diversity and Inclusion CBT On-line training	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe

Please specify any other EEO - related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activity/ies occurred.

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2017 Diversity and EEO Plan:	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.	Status Update
New Workforce1 Career Centers (WF1CC)	The agency launched the opening of the East New York Workforce1 Career Center in Brooklyn, NY making a total of 20 WF1CC.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe
“Everybody Matters” Diversity and Inclusion CBT Training	The agency is encouraging new employees to complete survey upon orientation conducting online training all staff across the agency.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe
New Grant Program (Neighborhood 360)	SBS launched a new grant program, Neighborhood 360 which will distribute as much as \$3 million to help small business in six city neighborhoods, Inwood was selected. The City will allocate a maximum of \$500,000 annual for businesses in each neighborhood.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed Other - please describe

AGENCY QUARTERLY REPORT

PART 1: NARRATIVE SUMMARY

<p>BusinessPREP (Preparedness and Resiliency Program) Initiative</p>	<p>Free Business Assessments affected by Sandy. The assessments tailor recommendations to help small businesses reduce vulnerability to disruptions, protect assets and get back to business following Sandy disaster.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>
<p>Immigrant Business Initiative</p>	<p>The agency partnered with trusted community organizations embedded in high-immigrant population neighborhoods to deliver free services to foreign-born entrepreneurs.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>
<p>The Lo - Down East Village Merchants Association Launches Discount Card</p>	<p>The East Village Independent Merchants Association (EVIMA) launched a new website and the first community-oriented rewards program, the Evill Card. WVIMA was formed after the gas explosion in March 2015 and exists to support a strong and diverse business environment that serves neighborhood community.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe</p>

II. STATISTICAL SUMMARY OF EEO ACTIVITIES

Please fill out requested information in the accompanying Statistical Summary and Classroom Training details (MS Excel spreadsheet) to report your agency’s performance indicators concerning programmatic, compliance and training functions of EEO office.

III. EEO PERSONNEL PROFILE

Please indicate changes (additions, deletions, reassignments) in your EEO personnel roster during the quarter in Section A of the Statistical Summary AND in Appendix 2 below.

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

IV. COMPLAINTS AND REASONABLE ACCOMMODATION REQUESTS

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mstpwa-dcslnx01.csc.nycnet/Login.aspx>

V. AGENCY AUDITS

If the agency was audited by the EEPC or other entities, list the recommendations made by the auditing entity which the agency implemented during the quarter. Indicate also the agency's progress toward implementing each recommendation.

- Agency is being audited
- Name of entity conducting the audit: _____
- Agency has implemented all the recommendations
- Attach or list below audit recommendations and progress of implementation:

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

APPENDIX 2: EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 2nd QUARTER, FISCAL YEAR 2017

Agency Name: DEPARTMENT OF SMALL BUSINESS SERVICES

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

Number of Addition to EEO Staff this quarter: 0

Number of Deletion to EEO Staff this quarter: 0

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2017

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