

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: DEPARTMENT OF SMALL BUSINESS SERVICES

1st Quarter (July -September), due October 29, 2021
 3rd Quarter (January -March), due April 29, 2022

2nd Quarter (October - December), due January 31, 2022
 4th Quarter (April -June), due July 29, 2022

Prepared by:

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EEO Director

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Date Submitted: August 12, 2022

FOR DCAS USE ONLY:

Date Received:

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022

[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022.

For Q2, Q3 and Q4 use previous quarter's submission to update, retaining all information for the prior quarters]

1. Please save this file as '**SBS Quarter 1 FY 2022 DEEO 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 and EEO Training Summary" details in Part II - Training Summary [see the attached Excel file]. Under Section 10 ("Other Diversity/EEO Related"), 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 '**SBS Quarter 1 FY 2022 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
 By e-mail
 Posted on agency intranet
 Other _____

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 Headcount as of the last day of the quarter was:

Q1 (9/30/2021): 272 Q2 (12/31/2021): 259 Q3 (3/31/2022): 257 Q4 (6/30/2022): 261

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

Yes, On (Date): _____ Yes, again on (Date): 11/15/2021 No

NYCAPS Employee Self Service (by email; strongly recommended every year) Agency's intranet site
 Newsletters and internal Agency Publications On-boarding of new employees

3. The agency conducted a review of the dashboard sent 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: 9/13/21 Q2 Review Date: _____ Q3 Review date: 3/15/22 Q4 Review date: _____

The review was conducted with:

Human Resources
 Agency Head
 General Counsel
 Other _____
 Not conducted

Human Resources
 Agency Head
 General Counsel
 Other _____
 Not conducted

Human Resources
 Agency Head
 General Counsel
 Other _____
 Not conducted

Human Resources
 Agency Head
 General Counsel
 Other _____
 Not conducted

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - 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 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. <ul style="list-style-type: none">• Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Collaboration between EEO and Human Resources Unit	EEO Office shares DCAS Workforce Profile Report data with HR Exec. Director and Executive staff and create strategies to address potential gap in talent and staffing.	<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"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Collaboration of Agency's EEO, HR and General Counsel Office	Review CEEDS workforce composition and utilization of new hires and promotions data on workforce reporting.	<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"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" 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.					
Monthly meetings with Commissioner Doris to review CEED report and discuss the category percentages of new hires.					

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Agency launched its Inclusion Diversity Equity Access (IDEA) Council created to advance the agency's mission and build a transparent culture of diversity, equity, and inclusion where employees feel a sense of belonging.

Scheduled meeting with newly appointed Commissioner Kevin D. Kim (3/30/22) to review the CEED report and discuss categories. Rescheduled for 4/5/22.

Participate in monthly one on one meeting with Commissioner and Chief of Staff to provide information on EEO and general issues and inquiries which may arise during the month, either directives or guidance from DCAS or discussions with employees.

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 2022 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Monthly Birthday Gathering	SBS' monthly virtual birthday celebration with Commissioner Kevin Kim . A great opportunity for employees to catch up and foster conversations about a variety of topics with the Commissioner and each other. Also, employees get to learn fun facts about each other.	<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"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Staff Meeting	Commissioner Jonnel Doris meet with all staff to discuss agency updates, Small Business Recovery Plan and Diversity, Equity & Inclusion plans, announcing new hires, budget overview and administrative updates.	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Commissioner also used this time to allow staff to raise and address any concerns they may have.	<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DOI Training	DOI training mandatory for all city employees. Topics covered in meeting, <ul style="list-style-type: none"> • The NYC Whistle Blower Law that protects City employees from being retaliated against for reporting corruption • Crimes of Bribery and Gratuity • How City employees report corruption 	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RTO All Staff Meeting	Conversation with RTO Officer, Commissioner, Facilities Exec. Director, HR and EEO to discuss changes in the Health of NYC and share directives suggested by DOHMH, CDC and Mayor's Office. Encourages employees to participate in vaccination and mental health awareness.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exit interviews and online exit survey	HR meets with exiting employees as well as provide them with a link to an anonymous online survey. The results are shared in the aggregate with the Commissioner to review to review trends and identify issues.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commissioner weekly survey to staff	The Commissioner is sending a one question survey to staff on a weekly basis that only he and the Chief of Staff have access to. This is done to promote communication between leadership and staff.	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

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		<input checked="" type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Agencywide Employee Engagement Events	Agency wide all Staff Meeting with Deputy Mayor Thompkins – 10/22/21 October Birthday Celebration 10/25/21 November Birthday Celebration 11/17/21 December Birthday Celebration 12/13/21 Navigating Change 11/16/21 EAP Sessions 12/1, 12/8, 12/15, 12/22, 12/29/2021	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/>
Lunar New Year Celebration	A Lunar New Year announcement was sent to all staff on 2/2/2022, it was created by SBS' IDEA Council.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Black History Month Celebration	SBS IDEA Council organized the agency's black history month celebration, inviting former SBS employees over the years to share "Where Are They Now." Held on 2/24/2022.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Invitation for new membership recruitment for the Inclusion Diversity Equity Access (IDEA) Council	SBS IDEA Council sent a recruitment email on 3/24/22 and asked for volunteers to join their team.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" 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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Recruitment for the Inclusion Diversity Equity Access (IDEA) Council	<p>SBS IDEA Council sent a recruitment email on 3/24/22 and asked for volunteers to join their team.</p> <p>Five additional employees applied and were appointed to the IDEA Council.</p>	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> <input type="checkbox"/> Not started <input type="checkbox"/> <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> <input type="checkbox"/> Delayed <input type="checkbox"/> <input type="checkbox"/> Deferred <input type="checkbox"/> <input checked="" type="checkbox"/> Completed <input type="checkbox"/>
EEO Orientation	<p>EEO Office provided EEO orientation (includes Sexual Harassment Prevention, Reasonable Accommodations, how to file a complaint, and make inquiries) to newly hired SBS staff 4/5/2022, 6/10/2022, & 6/16/2022.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> <input type="checkbox"/> Not started <input type="checkbox"/> <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> <input type="checkbox"/> Delayed <input type="checkbox"/> <input type="checkbox"/> Deferred <input type="checkbox"/> <input checked="" type="checkbox"/> Completed <input type="checkbox"/>
All Staff Meeting		<input checked="" type="checkbox"/> Planned <input type="checkbox"/> <input type="checkbox"/> Not started <input type="checkbox"/> <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> <input type="checkbox"/> Delayed <input type="checkbox"/> <input type="checkbox"/> Deferred <input type="checkbox"/> <input type="checkbox"/> Completed <input type="checkbox"/>
<p>Please specify any other EEO-related activities designed to improve/enhance the workplace 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.</p>		
<p>Hosted Hispanic Heritage Month Celebration event on October 15, 2021, with Guest Speaker U.S. Representative Adriano Espaillat via WebEx.</p> <p>An all-staff meeting was held on October 19, 2021, by Commissioner Doris to converse with the staff on the Return To Work policy changes.</p> <p>On February 24, 2022, all staff were invited to a virtual SBS Celebration of Black History Month that included a panel of four former employees, all women of color. Lunch was provided by a 100% black-owned business a treat for the agency from Commissioner Kim and Chief of Staff, Nicole Perry.</p> <p>“Power Rising: Celebrating Black Women’s Leadership in NYC” was held on February 28, 2022, at the intersection of Black History Month and Women’s History Month, the panel discussion celebrated the historic representation of Black women in influential roles in NYC, setting an example of how a city’s leadership can and should reflect its diverse population. The goal is an inspiring conversation crafted for an audience of public servants on their own leadership journeys.</p>		

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On May 24, 2022, staff was invited to a virtual meeting to celebrate Asian American Pacific Islander (AAPI) Heritage Month. Congressmember Grace Meng was the guest speaker. She discussed AAPI matters in NYC.

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 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	<p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <ul style="list-style-type: none"> • 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 variety of communities that are served. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
NYC celebrates National Small Business Week in five boroughs May 9, 2022	<p>New York City Mayor Eric Adams and New York City Small Business Services (SBS) Commissioner Kevin-D- Kevin D. Kim celebrated National Small Business Week, with five days of events as planned in all five boroughs. The District Five Celebration Tour aimed to encourage New Yorkers to shop locally and raise awareness of services to help small businesses recover and grow. The week-long celebration also honored the city's racially diverse communities and immigrant-owned businesses.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" 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 checked="" type="checkbox"/>

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<p>Cuomo Is Urging Small Businesses to Only Serve Vaccinated Customers August 2, 2021</p>	<p>New York governor Andrew Cuomo urged private businesses to mandate vaccination for employees and customers alike. (Additionally, he asked local governments to follow CDC guidance for masks, saying the state can't mandate one if it's not law.) The governor also issued a vaccine mandate for employees of the MTA and Port Authority, saying they will have to be vaccinated by Labor Day or get tested weekly for COVID-19. Last Wednesday, Cuomo announced all state employees will have to get vaccinated on the same timeline, a policy some unions have pushed back against. New York City mayor Bill de Blasio announced a new vaccine requirement mandating every new city employee must provide proof of vaccination.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed</p>
<p>New York City's small businesses are facing a pandemic-altered commercial real estate landscape August 4, 2021</p>	<p>As the COVID-19 pandemic turned New York City's commercial retail landscape on its side, the city's small businesses have faced an exceptionally challenging 2021 thus far. International visitor traffic is almost nonexistent, domestic tourism is lagging pre-pandemic numbers, and most office workers have yet to return to the workplace. Considering New York City's famously high rents and operating costs, small-business owners have always faced an uphill climb toward profitability, but the pandemic has likely forever changed the retail landscape.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed</p>

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<p>Office of The Mayor Of New York City: City Collaborates With Ernest & Young (EY) To Provide World Class Consulting Services To Black Entrepreneurs August 20, 2021</p>	<p>Mayor Bill de Blasio, the NYC Department of Small Business Services (SBS) Commissioner Jonnel Doris, and Ernst & Young LLP (EY US), today announced BE NYC Access: Consulting, a new program to connect Black entrepreneurs with world-class technical consulting services and business resources.</p>	<table border="1"> <tr> <td><input checked="" type="checkbox"/> Planned</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Not started</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Ongoing</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Delayed</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Deferred</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input checked="" type="checkbox"/> Completed</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Delayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Deferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Lower Manhattan (Chinatown) Businesses ADA Complaints October 19, 2021</p>	<p>Dozens of merchants in Lower Manhattan Chinatown, New York City, have been forced to pay thousands of high fees to mediate privately, making it difficult for businesses to complain about the facilities' non-compliance with the American Persons with Disabilities Act (ADA Act).</p>	<table border="1"> <tr> <td><input type="checkbox"/> Planned</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Not started</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Ongoing</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Delayed</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Deferred</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input checked="" type="checkbox"/> Completed</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	<input type="checkbox"/> Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Delayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Deferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>Center for an Urban Future Panel Discussion with Commissioner Kim. March 3, 2022</p>	<p>Commissioner Kim was part of a panel discussion hosted by the Center for an Urban Future. The panel also included Council Member and Chair, Committee on Small Business Julie Menin. The conversation focused on how New York City could help minority-owned businesses sell online and compete in the age of e-commerce.</p>	<table border="1"> <tr> <td><input type="checkbox"/> Planned</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Not started</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Ongoing</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Delayed</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Deferred</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Completed</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	<input type="checkbox"/> Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Delayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Deferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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<p>Commissioner for the New York City Small Business Services and community members visit small businesses in Jamaica Queens March 11, 2022</p>	<p>Borough President Donovan Richards, joined by several other community leaders, led a walking tour of Jamaica Avenue from Parsons Boulevard to 165th Street to address quality-of-life issues in the rapidly changing downtown area. During the walking tour business, crime, homelessness, drugs, busways, and poor infrastructure were just some of the topics discussed by fellow elected officials, business owners and other community stakeholders.</p>	<table border="1"> <tr> <td><input type="checkbox"/> Planned</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Not started</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input checked="" type="checkbox"/> Ongoing</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Delayed</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Deferred</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr> <td><input type="checkbox"/> Completed</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	<input type="checkbox"/> Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Delayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Deferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
<input type="checkbox"/> Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
<input type="checkbox"/> Delayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
<input type="checkbox"/> Deferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																							
<input type="checkbox"/> Completed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							

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	Small Business Services Commissioner Kevin Kim, said that he was there to support commercial corridors in the area.				
Adams' MWBE strategy will triple no-bid city procurement threshold March 14, 2022	<p>Mayor Eric Adams aims to improve the city's performance in procuring contracts with minority- and women-owned businesses, one year after the city hit procurement lows not seen since 2013. Adams announced he wants to raise the threshold for city contracts that MWBE's can seek, without a competitive bidding process, from \$500,000 to \$1.5 million.</p> <p>"The increase to \$1.5 million will absolutely make a difference," said Gregg Bishop, former commissioner of the Department of Small Businesses Services (SBS) from 2015 to 2020.</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"/> 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 checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
SBS working to help Small Businesses bounce back	<p>SBS has connected small businesses with over \$175 million in grants, shifting many of its operations online when in-person work came to a near-ubiquitous halt.</p> <p>One way of achieving greater equity could be the adoption of a wider array of languages in outreach efforts to small businesses citywide. SBS currently offers its services in nine languages; it's been estimated that nearly 700 languages are spoken in New York City in total.</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"/> 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 checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	SBS is honing a particular focus on “supporting the hardest-hit New Yorkers, which include our minority and immigrant communities,” according to Kim. Using new and different means of communication — like texting or the popular Chinese social media app, WeChat — is one way. SBS envisions making its outreach efforts more successful.				
Mayor Adams celebrates end of indoor vaccine mandate with upbeat NYC restaurant tour: ‘We can’t Sit at Home’ 3/7/22	Mayor Adams and SBS Commissioner went restaurant hopping in Manhattan’s East Village on Monday 3/7/22 to celebrate the end of the city’s indoor vaccine mandate. The food tour brought the mayor to four neighborhood eateries- including Ukrainian mainstay Veselka.	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly, the activities, including the dates when the activities occurred.					
<p>In April 2022, SBS implemented a new initiative to help with the nurse shortage in the hospital system by training and certifying nurses who previously held nursing jobs in their native country. Applicants must have a nursing degree from a non-English speaking country, speak English, or be willing to speak English and meet other criteria.</p>					

D. EQUITY and RACE RELATIONS INITIATIVES:

Please specify Equity and Race Relations Initiatives embarked on or continued from previous year(s) the quarter (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and briefly describe the activities, including the dates when the activities occurred.

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SBS' Inclusive Diversity Equity Access (IDEA) Council was formed to help advance the agency's Diversity, Equity, and Inclusion mission. A team of 14 voluntary members is tasked to organize IDEA projects for employees, events, recommend education and act as Ambassadors 2021.

The IDEA Council organized and facilitated the Black History Month Celebration, Chinese New Year acknowledgment and notice to all staff February 2022.

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2022 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
Internal posting	Provided internal employees with the opportunity to grow within the agency.	<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"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connecting with other agencies	Sharing our postings with DCAS for their newsletter which will cast a wider net for our candidate pool	<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"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Social media	Using LinkedIn and other avenues to share information on our job postings, internships, and civil service to build/grow our candidate pool	<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"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
College/Career Fairs	Recruited interns and fellows	<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"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribed to paid career websites: LinkedIn, Idealist, Indeed.	Cast a wider net for candidate pool	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred.</p>					

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022:
[NOTE: Please update this table every quarter]

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Type of Internship\Fellowship	Total	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	0		M		F		N-B		O		U	
2. Public Service Corps	0		M		F		N-B		O		U	
3. Summer College Interns	0		M		F		N-B		O		U	
4. Summer Graduate Interns	0		M		F		N-B		O		U	
5. Other (specify):	3	1 intern (college aide) is African American, the other intern's data was not collected via NYCAPS because they were not processed/obtained via the City.	M		F	X	N-B		O		U	

Additional Comments:

Interns currently with the agency are external therefore their data cannot be collected from NYCAPS with the exception of one college aide.

C. 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 (9/30/2021): 3 Q2 (12/31/2021): 3 Q3 (3/31/2022): 3 Q4 (6/30/2022): 3

During the 1st Quarter, a total of 0 [number] new applications for the program were received.

During the 1st Quarter 0 participants left the program due to [state reasons] 0 .

During the 2nd Quarter, a total of 0 [number] new applications for the program were received.

During the 2nd Quarter 0 participants left the program due to [state reasons] 0 .

During the 3rd Quarter, a total of 0 [number] new applications for the program were received.

During the 3rd Quarter 0 participants left the program due to [state reasons] 0.

During the 4th Quarter, a total of 0 [number] new applications for the program were received.

During the 4th Quarter 0 participants left the program due to [state reasons] 0.

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
2. _____
3. _____

VI. SELECTION (HIRING AND PROMOTION)

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

<p>Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2022 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>)</p>	<p>Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.</p>
<p>Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities</p>	<p>Direct emails are sent out to agency and division wide when new opportunities are available</p>
<p>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</p>	<p>Unconscious bias & structured interview training for anyone who will participate in interviewing candidates.</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>Currently the EEO Officer provides data to show the diversity of the candidate pool for each posting after an applicant has been selected to be hired.</p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	

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Other:					
During this Quarter the Agency activities included:	# of Vacancies	Q1 # <u>30</u>	Q2 # <u>36</u>	Q3 # <u>0</u>	Q4 # <u> </u>
	# of New Hires	Q1 # <u>1</u>	Q2 # <u>0</u>	Q3 # <u>11</u>	Q4 # <u> </u>
	# of New Promotions	Q1 # <u> </u>	Q2 # <u>1</u>	Q3 # <u>0</u>	Q4 # <u> </u>

VII. TRAINING

Please provide your training information in Part II of the report “DIVERSITY AND 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://mspwa-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 Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).

B. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER /CHIEF MWBE OFFICER

The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: _____

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).

D. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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://mspwa-dcslnx01.csc.nycnet/Login.aspx>

E. 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 2018 Climate Survey:

Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):

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 the audit recommendations by NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2022.
- The agency received a Certificate of Compliance from the auditing agency.

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

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APPENDIX: DEPARTMENT OF SMALL BUSINESS SERVICES EEO PERSONNEL DETAILS
EEO PERSONNEL FOR _3_ QUARTER, FISCAL YEAR 2022

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	2. Doug Barr, EEO Investigator	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input checked="" 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: 1/18/2022	Start Date or Termination Date:
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:
For New EEO Professionals:			
Name & Title	4.	5.	6.
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)
Percent of Time Devoted to EEO	<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 %):
Name & Title	Angelita McDonald-Major, EEO Director /EEO Investigator	Michelle Barnes-Anderson, Director for Disability Services	
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input checked="" 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 checked="" 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)
Percent of Time Devoted to EEO	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> 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, <u>AND ALL NEW EEO Professionals</u>):			
Name & EEO Role	1. Angelita McDonald-Major, EEO Director /EEO Investigator	2. Michelle Barnes-Anderson, Director for Disability Services	3. Doug Barr EEO Investigator
Completed EEO Trainings:			
1. Everybody Matters-EEO/D&I 2. EEO Awareness 3. Diversity & Inclusion 4. Sexual Harassment Prevention 5. IgbTq: The Power of Inclusion 6. Unconscious Bias 7. Disability Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed OCEI Trainings:			
A. EEO Officer Essentials: Complaint/Investigative Processes B. EEO Officer Essentials: Reasonable Accommodation C. Understanding CEDDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name & EEO Role	4.	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO/D&I 2. EEO Awareness 3. Diversity & Inclusion 4. Sexual Harassment Prevention 5. IgbTq: The Power of Inclusion 6. Unconscious Bias 7. Disability Etiquette	<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
	<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

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Completed OCEI Trainings:								
A. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
B. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
C. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No						

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

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER FY 2022 *

<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>
<u>EEO Officer/Director</u>	Angelita McDonald – Major	Associate Staff Analyst	100%	amcdonald@sbs.nyc.gov	(212) 618-8782
<u>Deputy EEO Officer OR Co-EEO Officer</u>	N/A				
<u>Chief Diversity & Inclusion Officer</u>					
<u>Diversity & Inclusion Officer</u>					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Dynishal Gross	Deputy Commissioner in Division of Business Svcs. (DBS)	100%	dgross@sbs.nyc.gov	(212) 513-6456
ADA Coordinator	Michelle Barnes- Anderson	Administration Contract Specialist M-II	100%	mbarnes@sbs.nyc.gov	(212) 618-6717

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Disability Rights Coordinator	Michelle Barnes- Anderson	Administration Contract Specialist M-II	100%	mbarnes@sbs.nyc.gov	(212)618-6717
Disability Services Facilitator	Michelle Barnes- Anderson	Administration Contract Specialist M-II	100%	mbarnes@sbs.nyc.gov	(212)618-6717
55-a Coordinator	Michelle Barnes- Anderson	Administration Contract Specialist M-II	100%	mbarnes@sbs.nyc.gov	(212)618-6717
Career Counselor	Nelmy Negrete	Administrative Manager	100%	<u>nnegrete@sbs.nyc.gov</u>	(212)618-8932
EEO Counselor	Angelita McDonald – Major	Associate Staff Analyst	100%	amcdonald@sbs.nyc.gov	(212)618-8782
EEO Investigator	Angelita McDonald – Major	Associate Staff Analyst	100%	amcdonald@sbs.nyc.gov	(212)618-8782
EEO Counselor/Investigator	Doug Barr	Associate Investigator	100%	dbarr@sbs.nyc.gov	(212)618-8812
Investigator/Trainer	Doug Barr	Associate Investigator	100%	dbarr@sbs.nyc.gov	(212)618-8812
EEO Training Liaison	Angelita McDonald-Major	Associate Staff Analyst	100%	amcdonald@sbs.nyc.gov	(212)618-8782
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.