**FY 2021 AGENCY QUARTERLY DIVERSITY AND EEO REPORT**

|  |
| --- |
| **Agency Name**: **Department for the Aging** [ ]  **1st Quarter (July -September), due November 6, 2020** [ ]  **2nd Quarter (October - December), due January 29,2021**[ ]  **3rd Quarter (January -March), due April 30, 2021** [x]  **4th Quarter (April -June), due July 30, 2021****Prepared by**: **Kim Hernandez** **Equal Employment Opportunity Officer** **KHernandez@aging.nyc.gov** **(212) 602-4197** \_ \_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_Name Title E-mail Address Telephone No. **Date Submitted**: **July 30, 2021**  |
| ***FOR DCAS USE ONLY:*** ***Date Received****:* |

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2021**

**[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter’s submission to update]**

1. **Please save this file as ‘XXXX Quarter X FY 2021 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 the attached Excel file. Under Section 10 (“Other”), include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.**
3. **Mark progress in check boxes in the column for the current quarter. NOTE: DELAYED = behind schedule; DEFERRED = put off until later when better resources become available.**
4. **Please save the Excel file as ‘XXXX Quarter X FY 2021 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**

1. **COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

**Distributed to all agency employees****?** [x]  **Yes, On (Date): December 7, 2020** [ ]  **No**

[x]  **By e-mail**

[x]  **Posted on agency intranet**

[x]  **Other (Posted on agency bulletin boards)**

1. **RECOGNITION AND ACCOMPLISHMENTS**

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

[x]  **Diversity & EEO Awards**

[x]  **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:**

* **Diversity and EEO awards have been presented at the agency’s four annual diversity events. Certificates are given to committee members and divisions that assisted, guest speakers, and performers at each event.**
1. **WORKFORCE REVIEW AND ANALYSIS**
2. **Agency Headcount as of the last day of the quarter was:**

**Q1 (9/30/2020): 329 Q2 (12/31/2020): 323**

**Q3 (3/31/2021): 320 Q4 (6/30/2021): 319\***

**\* 319 DFTA Staff, 207 Community Service Aides, 265 Foster Grandparents, 1 Urban Fellow, 2 College Aides totaling 794.**

**[Please note that the Community Service Aides and Foster Grandparents are stipend program participants, not city workers, but have been included in the agency’s overall headcount.]**

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

[x]  **Yes , On (Date): Every two months, Staff are reminded on weekly all staff meetings.** [ ]  **No**

1. **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.**

[x]  **Yes , On (Dates): August 20, 2020 October 5, 2020 January 22, 2021 July 9, 2021**

**The review was** [x]  **Human Resources** [x]  **Human Resources** [x]  **Human Resources** [x]  **Human Resources**

**conducted with:** [x]  **Agency Head** [x]  **Agency Head** [x]  **Agency Head** [x]  **Agency Head**

[x]  **General Counsel** [x]  **General Counsel** [x]  **General Counsel** [x]  **General Counsel**

[ ]  **Other \_\_\_\_\_\_\_\_\_\_** [ ]  **Other \_\_\_\_\_\_\_\_\_\_** [ ]  **Other \_\_\_\_\_\_\_\_\_\_** [ ]  **Other \_\_\_\_\_\_\_\_\_\_**

[ ]  **Not conducted** [ ]  **Not conducted** [ ]  **Not conducted** [ ]  **Not conducted**

1. **EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2021**

**Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2021 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:**

**[During the COVID-19 Pandemic, DFTA has continued all agency functions and activities by way of virtual platforms such as Webex and Zoom, in addition to emails, phone, internet, intranet, and social media.]**

1. **Workforce:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please list the **Workforce Goal(s)** included in *Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion,* which you set/declared in your FY 2021 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.* + **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** |
| Align diversity recruiting, internal candidate development and equitable selection practices strategically with current employment needs, underutilization assessment and budget realities.  |  | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| Build action plan based upon the most relevant workforce key performance indicators such as: representation, retention, tenure, promotions, separation, and placement rates.  |  | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| Build intergenerational diversity at DFTA. DFTA staff range from college aides to mature older workers. We look to shape programs to build a cohesive working environment. |  | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| 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. |
|  |

1. **Workplace:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please list the **Workplace Goal(s)** included in *Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion,* which you set/declared in your FY 2021 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.* **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 celebrate cultural heritage months at the agency. The celebrations will include: Hispanic Heritage Month, Black History Month, Women’s History Month, Asian American Pacific Islander Month, Pride Month, and Juneteenth.  |  | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| The agency will continue in FY 21 its successful in-house training Academies launched in 2020. The Admin Academy and Supervisor Learning Community, particularly designed to train administrative support staff and first-time supervisors. The agency will continue to offer courses through the DCAS Training Center. Specifically, Managers will be encouraged to take Structured Interviewing and Unconscious Bias classes. All staff will be encouraged to take the Diversity and Inclusion course offerings. | Staff were notified by email and on weekly staff meetings about training schedules and how to register. | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| Hollaback! Stand Up Against Street Harassment training. In September of FY 21, over 175+ staff actively participated in this one-hour interactive training in partnership with the NYC Commission on Gender Equity. The campaign aims to advance economic, social, and racial justice and equity for all New Yorkers regardless of gender identity, gender expression, or background. DFTA will look to do more trainings with Hollaback! in the future. | Staff were notified by email and the training took place during the agency’s regularly scheduled all staff meeting. | [ ]  **Planned** [ ]  **Not started**[ ]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[x]  **Completed** | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [ ]  |
| 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. **Celebrated in June 2021 Pride Month and Juneteenth (Posted on Intranet). Our Commissioner sent a message to staff supporting the Asian Community, as there has been an increase in violence against Asian Americans. In her message, she shared information about WorkWell NYC’s three (3) community forums addressing violence in the Asian community, which many DFTA staff participated in and appreciated receiving the support. Additionally, EAP hosted two (2) support group sessions focusing on the Asian community for DFTA staff. EAP continues Wellness Wednesday Workshops, having morning and afternoon sessions for DFTA staff twice a month, on topics to help support staff during the pandemic.** |
|  |

1. **Community:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please list the Community **Goal(s)** included in *Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion,* which you set/declared in your FY 2021 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/declaredin 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** |
| Establish tools that measure how New Yorkers value DFTA services, as well as measure steps taken to determine whether city services are available to individuals across diverse communities.* DFTA monitoring of contract service provider procedures will include a renewal; of their Diversity & EEO policy statements.
* DFTA’s Commissioner had selected our agency’s first Chief Diversity Officer for M/WBE. DFTA is currently using M/WBE vendors and consultants from the city’s list. On July 28, 2020, Mayor Bill de Blasio signed an Executive Order (EO 59) that appointed every City agency with a Chief Diversity Officer to support minority- and women-owned businesses.
 |  | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| COVID-19 has impacted how the agency is providing services. The agency, clients, and service providers are actively using virtual platforms (Webex and Zoom, Face Time, etc.) and telephone wellness calls to provide vital services virtually. DFTA has incorporated all in our services to older adults citywide. |  | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| DFTA will improve work processes, training, service delivery and physical environments to ensure that the agency and its network of service providers provide high quality services.Increase the capacity of DFTA and its network of service providers to identify and provide needed services and opportunities for New York City’s growing and increasingly diverse older population and their families. |  | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| 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. |
|  |

1. **RECRUITMENT**
2. **RECRUITMENT EFFORTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please list **Recruitment Strategies and Initiatives** which you set/declared in your FY 2021 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** |
| Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:[x]  structured interviewing training[x]  unconscious bias training | Staff were notified on training schedules and to register. | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| DFTA post ALL vacancies on NYC Careers |  | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| Assess agency job postings to ensure appropriate diversity, inclusion, and equalopportunity employer messaging. |  | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |

**B. Internships/Fellowships**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The agency is providing the following internship opportunities in FY 2021:[**NOTE:** Please update this table every quarter]

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Internship\Fellowship** | **Total** | **Race/Ethnicity\*** **[#s]****\* Use self-ID data** | **Gender\* [#s]**[N-B=Non-Binary; O=Other; U=Unknown]**\* Use self-ID data** |
| 1. Urban Fellows
 |  0 |  | M \_\_\_ F \_ N-B \_\_\_ O \_\_\_ U \_\_\_ |
| 1. Public Service Corps
 |  0 |  | M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_ |
| 1. Summer College Interns
 |  0 |  | M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_ |
| 1. Summer Graduate Interns
 |  0 |  | M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_ |
| 1. Other (specify):

Ladders for Leaders interns and SYEP Interns  | 22 | 1 – White; 4 – Black/African American; 6 – Hispanic; 11 – Asian | M \_4 F \_18\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_ |

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|  |
| --- |
| *Additional Comments:*  |

**C. 55-a Program**

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

**Currently, there are *2* [two] 55-a participants.**

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

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

**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] \_\_\_\_\_\_\_\_.**

**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] \_\_\_\_\_\_\_\_.**

**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] \_\_\_\_\_\_\_\_.**

**The 55-a Coordinator has achieved the following goals:**

1. Disseminated 55-a information – by e-mail: [x]  **Yes** [ ]  **No**

in training sessions: [x]  **Yes** [ ]  **No**

on the agency website: [x]  **Yes** [ ]  **No**

through an agency newsletter: [ ]  **Yes** [x]  **No**

**2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3.** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **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 2021 Diversity and EEO Plan *(include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data)* | Please describe the steps that your agency has taken to meet 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 | Career Counselor is available and provides guidance to employees upon request. | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions | HR Reviews all selected candidate paperwork for promotions and new hires and provide an analysis.  | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists |  | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment) |  | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| Analyzing the impact of layoffs or terminations on racial, gender and age groups  | The EEO Office completed an adverse impact analysis. EEO, HR, and Legal discussed findings. | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ] [ ] [x]  |
| Other:Provide agency staff with citywide vacancyannouncements, civil service exams noticesand other career development information. |  | [ ]  **Planned** [ ]  **Not started**[x]  **Ongoing**[ ]  **Delayed**[ ]  **Deferred**[ ]  **Completed** | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  | [ ] [ ] [x] [ ] [ ] [ ]  |
| During this Quarter, the Agency activities included: |  # of Vacancies # of New Hires # of New Promotions  | **# 1****# 1****# 0** | **# 0****# 0****# 0** | **# \_\_1****# \_\_1\_\_****# \_\_7\_\_** | **# \_\_\_9\_\_****# \_\_\_9\_\_****# \_\_\_2\_\_** |

1. **TRAINING**

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

1. **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://mspwva-dcslnx01.csc.nycnet/Login.aspx**](https://mspwva-dcslnx01.csc.nycnet/Login.aspx)

1. **COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**
2. **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).***

1. **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).***

1. **Local Law 97: Annual Sexual Harassment Reporting**

|  |
| --- |
| [x]  The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur. **Q1** [x]  **Q2** [x]  **Q3** [x]  **Q4** [x] [x]  The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.[x]  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://mspwva-dcslnx01.csc.nycnet/Login.aspx**](https://mspwva-dcslnx01.csc.nycnet/Login.aspx) |

1. **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:* **The agency will continue EEO trainings, Intranet and email communications with staff, and the EEO Officer will continue to attend staff meetings to discuss EEO policies and procedures.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. **AUDITS AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

[x]  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 2021.

**APPENDIX: DFTA EEO PERSONNEL DETAILS**

**EEO PERSONNEL FOR THIRD QUARTER, FISCAL YEAR 2021**

1. **PERSONNEL CHANGES**

|  |  |  |
| --- | --- | --- |
| **Personnel Changes this Quarter:** [x]  **No Changes** | **Number of Additions:**  | **Number of Deletions:**  |
| **Employee's Name & Title** |  |  |  |
| **Nature of change** | [ ]  Addition [ ]  Deletion | [ ]  Addition [ ]  Deletion | [ ]  Addition [ ]  Deletion |
| **Date of Change in EEO Role** |  |  |  |
| **NOTE: Please attach CV/Resume of new staff to this report** |
| **For New EEO Professionals:** |
| **Name & Title** | Abubaker Daud EEOCounselor/Investigator | Leon Madramotoo55-a Coordinator | Kim Hernandez, EEO Officer and EEO Counselor/Investigator |
| **EEO Function**  | [ ]  EEO Officer [x]  EEO Counselor[ ]  EEO Trainer [x]  EEO Investigator[ ]  55-a Coordinator [ ]  Other: (specify) | [ ]  EEO Officer [ ]  EEO Counselor[ ]  EEO Trainer [ ]  EEO Investigator[x]  55-a Coordinator [ ]  Other: (specify) | [x]  EEO Officer [x]  EEO Counselor[ ]  EEO Trainer [x]  EEO Investigator[ ]  55-a Coordinator [ ]  Other: (specify) |
| **Proportion of Time Spent on EEO Duties** | [x]  100% [ ]  Other: (specify %): | [x]  100% [ ]  Other: (specify %): | [x]  100% [ ]  Other: (specify %): |
| **Completed Trainings:****EEO Awareness****Diversity & Inclusion****lgbTq: The Power of Inclusion****Sexual Harassment Prevention****Unconscious Bias** |  [x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[ ]  Yes [x]  No **(will enroll in DCAS class when offered.)** | [x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No | [x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No[x]  Yes [ ]  No |
| **Training Source(s):** | [x]  DCAS [x]  Agency [ ]  Other | [x]  DCAS [x]  Agency [ ]  Other | [x]  DCAS [x]  Agency [ ]  Other |

1. **CONTACT INFORMATION (Please list ALL current EEO professionals)**

**DIVERSITY AND EEO STAFFING IN DFTA AS OF 3rd QUARTER FY 2021 \***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EEO\Diversity Role** | **Name** | **Civil Service Title** | **% of Time Devoted to EEO & Diversity Functions** | **Office E-mail Address** | **Telephone #** |
| **Diversity & Inclusion Officer** | **Kim Hernandez** | **Staff Analyst** | **100%** | **KHernandez@aging.nyc.gov** | **(212) 602-4197** |
| **EEO Officer/Director** | **Kim Hernandez** | **Staff Analyst** | **100%** | **KHernandez@aging.nyc.gov** | **212) 602-4197** |
| Deputy EEO Officer |  |  |  |  |  |
| ADA Coordinator  | Kim Hernandez | Staff Analyst | 100% | KHernandez@aging.nyc.gov | (212) 602-4197 |
| Disability Rights Coordinator | Kim Hernandez | Staff Analyst | 100% | KHernandez@aging.nyc.gov | (212) 602-4197 |
| Disability Services Facilitator | Kim Hernandez | Staff Analyst | 100% | KHernandez@aging.nyc.gov | (212) 602-4197 |
| 55-a Coordinator  | Leon Madramotoo | Admin Contract Spec | 100% | LMadramotoo@aging.nyc.gov | (212) 602-4409 |
| Career Counselor | Leon Madramotoo | Admin Contract Spec | 100% | LMadramotoo@aging.nyc.gov | (212) 602-4409 |
| Veteran Affairs Coordinator | Leon Madramotoo | Admin Contract Spec | 100% | LMadramotoo@aging.nyc.gov | (212) 602-4409 |  |
|  |  |  |  |  |  |
| EEO Counselor\ Investigator | Kim Hernandez | Staff Analyst | 100% | KHernandez@aging.nyc.gov | (212) 602-4197 |
| EEO Counselor\ Investigator  | Abubaker Daud | Admin Program Officer | 100% | ADaud@aging.nyc.gov | (212) 602-4488 |
|  |  |  |  |  |  |
| EEO Training Liaison | Kim Hernandez | Staff Analyst | 100% | KHernandez@aging.nyc.gov | (212) 602-4197 |
| 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 you may indicate it on the chart.