

# LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## FY 2025 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

### Part I: Narrative Summary

**Agency Name:** NEW YORK CITY LAW DEPARTMENT

☐ 1<sup>st</sup> Quarter (July -September), due November 6, 2024

☐ 2<sup>nd</sup> Quarter (October – December), due January 30, 2025

☐ 3<sup>rd</sup> Quarter (January -March), due April 30, 2025

☒ 4<sup>th</sup> Quarter (April -June), due July 30, 2025

**Prepared by:**

|                            |  |                      |              |
|----------------------------|--|----------------------|--------------|
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**Date Submitted:** July 30, 2025

**FOR DCAS USE ONLY:**

**Date Received:**

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## Instructions for Filling out Quarterly Reports FY 2025

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025.

For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI.

For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **"XXXX Quarter X FY 2025 DEI-EEO 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, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, 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 2025 DEI-EEO Report.Part II 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.**

# LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): May 1, 2025 ☐ No  
☒ By e-mail  
☒ Posted on agency intranet and/or website  
☐ Other \_\_\_\_\_

## II. Recognition and Accomplishments

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

- ☒ Diversity, equity, inclusion and EEO Awards
- ☒ Diversity, equity, inclusion and EEO Appreciation Events
- ☐ Public Notices
- ☒ Positive Comments in Performance Appraisals
- ☐ Other (please specify): \_\_\_\_\_

**\* Please describe DEI&EEO Awards and/or Appreciation Events below:**

1. The annual evaluation meetings for employees were held throughout Q1. This feedback process includes reviewing the accomplishments and challenges of employees and providing an opportunity for supervisors and employees to articulate future short and long-term goals. Accomplishments related to the promotion of diversity and inclusion in the workplace are explored and highlighted with each employee as part of this process.

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2. The Law Department is planning its 2024 Annual Awards celebration, scheduled to occur in December. The agency's Managing Attorney sent agency-wide correspondence announcing the formulation of an Awards Committee and a timeline for nominations (which will be collected in Q2). Among the awards for which nominations are considered will be the Jane M. Bolin Diversity Leadership Award – named after the first African American woman appointed to Assistant Corporation Counsel at the Law Department and first African American woman jurist in the United States. The Jane M. Bolin Diversity Leadership Award recognizes and celebrates the outstanding contributions made by an exceptional member of the Law Department in promoting and advocating the diversity goals of the Law Department.
  - a. In Q2, the award was given to the Chief of Municipal Finance and a well-deserving leader at the Law Department.
3. The DE&I Committee, in conjunction with the Quality of Work Life Committee (QWLC), is excited for the return of the Diversity Potluck Luncheon. Back by popular demand, these lunches allow Law Department colleagues to enjoy the history and delicacies from our various cultures and backgrounds. This year, employees are encouraged to bring in a dish, order food, or share recipes with their colleagues. Additionally, all Divisions and offices are encouraged to appoint a Potluck Coordinator. Potluck Lunches are scheduled for the week of November 18 – 22, 2024.
  - a. In Q2, the Law Department's DEI committee, in collaboration with QWLC, relaunched the Diversity Potluck Luncheon. This event provided an opportunity to reflect on and enjoy the diverse culinary traditions from our various cultures and backgrounds. All divisions, units, and borough offices were invited to designate a Potluck Coordinator to manage the event details, including dates, locations, and sharing photos of the luncheons. These pictures were featured in the agency's monthly newsletter, Sidebar, and/or displayed on the screens throughout the Law Department. The goal is to foster an environment where participants can gain new insights from colleagues through food and camaraderie.
4. During Q3, the Quality of Work Life Committee (QWLC), the Women's Committee, and a special planning committee actively planned and coordinated several initiatives including holding Women's History Month and Mental Health Awareness Month events, and planning Take A Child To Work Day, scheduled for April 24, 2025, Summer in the City, scheduled for May -August 2025 and the upcoming Staff Appreciation Breakfast, scheduled for June 11, 2025. These events which bring together employees and leaders from different backgrounds, divisions, and areas of experience and expertise, foster a work environment of inclusion and belonging.
5. The DEI committee continues to plan and host a variety of thoughtful and engaging speakers who share their cultural and professional experiences with our employees. During Q3, the Law Department welcomed a prestigious speaker for Black History Month. The committee is planning to welcome additional speakers for Asian American, Native Hawaiian & Pacific Islander Heritage Month, Jewish Heritage Month, and Pride Month.
6. During Q4, the Law Department's DEI committee continued to create opportunities for the workforce to increase their cultural competency and reflect alongside their colleagues on the diverse heritages, histories, and accomplishments of persons represented in the workforce and in the City at large. In celebration of Asian American, Native Hawaiian, and Pacific Islander

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(AANHPI) Heritage Month, the Law Department honored the rich history, leadership, and contributions of AANHPI communities. This year's theme, *"A Legacy of Leadership and Resilience,"* reflected the enduring impact of AANHPI individuals on the nation's cultural, social, and political landscape. Resources were circulated agency-wide about historical and contemporary figures who helped shape our society. These individuals exemplify the resilience and influence of the AANHPI community in fields ranging from public service and engineering to the arts and business. As part of the observance, the Diversity, Equity & Inclusion Committee hosted two special events. On May 22nd, the *Celebrity Alumni Series* featured Commissioner and Chief Administrative Judge of OATH. On May 29th, the Committee held a *Chair Yoga* session led by a mindfulness and emotional resilience coach, promoting wellness and self-care.

7. During Q4, in recognition of Jewish American Heritage Month, the Law Department honored the rich cultural, historical, and societal contributions of Jewish Americans. First established by presidential proclamation in 2006, this observance provides an opportunity to reflect on the achievements, resilience, and enduring legacy of the Jewish community in the United States, while also acknowledging the challenges of antisemitism and discrimination. To commemorate the occasion, the DEI Committee, in collaboration with the Professional and Organizational Development Office, hosted a CLE program. The session explored restitution and World War II art, highlighting ongoing efforts toward cultural restoration and memory.
8. During Q4, in observance of Juneteenth, the Law Department recognized the historical significance of the day marking the end of slavery in the United States. Juneteenth commemorates June 19, 1865, when Union troops arrived in Galveston, Texas, and announced the freedom of the last enslaved African Americans, more than two years after the Emancipation Proclamation was issued. Now a federal holiday, Juneteenth serves as a powerful reminder of African American resilience and the ongoing pursuit of justice and equality. Traditionally celebrated through community gatherings, cultural events, and educational activities, the day continues to highlight the importance of acknowledging all facets of American history and promoting racial equity. The DEI Committee circulated an agency-wide email with a list of curated resources and activities to support individual engagement and learning.
9. During Q4, in recognition of Caribbean American Heritage Month, the Law Department honored the rich cultural heritage and significant contributions of Caribbean Americans. This observance highlights the diverse backgrounds of individuals with roots in countries such as Jamaica, Haiti, Trinidad and Tobago, the Dominican Republic, and Barbados, among others. Caribbean American traditions, reflected in music, cuisine, literature, and celebrations like Carnival, have deeply influenced American culture and society. To commemorate the month, the DEI Committee hosted a celebratory event on June 24th featuring a renowned professor who presented on the history and cultural significance of Carnival in the Caribbean diaspora. The program also included a live steel pan performance, offering attendees an immersive experience into Caribbean musical traditions.

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10. During Q4, in recognition of Pride Month, the Law Department honored the history, achievements, and continued advocacy of the LGBTQIA+ community. Pride commemorates the 1969 Stonewall Uprising in New York City, a pivotal moment in the LGBTQIA+ rights movement, and serves as a time to celebrate progress while reaffirming the ongoing pursuit of equality, visibility, and inclusion. Throughout the month, attention was given to the vital contributions of LGBTQIA+ trailblazers in the legal community. Their leadership has advanced representation and equity within the legal profession and beyond. As part of the celebration, the DEI Committee hosted a special edition of its *Celebrity Alumni Series* on June 25th. The program featured distinguished alumni, two prominent leaders who participated in an engaging discussion on their careers, experiences, and the importance of inclusion in the legal field.
11. During Q4, the DEI Committee is actively engaged in planning and coordinating additional upcoming initiatives to recognize and celebrate a wide range of cultural and heritage observances. Preparations are underway for the following events:
  - a. Hispanic Heritage Month (September–October)
  - b. Italian Heritage Month (October)
  - c. National Disability Employment Awareness Month (October)
  - d. Potluck Week (November)
  - e. Diversity Cookbook Project (November)
12. During Q4, the DEI Committee is also planning to start a book club (with parameters and guidelines) and create a Diversity Cookbook, encompassing recipes from all cultures and heritages/backgrounds. The committee is aiming to publish/circulate it in time for Thanksgiving.
13. During Q4, the Law Department's Women's Committee actively planned and coordinated a series of upcoming initiatives, including:
  - a. Launching a community service collection to benefit Women in Need.
  - b. Organizing a summer book club.
  - c. Planning a panel and speaker event featuring Law Department alumni titled "*Growing Up Law Department.*"
  - d. Collaborating with the Professional Development Office to host a workshop and networking event.
  - e. Coordinating a Continuing Legal Education (CLE) session on New York City and reproductive rights following the Dobbs decision.
14. Exploring opportunities to host guest speakers from other citywide agencies and organizations.

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### III. Workforce Review and Analysis

#### I. Agency Headcount as of the last day of the quarter was:

Q1 (9/30/2024): 1,429      Q2 (12/31/2024): 1,505      Q3 (3/31/2025): 1,367      Q4 (6/30/2025): 1,367

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

☒ Yes    On (Date): November 6, 2024    ☒ Yes (again) on (Date): December 18, 2024    ☐ No

☒ NYCAPS Employee Self Service (by email; strongly recommended every year)

☒ Agency's intranet site

☒ On-boarding of new employees

☐ Newsletters and internal Agency Publications

#### III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS 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: 10/29/24    Q2 Review Date: 5/1/25    Q3 Review date: 5/1/2025    Q4 Review date: 07/24/2025

##### The review was conducted with:

☐ Agency Head

☐ Human Resources

☐ General Counsel

☒ Other EEO Officer

☐ Not conducted

☐ Agency Head

☒ Human Resources

☐ General Counsel

☒ Other EEO Officer

☐ Not conducted

☐ Agency Head

☒ Human Resources

☐ General Counsel

☒ Other EEO Officer

☐ Not conducted

☐ Agency Head

☒ Human Resources

☐ General Counsel

☒ Other EEO Officer

☐ Not conducted

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### IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2025

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2025.

#### A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. **[Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]**  
**Update and expand language access training for all staff who interact with members of the public.**

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

In addition to the targeted and consistent language access training in our most front-facing division, the Family Court Division, the Diversity & EEO Office has corresponded with additional divisions which comprise a significant usage percentage of language access services.

#### **Staff Training to Administer Language Access Services in the Tort and Administrative & Regulatory Law Divisions.**

Upon review and analysis of language access data from the Operations and Administration Divisions, the Diversity & EEO Office identified two additional front-facing divisions and discussed potential scenarios and unique circumstances which



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would encompass staff interaction with members of the public. In Q1, a Language Access Coordinator organized the distribution of “I Speak” cards to divisions and met with the training supervisors and support professionals to identify areas for training improvements. Meetings with the Tort Division resulted in a review of the documents used in each borough to coordinate depositions, particularly when plaintiffs need the assistance of an interpreter. Additionally, the training supervisors updated their training decks and manuals with streamlined procedures for ordering language access services.

The Office has also requested and obtained specific information from the Family Court Division regarding language access training for staff, including the frequency with which such trainings are given, the audience composition, specific slides and/or training materials disseminated, etc.

In Q2, one of the agency’s Language Access Coordinators met with Tort executives and supervisors to review the processes for securing interpretation services when conducting depositions, both with represented and pro se plaintiffs. The collaboration resulted in an exchange of each borough’s “going sheets” - the internal forms each borough uses to schedule depositions. The LAC and Tort staff identified possible sections for uniformity across the boroughs and discussed reinforcement of the processes in Tort training materials. The collaboration resulted in updated Tort orientation materials which reinforced the importance of meaningful access to language services to all.

### Workforce Goal/Initiative #1 Update:

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <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 |
| Q2 Update: | <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 |
| Q3 Update: | <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 |
| Q4 Update: | <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 |

2. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]  
Design a structured interviewing training program for civil service employees.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance

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**equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

### **Structured Interviewing Training for Staff Interviewing Applicants for Civil Service Positions**

The Law Department has a robust structured interviewing program for staff who interview applicants for attorney positions. This training is offered annually, and Legal Recruitment requires all interviewers to complete structured interviewing training on a biennial basis.

While there has been structured interviewing training in the past for staff interviewing applicants for civil service positions, there has not been a formal program. In Q1, the Administration Division, in collaboration with the Diversity & EEO Office and Legal Recruitment, have met to design and implement a structured interviewing training program specifically for civil service employees. Once finalized, the training program will be available to all Law Department employees and tailored to specific divisions without sacrificing the structured interviewing/EEO components.

In Q2, the Diversity & EEO Office continued meeting with Legal Recruitment and the Administration Division to design a structured interviewing training outline with practical hypotheticals and scenarios. After exchanging various structured interviewing resources amongst the offices and Administration Division, the first draft of the training deck is in progress.

In Q3, the training slides and materials for the Legal Recruitment and Administration structured interviewing training were finalized. The first delivery of structured interview training is tentatively scheduled for a date in April 2025.

As an update for Q4, due to staffing changes, the launch of this training will be delayed until early FY 2026. We look forward to completing this important workforce initiative in the coming months.

### **Workforce Goal/Initiative #2 Update:**

**Q1 Update:** ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
**Q2 Update:** ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

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Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☒ Delayed ☐ Deferred ☐ Completed

3. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]  
Promote DCAS programming and other available and accessible DEI resources to agency employees.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

### Training Initiative for Employees in Civil Service Titles.

In a focused effort to enhance the leadership, personnel management, and conflict resolution skills of both new and experienced managers in civil service titles, the Chief and Deputy of Administration launched an agency-wide training initiative to ensure that our managers are prepared to adapt to the evolving workplace and workforce. This initiative began in FY 2024 and was enhanced with the addition of monthly email correspondence from the Diversity Training Liaison, informing the agency of all upcoming available DCAS trainings.

### Quarter 1

The Law Department's Career Counselor circulated and held the following meetings/initiatives/trainings for employees to promote DCAS programming and Civil Service resources to agency employees:

| Date     | Notes  | Number of Attendees |
|----------|--|---------------------|
| 7/2/2024 | Earn Paralegal CLE with specialized programs | Agency email        |

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|                             |  |   |
|-----------------------------|--|---|
| 7/8/2024                    | Opportunity to be part of the NYC Trial Advocacy Jurors 2024 program on July 17th                | Email to 22 support professionals (recent hires and those who sought career counseling) |
| 7/9/2024                    | Opportunity to be part of the NYC Trial Advocacy Jurors 2024 program on July 17th                | Email to 14 support professionals (who responded to the "Earn Paralegal CLE" email)     |
| 7/9/2024                    | Civil Service Overview for College Intern Orientation  | 15  |
| 7/11/2024                   | Phone Etiquette  | 11  |
| 7/16/2024                   | NYC Civil Service Exams for July 2024 and Job Opportunities                                      | Agency email  |
| 7/25/2024                   | Bronx Tort and Family Court site visit   | 31 ACCs & Support Professionals + 7 on Zoom   |
| 7/29/2024<br>&<br>7/30/2024 | New Hire Orientation   | 2   |
| 7/31/2024                   | Internal Announcement-Budget Analyst (Administration) - JO644092                                 | Agency email  |
| 7/31/2024                   | New Supervisor Cohort - July Session   | 4   |
| 8/9/2024                    | Internal Announcement-Personnel Associate (Part-Time) - JO 645590                                | Agency email  |
| 8/12/2024<br>&<br>8/13/2024 | New Hire Orientation   | 3   |
| 8/23/2024                   | New Supervisor Cohort - August Session   | 3   |
| 8/30/2024                   | Internal Announcement-Paralegal- (Risk Management) - JO 646634                                   | Agency email  |
| 9/3/2024                    | September 2024 DCAS Civil Service 101 Info Sessions for City Employees - Virtual                 | Agency email  |
| 9/9/2024                    | September 2024 Civil ServiceNYC Civil Service Exams for September 2024 - Associate Staff Analyst | Agency email  |
| 9/9/2024 &<br>9/10/2024     | New Hire Orientation   | 3   |

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|           |  |              |
|-----------|--|--------------|
| 9/16/2024 | NYC Civil Service Exams for September 2024 and Job Announcements                           | Agency email |
| 9/19/2024 | Internal Announcement-Personnel System Assistant P/T (Admin & Human Resources) - JO 680156 | Agency email |
| 9/25/2024 | Internal Announcement-Paralegal- (Risk Management) - JO 646634                             | Agency email |
| 9/25/2024 | New Supervisor Cohort - September Session  | 7            |

### Quarter 2

| Date       | Notes   | Number of Attendees/Target Audience |
|------------|---|-------------------------------------|
| 10/10/2024 | Internal Announcement-Audit Clerk P/T - Clerical Associate L3 - Administration (JO 683158)  | Agency email                        |
| 10/10/2024 | MOPD posting - Audit Clerk P/T - Clerical Associate L3 - Administration   | MOPD                                |
| 10/18/2024 | NYC Civil Service Exams for October 2024  | Agency email                        |
| 10/23/2024 | Launched Mid-Year Meetings for Support Professionals  | Coaches & Division Chiefs           |
| 10/29/2024 | New Supervisor Cohort - October Session   | 3                                   |
| 11/7/2024  | November 2024 Civil Service Exams **Computer Operations Manager** & Civil Service 101 Information Sessions                          | Agency email                        |
| 11/7/2024  | Sent individual emails to 2 employees eligible to take the promotional exam for Computer Operations Manager                         | 2                                   |
| 11/12/2024 | Internal Announcement-Payroll Clerk FT-Clerical Associate L3-Administration (JO 644723)   | Agency email                        |
| 11/13/2024 | UPDATED - November 2024 Civil Service Exams **Computer Operations Manager** & Civil Service 101 Information Sessions                | Agency email                        |
| 11/13/2024 | MOPD posting - Payroll Clerk FT-Clerical Associate L3-Administration  | MOPD                                |
| 11/14/2024 | Internal Announcement - Paralegal Aide, L2 (8 FT & 2 PT) & Clerical Associate, L3 (2 FT) - Family Court (JO 682999, 683037, 683034) | Agency email                        |

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|                        |  |                      |
|------------------------|--|----------------------|
| 11/15/2024             | MOPD posting - Paralegal Aide, L2 (8 FT & 2 PT) & Clerical Associate, L3 (2 FT) - Family Court   | MOPD                 |
| 11/15/2024             | Internal Announcement- P/T Timekeeping and Payroll Coordinator L1- Administration  | Agency email         |
| 11/15/2024             | MOPD posting - P/T Timekeeping and Payroll Coordinator L1- Administration (JO 688261)  | MOPD                 |
| 11/15/2024             | Internal Announcement- Benefits Coordinator (JO 688254)  | Agency email         |
| 11/15/2024             | MOPD posting -Benefits Coordinator   | MOPD                 |
| 11/18/2024             | Internal Announcement- Deputy Personnel Chief (JO 688045)  | Agency email         |
| 11/18/24 & 11/19/2024  | New Hire Orientation   | 2                    |
| 11/19/2024             | 2024 DCAS Training Expo emails to coaches  | Email to Coaches     |
| 11/20/2024             | Internal Announcement-Clerical Associate Level 3 - PT-Bronx (JO 688070)  | Agency email         |
| 11/20/2024             | 2024 DCAS Training Expo (Dec 3 to 6 and Dec 9 to 11) - Registration Deadline Nov 26  | Email to Supervisors |
| 11/20/2024             | Queens Family Court Site Visit   | 12                   |
| 11/21/2024             | Internal Announcement-Assistant Director of Application Services (JO 689425)   | Agency email         |
| 11/25/2024             | MOPD posting -Clerical Associate L3-PT-Bronx   | MOPD                 |
| 11/25/2024             | MOPD posting -Assistant Director of Application Services   | MOPD                 |
| 12/3/2024              | Mentorship Program Celebration   | 25                   |
| 12/3/2024 - 12/11/2024 | DCAS Expo - 43 professional development classes taken by 39 employees, some of whom took multiple classes, amounting to 82 course completions. | 39                   |
| 12/16/2024             | December Civil Service 101 Information Session for City Employees - Wednesday, December 18   | Agency email         |
| 12/18/2024             | Bringing Inspirational Leadership Part 1   | 28                   |
| 12/19/2024             | NYC Civil Service Exams for December 2024  | Agency email         |

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### Quarter 3

During Q3, the Law Department's Career Counselor circulated the following agency-wide communications and hosted the following programs wherein DCAS programming and/or civil service resources were promoted:

| Date                  | Event/Topic   | Notes   |
|-----------------------|---|---|
| 1/13/2025             | New Hire Orientation  | 1   |
| 1/27/2025             | New Hire Orientation  | 1   |
| 2/5/2025              | Civil Service discussion with Operations                      | 50  |
| 2/13/2025             | Mentorship Program Information Session                        | 28 people attended (+ event organizers from Professional Development and Career Counseling)   |
| 3/24/2025 & 3/25/2025 | New Hire Orientation  | 2   |
| 3/26/2025             | Civil Service Overview Presentation for Support Professionals | 163   |
|                       | Agency-wide Communications                                    | <p>20 Job Postings on the Mayor's Office for People with Disabilities (MOPD) Job Board.</p> <p>21 "Internal Announcement - Job Opportunity" emails were sent to all support professionals regarding open positions.</p> <p>3 Civil Service Exam emails to the agency.</p> <p>1 Career Counseling Newsletter email to Support Professionals.</p> |

### Quarter 4

During Q4, the Law Department's Career Counselor circulated the following agency-wide communications and hosted the following programs wherein DCAS programming and/or civil service resources were promoted:

| Date      | Notes   | #s |
|-----------|---|----|
| 4/7 & 4/8 | New Hire Orientation                                    | 1  |
| 4/10/2025 | Administration Supervisor Training - Cultivating Morale | 25 |

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|             |  |    |
|-------------|--|----|
| 4/21 & 4/22 | New Hire Orientation   | 5  |
| 4/23/2025   | April Supervisor Cohort Meeting on Difficult Conversations   | 4  |
| 5/1/2025    | Career Skills Mentorship Circle  | 9  |
| 5/5 & 5/6   | New Hire Orientation   | 3  |
| 5/12/2025   | Information Session on Support Professional Evaluations (Rating Period: May 1, 2024 to April 30, 2025) | 34 |
| 5/14/2025   | Information Session on Support Professional Evaluations (Rating Period: May 1, 2024 to April 30, 2025) | 52 |
| 5/15/2025   | Information Session on Support Professional Evaluations (Rating Period: May 1, 2024 to April 30, 2025) | 34 |
| 5/19/2025   | New Hire Orientation   | 4  |
| 5/22/2025   | May Supervisor Cohort Meeting on Feedback  | 5  |
| 6/9/2025    | College Aide/Intern Orientation  | 34 |
| 6/10/2025   | Administration Supervisor Training - Team Building   | 24 |
| 6/16/2025   | New Hire Orientation   | 5  |
| 6/25/2025   | Mentorship Program - Smart Start: Elevating Your Career Goals  | 18 |

### **Workforce Goal/Initiative #3 Update:**

**Q1 Update:** ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
**Q2 Update:** ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
**Q3 Update:** ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
**Q4 Update:** ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☒ Completed

#### **4. Efforts to reduce Workforce underutilization:**

**Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.**



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The Diversity & EEO Office's Q1 review of the Workforce Dashboard revealed underutilization in the Managers and Building Services work groups. As a result of the recurring underutilization in Hispanic Managers, the agency's Legal Recruitment Office has added the University of Puerto Rico to its list of prospective schools to which it directs outreach. It has also extended outreach to bar associations with significant Hispanic membership and representation. Additionally, with respect to the underutilization of women in the Building Services, the Diversity & EEO Office meets regularly with the Administration Division to brainstorm strategies to increase representation of women in this application pool, including targeting recruitment efforts to various associations and organizations with substantial female representation.

The Diversity & EEO Office's Q2, and Q3 review of the Workforce Dashboard revealed underutilization in one demographic category in the Managers and Building Services work groups. No new areas of underutilization have arisen. The Diversity & EEO Office continues to strategize with the Administration Division, particularly Human Resources, via regularly scheduled communications regarding targeted recruitment and outreach efforts.

During Q4, the Underutilization/Dashboard Review Meeting held on 7/24/25. We discussed opportunities to restore prior successful pipeline efforts and build new efforts to create a diverse and qualified support professional pipeline. EEO, Human Resources and Legal Recruitment discussed strategies via internship programs and making contacts with universities and colleges to increase knowledge of legal and legal support careers at the Law Department, to attract candidates and re-attract persons who have interned with us already. To address underutilization, we discussed the long-term nature of the pipeline to manager positions and the continuation of efforts to enhance legal recruitment of entry-level and lateral hires as a way to support the manager pipeline. This is being done via email communication plans to share information about the Law Department to the community at large and visiting other city agencies. For example, during Q4, some of our professionals visited OATH to speak about Law Department careers and functions. The office is also promoting vacancies on social media.

### **B. Workplace:**

**Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).**

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### 1. [Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]

**Goals to enhance DEI and EEO in the Workplace for FY 2025 include:**

- a. Enhance communication through internal channels such as agency-wide notifications, agency newsletter, employee resource committees, and updating the intranet and public website.
- b. Increase professional development opportunities for legal and support professionals.
- c. Increase training opportunities and information dissemination on topics such as employees with disabilities, age and gender inclusion, neurodiversity, etc.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?**

#### Quarter 1

- The Law Department's Diversity Training Liaison disseminates information to the agency regarding the DCAS trainings offered at no cost to the agency. The agency's training liaisons have also distributed agency-wide correspondence informing employees of how to register for no cost DCAS trainings through NYCityLearn, which was implemented in September 2024. Since the inception of disseminating this information to employees agency-wide, the Diversity & EEO Office has experienced a substantial increase in the number of employees requesting to register and attend these trainings (specifically three times more registration requests).
- In Q1, the agency's Diversity Training Liaison circulated the agency's Gender-Neutral Language Guidelines on a monthly basis to all new hires. The guidelines are distributed in conjunction with the EEO overview training deck as part of new employees' onboarding process.
- On August 26, 2024, the Diversity & EEO Office, in collaboration with the Managing Attorney and Operations, formally revised the Office Manual in accordance with equal treatment for religious observances. This revision provides equal time off for observance of all religions.
- In an effort to improve camaraderie, and physical and mental health in the workplace, the Law Department's Quality of Work-Life Committee (QWLC) implored ongoing initiatives throughout Q1 including:

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- Weekly Walking Club and Running Club to engage colleagues.
  - Coordinating “Summer in the City” events - a series of sporting events across the boroughs to connect colleagues across divisions and support our New York City teams! The events in Q1 included:
    - Citi Field, Queens – Mets game: Minnesota Twins versus New York Mets
    - Yankee Stadium, Bronx – Yankees game: Cleveland Guardians versus Yankees
    - Red Bull Stadium, Harrison, NJ – Woman’s Soccer game: Utah Royals versus Gotham FC
- Future “Summer in the City” events will include and NY Knicks and Brooklyn Nets basketball games.
- On September 18, 2024, the QWLC circulated an agency-wide “People and Places in Your Neighborhood” - an initiative to introduce colleagues across divisions and introduce places and events in areas located near agency offices. The goal is to build community and strengthen connections at the Law Department. Three (3) colleagues, including the Deputy Chief of Facilities of the Outer Boroughs, a Clerical Associate III in the Administration division, and a Clerical Associate III in the Brooklyn Tort division, were spotlighted and shared their favorite parts of working for the Law Department, fun facts about themselves, and more! QWLC continues to plan more “People and Places in Your Neighborhood,” to showcase more inspiring colleagues to the Law Department and promote belonging.
  - The QWLC is proposing monthly mindfulness sessions hosted by various employees including the Director of Legal Recruitment, Family Court’s Co-Chief of Training, and an ACC in the Administrative Law Division. The sessions will run for no more than twenty minutes on Zoom. They will alternate between seated meditations (focusing on different mindfulness methods) and mindful movements (yoga practices focusing on gentle movement, body awareness methods, and simple breath work). The programs will be designed for all attendees, including those who have never practiced meditation before. QWLC will pilot this program for three months and seek feedback. If the program is successful, QWLC will continue administering the program. The tentative schedule for this pilot program is November 13, 2024, December 11, 2024, and January 8, 2025.
  - QWLC is also planning a plant swap amongst colleagues to promote and strengthen connections at the Law Department.
  - The Law Department’s Innovation and Strategy Council (ISC) is actively collaborating with the Chief Diversity, M/WBE, and EEO Officer on several key initiatives, including the Breaking Down Silos project within the Law Department, the Green Initiative, and the Mobile Lawyers Initiative. Additionally, five (5) ISC members are participating in the AI Working Group, contributing across various subgroups. A project proposal to develop training videos on select technologies is currently under discussion and in progress. In September 2024, an ISC member also presented at a panel for newly appointed Assistant Corporation Counsels (ACCs).

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- The Law Department administers a robust mentoring program with the goals of supporting professional development, career advancement, creating an inclusive workplace environment, and promoting allyship. The Mentorship Program continued its activity in Q1 including:

|                     |           |             |
|---------------------|-----------|-------------|
| Mentorship check-in | 7/31/2024 | 2 attendees |
| Mentorship check-in | 8/12/2024 | 2 attendees |
| Mentorship check-in | 9/19/2024 | 2 attendees |

### Quarter 2

- The Law Department's Quality of Work-Life Committee (QWLC) continued ongoing initiatives including:
  - Weekly Walking Club and Running Club
    - The QWLC Walking Club resumed its walks in City Hall Park (formerly Battery Park City) on Tuesdays, Wednesdays, and Fridays during lunchtime. All participants are welcome to join. The purpose of the Walking Club is to promote both physical and mental well-being. The group completes two brisk laps around the park, with a change of direction after the first lap. As weather conditions fluctuate, participants are encouraged to dress appropriately and consult with their doctor before starting any exercise program.
  - Monthly Mindfulness sessions
    - QWLC launched the Monthly Mindfulness sessions hosted and led by various colleagues throughout the agency. The virtual programs will run no more than 20 minutes and participants will alternate between seated meditations (focusing on different mindfulness methods) and mindful movements (yoga practices focusing on gentle movements, body awareness methods, and simple breath work). The program was designed for any level including those who have never practiced meditation before. Two sessions occurred on November 13 and December 11, 2024.
  - Coordinating "Ball in the Fall" event - a series of sporting events across the boroughs to connect colleagues across divisions and support our New York City teams!
    - QWLC invited colleagues to watch the Brooklyn Nets play the Indiana Pacers at Barclays Center on December 4, 2024, after work. Ticket prices and purchase links were circulated agency-wide via e-mail. Colleagues were encouraged to connect to coordinate selecting seating sections and purchasing tickets.
- The Law Department's Innovation and Strategy Council (ISC) continues in actively collaborating with the Chief Diversity, M/WBE, and EEO Officer on the Breaking Down Silos project within the Law Department, the Green Initiative, and the

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Mobile Lawyers Initiative. ISC's chairperson has met with the Executive Committee to discuss status of suggestions. Additionally, five (5) ISC members are actively working on the AI Working Group, and contributing across various subgroups. A project proposal to develop training videos on select technologies is currently under discussion and in progress. The proposal will be submitted to the committee Executive upon completion.

- The Law Department administers a robust mentoring program with the goals of supporting professional development, career advancement, creating an inclusive workplace environment, and promoting allyship. The Mentorship Program continued its activity in Q2 including:

|                     |            |             |
|---------------------|------------|-------------|
| Mentorship check-in | 10/9/2024  | 2 attendees |
| Mentorship check-in | 10/22/2024 | 2 attendees |
| Mentorship check-in | 12/5/2024  | 3 attendees |

- In Q2, the Administration continues working closely with Human Resources and our Career Counselor, to schedule in-house trainings for employees who would like to further enhance their leadership and technology skill in areas such as Microsoft 365 applications (Outlook, Word, PowerPoint, Excel, Teams), Structured Interviewing and Avoiding Implicit Bias, Effective Interviewing, Effective Presentations, etc. These are all crucial skills for our future leaders.
- Additionally, the Administration Division participated in the Staff Training Initiative sponsored by DCAS to provide new training opportunities for all managers, supervisors, and team leaders. This initiative is aimed at advancing, supporting, and developing staff members who have managerial and supervisory responsibilities through innovative and interactive training sessions. Furthermore, the Administration Division's Deputy Chief of Administration has encouraged employees to participate in the upcoming DCAS training, Essential Skills for Leaders.

### Quarter 3

- The Law Department's Quality of Work-Life Committee (QWLC) organized the following:
  - o Mindfulness Breaks, with sessions held on January 8, 2025 and March 12, 2025. Initially a pilot program, the Mindfulness Breaks have now been adopted as a monthly program, providing all employees with the opportunity to engage in a 20-minute program of meditation and reflection.
  - o Promotion of "People and Places in Your Neighborhood" initiative via an agency-wide email on February 7, 2025. This initiative is intended to introduce colleagues across divisions by matching them with places and events in areas located near Law Department offices. The goal is to build community and strengthen connection between employees at the Law Department.

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- Coordination of Summer in the City for the 2025 calendar year. The committee contacted several New York City area sports ticket agents to explore partnership opportunities and secure access to events for Law Department employees.
- The Running and Walking Clubs held meetings with the Committee Chairs to plan for their relaunch during the warmer months of Q4. New promotional flyers were developed to support the relaunch for both clubs.
- The Law Department's Professional and Organizational Development Office launched a new cycle of its mentorship program. The 2025 Mentorship Program Informational Session was held on February 13, 2025 with 37 participants. The formal start of the 2025 Mentorship cycle was on March 26, 2025, at a session drawing 50 attendees. Additionally, one-on-one mentoring meetings were conducted on March 21, 2025, and will continue informally between mentors and mentees.

### Quarter 4

- The Law Department's Quality of Work-Life Committee (QWLC) organized the following:
  - Summer in the City, an initiative to connect with colleagues across divisions, get outside, and enjoy New York City teams at sports events across the city! Sporting events this quarter include:
    - May 29<sup>th</sup> – Women's Basketball at Barclays Center, Brooklyn, NY – Golden State Valkyries vs. New York Liberty
    - June 7<sup>th</sup> – Women's soccer at the Red Bull Stadium, Harrison, NJ - Kansas City Current vs. Gotham FC
    - June 26<sup>th</sup> – Baseball at Citi Field, Queens, NY – Atlanta Braves vs. NY Mets
  - People in Your Neighborhood, an initiative intended to introduce colleagues across divisions and introduce places and events in areas located near Law Department offices. The goal is to build community and strengthen connection at the Law Department. The Law Department's QWLC continued this initiative and circulated an agency-wide email on June 12<sup>th</sup>.
  - Reactivation of the Walking and Running Clubs
    - The Law Department's QWLC reactivated the Lunchtime Social Walking Club this quarter. This initiation encourages short bursts of exercise to support a healthier body and mind. Lunchtime walks took place multiple times during the week. In addition, the QWLC Running Club was also reactivated this quarter. The Running Club meets weekly and will remain active through the spring, summer, and fall seasons.
  - Mental Health Awareness Month
    - The Law Department's QWLC initiated the Mental Health Awareness Month for the month of May. The theme for this year is "Rooted in Community". QWLC and colleagues have coordinated events in May to raise awareness, create opportunities to build community, and provide access to resources. The events include the following:
      - May 7<sup>th</sup> – WorkWell NYC presents: Creating Supportive Connections (hybrid event)
      - May 14<sup>th</sup> – Monthly Mindfulness Meditation break (virtual event)

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- May 21<sup>st</sup> – Plant Swap initiative with special guests from NYC Parks Green Thumb (hybrid event)
  - May 28<sup>th</sup> – WorkWell NYC presents: Mindful Movements (hybrid event)
  - May 29<sup>th</sup> – EAP presents: Emotional Intelligence & Mental Health Resources (virtual event)
- Staff Appreciation Breakfast
  - The Law Department's QWLC hosted the annual agency-wide Staff Appreciation Breakfast and/or Lunch during the week of June 7<sup>th</sup>.
- During Q4, QWLC actively planned and coordinated several initiatives in preparation for upcoming programs.
  - Summer in the City sports games
  - New afterwork gaming club open to Law Department employees
- The Law Department's Professional and Organizational Development Office hosted several events as part of its Mentoring Program. On April 29th, the Law School/Higher Education Circle session was held, with 12 participants in attendance. This was followed by the Career Skills Circle session on May 1st, which engaged 16 participants.
- On June 25th, the Law Department's Professional and Organizational Development Office presented *Smart Start – Elevating Your Career Goals* as part of the Career Skills Circle series, drawing 25 participants. In addition, Mentee Check-in sessions were conducted during the quarter.

### Workplace Goal/Initiative #1 Update:

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <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 |
| Q2 Update: | <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 |
| Q3 Update: | <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 |
| Q4 Update: | <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 |

2. [Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]  
Increase professional development opportunities for legal and support professionals.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

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## Quarter 1

- The Law Department's Professional & Organizational Development Office held two (2) Mentorship Program sessions:
  - August 8, 2024 – Career Skills Circle (9 participants)
  - September 13, 2024 – Guest Speaker on Law School Admissions with Ella Mae Estrada (39 participants)
- The Coaching Collaborative consists of experienced members of the Law Department who, in addition to their primary roles in the agency, serve as Coaches to their divisions. Each division is represented by at least one Coach. The Coaches meet six (6) times per year to discuss ways to enhance the work environment by examining how to improve feedback, supervision, work management, and relationships within each division. Members of the Collaborative are available to listen and to help employees exercise appropriate judgment to deal with challenging workplace issues. Coaches are also available to discuss career progression plans and self-evaluations upon request. The Coaching Collaborative serves as both a resource to employees as they strive toward excellence and as a valuable resource to the agency's diversity and EEO initiatives. The Collaborative also maintains a SharePoint site with resources and materials for agency employees.
  - The Law Department's Professional & Organizational Development Office held one (1) Coaching Collaborative session on September 24, 2024, with twenty-one (21) participants.
- The Training Consortium is a group of lawyers and support professionals who meet every 3 - 4 months to share ideas and resources. During FY 2024, the Consortium met on three occasions and discussed training topics (planned and/or implemented) such as email and phone etiquette, writing workshops, legal ethics, neurodiversity in the workplace, and support professional and attorney interview evaluations (in collaboration with the Coaching Collaborative).
  - The Law Department's Professional & Organizational Development Office held three (3) Training Consortium meetings:
    - August 15, 2024 – Training Consortium Meeting (13 participants)
    - August 20, 2024 – Training Consortium Follow-Up Meeting (12 participants)
    - September 26, 2024 – Training Consortium Committee for Supervisor Training Meeting (11 participants)
- The Law Department's Professional & Organizational Development Office held four (4) Continuing Legal Education (CLE) courses:
  - July 23, 2024 – CLE – New HIPAA Rules for Reproductive Health Care (127 participants)
  - August 20, 2024 – CLE – The NUC Campaign Finance Program and Related Jurisprudence (124 participants)
  - September 11, 2024 – CLE – EEO Training for Entry Class ACCs (53 participants)
  - September 17, 2024 – CLE – Intellectual Property Basics for City Attorneys (145 participants)



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- The Law Department's Professional & Organizational Development Office held seven (7) Supervisory Cohort Sessions with about 5 to 8 supervisors in attendance per session on July 31<sup>st</sup>, August 5<sup>th</sup>, 12<sup>th</sup>, 23<sup>rd</sup>, 27<sup>th</sup>, September 23<sup>rd</sup> & 26<sup>th</sup>.
- The Law Department's Professional & Organizational Development Office held the following programs for Lateral Onboarding:
  - August 6, 2024 - Lateral Cohort Orientation – Ethics/COIB (13 participants)
  - August 21, 2024 – Lateral Cohort Orientation – Top 10 Tips: Working with Your Supervisor (8 participants)

### **Quarter 2**

- The Law Department's Professional & Organizational Development Office held one (1) Mentorship Program session:
  - October 22, 2024 – Career Skills Circle (13 participants)
- The Law Department's Professional & Organizational Development Office held one (1) Coaching Collaborative session on November 19, 2024, with twenty-two (22) participants.
- The Law Department's Professional & Organizational Development Office held one (1) Training Consortium meetings:
  - December 5, 2024 – Training Consortium Meeting (15 participants)
- The Law Department's Professional & Organizational Development Office held three (3) Continuing Legal Education (CLE) courses:
  - October 15, 2024 – CLE – Let's Try to Be Civil: The City's Civil Service System (130 participants)
  - November 19, 2024 – CLE – Representation Rundown for Agency Counsel (134 participants)
  - December 17, 2024 – CLE – Indemnification, Events on City Property and Waivers (156 participants)
- The Law Department's Professional & Organizational Development Office held three (3) Supervisory Cohort Sessions with about 5 to 6 supervisors in attendance per session on October 28<sup>th</sup> and (twice) on October 29<sup>th</sup>, 2024.
- The Law Department's Professional & Organizational Development Office held a Supervisor Training: Bringing Leadership Part 1 with 31 supervisors in attendance on December 18, 2024.

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- The Law Department's Professional & Organizational Development Office held the following programs for Lateral Onboarding and Check-Ins:
  - October 28, 2024 – Lateral Check-In (2 participants)
  - October 31, 2024 – Lateral Check-In (2 participants)
  - November 14, 2024 – Lateral Check-In (4 participants)
  - December 18, 2024 – Lateral Check-In (2 participants)
  - December 19, 2024 – Lateral Check-In (2 participants)
  - December 2, 2024 – Lateral Onboarding (3 participants)
- The Law Department's Diversity Training Liaison held a Mandatory EEO Supervisor Training with 44 supervisors in attendance on November 6, 2024.

### **Quarter 3**

- The Law Department's Professional & Organizational Development Office continued to support employee growth through coaching. The agency's Coaching Collaborative engaged in a skills-building discussion, "Role of a Coach/Expectations/Traits", held on February 26, 2025, with 15 agency coaches in attendance. Additionally, two routine Coaching Collaborative meetings took place on February 5, 2025 and March 4, 2025, drawing 19 and 27 participants respectively. Individual coaching sessions were also conducted throughout Q3, totaling 11 sessions, with a combined total of 23 participants.
- The Law Department's Professional & Organizational Development Office continued its Supervisor Training Initiative, "Bringing Inspirational Leadership". Two Supervisor Cohorts were formed. Supervisory Cohort #1 was held across 4 sessions in February 2025, engaging a total of 29 participants. Supervisory Cohort #2 followed in March 2025, with another 4 sessions that engaged 32 participants.
- The Law Department's Professional and Organizational Development Office facilitates training and onboarding sessions for support professionals. On March 11, 2025, a Support Professional Onboarding session was held for 2 new employees.
- The Law Department's Professional and Organizational Development Office hosted a Training Consortium Meeting on March 26, 2025 which brought together 15 participants to discuss training needs and initiatives.

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- The Law Department's Professional and Organizational Development Office offered the following CLE courses during Q3:
  - Leading Legal Teams: Enhancing Belonging Strategies in Practice, held on January 28, 2025 - 128 participants.
  - Lessons Learned from Defending the City Before Litigation Begins, held on February 25, 2025 -135 participants.
  - The Rules of Rulemaking, held on March 25, 2025 – 169 participants.
- The launch of a Mandatory Ethics Training for support professionals was conducted on February 13, 2025, with 500 participants in attendance. A second session was held on March 12, 2025, engaging 152 participants.

### Quarter 4

- The Law Department's Professional and Organizational Development Office conducted several Coaching Collaborative events. On April 15th, an Orientation and Refresher Session was held, with 13 participants in attendance. Additionally, 2 Coaching Collaborative meetings took place during the quarter, drawing 25 and 23 participants, respectively.
- On May 6th, the Law Department's Professional and Organizational Development Office hosted a Coaching Collaborative session featuring a guest speaker, which was attended by 21 participants. A joint meeting between the Coaching Collaborative and the Training Consortium was also held on June 11th, with 26 participants in attendance.
- Furthermore, the Professional and Organizational Development Office conducted 8 coaching sessions throughout the quarter. Each session included approximately 2 to 4 participants.
- The Law Department's Professional and Organizational Development Office conducted 7 Supervisory Cohort sessions. A total of 54 participants attended these sessions.
- The Law Department's Professional and Organizational Development Office conducted 6 New Support Professional Orientations with a total of 37 participants across all sessions.
- The Law Department's Professional and Organizational Development Office facilitated several Continuing Legal Education (CLE) sessions, including:
  - *Challenging and Defending Environmental Regulations*
  - *2025 New York Civil Practice Update CLE*
  - *Guidance on Making Appointments in NYC*
  - *2025 Citywide Privacy Protection Policies and Protocols Update*

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- The Law Department's Professional and Organizational Development Office held 7 Bar Check-in sessions, with approximately 2 – 3 participants per session and a Bar coaching session was with 2 participants.
- The Law Department's Professional and Organizational Development Office conducted 2 Administration Division Leadership Training sessions. The first, titled *Cultivating Morale and Trust: Building an Engaged Team Culture*, was held and included 25 participants. The second session, *Team Building: Fostering Collaboration and Enhancing Team Effectiveness*, was attended by 30 participants.
- Additionally, the Law Department's Professional and Organizational Development Office hosted the *Conflict of Interest Board and Ethics & Compliance Training: Complying with Chapter 68 at the Law Department* with 171 participants in attendance.
- On June 26th, the Law Department's Professional and Organizational Development Office conducted *Evaluation Training for Supervisors and ACCs*, which was attended by 45 participants.

### Workplace Goal/Initiative #2 Update:

|            |                                  |                                      |   |                                  |                                   |   |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|---|
| Q1 Update: | <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            |
| Q2 Update: | <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            |
| Q3 Update: | <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            |
| Q4 Update: | <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 |

3. [Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]  
Increase training opportunities and information dissemination on topics such as employee with disabilities, age and gender inclusion, neurodiversity, etc.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

Quarter 1

## **LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report**

- On September 18, 2024, the Law Department's Diversity Training Liaison in collaboration with the Professional & Organizational Development Office held Part 1 of the Diversity, Equity, Inclusion and Belonging Discussions for Entry Class ACCs, for fifty-three (53) attendees. Some discussion topics included equity v. equality, inclusion v. belonging, privilege and power, and DEIB terms and resources. Surveys revealed the training was well-received and related to the work we do on behalf of a diverse City.
- The Law Department's Professional & Organizational Development Office, DEI Committee, and Diversity Training Liaison are planning a program on disabilities and neurodivergence (scheduled for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters).

### **Quarter 2**

- In October 2024, the Law Department recognized National Disability Employment Awareness Month (NDEAM) to commemorate the many contributions of people with disabilities to America's workplace and economy. The theme for 2024 was, "Access to Good Jobs for All." On October 23, 2024, the DEI committee hosted a virtual panel discussion to talk about Silent Disabilities. These disabilities that are not apparent to the naked eye, but are very real and equally as important. The DEI committee hosted guest speakers Haley Moss, Esq., an attorney, neurodiversity expert, and author, along with Torcha Jeffrey, Manager of Career Services at MOPD's NYC:ATWORK. The virtual panel successfully garnered engagement with 89 participants. Additionally, the Mayor's Office of People with Disabilities website was circulated agency-wide to provide additional information and resources.
- On November 18, 2024, four (4) employees from the Law Department's Diversity and EEO Office, and Professional & Organizational Development Office attended the UConn | Wells Fargo: Neurodiversity Initiative Design Workshop
- The Law Department's Women's Committee is organizing the annual Women's History Month to be held in March 2025, and is working on identifying speaker(s) for the event, conducting research on a film viewing, and brainstorming other events including a community service event.
- The Law Department's Women's Committee is planning a CLE regarding NYC and reproductive rights post-Dobbs decision to be held in April 2025. This involves working with the Legal Counsel and Appeals divisions within the agency, and inviting speaker(s) from other agencies, potentially including the Department of Health and Mental Hygiene (DOHMH) and Health and Hospitals (H+H).

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- The Law Department's EEO Office will coordinate with DCAS launch the mandatory DCAS training on the new NYCityLearn training portal, Everybody Matters: EEO and Diversity Inclusion agency-wide in January 2025. The training course supports the mandates under Local Law 121 and Local Law 14 in the City Charter and provides all City employees with a framework to understand the importance of diversity and inclusion and how to develop the skills needed to create an inclusive environment where all employees, clients, vendors, and visitors are included. The curriculum for this fundamental course covers an introduction to EEO principles, workplace harassment and discrimination, including harassment and discrimination based on age, diversity & inclusion, and racial equity.

### **Quarter 3**

- The Women's Committee led an initiative in recognition of American Heart Month by inviting colleagues to participate in "Wear Red Day" on February 7, 2025. The effort aimed to raise awareness about heart disease, the leading cause of death for both women and men, and to promote overall wellness. Informational resources on heart health and prevention strategies were shared agency-wide. Additionally, red ribbon pins were distributed to participants to show support for the cause.
- The Women's Committee hosted its annual Women's History Month event on March 19, 2025. This year's theme, "Moving Forward Together: Women Educating and Inspiring Generations." To commemorate the occasion, the Committee organized a panel discussion featuring the historic trio of the 80th, 81st, and 82nd Corporation Counsels of the City of New York, Georgia Pastana, the Hon. Sylvia Hinds-Radix, and Muriel Goode-Trufant. These distinguished leaders have significantly reshaped the landscape of legal leadership in New York City, breaking centuries-old barriers and serving as trailblazers for future generations.
- The Women's Committee has been engaged in planning and coordinating several upcoming initiatives. These include organizing a CLE program focused on New York City and reproductive rights in the wake of the Dobbs decision. Planning is currently underway in collaboration with the Legal Counsel division, with outreach to the Appeals division in progress. The Women's Committee is also exploring the possibility of inviting guest speakers from partner agencies such as DOHMH and H+H. In addition, the Women's Committee is considering a number of tentative initiatives, including a community service event to collect donations benefiting Women in Need (WIN), the launch of a book club, and a cultural outing to the Morgan Library to view an exhibit on Belle da Costa Greene.
- In preparation for Mental Health Awareness Month in May 2025, QWLC actively planned and coordinated upcoming programming. The committee successfully secured guest speakers and organized a series of events designed to promote mental health awareness and support employee well-being.

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## Quarter 4

- The Law Department's EEO Officer circulated an agency-wide Notice of Workplace Lactation Law on June 18<sup>th</sup>.
- The Law Department's Women's Committee actively planned and coordinated a series of upcoming initiatives, including:
  - Launching a community service collection to benefit Women in Need.
  - Collaborating with the Professional Development Office to host a workshop and networking event.
  - Coordinating a Continuing Legal Education (CLE) session on New York City and reproductive rights following the Dobbs decision, planned for June.
    - Exploring opportunities to invite guest speakers from external agencies such as the Department of Health and Mental Hygiene (DOHMH) and Health + Hospitals (H+H).
- The Law Department's QWLC initiated the Mental Health Awareness Month for the month of May. The theme for this year is Rooted in Community. QWLC and colleagues have coordinated events in May to raise awareness, create opportunities to build community, and provide access to resources. The events include the following:
  - May 7<sup>th</sup> – WorkWell NYC presents: Creating Supportive Connections (hybrid event)
  - May 14<sup>th</sup> – Monthly Mindfulness Meditation break (virtual event)
  - May 21<sup>st</sup> – Plant Swap initiative with special guests from NYC Parks Green Thumb (hybrid event)
  - May 28<sup>th</sup> – WorkWell NYC presents: Mindful Movements (hybrid event)
  - May 29<sup>th</sup> – EAP presents: Emotional Intelligence & Mental Health Resources (virtual event)
- The Law Department's Community Service Committee supported the Family Court Division's Youth Leadership Council by organizing a book collection drive. From June 16th to June 24th, books suitable for age groups ranging from infants to young adults were collected to benefit the program.

### Workplace Goal/Initiative #3 Update:

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <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 |
| Q2 Update: | <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 |
| Q3 Update: | <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 |
| Q4 Update: | <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 |

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### 4. [Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

#### Workplace Goal/Initiative #4 Update:

|            |                                  |                                      |                                  |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

### 5. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe them, including the dates when the activities occurred.

#### Quarter 1

- On July 23, 2024, the Law Department, in collaboration with WorkWell NYC, hosted an in-person program at the 100 Church Street office location called: “Julydration” Hydration Station. This event encouraged employees to stay hydrated, keep cool, and engage in summer self-care. Fruit and herb-infused water was served. Water recipes and fun tips were shared with all colleagues who attended.
- The Law Department’s DE&I Committee is in the planning stages for cultural events and programs scheduled for Q2 including:
  - o October 2024
    - Hispanic Heritage Month: “Pioneer for Change: Shaping the Future Together”



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- On October 11, 2024, the Law Department will welcome Cuban Social Dance and Visual Artist, Carlos Mateu, to share his expertise by teaching a traditional dance. The Cuban Dance Party will be open to all employees and will occur in a hybrid format, providing attendees an in-person and virtual tutorial.
- The DE&I Committee will also circulate resources to visit cultural institutions and documentaries that indulge in the magnificent delicacies of the Hispanic and Latino culture.
- Italian American Heritage Month
  - On October 3, 2024, the DE&I Committee will circulate an agency-wide email, inviting all employees to celebrate the people, culture and history of Italians and Italian-Americans. This year, the DE&I Committee will host the First Italian Heritage Month Celebration with a Fireside Chat feature the Law Department Alum. Hon. Anthony Cannataro, who will speak about his journey from the Law Department to NYS Court of Appeals. The program will occur on October 31, 2024, in a hybrid (in-person and virtual) format.
  - Throughout the month of October 2024, the DE&I Committee will also circulate resources with information about the history of Italian Heritage Month, and events in and around the City, such as the Italian American Museum in NYC that is reopening in the month of October 2024.
- National Disability Employment Awareness Month: “Access to Good Jobs for All”
  - On October 1, 2024, the DE&I committee circulated an agency-wide email, inviting all employees to recognize National Disability Employment Awareness Month (NDEAM) to commemorate the many contributions of people with disabilities to America’s workplaces and economy. The DE&I committee will host a panel discussion to talk about Silent Disabilities. These are disabilities that are not apparent to the naked eye but are very real and equally as important.
  - The program will occur October 23, 2024, in-person and/or virtually, featuring guest speakers, attorney, neurodiversity expert and author, Haley Moss, Esq., and Torcha Jeffrey, Manager for Career Services at NYC Work.
- The Law Department’s Women’s Committee met during Q1 to plan the following programs and events:
  - Breast Cancer Awareness Month
    - October 21, 2024 - Breast Cancer Walk in honor of all those who have battled breast cancer and to call attention to the need for prevention and early detection. Pink ribbon pins will be distributed, and attendees are encouraged to wear pink. The pink ribbon is the universal symbol of breast cancer awareness and serves as a symbol of support and hope. The event is scheduled to occur during the lunch hour.
    - November 12, 2024 - The virtual program will cover breast cancer prevention and diagnosis, featuring insights from Carla Bianco Biagini, a breast cancer survivor and prevention advocate, as well as Donna Gerstle, a leading breast cancer researcher and expert.

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- Bring Your Child to Work program/event - in collaboration with QWLC for 2025.
- CLE: NYC & Reproductive Rights Post-Dobbs decision - in collaboration with Professional & Organizational Development Office

### **Quarter 2**

- On October 21, 2024, the Law Department's Women's Committee held a Breast Cancer Awareness Walk around City Hall Park with about 35 participants. The walk was to honor all who have battled breast cancer and to call attention to the need for prevention and early detection. In commemoration, participants were encouraged to wear pink. Pink ribbon pins, the universal symbol of breast cancer awareness that serves as a sign of support and hope, were distributed.
- On November 12, 2024, the Law Department's Women's Committee held a Breast Cancer Awareness Virtual Panel that discussed breast cancer prevention and diagnosis as well as offer the perspective on breast cancer survivor. Resources were shared with participants. The panel presentation included guest speaker, Donna Gerstle, Director and Principal Investigator of the Staten Island Breast Cancer Research Initiative at the College of Staten Island/CUNY. Additionally, the website for AfroPink, an organization highlighted by guest speaker Carla Bianco Biagini, a Breast Cancer Survivor and Prevention Advocate, was provided.
- The Law Department's Women's Committee is organizing the annual Women's History Month to be held in March 2025, and is currently identifying speaker(s) for the event, conducting research on a film viewing, and brainstorming other events including a community service event.
- As previously mentioned, the Law Department's Women's Committee is planning a CLE regarding NYC and reproductive rights post-Dobbs decision to be held in April 2025. This involves working with the Legal Counsel and Appeals divisions within the agency, and inviting speaker(s) from other agencies, potentially including DOHMH and H+H.
- The Law Department's Women's Committee continues to work on Bring Your Child to Work program/event to be held on April 24, 2025.
- From September 15<sup>th</sup> to October 15<sup>th</sup>, 2024, the Law Department celebrated the history, culture, contributions and diversity of Hispanic Latino Americans. Hispanic Heritage Month allowed Law Department employees the opportunity to explore the rich history and the contributions made by Hispanics and Latino people throughout the world. This year, the theme for Hispanic Heritage Month was: "Pioneers of Change: Shaping the Future Together." The Law Department's DEI committee welcomed Cuban Social Dance and Visual Artist, Carolos Mateu, who shared his expertise by teaching participants a traditional dance during a hybrid event.

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Hispanic and Latin heritage resources, including information on cultural institutions, documentaries, and educational videos, were circulated agency-wide.

- As previously mentioned, in October 2024, the Law Department recognized National Disability Employment Awareness Month (NDEAM) to commemorate the many contributions of people with disabilities to America's workplace and economy. The theme for 2024 was, "Access to Good Jobs for All." On October 23, 2024, the DEI committee hosted a virtual panel discussion to talk about Silent Disabilities. These disabilities that are not apparent to the naked eye, but are very real and equally as important. The DEI committee hosted guest speakers Haley Moss, Esq., an attorney, neurodiversity expert, and author, along with Torcha Jeffrey, Manager of Career Services at MOPD's NYC:ATWORK. The virtual panel successfully garnered engagement with 89 participants. Additionally, the Mayor's Office of People with Disabilities website was circulated agency-wide to provide additional information and resources.
- On October 31, 2024, the Law Department celebrated the people, culture, and history of Italian-Americans. This year, the DEI committee hosted the first Italian-American Heritage Month Celebration, which featured a hybrid Fireside Chat with Law Department alum. Hon. Anthony Cannataro. During the event, he shared his journey from the Law Department to the NYS Court of Appeals. Additionally, Italian heritage resources, including local events and education articles, were circulated agency-wide.
- As mentioned previously, the Law Department's DEI committee, in collaboration with QWLC, relaunched the Diversity Potluck Luncheon. Potluck lunches were held during the week of November 18<sup>th</sup> to 22<sup>nd</sup>, 2024. This event provided an opportunity to reflect on and enjoy the diverse culinary traditions from our various cultures and backgrounds. All divisions, units, and borough offices were invited to designate a Potluck Coordinator to manage the event details, including dates, locations, and sharing photos of the luncheons. These pictures were featured in the agency's newsletter, *Sidebar*, and/or displayed on the screens throughout the Law Department. The goal is to foster an environment where participants can gain new insights from colleagues through food and camaraderie.
- The Law Department's DEI committee is planning for Black History Month for February 2025.

### Quarter 3

- The Law Department's DEI Committee held "*A Conversation with NYS Attorney General Letitia James*", a true trailblazer. AG James is the first woman of color to be elected to statewide office and the first woman to be elected as Attorney General of New York State. This virtual program moderated by the Corporation Counsel was well-attended.

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- The DEI committee circulated information and resources to commemorate Black History Month 2025 and its recognition of “African Americans and Labor,” which underscores the significant role Black workers have played in shaping the social, economic, and cultural development of the United States. The DEI Committee is also actively planning and coordinating initiatives for several upcoming observances. These include an Earth Day program in collaboration with other committees in April 2025; programming for Jewish Heritage Month and Asian American, Native Hawaiian, and Pacific Islander Heritage Month in May 2025; and events recognizing Pride Month, Juneteenth, and Caribbean Heritage Month in June 2025.
- The Women’s Committee announced the return of the Law Department’s participation in “Take a Child to Work Day”, which will take place on April 24, 2025. This initiative is made possible through the efforts of the dedicated “Take a Child to Work Day” planning committee. “Take a Child to Work Day” is a nationally recognized event designed to introduce students to the workplace and inspire them to explore diverse career paths. By exposing students to a professional environment, the program emphasizes the importance of education and encourages them to envision their future goals. It also fosters peer interaction and shared learning experiences among participants. The event will feature a full day of programming from 8:30 AM to 5:00 PM, welcoming school-aged children from kindergarten through twelfth grade. Planned activities include visits to a courthouse and meetings with a judge, a mock trial, arts and crafts, office tours, and opportunities to engage with City employees from various agencies. Efforts are underway to provide programming in borough offices as well.

### **Quarter 4**

- The Law Department hosted Take a Child to Work Day, which took place on Thursday, April 24, 2025. Special thanks to the Take a Child to Work Day Planning Committee for their efforts in organizing this meaningful event. Take a Child to Work Day is a national initiative designed to introduce students to the workplace, helping them explore career paths and understand the importance of education. It serves as an opportunity to inspire young participants to dream big, connect with peers, and engage with professionals across various roles and agencies. The event featured a full day of programming from 8:30 a.m. to 5:00 p.m. and was open to school-aged children in kindergarten through twelfth grade. Staff are encouraged to contribute any amount of time they can, even if only for an hour. Planned activities included:
  - A courthouse visit and meeting with a judge
  - A mock trial exercise
  - Office tours
  - Arts and crafts
  - Interactions with City employees from various agencies

The Law Department’s DEI committee continued to create opportunities for the workforce to increase their cultural competency

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and reflect alongside their colleagues on the diverse heritages, histories, and accomplishments of persons represented in the workforce and in the City at large. In celebration of Asian American, Native Hawaiian, and Pacific Islander (AANHPI) Heritage Month, the Law Department honored the rich history, leadership, and contributions of AANHPI communities. This year's theme, "A Legacy of Leadership and Resilience," reflected the enduring impact of AANHPI individuals on the nation's cultural, social, and political landscape. Resources were circulated agency-wide about historical and contemporary figures who helped shape our society. These individuals exemplify the resilience and influence of the AANHPI community in fields ranging from public service and engineering to the arts and business. As part of the observance, the Diversity, Equity & Inclusion Committee hosted two special events. On May 22nd, the Celebrity Alumni Series featured Commissioner and Chief Administrative Judge of OATH. On May 29th, the Committee held a Chair Yoga session led by a mindfulness and emotional resilience coach, promoting wellness and self-care.

In recognition of Jewish American Heritage Month, the Law Department honored the rich cultural, historical, and societal contributions of Jewish Americans. First established by presidential proclamation in 2006, this observance provides an opportunity to reflect on the achievements, resilience, and enduring legacy of the Jewish community in the United States, while also acknowledging the challenges of antisemitism and discrimination. To commemorate the occasion, the DEI Committee, in collaboration with the Professional and Organizational Development Office, hosted a CLE program. The session explored restitution and World War II art, highlighting ongoing efforts toward cultural restoration and memory.

In observance of Juneteenth, the Law Department recognized the historical significance of the day marking the end of slavery in the United States. Juneteenth commemorates June 19, 1865, when Union troops arrived in Galveston, Texas, and announced the freedom of the last enslaved African Americans, more than two years after the Emancipation Proclamation was issued. Now a federal holiday, Juneteenth serves as a powerful reminder of African American resilience and the ongoing pursuit of justice and equality. Traditionally celebrated through community gatherings, cultural events, and educational activities, the day continues to highlight the importance of acknowledging all facets of American history and promoting racial equity. The DEI Committee circulated an agency-wide email with a list of curated resources and activities to support individual engagement and learning.

In recognition of Caribbean American Heritage Month, the Law Department honored the rich cultural heritage and significant contributions of Caribbean Americans. This observance highlights the diverse backgrounds of individuals with roots in countries such as Jamaica, Haiti, Trinidad and Tobago, the Dominican Republic, and Barbados, among others. Caribbean American traditions, reflected in music, cuisine, literature, and celebrations like Carnival, have deeply influenced American culture and society. To commemorate the month, the DEI Committee hosted a celebratory event on June 24th featuring a renowned professor who presented on the history and cultural significance of Carnival in the Caribbean diaspora. The program also included a live steel pan performance, offering attendees an immersive experience into Caribbean musical traditions.

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In recognition of Pride Month, the Law Department honored the history, achievements, and continued advocacy of the LGBTQIA+ community. Pride commemorates the 1969 Stonewall Uprising in New York City, a pivotal moment in the LGBTQIA+ rights movement, and serves as a time to celebrate progress while reaffirming the ongoing pursuit of equality, visibility, and inclusion. Throughout the month, attention was given to the vital contributions of LGBTQIA+ trailblazers in the legal community. Their leadership has advanced representation and equity within the legal profession and beyond. As part of the celebration, the DEI Committee hosted a special edition of its Celebrity Alumni Series on June 25th. The program featured distinguished alumni, two prominent leaders who participated in an engaging discussion on their careers, experiences, and the importance of inclusion in the legal field.

The DEI Committee is actively engaged in planning and coordinating additional upcoming initiatives to recognize and celebrate a wide range of cultural and heritage observances. Preparations are underway for the following events:

Hispanic Heritage Month (September–October)

Italian Heritage Month (October)

National Disability Employment Awareness Month (October)

Potluck Week (November)

Diversity Cookbook Project (November)

The DEI Committee is also planning to start a book club (with parameters and guidelines) and create a Diversity Cookbook, encompassing recipes from all cultures and heritages/backgrounds. The committee is aiming to publish/circulate it in time for Thanksgiving.

The Law Department's Women's Committee actively planned and coordinated a series of upcoming initiatives, including:

Launching a community service collection to benefit Women in Need.

Organizing a summer book club.

Planning a panel and speaker event featuring Law Department alumni titled "Growing Up Law Department."

Collaborating with the Professional Development Office to host a workshop and networking event.

Coordinating a Continuing Legal Education (CLE) session on New York City and reproductive rights following the Dobbs decision.

Exploring opportunities to host guest speakers from other citywide agencies and organizations.

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### C. Community and Equity, Inclusion and Race Relations:

**Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Race Relations included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).**

#### 1. **[Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]**

Continue publishing community, equity, inclusion and race relations resources for agency staff, including accessible, underutilized resources such as Seramount and Catalyst.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

The EEO Office, due in part to its participation in the Gender Equity Interagency Partnership, has identified some available and underutilized resources. For example, Seramount – a professional services and research firm dedicated to advancing high-performing, inclusive workplaces by providing comprehensive, employee-focused and talent solutions; and Catalyst. These organizations provide resources, such as training, informational materials, and knowledge bursts to employees. The EEO Office has shared these resources with the agency and will also continue to utilize and share these resources for training, workplace engagement, effectiveness, access, and EEO-related goals.

- In Q1, the Diversity Training Liaison completed GEIP's survey on DEI resources provided to the City, noting that Seramount and Catalyst were particularly helpful in providing scholarly information about DEI in the workplace. A GEIP Interagency Partnership meeting is scheduled for October 2024 to explore additional methods to promote available DEI resources.
- In Q2, the Diversity & EEO Office circulated the 2025 Diversity Calendar from Seramount with a notation for employees and supervisors be mindful of these celebrations throughout the agency, especially when scheduling meetings, trainings, etc.

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- Unfortunately, Q2 marked the end of the City's subscription with Catalyst but Catalyst continues to offer some free articles and other resources to City employees.
- In Q3, the EEO Office is reviewing up-to-date information and trends regarding EEO-related resources and will focus on identifying information to publish which promotes continued engagement, effectiveness, and access in the workplace.
- For Q4, the DEI committee has shared various communications and promoted several events and resources aimed at increasing our employees' competencies and awareness of diversity, equity and inclusion in our internal and external facing work.

### Community/Equity/Inclusion Goal/Initiative #1 Update:

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <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 |
| Q2 Update: | <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 |
| Q3 Update: | <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 |
| Q4 Update: | <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 |

### 2. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan] Increase agency participation with M/WBEs.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

- The agency will continue to expand its outreach efforts to various organizations.

Ongoing planned activities include:



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- Training on M/WBE and Procurement processes
- Production of promotional/information materials for use at outreach events such as M/WBE Conference
- Collaboration with citywide agency partners to support new and innovative approaches to expanding M/WBE opportunities
- Promotion of NYC Small Business Services resources to prospective M/WBE enterprises

### **Quarter 1**

- The Diversity & EEO Office continues to participate on Requests for Proposals committees to secure contracts with staffing firms for legal services. The Law Department's Diversity Training Liaison and Assistant EEO Officer continues participating in the RFP Panel that includes:
  1. Reviewing eleven (11) proposals
  2. Pre-Evaluation Meetings with the RFP Panel
    - a. Review, score and select proposals to identify finalists to interview
    - b. Conduct a structured interviewing review of interview questions
  3. Participating in seven (7) RFP interviews of legal staffing firms (two of which are M/WBEs)  
Interviews with the seven finalists are scheduled to occur in Q2.
- The Law Department's Chief Diversity, M/WBE & EEO Officer and Agency Chief Contracting Officer (ACCO) continue to attend the Asylum-Seekers' Related Procurement / EPWG (Emergency Procurement Working Group) meetings on a weekly basis. This Quarter they attended a total of 13 meetings.
  - July 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>, 2024
  - August 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>, 2024
  - September 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 2024
- The Law Department's Agency Chief Contracting Officer (ACCO) is scheduled to attend the MWBE event on November 4, 2024, on behalf of the agency.

### **Quarter 2**

- The Law Department's Chief Diversity, M/WBE & EEO Officer and/or Agency Chief Contracting Officer (ACCO) continue to attend the Asylum-Seekers' Related Procurement / EPWG (Emergency Procurement Working Group) meetings on a weekly basis. This Quarter, they attended a total of 12 meetings:

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- October 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>, 2024
- November 6<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>, 2024
- December 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 2024

- The Law Department's Agency Chief Contracting Office (ACCO) attended the M/WBE event on November 4, 2024 on behalf of the agency.

### Quarter 3

- The Law Department's Chief M/WBE Officer and/or Agency Chief Contracting Officer (ACCO) continue to attend EPWG (Emergency Procurement Working Group) meetings on a weekly basis. This Quarter, they attended a total of 12 meetings.
  - January 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>, 2025
  - February 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>, 2025
  - March 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>, 2025
- The Law Department's Agency Chief Contracting Office (ACCO) attended the M/WBE event on March 12, 2025 on behalf of the agency.

### Quarter 4

- The Law Department's Chief M/WBE Officer and/or Agency Chief Contracting Officer (ACCO) continue to attend EPWG (Emergency Procurement Working Group) meetings on a weekly basis. This Quarter, they attended a total of 12 meetings.
  - April 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>
  - May 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>
  - June 11<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>

### Community/Equity/Inclusion Goal/Initiative #2 Update:

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <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 |
| Q2 Update: | <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 |
| Q3 Update: | <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 |
| Q4 Update: | <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 |

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

3. **[Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]**  
Increase collaboration with other city agencies to provide substantive DEI and EEO programming.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

In FY 2024, in addition to working with MOPD and OCR to host “Spotlight” sessions, the Diversity and EEO Office is coordinating a mandatory Disability-Inclusive Training for all Law Department staff, especially those involved in the interview recruitment process. These efforts will continue in FY 2025.

### Quarter 1

- Throughout Q1, the Diversity Training Liaison and Assistant Director of Professional and Organizational Development are collaborating with the Department of Social Services Office of Equity and Inclusion to facilitate a DEI CLE for General Counsels across various City agencies. The CLE is scheduled to occur in Q3 in January 2025.
- On July 18, 2024, the Law Department’s Professional & Organizational Development Office in collaboration with the Department of Investigation (DOI), held the Corruption Prevention Training, with 142 attendees.
- On September 18, 2024, the Law Department’s Professional & Organizational Development Office in collaboration with OATH held a session on the Center for Creative Conflict Resolution presentation for Entry Class ACCs, with fifty-three (53) attendees.
- The Law Department’s Family Court Division attended the following Interagency meetings/events and community outreach:

| Date      | Event                                       | Location           | Borough   |
|-----------|---|--------------------|-----------|
| 7/11/2024 | Weekly Interagency Engagement/Outreach Call | Virtual-Teams      | Manhattan |
| 7/11/2024 | Brownsville Harmony Day                     | Hilltop Playground | Brooklyn  |

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|           |  |                                       |               |
|-----------|--|---------------------------------------|---------------|
| 7/15/2024 | Interagency efforts to prevent subway surfing          | Virtual                               | Manhattan     |
| 7/18/2024 | Youth Presentation for Prince 2 Kings Program          | Central Family Life Center            | Staten Island |
| 7/23/2024 | ATLAS Stakeholder meeting                              | Virtual                               |               |
| 7/24/2024 | Law Dept- ATLAS meeting                                | Virtual                               |               |
| 7/29/2024 | Interagency efforts to prevent subway surfing          | Virtual                               | Manhattan     |
| 7/30/2024 | Juvenile Referral Project Meeting (Lifesafers)         | Virtual                               | Manhattan     |
| 8/1/2024  | Weekly Interagency Engagement/Outreach Call            | Virtual                               | Manhattan     |
| 8/2/2024  | Citywide CAC Inter-agency Operating Committee (IAOC)   |                                       |               |
| 8/2/2024  | Back to School Event Excelsior Charter School          | Bedstuy Community Partnership Program | Brooklyn      |
| 8/6/2024  | National Night Out 26th precinct                       |                                       | Manhattan     |
| 8/6/2024  | National Night Out 32nd precinct                       |                                       | Manhattan     |
| 8/6/2024  | National Night Out 103rd precinct                      |                                       | Queens        |
| 8/6/2024  | National Night Out 107th precinct                      |                                       | Queens        |
| 8/6/2024  | National Night Out 84th precinct                       |                                       | Brooklyn      |
| 8/6/2024  | National Night Out 46th precinct                       |                                       | Bronx         |
| 8/6/2024  | National Night Out Staten Island (4 precincts)         |                                       | Staten Island |
| 8/6/2024  | National Night Out 5th precinct                        |                                       | Manhattan     |
| 8/6/2024  | National Night Out 44th precinct                       |                                       | Bronx         |
| 8/8/2024  | OCFS Meeting re: MCAC NY Accreditations                |                                       |               |
| 8/8/2024  | 120th Precinct Roll Call Training - No P&A Template    |                                       | Staten Island |
| 8/9/2024  | CAC IAOC Racial Equity Meeting                         |                                       |               |
| 8/9/2024  | 120th Precinct Roll Call Training - No P&A Template    |                                       | Staten Island |
| 8/12/2024 | Interagency efforts to prevent subway surfing by youth | Virtual                               |               |
| 8/14/2024 | Queens CAC Leadership                                  |                                       |               |
| 8/15/2024 | Weekly Interagency Engagement/Outreach Call            | Virtual                               |               |

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|           |  |   |                  |
|-----------|--|---|------------------|
| 8/16/2024 | CJI-Law Department   | Virtual                                       |                  |
| 8/17/2024 | Heal the Family Heal the Nation  |   | Brooklyn         |
| 8/22/2024 | Weekly Interagency Engagement/Outreach Call                            | Virtual                                       |                  |
| 8/26/2024 | Interagency efforts to prevent subway surfing by youth                 | Virtual                                       |                  |
| 8/28/2024 | OCFS Meeting re: MCAC NY Accreditations                                |   |                  |
| 8/28/2024 | National Senior Citizens Day   |   | Manhattan        |
| 8/30/2024 | CJI-Law Department PACT Program  | Virtual                                       |                  |
| 9/3/2024  | MTA, MTAPD, NYCPS, NYPD, LAW (Staten Island) subway surfing prevention | hybrid  | Staten Island    |
| 9/3/2024  | East NY CPP Meeting  | Virtual                                       | Brooklyn         |
| 9/4/2024  | DANY-LAW Dept Firearm Check-in   |   |                  |
| 9/4/2024  | Axon Integration Meeting   |   |                  |
| 9/4/2024  | Queens Hope- QCJC Presentation   | Virtual                                       | Queens (Virtual) |
| 9/5/2024  | Weekly Interagency Engagement/Outreach Call                            | Virtual                                       | Manhattan        |
| 9/6/2024  | CJI-Law Department, next steps on Family Conflict                      | virtual                                       |                  |
| 9/6/2024  | Back to School Event Hosted by Senator Cleare                          | Adam Clayton Powell Jr. State Office Building | Manhattan        |
| 9/9/2024  | Interagency efforts to prevent subway surfing                          | Virtual                                       | Manhattan        |
| 9/10/2024 | Safe Horizon CVAP- Law Dept  | Virtual                                       |                  |
| 9/10/2024 | Robbery Pilot Expansion- Queens South                                  | in person                                     | Queens           |
| 9/10/2024 | Comptroller BWC Compliance Meeting                                     |   |                  |
| 9/11/2024 | BX Leadership Meeting  | Virtual                                       | Bronx            |

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|              |  |           |                |
|--------------|--|-----------|----------------|
| 9/13/2024    | CompStat   | In person | Manhattan      |
| 9/18/2024    | DANY-LAW Dept Firearm Check-in   |           |                |
| 9/18/2024    | Patrol Boro Bronx- FCD Robbery Pilot                                   | in person | Bronx          |
| 9/20/2024    | FCD- ACS Family Assessment Program                                     | Virtual   |                |
| 9/23/2024    | Interagency efforts to prevent subway surfing                          | Virtual   | Manhattan      |
| 9/24/2024    | Lunch and Learn: Listening and Learning from Black Girls etc.          | Virtual   |                |
| 9/24/2024    | Robbery Pilot Expansion- Bronx   | In person | Bronx          |
| 9/25/2024    | ICC Quarterly Meeting- Mental Health Services                          | in person | Manhattan-DYCD |
| 9/25/2024    | Information Session: GOAL E Job Readiness Program                      | Virtual   | Brooklyn       |
| 9/25/2024    | DANY-LAW Dept Firearm Check-in   |           |                |
| 9/30/2024    | Columbia University Justice Ambassadors Orientation                    | Virtual   | Manhattan      |
| 9/30/2024    | University of Miami School of Law alumni gathering                     | in person | Manhattan      |
| 9/30/2024    | Bed Stuy CPP Monthly Meeting   | Virtual   | Brooklyn       |
| 9/16-26/2024 | Lifesavers Strategies Partnership Meetings (total 5)                   |           |                |
| 9/26-27/2024 | Institute for Innovation in Prosecution- Convening on Juvenile Justice | in person | Manhattan      |
| 9/3-30/2024  | HIDTA Gun Violence Strategies Partnership (Sept total 18)              | in person | Manhattan      |

### Quarter 2

- The Law Department's Family Court Division attended eighty-one (81) Community Meetings, including the following Interagency meetings/events and community outreach:

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

| Date       | Event  | Location  | Borough         |
|------------|--|-----------|-----------------|
| 10/1/2024  | East NY CPP Meeting  | Virtual   | Brooklyn        |
| 10/1/2024  | Columbia University Justice Ambassadors                          | in person | Manhattan       |
| 10/4/2024  | ACS FAP Resource Fair  | in person | Manhattan       |
| 10/7/2024  | Interagency efforts to prevent subway surfing                    | Virtual   | Manhattan       |
| 10/8/2024  | Columbia University Justice Ambassadors                          | in person | Manhattan       |
| 10/14/2024 | Interagency efforts to prevent subway surfing                    | Virtual   | Manhattan       |
| 10/9/2024  | Community Counseling and Mediation Site Visit                    | in person | Brooklyn        |
| 10/15/2024 | ACS/DYFJ - LAW Meeting re-detention                              | Virtual   |                 |
| 10/15/2024 | Columbia University Justice Ambassadors                          | in person | Manhattan       |
| 10/22/2024 | Columbia University Justice Ambassadors                          | in person | Manhattan       |
| 10/24/2024 | Lifesavers Strategies Partnership Meeting                        |           |                 |
| 10/24/2024 | Bed Stuy CPP Monthly Meeting                                     | Virtual   | Brooklyn        |
| 10/24/2024 | P.S.121X Lights on In Afterschool Family night                   | in person | Bronx           |
| 10/29/2024 | Columbia University Justice Ambassadors                          | in person | Manhattan       |
| 10/29/2024 | Safe Horizon- CVAP- Robbery Pilot                                | Virtual   |                 |
| 10/1-10/30 | HIDTA Gun Violence Strategies Partnership (Oct total <b>18</b> ) | in person | Manhattan       |
| 10/31/2024 | Weekly Interagency Engagement/Outreach Call                      | Virtual   | Manhattan       |
| 11/1/2024  | Project Restore Symposium  | Virtual   |                 |
| 11/6/2024  | Recruitment Panel Hofstra Law School                             | In Person | Long Island, NY |
| 11/12/2024 | Columbia University Justice Ambassadors                          | in person | Manhattan       |
| 11/18/2024 | Bushwick CPP Education Forum                                     | Virtual   | Brooklyn        |
| 11/15/2024 | Teen Day   | in person | Bronx           |
| 11/19/2024 | Columbia University Justice Ambassadors                          | in person | Manhattan       |
| 11/21/2024 | Patrol Borough Staten Island Robbery Pilot                       | in person | Staten Island   |
| 11/25/2024 | Patrol Borough Queens North                                      | in person | Queens          |

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|                  |   |                          |           |
|------------------|---|--------------------------|-----------|
| 11/26/2024       | OCFS Aftercare- Parent Workshop                                     | in person                | Brooklyn  |
| 11/1-11/27       | HIDTA Gun Violence Strategies Partnership (Nov total <b>13</b> )    | in person                | Manhattan |
| 12/3/2024        | Chief Michael LiPetri Crime Briefing to GVSP                        | in person                | Manhattan |
| 12/3/2024        | Lifesaver Strategies Partnership Pre-Meet                           | Virtual                  |           |
| 12/3/2024        | Columbia University Justice Ambassadors Presentation and Graduation | in person                | Manhattan |
| 12/4/2024        | ICC Annual Public Hearing   | in person at DYCD office | Manhattan |
| 12/5/2024        | Weekly Interagency Engagement/Outreach Call                         | Virtual                  | Manhattan |
| 12/5/2024        | CompStat  | in person                | Manhattan |
| 12/6/2024        | Patrol Borough Manhattan North                                      | in person                | Manhattan |
| 12/2/24-12/30/24 | HIDTA Gun Violence Strategies Partnership (Dec total <b>15</b> )    | in person/hybrid         | Manhattan |
| 12/11/2024       | NYPD ECMS API Working Group   | Virtual                  |           |
| 12/18/2024       | Chief Theresa Tobin Farewell Retirement Luncheon                    | in person                | Manhattan |
| 12/19/2024       | Crime Control Strategies Crime Briefing to GVSP                     | in person                | Manhattan |

### Quarter 3

- The Law Department's Family Court Division attended 117 Community Meetings, including 1 law school public interest panel, 5 school presentations, and the following Interagency meetings/events and community outreach:

| Date     | Event   | Location          | Borough   | Event Type   |
|----------|---|-------------------|-----------|--------------|
| 1/7/2025 | NDAA Youth Leadership Council   | In person         | Queens    | Presentation |
| 1/3-1/31 | Gun Violence Strategies Partnership Meetings ( <b>TOTAL 16</b> ) 9 in person, 7 virtual | In person/Virtual | Manhattan | Interagency  |
| 1/6/2025 | Center for Mediation Services   | Virtual           | Queens    | Interagency  |
| 1/8-1/22 | DANY CSU-MCU Gun Check In (1/8, 1/15, 1/22) <b>TOTAL 3</b>                              | Virtual           | Manhattan | Interagency  |



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|                 |   |                   |              |                     |
|-----------------|---|-------------------|--------------|---------------------|
| 1/10/2025       | Columbia University-Harlem Hospital Pediatric Residency                           | Virtual           | Manhattan    | Presentation        |
| 1/10-1/30       | Compstat (1/10, 1/16, 1/2, 1/30) <b>TOTAL 4</b>                                   | In Person         | Manhattan    | Interagency         |
| 1/13/2025       | Interagency Workgroup to Prevent to Subway Surfing                                | Virtual           | Manhattan    | Interagency         |
| 1/15/2025       | ECMS API Workgroup  | Virtual           | Citywide     | Interagency         |
| 1/16/2025       | Bushwick CPP Education Forum  | Virtual           | Brooklyn     | Community Meeting   |
| 1/16/2025       | Law Dept YLC  | Virtual           | Manhattan    | Presentation        |
| 1/16/2025       | 116th Precinct Community Council  | In person         | Queens       | Presentation        |
| 1/21/2025       | Bushwick CPP Monthly Meeting  | In person         | Brooklyn     | Community Meeting   |
| 1/23/2025       | Law Dept YLC  | In Person         | Brooklyn     | Presentation        |
| 1/27/2025       | Interagency Workgroup to Prevent to Subway Surfing                                | Virtual           | Manhattan    | Interagency         |
| 1/27/2025       | Bedford Stuyvesant CPP Meeting  | Virtual           | Brooklyn     | Community Meeting   |
| 1/28/2025       | ECMS API Workgroup  | Virtual           | Citywide     | Interagency         |
| 1/30/2025       | Law Dept YLC- SVU Discussion  | In Person         | Brooklyn     | Presentation        |
| 2/3-2/28        | HIDTA gun Violence Strategies Partnership <b>TOTAL 14</b> (6 in person 8 virtual) | In person/Virtual | Citywide     | Interagency         |
| 2/6-2/27        | Compstat (2/6, 2/13, 2/27) <b>TOTAL 3</b>   | In person         | Manhattan    | Interagency         |
| 2/4/2025        | HIDTA DANY Presentation on Ghost Guns   | Virtual           | Manhattan    | Interagency         |
| 2/4/2025        | OCFS Brentwood Residential Center   | In Person         | Dix Hills NY | Community Meeting   |
| 2/5-2/26        | DANY- FCD Gun Case Meeting (2/5, 2/19, 2/26) <b>TOTAL 3</b>                       | Virtual           | Manhattan    | Interagency         |
| 2/5/2025        | The Burlap Project  | Virtual           | Citywide     | Community Meeting   |
| 2/6/2025        | PILC Fair Table Talk  | Virtual           | Citywide     | Presentation        |
| <b>2/7/2025</b> | <b>Career Day Grant Avenue Elementary School</b>                                  | In person         | Bronx        | School Presentation |
| 2/11/2025       | NYPD DA API Workgroup   | Virtual           | Manhattan    | Interagency         |
| 2/11/2025       | Center for Mediation Services   | Virtual           | Queens       | Interagency         |
| 2/18/2025       | Bushwick CPP Monthly Meeting  | In person         | Brooklyn     | Community Meeting   |
| 2/20/2025       | Center for Community Alternatives   |                   |              | Community Meeting   |
| 2/19/2025       | CCRB  | Virtual           | Queens       | Community Meeting   |
| 2/24/2025       | Interagency Workgroup to Prevent to Subway Surfing                                | Virtual           | Manhattan    | Interagency         |

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|                    |   |                   |               |                     |
|--------------------|---|-------------------|---------------|---------------------|
| 2/24/2025          | Respect First- CJI  | Virtual           | Manhattan     | Community Meeting   |
| 2/25/2025          | Cybersexual Abuse Presentation-SVU Beginning with Children Charter School 2       | Virtual           | Brooklyn      | School Presentation |
| 2/25/2025          | NYPD DA API Workgroup   | Virtual           | Manhattan     | Interagency         |
| 2/26/2025          | HIDTA Crime Briefing  | Virtual           | Manhattan     | Interagency         |
| 2/27/2025          | GEMS Rachel Lloyd presentation to CST Monthly Meeting                             | Virtual           | Citywide      | Community Meeting   |
| 3/3-<br>3/31/2025  | HIDTA Gun Violence Strategies Partnership <b>TOTAL 14</b> (6 in person 8 virtual) | In person/Virtual | Manhattan     | Interagency         |
| 3/4/2025           | East New York Community Partnership   | In person         | Brooklyn      | School Presentation |
| 3/4/2025           | Cybersexual Abuse Presentation-SVU IS 187   | Virtual           | Brooklyn      | Interagency         |
| 3/4/2025           | NYPD-DA API Working Group (3/4, 3/18, 3/25) <b>TOTAL 3</b>                        | Virtual           | Citywide      | Interagency         |
| 3/6-<br>3/27/2025  | CompStat (3/6, 3/13, 3/20, 3/27) <b>TOTAL 4</b>                                   | In person         | Manhattan     | Interagency         |
| 3/7/2025           | FCD Brief Overview- SI CAC Presentation to Medical Residents                      | Virtual           | Staten Island | Presentation        |
| 3/10/2025          | New York Center for Interpersonal Development                                     | Virtual           | Citywide      | Community Meeting   |
| 3/10/2025          | HIDTA/NYPD Meeting to address Family Court VOP Process                            | In person         | Manhattan     | Interagency         |
| 3/12/2025          | East New York Parent Coordinator Brunch   | In person         | Brooklyn      | Community Meeting   |
| 3/12/2025          | CB14 18th Annual Youth Conference   | In person         | Brooklyn      | Tabling             |
| 3/12/2025          | FCD-DANY CSU Gun Meeting  | Virtual           | Manhattan     | Interagency         |
| 3/18/2025          | Bushwick Community Partnership Meeting  | In person         | Brooklyn      | Community Meeting   |
| 3/19/2025          | Canarsie Interborough Developmental and Consultation Center                       | In person         | Brooklyn      | Community Meeting   |
| 3/19/2025          | FCD-DANY CSU Gun Meeting  | Virtual           | Manhattan     | Interagency         |
| 3/19/2025          | Jamaica Community Partnership Meeting   | In Person         | Queens        | Community Meeting   |
| 3/21/2025          | Astor Collegiate Academy Career Day   | In Person         | Bronx         | School Presentation |
| 3/21/2025          | Career Day PS 5   | In Person         | Staten Island | School Presentation |
| 3/24/2025          | Queens BBC Meeting  | Virtual           | Queens        | Community Meeting   |
| 3/24/2025          | Introduction to PEDY  | Virtual           | Brooklyn      | Community Meeting   |
| 3/24-<br>3/27/2025 | Legal Week New York 2025 Conference   | In person         | Manhattan     | Community Meeting   |

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|           |   |           |               |                   |
|-----------|---|-----------|---------------|-------------------|
| 3/25/2025 | 120th Precinct Meeting                                | In person | Staten Island | Community Meeting |
| 3/26/2025 | HIDTA Presentation: Crime Control Strategies Briefing | In person | Manhattan     | Interagency       |
| 3/26/2025 | 116th Precinct Tour                                   | In person | Queens        | Community Meeting |
| 3/27/2025 | 103rd Precinct Meeting                                | In person | Queens        | Community Meeting |
| 3/31/2025 | Bedford Stuyvesant CPP Meeting                        | Virtual   | Brooklyn      | Community Meeting |

### Quarter 4

- The Law Department's Family Court Division attended 133 external community meetings (including 1 law school class lecture, 5 school presentations, and inaugural community action project by the Youth Leadership Council).

| Date      | Event  | Location  | Borough   | Event Type:       |
|-----------|--|-----------|-----------|-------------------|
| 4/1/2025  | East New York Community Partnership                      | Virtual   | Brooklyn  | Community Meeting |
| 4/1/2025  | Queens DA Community Affairs                              | Virtual   | Queens    | Community Meeting |
| 4/2-4/25  | Compstat (4/2,4/10,4/25) TOTAL 3                         | In person | Mant      | Interagency       |
| 4/3/2025  | 43rd PCT Tour Firearm Presentation                       | In person | Bronx     | Community Meeting |
| 4/3/2025  | Brooklyn North Compstat                                  | In person | Brooklyn  | Interagency       |
| 4/3/2025  | Weekly Interagency Outreach Meeting                      | Virtual   | Manhattan | Interagency       |
| 4/6/2025  | New York Crime Victims Candlelight Vigil                 | In person | Manhattan | Tabling           |
| 4/7/2025  | Columbia University Law School- FCD presentation         | In person | Manhattan | Presentation      |
| 4/7/2025  | Interagency Workgroup to Prevent to Subway Surfing       | Virtual   | Manhattan | Interagency       |
| 4/8/2025  | DANY CSU-FCD Gun Meeting (4/8, 4/17) TOTAL 2             | Virtual   | Manhattan | Interagency       |
| 4/8/2025  | Health and Wellness Fair                                 | In person | Brooklyn  | Tabling           |
| 4/8/2025  | 103rd Precinct Community Council Meeting                 | In Person | Queens    | Community Meeting |
| 4/9/2025  | Lela Watson- I am my sister                              | Virtual   |           | Community Meeting |
| 4/9/2025  | NYPD DA ECMS API Meeting (4/8, 4/22, 4/29) TOTAL 3       | Virtual   | Manhattan | Interagency       |
| 4/10/2025 | HSLEPS College & Career Day                              | In Person | Queens    | Career Day        |
| 4/10/2025 | 73rd precinct  | In person | Brooklyn  | Interagency       |
| 4/10/2025 | HIDTA Gun Violence Strategies Partnership TOTAL 14 (5 in | In person | Manhattan | Interagency       |

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|               |  |           |               |                   |
|---------------|--|-----------|---------------|-------------------|
|               | person 9 virtual)  |           |               |                   |
| 4/16/2025     | 24th precinct  | In person | Manhattan     | Interagency       |
| 4/16/2025     | NYC Bar Association Juvenile Justice Committee                               | Virtual   | Citywide      | Interagency       |
| 4/16/2025     | Jamaica Community Partnership Meeting  | In person | Queens        | Community Meeting |
| 4/21/2025     | Queens BBC Meeting   | In person | Queens        | Community Meeting |
| 4/21/2025     | Interagency Workgroup to Prevent to Subway Surfing                           | Virtual   | Citywide      | Interagency       |
| 4/22/2025     | NYC Bar Association Council on Children                                      | Virtual   | Citywide      | Interagency       |
| 4/23/2025     | Addiction Angel/Grand Union Holistic Solutions                               | Virtual   | Staten Island | Community Meeting |
| 4/24/2025     | 120th precinct community council meeting                                     | In person | Staten Island | Community Meeting |
| 4/24/2025     | Weekly Interagency Outreach Meeting  | Virtual   | Manhattan     | Interagency       |
| 4/28/2025     | Heart & Soul   | In person | Brooklyn      | Community Meeting |
| 4/28/2025     | Bed-Stuy Community Partnership   | Virtual   | Brooklyn      | Community Meeting |
| 4/28/2025     | MTA/NYPD Subway Surfing Presentation   | Virtual   | Citwide       | Interagency       |
| 4/28/2025     | NYC Law and DOE -Vincent DiGaetano Principal Bronx Alternate Learning Center | Virtual   | Bronx         | Interagency       |
| 4/29/2025     | Victim Assistance and Public Safety Expo-John Jay College                    | In Person | Manhattan     | Tabling           |
| 4/30/2025     | OCA Court Tour for Xaverian High School, sponsored by Judge Delizzo          | In person | Staten Island | presentation      |
| 4/30/2025     | HIDTA Presentations: Crime Control Strategies Briefing                       | Virtual   | Manhattan     | Interagency       |
| 5/1-5/30/2025 | Compstat (5/1, 5/8, 5/15, 5/22, 5/30) TOTAL 5                                | In person | Citywide      | Interagency       |
| 5/1-31/2025   | Gun Violence Strategies Partnerships TOTAL 19                                |           |               | Interagency       |
| 5/1/2025      | Bureau of Public Health Clinics Presentation for Brooklyn Partners           | Virtual   | Brooklyn      | presentation      |
| 5/1/2025      | Bronx District Attorney National Law Day presentation                        | In person | Bronx         | presentation      |
| 5/1/2025      | Youth Leadership Council   | In person | Brooklyn      | presentation      |
| 5/5/2025      | Fiver's Children's Foundation- SVU Cyber Sexual Abuse Workshop               | Virtual   | Manhattan     | presentation      |

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|             |   |           |           |                     |
|-------------|---|-----------|-----------|---------------------|
| 5/5/2025    | Interagency Coordinating Council Quarterly Meeting              | In person | Manhattan | Interagency         |
| 5/6/2025    | Pattern Meeting with PBMS, PBMN, PBBX                           |           |           | Interagency         |
| 5/6/2025    | East New York Community Partnership                             | In person | Brooklyn  | Community Meeting   |
| 5/6/2025    | Meeting with The Opportunity Hub                                | In person | Brooklyn  | Site Visit          |
| 5/7/2025    | 43rd Precinct Community Council Meeting                         | In person | Bronx     | Community Meeting   |
| 5/8/2025    | Youth Leadership Council  | In person | Brooklyn  | presentation        |
| 5/8/2025    | Queens Family Court Teen Day                                    | In person | Queens    | Tabling             |
| 5/9/2025    | Community Counseling and Mediation Open House                   | In person | Brooklyn  | Site Visit          |
| 5/9/2025    | I Am My Sister- Lela Watson                                     | Virtual   |           | Community Meeting   |
| 5/13/2025   | SVU Cyber Sexual Abuse presentation, Claremont International HS | Virtual   | Bronx     | School presentation |
| 5/15/2025   | Youth Leadership Council Final Presentation                     | In person | Manhattan | presentation        |
| 5/19/2025   | Bedford Stuyvesant CPP Meeting                                  | Virtual   | Brooklyn  | Community Meeting   |
| 5/19/2025   | Interagency Workgroup to Prevent to Subway Surfing              | Virtual   | Citywide  | Interagency         |
| 5/20/2025   | NYPD DA ECMS API Working Group (5/20 and 5/27)<br>TOTAL 2       |           |           |                     |
| 5/22/2025   | Weekly Interagency Outreach Meeting                             | Virtual   | Citywide  | Interagency         |
| 5/22/2025   | Kathryn A. McDonald awards for Family Court practitioners       | In person | Manhattan | Community Meeting   |
| 5/28/2025   | NYC Public Schools Youth Summit                                 | In person | Citywide  | Community Meeting   |
| 5/30/2025   | PS 121 Career Day   | In person | Queens    | School presentation |
| 6/2/2025    | Interagency Workgroup to Prevent to Subway Surfing              | Virtual   | Citywide  | Interagency         |
| 6/2/2025    | NY Counseling for Change  | Virtual   | Queens    | Community Meeting   |
| 6/2-30/2025 | HIDTA GVSP ( <b>Total 14</b> )                                  | In person | Citywide  | Interagency         |
| 6/3/2025    | Juvenile Crime Desk Meeting (6/3 and 6/23) TOTAL 2              |           | Citywide  | Interagency         |
| 6/3/2025    | ECMS API Working Group Meeting (6/3, 6/18) TOTAL 2              |           |           | Interagency         |
| 6/4/2025    | DANY-Law Gun Meeting (6/4, 6/11, 6/25) TOTAL 3                  |           |           |                     |
| 6/4/2025    | ECMS DA & Law Meeting   | In        | Citwide   | Interagency         |
| 6/5/2025    | Compstat (6/5, 6/12, 6/20, 6/26) TOTAL 3                        |           |           |                     |
| 6/9/2025    | Gun Violence Diversion discussion- Kings County District        | Virtual   | Brooklyn  | Interagency         |

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|           |  |           |          |                   |
|-----------|--|-----------|----------|-------------------|
|           | Attorney   |           |          |                   |
| 6/12/2025 | Queens Public Library Jackson Heights Branch       | In person | Queens   | Tabling           |
| 6/12/2025 | Brownsville Safety Alliance meeting                | In person | Brooklyn | Community Meeting |
| 6/12/2025 | 103 Pct Youth Symposium Anti-Gun Violence          | In person | Queens   | Community Meeting |
| 6/16/2025 | Interagency Workgroup to Prevent to Subway Surfing | Virtual   | Citywide | Interagency       |
| 6/17/2025 | Bushwick Community Partnership meeting             | In person | Brooklyn | Community Meeting |
| 6/17/2025 | Bed-Stuy Comfort Brew meeting                      | In person | Brooklyn | Community Meeting |
| 6/17/2025 | New York City Bar Association Council on Children  | Virtual   | Brooklyn | Interagency       |
| 6/20/2025 | Mayor's Office of Engagement/Outreach call         |           |          |                   |
| 6/25/2025 | Queens Public Library Central Location-Jamaica     | In person | Queens   | Tabling           |
| 6/25/2025 | FTA Pilot Community Roundtable                     | In person | Brooklyn | Community Meeting |
| 6/25/2025 | GVSP Crime Control Strategies Crime Briefing       | In person | Citywide | Interagency       |
| 6/25/2025 | FTAP Pilot Community Roundtable                    | Virtual   | Brooklyn | Community Meeting |
| 6/26/2025 | YLC Youth Empowerment Day and Book Drive           | In person | Queens   | Tabling           |

### Community/Equity/Inclusion Goal/Initiative #3 Update:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

#### 4. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

### Community/Equity/Inclusion Goal/Initiative #4 Update:

|            |                                  |                                      |                                  |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

### 5. Other Community programs and activities:

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred.

#### Quarter 1

- The Law Department's Community Service Committee (CSC) successfully organized a donation drive to support Team TLC, collecting over seven (7) boxes of children's clothing, shoes, stuffed animals, and backpacks.
- Additionally, a group of nine (9) employees from the Law Department's Community Service Committee volunteered at Heart & Soul's Monday Night Hospitality event. The Law Department volunteers assisted with distributing food and beverages, managing food service between the kitchen and the 'to-go' window, and welcoming diners while providing directions. The event was led and coordinated by a member of the Community Service Committee.

The Community Service Committee has several upcoming events pending and/or planned including:

- Volunteer opportunity with Encore Services is tentatively scheduled for October 26, 2024
- Shoe donation drive to benefit Soles4Souls is expected to run from October 28 to November 8, 2024
- 'Crafting Love' card decorating event, in November 2024 with dates to be determined
- Holiday Toy Drive will be organized to support the Department of Homeless Services (DHS)

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### **Quarter 2**

- In honor of the NYC Marathon that occurred on November 3, 2024, the Law Department's Community Service Committee hosted a shoe donation drive to benefit Soles4Souls, from October 28<sup>th</sup> to November 14<sup>th</sup>, 2024. All shoe styles and sizes were accepted, as long as they still had some "miles" in them. Multiple donation drop-off locations were set up across the borough offices. CSC successfully collected sixty (60) boxes worth of shoes which were delivered to Soles4Souls.
- On October 28<sup>th</sup> and November 18<sup>th</sup>, 2024, the Law Department's Community Service Committee organized volunteer events for entry class attorneys at God's Love We Deliver - an organization that provides meals and support to those in need.
- The Law Department's Community Service Committee invited colleagues to handcraft Thanksgiving, Winter Wishes, and/or Birthday cards for God's Love We Deliver, from November 11<sup>th</sup> to 15<sup>th</sup>, 2024. Employees of the Law Department successfully created ninety (90) holiday cards, which were personally hand-delivered to God's Love We Deliver.
- The Law Department's Community Service Committee hosted the annual Holiday Toy Drive to benefit NYC Department of Homeless Services (CHS), from November 15<sup>th</sup> to December 13<sup>th</sup>, 2024. The link to the DHS Holiday Toy Drive Wishlist was circulated agency-wide for those who want to contribute. This year marked the most successful drive yet, with a total of 277 toys donated to DHS.
- The Law Department's Community Service Committee is organizing the annual Souperbowl Donation Drive to benefit City Harvest, scheduled for February 7<sup>th</sup> to 21<sup>st</sup>, 2025. An agency-wide email will be sent to encourage colleagues to donate non-perishable and non-expired foods including, but not limited to, canned fruits and vegetables, canned proteins, boxed meals, canned and boxed soups, and family-sized hot and cold cereals. Multiple donation drop-off locations will be stationed in the borough offices.

### **Quarter 3**

- The Law Department's Community Service Committee (CSC) successfully hosted the fifth annual Law Department Souper Bowl Food Drive in support of City Harvest, New York City's largest food rescue organization. City Harvest serves approximately 1.2 million New Yorkers facing food insecurity and is dedicated to ending hunger across the city through food rescue and distribution, education, and innovative community-focused initiatives. This year's drive took place from February 7–28, 2025. CSC collected a total of 435 food items, significantly surpassing the original goal of 100 items. City Harvest collected the donations on March 31, 2025.
- CSC has been actively planning and coordinating a series of upcoming initiatives. These include an in-person volunteer event with Heart & Souls scheduled for April 28, 2025, and a donation drive benefiting the Animal Care Centers of NYC in June 2025. Additionally, CSC is exploring tentative events such as a glasses donation drive and an in-person volunteer opportunity with



## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

CHiPS.

### Quarter 4

- The Community Service Committee was pleased to offer another meaningful in-person volunteer opportunity. On Monday, April 28th, 10 Law Department volunteers returned to support *Monday Night Hospitality*, a program sponsored by Heart & Soul, which provides hot, nutritious meals to individuals in need. Meals are served in a restaurant-style setting to promote dignity and a welcoming atmosphere for all guests. Volunteers participated in various roles, including meal service, from 5:30 to 7:45 p.m. The event built on the success of our previous efforts and continued to strengthen our commitment to community engagement and service.
- As part of its ongoing commitment to community engagement, the Community Service Committee organized a volunteer opportunity with God's Love We Deliver (GLWD) on Thursday, May 22nd, from 6:00 to 8:00 p.m. 9 Law Department volunteers assisted with preparing nutritious meals for individuals living with serious illnesses. No prior kitchen experience was required, and all necessary training was provided on-site. This partnership with God's Love We Deliver continues to offer a rewarding and hands-on way for staff to support New Yorkers in need while fostering a culture of service and compassion within the Law Department.
- From June 2nd through June 30th, the Community Service Committee led a donation drive to support the Animal Care Centers of New York City (ACC) by collecting essential pet supplies. Donations included linens, pet food, toys, treats, cat litter, and other items to benefit the thousands of homeless and abandoned animals cared for by ACC each year. Founded in 1995, ACC is a non-profit organization and the only open-admission animal shelter in New York City. Its mission is to end animal homelessness through compassionate care, community engagement, and education. ACC accepts all animals regardless of age, breed, or medical condition, and works to promote a more humane society through its services and outreach. The Committee collected both new and gently used (laundered) items at designated drop-off points. Additionally, staff were encouraged to contribute through ACC's Amazon Wish List, offering a convenient way to support the organization directly.
- The Community Service Committee actively planned and coordinated several upcoming initiatives, including:
  - o An in-person volunteer opportunity with Community Help in Park Slope (CHiPS) scheduled for July 12th.
  - o An in-person volunteer event supporting Heart and Soul's Monday Night Hospitality on July 28th.
  - o A school supply drive planned for August.
-

# LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## V. Recruitment

### A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 Diversity, Equity, Inclusion 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).

1. **[Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]**  
**Promote discretionary positions and civil service exams internally and externally.**

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

The Diversity & EEO and Human Resources Offices look forward to expanding the Law Department's recruitment efforts and sources for the agency's civil service positions.

Existing and continuing efforts include strategies that promote awareness of opportunities such as:

- Sending timely and detailed agency-wide communications regarding promotions and transfer opportunities within the agency;
- Attending and participating in career fairs and citywide hiring halls;
- Posting information about civil service exams on LinkedIn and via agency-wide email correspondence.

#### Quarter 1

The Law Department's Career Counselor held the following career counseling sessions:

- Two (2) One-to-One Interview prep sessions
- Twelve (12) Civil Service counseling sessions
- Twelve (12) Resume & Cover Letter reviews
- Five (5) Job Coaching counseling sessions

The Law Department's Career Counselor circulated and held the following meetings/sessions to promote Civil Service

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### Exams and Positions:

| Date      | Notes  | Number of Attendees |
|-----------|--|---------------------|
| 7/9/2024  | Civil Service Overview for College Intern Orientation  | 15                  |
| 7/16/2024 | NYC Civil Service Exams for July 2024 and Job Opportunities                                      | Agency email        |
| 7/31/2024 | Internal Announcement-Budget Analyst (Administration) - JO644092                                 | Agency email        |
| 8/9/2024  | Internal Announcement-Personnel Associate (Part-Time) - JO 645590                                | Agency email        |
| 8/30/2024 | Internal Announcement-Paralegal- (Risk Management) - JO 646634                                   | Agency email        |
| 9/3/2024  | September 2024 DCAS Civil Service 101 Info Sessions for City Employees - Virtual                 | Agency email        |
| 9/9/2024  | September 2024 Civil ServiceNYC Civil Service Exams for September 2024 - Associate Staff Analyst | Agency email        |
| 9/16/2024 | NYC Civil Service Exams for September 2024 and Job Announcements                                 | Agency email        |
| 9/19/2024 | Internal Announcement-Personnel System Assistant P/T (Admin & Human Resources) - JO 680156       | Agency email        |
| 9/25/2024 | Internal Announcement-Paralegal- (Risk Management) - JO 646634                                   | Agency email        |
| 9/25/2024 | New Supervisor Cohort - September Session  | 7                   |

### Quarter 2

- The Law Department's Career Counselor held thirty-one (31) career counseling sessions.
- The Law Department's Career Counselor circulated and held the following meetings/sessions to promote Civil Service Exams and Positions:

| Date       | Event/Subject  | # of Attendees/Target Audience |
|------------|--|--------------------------------|
| 10/10/2024 | Internal Announcement-Audit Clerk P/T - Clerical Associate L3 - Administration (JO 683158) | Agency email                   |
| 10/10/2024 | MOPD posting - Audit Clerk P/T - Clerical Associate L3 -                                   | MOPD                           |

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|            |   |              |
|------------|---|--------------|
|            | Administration  |              |
| 10/18/2024 | NYC Civil Service Exams for October 2024  | Agency email |
| 11/7/2024  | November 2024 Civil Service Exams **Computer Operations Manager** & Civil Service 101 Information Sessions                          | Agency email |
| 11/7/2024  | Sent individual emails to 2 employees eligible to take the promotional exam for Computer Operations Manager                         | 2            |
| 11/12/2024 | Internal Announcement-Payroll Clerk FT-Clerical Associate L3-Administration (JO 644723)   | Agency email |
| 11/13/2024 | UPDATED - November 2024 Civil Service Exams **Computer Operations Manager** & Civil Service 101 Information Sessions                | Agency email |
| 11/13/2024 | MOPD posting - Payroll Clerk FT-Clerical Associate L3-Administration  | MOPD         |
| 11/14/2024 | Internal Announcement - Paralegal Aide, L2 (8 FT & 2 PT) & Clerical Associate, L3 (2 FT) - Family Court (JO 682999, 683037, 683034) | Agency email |
| 11/15/2024 | MOPD posting - Paralegal Aide, L2 (8 FT & 2 PT) & Clerical Associate, L3 (2 FT) - Family Court                                      | MOPD         |
| 11/15/2024 | Internal Announcement- P/T Timekeeping and Payroll Coordinator L1- Administration   | Agency email |
| 11/15/2024 | MOPD posting - P/T Timekeeping and Payroll Coordinator L1-Administration (JO 688261)  | MOPD         |
| 11/15/2024 | Internal Announcement- Benefits Coordinator (JO 688254)   | Agency email |
| 11/15/2024 | MOPD posting -Benefits Coordinator  | MOPD         |
| 11/18/2024 | Internal Announcement- Deputy Personnel Chief (JO 688045)   | Agency email |
| 11/20/2024 | Internal Announcement-Clerical Associate Level 3 - PT-Bronx (JO 688070)   | Agency email |
| 11/21/2024 | Internal Announcement-Assistant Director of Application Services (JO 689425)  | Agency email |
| 11/25/2024 | MOPD posting -Clerical Associate L3-PT-Bronx  | MOPD         |
| 11/25/2024 | MOPD posting -Assistant Director of Application Services  | MOPD         |
| 12/16/2024 | December Civil Service 101 Information Session for City Employees   | Agency email |

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|            |   |              |
|------------|---|--------------|
|            | - Wednesday, December 18                  |              |
| 12/19/2024 | NYC Civil Service Exams for December 2024 | Agency email |

### Quarter 3

The Law Department's Career Counselor held the following career counseling sessions:

- Three (3) One-to-One Interview prep sessions
- Thirty-seven (37) Civil Service counseling sessions

The Law Department's Career Counselor distributed the following communications to support staff development and career advancement

- 20 Job Postings on the Mayor's Office for People with Disabilities (MOPD) Job Board
- 21 "Internal Announcement - Job Opportunity" emails were sent to all support professionals regarding open positions
- 3 Civil Service Exam emails to the agency
- 1 Career Counseling Newsletter email to Support Professionals

The Law Department's Professional and Organizational Development Office continued with the Bar Retakers Program. A total of 29 individualized Bar Retaker check-in sessions were held between January and March 2025. Additionally, a Bar Retaker Program: EAP Session on Test Anxiety was held on February 19, 2025, which was attended by 3 participants.

The Law Department's Professional and Organizational Development Office continued its efforts to support new lateral hires through onboarding and check-ins. Between January and March 2025, 6 lateral onboarding sessions were conducted, engaging a total of 20 participants. In addition, 5 lateral check-in sessions were held, providing continued guidance and support to a total of 10 participants. The Professional and Organizational Development Office also hosted an Ethics and COIB Lateral Cohort session on January 22, 2025, which engaged 11 participants.

The Law Department's Professional and Organizational Development Office facilitated 6 transfer check-in sessions between January and March 2025, engaging 12 participants. As part of the broader initiative, the Professional and Organizational Development Office also hosted a virtual session, Navigating the Shift: Insights on Division Transfers & Lateral Moves on March 5, 2025. This session drew 64 participants and provided valuable insights into managing career transitions within the Law Department.

The Law Department's Legal Recruitment Office attended twenty-one (21) Career Fairs, including eighteen (18) campus interview programs, two (2) resume collecting programs, and one (1) informational event with law school career counselors from different

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

institutions.

### Quarter 4

The Law Department's Career Counselor held the following career counseling sessions:

- Two (2) One-to-One Interview prep sessions
- Thirty-three (33) Civil Service counseling sessions
- Fourteen (14) Support Professional Exit Interviews

The Law Department's Career Counselor circulated and held the following meetings/sessions to promote Civil Service Exams and Positions:

- 6 postings on the MOPD Job Board
- Agency Email blasts:
- 14 "Internal Announcement – Job Opportunity" agency emails regarding open positions
- Civil Service FAQ email in April
- Civil Service Exam email in June
- DCAS Civil Service 101 Information sessions in April and May

| Date        | Notes  | #s |
|-------------|--|----|
| 4/7 & 4/8   | New Hire Orientation   | 1  |
| 4/10/2025   | Administration Supervisor Training - Cultivating Morale  | 25 |
| 4/21 & 4/22 | New Hire Orientation   | 5  |
| 4/23/2025   | April Supervisor Cohort Meeting on Difficult Conversations   | 4  |
| 5/1/2025    | Career Skills Mentorship Circle  | 9  |
| 5/5 & 5/6   | New Hire Orientation   | 3  |
| 5/12/2025   | Information Session on Support Professional Evaluations (Rating Period: May 1, 2024 to April 30, 2025) | 34 |
| 5/14/2025   | Information Session on Support Professional Evaluations (Rating Period: May 1, 2024 to April 30, 2025) | 52 |
| 5/15/2025   | Information Session on Support Professional Evaluations (Rating Period: May 1, 2024 to April 30, 2025) | 34 |
| 5/19/2025   | New Hire Orientation   | 4  |
| 5/22/2025   | May Supervisor Cohort Meeting on Feedback  | 5  |

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|           |   |    |
|-----------|---|----|
| 6/9/2025  | College Aide/Intern Orientation                               | 34 |
| 6/10/2025 | Administration Supervisor Training - Team Building            | 24 |
| 6/16/2025 | New Hire Orientation  | 5  |
| 6/25/2025 | Mentorship Program - Smart Start: Elevating Your Career Goals | 18 |

### Recruitment Initiatives/Strategies #1 Update:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

### 2. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan] Use of underutilization reports to inform recruitment efforts.

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

- As previously mentioned, the Chief Diversity & EEO Officer and Deputy EEO Officer(s) meet regularly with Human Resources to brainstorm efforts to increase recruitment in the areas the agency experiences underutilization.

### Recruitment Initiatives/Strategies #2 Update:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

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Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☒ Completed  
Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

### 3. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan] Review of current procedures and practices related to recruitment.

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

#### **EEO Reviews**

The EEO Office continues conducting final level reviews for all candidates in the interview process. If, based on interviews, the Legal Recruitment Office or a division that is hiring does not recommend a candidate's advancement in the interview process, the Legal Recruitment Office sends the candidate's application materials and interview evaluations to the EEO Office for review before a final decision is rendered on the applicant's candidacy.

#### **Quarter 1**

- The Law Department's Chief Diversity, M/WBE & EEO Officer reviewed applications and final recommendations of approximately one-hundred and sixty-three (163) individuals, and participated in the interview process of one (1) promotional hire.

#### **Quarter 2**

- The Law Department's Chief Diversity, M/WBE & EEO Officer reviewed applications and final recommendations of approximately one-hundred and seventeen (117) individuals, and participated in the interview process of eleven (11) promotional hires.

#### **Quarter 3**

- The Law Department's Acting EEO Officer reviewed applications and final recommendations of approximately ninety-six (96) individuals. The Acting and Deputy EEO Officers participated in the interview process of at least (5) promotional hires and reviewed structured interview questions for approximately 7 positions.

#### **Quarter 4**



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- The Law Department's EEO Officer reviewed applications and final recommendations of approximately eighty (80) individuals. The EEO Office participated in the interview process of at least (10) promotional hires.

### Recruitment Initiatives/Strategies #3 Update:

|            |                                  |                                      |   |                                  |                                   |                                    |
|------------|----------------------------------|--------------------------------------|---|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <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 |
| Q2 Update: | <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 |
| Q3 Update: | <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 |
| Q4 Update: | <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 |

#### 4. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]

Training hiring managers and recruiters on EEO/DEI courses.

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

### Quarter 1

- The Law Department EEO Office's Diversity Training Liaison is planning to facilitate a CLE-accredited Mandatory EEO Training for Supervisors and Managers on November 6, 2024. This 90-minute training will include interactive discussions, hypotheticals, polling questions, employment discrimination caselaw, overview of the Reasonable Accommodation and EEO Complaint processes, updates to the 2024 EEO Policy, and a review of the obligations of managers and supervisors pursuant to the NYC EEO Policy.
- While there has been structured interviewing training in the past for staff interviewing applicants for civil service positions, there has not been a formal program. In Q1, the Diversity Training Liaison, Career Counselor, and Legal Recruitment Coordinator met on a monthly basis to plan and draft a training deck for staff interviewing applicants for civil service positions. Once finalized, the training program will be available to all Law Department employees and tailored to specific divisions without sacrificing the structured

## **LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report**

interviewing/EEO components.

### **Quarter 2**

- The Law Department's and EEO Office's Diversity Training Liaison facilitated a CLE-accredited Mandatory EEO Training for Supervisors and Managers on November 6, 2024 with 44 supervisors in attendance.
- The Diversity & EEO Office's Diversity Training Liaison is collaborating with Professional and Organizational Development and DSS's Office of Equity and Inclusion to draft and facilitate a 2-credit Continuing Legal Education (CLE) course for General Counsels across over seventy (70) City agencies to acquire Diversity, Inclusion, and Elimination of Bias credit. The CLE is scheduled for January 28, 2025 and will be available in-person at the NYC Law Department, and virtually via ZoomGov.com.

### **Quarter 3**

- The Law Department EEO Office's Diversity Training Liaison is planning to facilitate a CLE-accredited Mandatory EEO Training for Supervisors and Managers in November 2025. This 90-minute training will include interactive discussions, hypotheticals, polling questions, employment discrimination caselaw, overview of the Reasonable Accommodation and EEO Complaint processes, updates to the 2024 EEO Policy, and a review of the obligations of managers and supervisors pursuant to the NYC EEO Policy.
- The Law Department EEO Office's Diversity Training Liaison launched the mandatory DCAS Everybody Matters: EEO and Diversity Inclusion for NYC Employees Cycle 2 on January 14, 2025. Based on the active employee roster of 1,505 employees, the Law Department's completion rate for Everybody Matters (Cycle 2) is 87.3%. This is a major accomplishment considering the myriad of issues experienced with the newly launched NYCityLearn platform. As a result of technical difficulties, additional employees will likely achieve completion during early Q4.
- The Law Department's Legal Recruitment Office trained a total of sixty-four (64) employees in Structured Interviewing and Implicit Bias.

### **Quarter 4**

- The Law Department's and EEO Office launched the mandatory DCAS Sexual Harassment Prevention training for NYC Employees Cycle 7 on May 2, 2025. Based on the active employee roster of 1,367 employees, the Law Department's completion rate for Sexual Harassment Prevention training Cycle 7 is reported at over 70%. However, after the resolution of some of the technical challenges with the newly launched NYCityLearn platform, we believe the actual completion rate will be at about 91.58% as of July 2025. We will continue to push for total compliance.

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### Recruitment Initiatives/Strategies #4 Update:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed  
Q4 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

5. Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.

### B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

| Quarter # | Event Date | Event Name | Borough |
|-----------|------------|------------|---------|
|           |            |            |         |
|           |            |            |         |
|           |            |            |         |
|           |            |            |         |

- N/A for Q1: As previously mentioned, since there is a hiring freeze, there are no discretionary positions for which to recruit. However, the Career Counselor continues to promote civil service examinations on job boards and via agency-wide correspondence.
- N/A for Q2: As previously mentioned, we are currently not hiring for discretionary positions. However, the Career Counselor continues to promote civil service examinations on job boards and via agency-wide correspondence.

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- Q3: The Career Counselor continues to promote civil service examinations on job boards and via agency-wide correspondence.
- Q4: The Career Counselor continues to promote civil service examinations on job boards and via agency-wide correspondence.

List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

| Borough       | Approximate Dollar Amount (\$) in Q1 | Approximate Dollar Amount (\$) in Q2 | Approximate Dollar Amount (\$) in Q3 | Approximate Dollar Amount (\$) in Q4 |
|---------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Bronx         | Less than \$5,000                    | Less than \$5,000                    | Less than \$5,000                    |                                      |
| Brooklyn      |                                      |                                      |                                      |                                      |
| Manhattan     |                                      |                                      |                                      |                                      |
| Queens        |                                      |                                      |                                      |                                      |
| Staten Island |                                      |                                      |                                      |                                      |

### C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter (include Q#)

- Q1: Attended twenty (20) On-Campus Interview Programs
- Q1: Attended four (4) Networking Events
- Q2: Attended three (3) On-Campus Interview Programs
- Q2: Attended one (1) Networking Event
- Q4: Attended two (2) Career Fairs, including CUNY BMI Career Fair at Bronx Community College and NEBLSA Job Fair

### D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2025. [**Note:** Please update this information every quarter.]

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**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:

Q1 Total:   0   Q2 Total:   0   Q3 Total:   0   Q4 Total:   0  

Race/Ethnicity\* [#s]: Black   Hispanic   Asian/Pacific Islander   Native American   White   Two or more Races  

Gender\* [#s]: M    F    N-B    O    U   

### 2. Public Service Corps:

Q1 Total:   1   Q2 Total:   0   Q3 Total:   0   Q4 Total:   0  

Race/Ethnicity\* [#s]: Black   Hispanic   Asian/Pacific Islander   Native American   White   Two or more Races  

Gender\* [#s]: M    F    N-B    O    U   

### 3. Summer College Interns:

Q1 Total:   2   Q2 Total:   0   Q3 Total:   0   Q4 Total:  29  

Race/Ethnicity\* [#s]: Black 5  Hispanic 3  Asian/Pacific Islander 4  Native American   White 12  Unidentified 5 

Gender\* [#s]: M  8  F  20  N-B    O    U  1 

### 4. Summer Graduate Interns:

Q1 Total:   0   Q2 Total:   0   Q3 Total:   0   Q4 Total:   0  

Race/Ethnicity\* [#s]: Black   Hispanic   Asian/Pacific Islander   Native American   White   Two or more Races

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Gender\* [#s]: M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

5. Other (specify): Summer Honors Legal Intern

Q1 Total: 6 Q2 Total: 4 Q3 Total: 0 Q4 Total: 68

Race/Ethnicity\* [#s]: Black 5 Hispanic 5 Asian/Pacific Islander 11 Native American \_\_\_ White 22 Unidentified 23 Two or More 2

Gender\* [#s]: M 27 F 39 N-B \_\_\_ O \_\_\_ U 2

6. Other (specify): Law School Intern

Q1 Total: \_\_\_\_\_ Q2 Total: \_\_\_\_\_ Q3 Total: 35 Q4 Total: \_\_\_\_\_

Race/Ethnicity\* [#s]: Black 1 Hispanic 2 Asian/Pacific Islander 4 Native American \_\_\_ White 3 Unidentified 25

Gender\* [#s]: M 17 F 16 N-B \_\_\_ O \_\_\_ U 2

**Additional comments:**

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### E. 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 (9/30/2024):   2   Q2 (12/31/2024):   3   Q3 (3/31/2025):   3   Q4 (6/30/2025):   3  

During the 1st Quarter, a total of   1   [number] new applications for the program were received.  
During the 1st Quarter   1   participants left the program due to [state reasons] change of title.

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] N/A.

During the 3rd Quarter, a total of   1   [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   3   [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: ☒ Yes ☐ No

in training sessions: ☒ Yes ☐ No

on the agency website: ☐ Yes ☒ No

in agency newsletter: ☐ Yes ☒ No

Other: \_\_\_\_\_

2. \_\_\_\_\_  
3. \_\_\_\_\_

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### VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2025 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (*e.g., 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 these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

#### Quarter 1

- The Law Department's Career Counselor held the following career counseling sessions:
  - Two (2) One-to-One Interview prep sessions
  - Twelve (12) Civil Service counseling sessions
  - Twelve (12) Resume & Cover Letter Review
  - Five (5) Job Coaching counseling sessions
- The Law Department's Career Counselor circulated and held the following meetings/sessions to promote Civil Service Exams and Positions:

| Date      | Notes   | Number of Attendees |
|-----------|---|---------------------|
| 7/9/2024  | Civil Service Overview for College Intern Orientation             | 15                  |
| 7/16/2024 | NYC Civil Service Exams for July 2024 and Job Opportunities       | Agency email        |
| 7/31/2024 | Internal Announcement-Budget Analyst (Administration) - JO644092  | Agency email        |
| 8/9/2024  | Internal Announcement-Personnel Associate (Part-Time) - JO 645590 | Agency email        |
| 8/30/2024 | Internal Announcement-Paralegal- (Risk Management) - JO 646634    | Agency email        |
| 9/3/2024  | September 2024 DCAS Civil Service 101 Info Sessions for City      | Agency email        |



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|           |  |              |
|-----------|--|--------------|
|           | Employees - Virtual  |              |
| 9/9/2024  | September 2024 Civil ServiceNYC Civil Service Exams for September 2024 - Associate Staff Analyst | Agency email |
| 9/16/2024 | NYC Civil Service Exams for September 2024 and Job Announcements                                 | Agency email |
| 9/19/2024 | Internal Announcement-Personnel System Assistant P/T (Admin & Human Resources) - JO 680156       | Agency email |
| 9/25/2024 | Internal Announcement-Paralegal- (Risk Management) - JO 646634                                   | Agency email |
| 9/25/2024 | New Supervisor Cohort - September Session  | 7            |

### Quarter 2

- The Law Department's Career Counselor held thirty-one (31) career counseling sessions.
- The Law Department's Career Counselor circulated and held the following meetings/sessions to promote Civil Service Exams and Positions:

| Date       | Event/Subject  | # of Attendees/Target Audience |
|------------|--|--------------------------------|
| 10/10/2024 | Internal Announcement-Audit Clerk P/T - Clerical Associate L3 - Administration (JO 683158)                           | Agency email                   |
| 10/10/2024 | MOPD posting - Audit Clerk P/T - Clerical Associate L3 - Administration  | MOPD                           |
| 10/18/2024 | NYC Civil Service Exams for October 2024   | Agency email                   |
| 11/7/2024  | November 2024 Civil Service Exams **Computer Operations Manager** & Civil Service 101 Information Sessions           | Agency email                   |
| 11/7/2024  | Sent individual emails to 2 employees eligible to take the promotional exam for Computer Operations Manager          | 2                              |
| 11/12/2024 | Internal Announcement-Payroll Clerk FT-Clerical Associate L3-Administration (JO 644723)                              | Agency email                   |
| 11/13/2024 | UPDATED - November 2024 Civil Service Exams **Computer Operations Manager** & Civil Service 101 Information Sessions | Agency email                   |

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|            |   |              |
|------------|---|--------------|
| 11/13/2024 | MOPD posting - Payroll Clerk FT-Clerical Associate L3-Administration  | MOPD         |
| 11/14/2024 | Internal Announcement - Paralegal Aide, L2 (8 FT & 2 PT) & Clerical Associate, L3 (2 FT) - Family Court (JO 682999, 683037, 683034) | Agency email |
| 11/15/2024 | MOPD posting - Paralegal Aide, L2 (8 FT & 2 PT) & Clerical Associate, L3 (2 FT) - Family Court                                      | MOPD         |
| 11/15/2024 | Internal Announcement- P/T Timekeeping and Payroll Coordinator L1- Administration   | Agency email |
| 11/15/2024 | MOPD posting - P/T Timekeeping and Payroll Coordinator L1- Administration (JO 688261)   | MOPD         |
| 11/15/2024 | Internal Announcement- Benefits Coordinator (JO 688254)   | Agency email |
| 11/15/2024 | MOPD posting -Benefits Coordinator  | MOPD         |
| 11/18/2024 | Internal Announcement- Deputy Personnel Chief (JO 688045)   | Agency email |
| 11/20/2024 | Internal Announcement-Clerical Associate Level 3 - PT-Bronx (JO 688070)   | Agency email |
| 11/21/2024 | Internal Announcement-Assistant Director of Application Services (JO 689425)  | Agency email |
| 11/25/2024 | MOPD posting -Clerical Associate L3-PT-Bronx  | MOPD         |
| 11/25/2024 | MOPD posting -Assistant Director of Application Services  | MOPD         |
| 12/16/2024 | December Civil Service 101 Information Session for City Employees - Wednesday, December 18  | Agency email |
| 12/19/2024 | NYC Civil Service Exams for December 2024   | Agency email |

### Quarter 3

The Law Department's Career Counselor held the following career counseling sessions:

- Three (3) One-to-One Interview prep sessions
- Thirty-seven (37) Civil Service counseling sessions

The Law Department's Career Counselor distributed the following communications to support staff development and career advancement

- 20 Job Postings on the Mayor's Office for People with Disabilities (MOPD) Job Board

## **LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report**

- 21 "Internal Announcement - Job Opportunity" emails were sent to all support professionals regarding open positions
- 3 Civil Service Exam emails to the agency
- 1 Career Counseling Newsletter email to Support Professionals

### **Quarter 4**

The Law Department's Career Counselor held the following career counseling sessions:

- Two (2) One-to-One Interview prep sessions
- Thirty-three (33) Career counseling sessions

The Law Department's Career Counselor distributed the following communications to support staff development and career advancement

- 6 Job Postings on the Mayor's Office for People with Disabilities (MOPD) Job Board
- 14 "Internal Announcement - Job Opportunity" emails were sent to all support professionals regarding open positions
- 1 Civil Service Exam emails to the agency

2. 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.

### **Quarter 1**

- The Law Department's Chief Diversity, M/WBE & EEO Officer reviewed applications and final recommendations of approximately one-hundred and sixty-three (163) individuals, and participated in the interview process for one (1) promotional hire position.

### **Quarter 2**

- As mentioned previously, the Law Department's Chief Diversity, M/WBE & EEO Officer reviewed applications and final recommendations of approximately one-hundred and seventeen (117) individuals, and participated in the interview process of eleven (11) promotional hires.

### **Quarter 3**

- As mentioned previously, The Law Department's Acting EEO Officer reviewed applications and final recommendations of approximately ninety-six (96) individuals. The Acting and Deputy EEO Officers participated in the interview process of at least (5) promotional hires and reviewed structured interview questions for approximately 7 positions.

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## Quarter 4

- As mentioned previously, The Law Department's EEO Officer reviewed applications and final recommendations of approximately eighty (80) individuals. The EEO Office participated in the interview process of at least (3) promotional hires.

3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

## Quarters 1, 2, 3, and 4

- The legal hiring process involves a thorough evaluation for each applicant interviewed. The Chief EEO Officer and/or the Deputy EEO Officer(s) review these justifications before submission to the agency head.
- The Chief EEO Officer also reviews exit interviews for staff departing the agency for other lateral or promotional opportunities.

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

- The agency is currently not experiencing a period of layoffs.

5. Other:

### During this Quarter the Agency activities included:

| # of Vacancies |             | # of New Hires | # of New Promotions |
|----------------|-------------|----------------|---------------------|
| Q1             | # <u>21</u> | # <u>67</u>    | # <u>4</u>          |
| Q2             | # <u>45</u> | # <u>10</u>    | # <u>1</u>          |
| Q3             | # <u>62</u> | # <u>10</u>    | # <u>6</u>          |
| Q4             | # <u>47</u> | # <u>111</u>   | # <u>4</u>          |

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I.  
II.  
III.  
IV.  
V.  
VI.

### VII. Training

*Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).*

IV.  
V.

### 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://mstpwwa-ctwapx02.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☒ Yes ☐ No

Q4: ☒ Yes ☐ No

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### IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

#### A. Local Law 92: Annual Sexual Harassment Prevention training

*Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).*

#### B. 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: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☒ Yes ☐ No

Q4: ☒ Yes ☐ No

☒ The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☒ Yes ☐ No

Q4: ☒ Yes ☐ No

☐ 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-ctwapx02.csc.nycnet/Login.aspx>

#### C. Executive Order 16: Training on Transgender Diversity and Inclusion

*Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).*

## LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

I.  
II.  
III.  
IV.  
V.  
VI.  
VII.  
VIII.

### IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- ☐ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (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 EEPC or the other auditing agency.
- ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☒ The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

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



**The New York City Equal Employment Practices Commission**

hereby issues this

**Determination of Compliance**

to

***New York City Law Department***

for achieving compliance with the  
Equal Employment Practices Commission's audit:

**Evaluation of Employment Practices with a Focus on Underutilization**

From July 1, 2021, to this date.



*In care of Acting Corporation Counsel Muriel Goode-Trufant  
and Principal EEO Professional Karlyne Fequiere*

On this 17<sup>th</sup> day of December in the year 2024

A handwritten signature in black ink, appearing to read "Aldrin Rafael Bonilla".

Aldrin Rafael Bonilla, Chair/Commissioner

A handwritten signature in black ink, appearing to read "Jeanne M. Victor".

Jeanne M. Victor, Executive Director



# LAW Quarter 4 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Appendix A: EEO Personnel Details

### EEO Personnel For 4th Quarter, FY 2025

#### Personnel Changes:

|  |   |   |   |
|--|---|---|---|
| <b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes |   | <b>Number of Additions:</b> 1   | <b>Number of Deletions:</b> 1                                       |
| <b>Employee's Name &amp; Title</b>   | 1. Shanel Spence, Chief EEO Officer   | 2. Karlyne Fequiere, Chief Diversity and EEO Officer                                  | 3.  |
| <b>Nature of change</b>  | <input checked="" type="checkbox"/> <u>Addition</u> <input type="checkbox"/> Deletion | <input type="checkbox"/> Addition <input checked="" type="checkbox"/> <u>Deletion</u> | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion |
| <b>Date of Change in EEO Role</b>  | Start Date or Termination Date: 2/2025  | Start Date or Termination Date: 2/2025  | Start Date or Termination Date:                                     |
| <b>Employee's Name &amp; Title</b>   | 4.  | 5.  | 6.  |
| <b>Nature of change</b>  | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion                   | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion                   | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion |
| <b>Date of Change in EEO Role</b>  | Start Date or Termination Date:   | Start Date or Termination Date:   | Start Date or Termination Date:                                     |

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| <b>For New EEO Professionals:</b>     |  |  |  |
|---------------------------------------|--|--|--|
| <b>Name &amp; Title</b>               | <b>1.</b>  | <b>2.</b>  | <b>3.</b>  |
| <b>EEO Function</b>                   | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) |
| <b>Percent of Time Devoted to EEO</b> | <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 %):   |
|                                       |  |  |  |
| <b>Name &amp; Title</b>               | <b>4.</b>  | <b>5.</b>  | <b>6.</b>  |
| <b>EEO Function</b>                   | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) |
| <b>Percent of Time Devoted to EEO</b> | <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 %):   |

  

| <b>EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&amp;I Officers, Deputies, and all new EEO Professionals):</b> |   |   |   |
|--|---|---|---|
| <b>Name &amp; EEO Role</b>   | <b>1. Karlyne Fequiere: Former Chief Diversity, M/WBE &amp; EEO Officer</b> | <b>2. Shanel Spence: Current Chief EEO Officer</b>                  | <b>3. Leon Breedon: Deputy EEO Officer</b>                          |
| <b>Completed EEO Trainings:</b>  |   |   |   |
| <b>1. Everybody Matters-EEO and D&amp;I</b>  | <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 |
| <b>2. Sexual Harassment Prevention</b>   | <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 |
| <b>3. IgbTq: The Power of Inclusion</b>  | <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 |
| <b>4. Disability Awareness &amp; Etiquette</b>   | <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 |
| <b>5. Unconscious Bias</b>   | <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 |
| <b>6. Microaggressions</b>   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No         | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| <b>7. EEO Officer Essentials: Complaint/Investigative</b>  |   |   |   |

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|  |   |  |   |  |                              |  |
|--|---|--|---|--|------------------------------|--|
| <b>Processes</b>                                       | <input checked="" 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 |
| 8. EEO Officer Essentials:<br>Reasonable Accommodation | <input checked="" 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 |
| 9. Essential Overview Training<br>for New EEO Officers | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| 10. Understanding CEEDS<br>Reports                     | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <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 | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

| EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals): |  |  |   |  |  |  |
|---|--|--|---|--|--|--|
| Name & EEO Role   | 4. Celina Fletcher-Serrant:<br>Assistant EEO Officer &<br>Diversity Training Liaison |  | 5. Bijan Vafegh: Assistant EEO<br>Officer |  | 6. Samantha Chan: EEO<br>Legal Assistant |  |
| Completed EEO Trainings:  | <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            |
| 1. Everybody Matters-EEO and D&I  | <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            |
| 2. Sexual Harassment Prevention   | <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            |
| 3. lgbTq: The Power of Inclusion  | <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            |
| 4. Disability Awareness & Etiquette   | <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            |
| 5. Unconscious Bias   | <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            |
| 6. Microaggressions   | <input checked="" type="checkbox"/> Yes  | <input type="checkbox"/> No            | <input type="checkbox"/> Yes              | <input type="checkbox"/> No            | <input type="checkbox"/> Yes             | <input checked="" type="checkbox"/> No |
| 7. EEO Officer Essentials:<br>Complaint/Investigative Processes   | <input checked="" type="checkbox"/> Yes  | <input type="checkbox"/> No            | <input type="checkbox"/> Yes              | <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> Yes  | <input type="checkbox"/> No            |
| 8. EEO Officer Essentials:<br>Reasonable Accommodation  | <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 |
| 9. Essential Overview Training<br>for New EEO Officers  | <input checked="" 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 |
| 10. Understanding CEEDS Reports   | <input checked="" 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 checked="" 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 |

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|  |   |   |   |
|--|---|---|---|
|  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
|--|---|---|---|

### EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office:

**MAILING ADDRESS:** 100 Church Street, 6<sup>th</sup> Floor, New York, NY 10007

### Diversity and EEO Staffing as of 4<sup>th</sup> Quarter FY 2025\*

| <u>EEO\Diversity Role</u>                              | <u>Name</u>      | <u>Civil Service Title</u>      | <u>% of Time Devoted to EEO &amp; DEI</u> | <u>Office E-mail Address</u>                                   | <u>Telephone #</u> |
|--|------------------|---------------------------------|---|--|--------------------|
| EEO Officer/Director                                   | Shanel Spence    | Assistant Corporation Counsel   | 100%                                      | <a href="mailto:SSpence@law.nyc.gov">SSpence@law.nyc.gov</a>   | 212-356-3290       |
| Deputy EEO Officer OR Co-EEO Officer                   | Leon Breeden     | Administrative Staff Analyst IV | 30%                                       | <a href="mailto:LBreeden@law.nyc.gov">LBreeden@law.nyc.gov</a> | 212-356-1055       |
| Chief Diversity & Inclusion Officer                    | Shanel Spence    | Assistant Corporation Counsel   | 100%                                      | <a href="mailto:sspence@law.nyc.gov">sspence@law.nyc.gov</a>   | 212-356-3290       |
| Diversity & Inclusion Officer                          | Shanel Spence    | Assistant Corporation Counsel   | 100%                                      | <a href="mailto:SSpence@law.nyc.gov">SSpence@law.nyc.gov</a>   | 212-356-3290       |
| Chief Diversity Officer/Chief MWBE Officer per E.O. 59 | Karlyne Fequiere | Assistant Corporation Counsel   | 100%                                      | <a href="mailto:kfequier@law.nyc.gov">kfequier@law.nyc.gov</a> | 212-356-5010       |
| ADA Coordinator  | Shanel Spence    | Assistant Corporation Counsel   | 100%                                      | <a href="mailto:sspence@law.nyc.gov">sspence@law.nyc.gov</a>   | 212-356-3290       |

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| <u>EEO\ Diversity Role</u>             | <u>Name</u>  | <u>Civil Service Title</u>   | <u>% of Time Devoted to EEO &amp; DEI</u> | <u>Office E-mail Address</u>   | <u>Telephone #</u>   |
|--|--|--|---|--|--|
| <b>Disability Rights Coordinator</b>   | Shanel Spence<br>Leon Breeden  | Assistant Corporation Counsel<br>Administrative Staff Analyst IV   | 100%<br>30%                               | <a href="mailto:SSpence@law.nyc.gov">SSpence@law.nyc.gov</a><br><a href="mailto:LBreeden@law.nyc.gov">LBreeden@law.nyc.gov</a>   | 212-356-3290<br>212-356-1055   |
| <b>Disability Services Facilitator</b> | Leon Breeden<br>Bijan Vafegh   | Administrative Staff Analyst IV<br>Assistant Corporation Counsel   | 30%<br>100%                               | <a href="mailto:LBreeden@law.nyc.gov">LBreeden@law.nyc.gov</a><br><a href="mailto:bijvafeg@law.nyc.gov">bijvafeg@law.nyc.gov</a>   | 212-356-1055<br>212-356-2602   |
| <b>55-a Coordinator</b>                | Tiffany Charles  | Administrative Staff Analyst   | 0%  | <a href="mailto:tcharles@law.nyc.gov">tcharles@law.nyc.gov</a>   | 212-356-1010   |
| <b>Career Counselor</b>                | John Campbell<br>Rima McCoy  | Assistant Corporation Counsel<br>Administrative Staff Analyst  | 0%<br>0%                                  | <a href="mailto:jcampbel@law.nyc.gov">jcampbel@law.nyc.gov</a><br><a href="mailto:rimmccoy@law.nyc.gov">rimmccoy@law.nyc.gov</a>   | 212-356-2446<br>212-356-1971   |
| <b>EEO Counselor</b>                   | Arlene Aikens<br>Danielle Boccio<br>Marilyn Campbell<br>Diane Meminger<br>Rosemarie Peyton<br>Charles Rott | Workers' Comp. Benefits Examiner III<br>Assistant Corporation Counsel<br>Claim Specialist III<br>Assistant Corporation Counsel<br>Assistant Corporation Counsel<br>Assistant Corporation Counsel | 0%<br>0%<br>0%<br>0%<br>0%<br>0%          | <a href="mailto:aaikens@law.nyc.gov">aaikens@law.nyc.gov</a><br><a href="mailto:dboccio@law.nyc.gov">dboccio@law.nyc.gov</a><br><a href="mailto:mcampbel@law.nyc.gov">mcampbel@law.nyc.gov</a><br><a href="mailto:dmeminger@law.nyc.gov">dmeminger@law.nyc.gov</a><br><a href="mailto:rpeyton@law.nyc.gov">rpeyton@law.nyc.gov</a><br><a href="mailto:crott@law.nyc.gov">crott@law.nyc.gov</a> | 718-724-5435<br>718-558-2269<br>212-356-3297<br>718-410-2730<br>212-356-3222<br>718-780-2530 |
| <b>EEO Investigator</b>                | Shanel Spence<br>Leon Breeden<br>Celina Fletcher-Serrant<br>Bijan Vafegh                                   | Assistant Corporation Counsel<br>Administrative Staff Analyst<br>Assistant Corporation Counsel<br>Assistant Corporation Counsel  | 100%<br>30%<br>100%<br>100%               | <a href="mailto:sspence@law.nyc.gov">sspence@law.nyc.gov</a><br><a href="mailto:lbreeden@law.nyc.gov">lbreeden@law.nyc.gov</a><br><a href="mailto:cefletch@law.nyc.gov">cefletch@law.nyc.gov</a><br><a href="mailto:bijvafeg@law.nyc.gov">bijvafeg@law.nyc.gov</a>   | 212-356-3290<br>212-356-1055<br>212-356-3294<br>212-356-2602                                 |
| <b>EEO Counselor\ Investigator</b>     |  |  |   |  |  |
| <b>Investigator/Trainer</b>            |  |  |   |  |  |
| <b>EEO Training Liaison</b>            | Celina Fletcher-Serrant  | Assistant Corporation Counsel  | 100%                                      | <a href="mailto:cefletch@law.nyc.gov">cefletch@law.nyc.gov</a>   | 212-356-3294   |

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| <u>EEO\ Diversity Role</u>                       | <u>Name</u>                             | <u>Civil Service Title</u>                                     | <u>% of Time<br/>Devoted<br/>to EEO &amp;<br/>DEI</u> | <u>Office E-mail<br/>Address</u>   | <u>Telephone<br/>#</u>       |
|--|---|--|---|--|------------------------------|
| <b>Other (specify)<br/>Assistant EEO Officer</b> | Celina Fletcher-Serrant<br>Bijan Vafegh | Assistant Corporation Counsel<br>Assistant Corporation Counsel | 100%<br>100%  | <a href="mailto:cefletch@law.nyc.gov">cefletch@law.nyc.gov</a><br><a href="mailto:bijvafeg@law.nyc.gov">bijvafeg@law.nyc.gov</a> | 212-356-3294<br>212-356-2602 |
| <b>Other (specify)<br/>EEO Assistant</b>         | Samantha Chan                           | Legal Secretarial Assistant                                    | 100%  | <a href="mailto:samchan@law.nyc.gov">samchan@law.nyc.gov</a>   | 212-356-2402                 |
| <b>Other (specify)<br/>EEO Officer Designee</b>  | Cecillia Shepard                        | Assistant Corporation Counsel                                  | 10%   | <a href="mailto:ceshepar@law.nyc.gov">ceshepar@law.nyc.gov</a>   | 212-356-3123                 |

\* 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.