

# Board of Correction FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

**Agency Name:** BOARD OF CORRECTION

☐ 1<sup>st</sup> Quarter (July -September), due November 4, 2022

☐ 2<sup>nd</sup> Quarter (October – December), due January 30, 2023

☐ 3<sup>rd</sup> Quarter (January -March), due May 1, 2023

☒ 4<sup>th</sup> Quarter (April -June), due July 31, 2023

**Prepared by:**

Danielle C. Ortega

Director of Human Resources & Budget

dortega@boc.nyc.gov

(212) 266-4395

Name

Title

E-mail Address

Telephone No.

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**FOR DCAS USE ONLY:**

***Date Received:***

# Board of Correction FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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## Instructions for Filling out Quarterly Reports FY 2023

**[Note: These forms are cumulative and intended to retain information for the entire FY 2023.**

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

1. Please save this file as **"XXXX Quarter X FY 2023 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 2023 DEI-EEO 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.

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## Part I: Narrative Summary

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

Distributed to all agency employees? ☒ Yes, On (Date): April 12, 2023 ☐ No  
☒ By e-mail  
☐ Posted on agency intranet  
☐ Other \_\_\_\_\_

### II. Recognition and Accomplishments

**The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity, 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:**

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## III. Workforce Review and Analysis

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

Q1 (9/30/2022): 24 Q2 (12/31/2022): 28 Q3 (3/31/2023): 28 Q4 (6/30/2023):  
28

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

- ☐ Yes On (Date): \_\_\_\_\_ ☐ Yes again on (Date): \_\_\_\_\_ ☐ No
- ☐ NYCAPS Employee Self Service (by email; strongly recommended every year) ☐ Agency's intranet site
- ☐ Newsletters and internal Agency Publications ☒ On-boarding of new employees

### III. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity, and gender; new hires, promotions, and separation data; and utilization analysis.

☒ Yes On (Dates):

Q1 Review Date: \_\_\_\_\_ Q2 Review Date: \_\_\_\_\_ Q3 Review date: \_\_\_\_\_ Q4 Review date: 8/21/23

#### The review was conducted with:

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Agency Head              | <input type="checkbox"/> Agency Head              | <input type="checkbox"/> Agency Head              | <input checked="" type="checkbox"/> Agency Head     |
| <input type="checkbox"/> Human Resources          | <input type="checkbox"/> Human Resources          | <input type="checkbox"/> Human Resources          | <input checked="" type="checkbox"/> Human Resources |
| <input type="checkbox"/> General Counsel          | <input type="checkbox"/> General Counsel          | <input type="checkbox"/> General Counsel          | <input checked="" type="checkbox"/> General Counsel |
| <input type="checkbox"/> Other _____              | <input type="checkbox"/> Other _____              | <input type="checkbox"/> Other _____              | <input type="checkbox"/> Other _____                |
| <input checked="" type="checkbox"/> Not conducted | <input checked="" type="checkbox"/> Not conducted | <input checked="" type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted              |

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## IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

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 2023.

### A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Provide promotional opportunities and plan for the creation of additional opportunities through a lens of Diversity, Equity, and Inclusion.

❖ Please describe the steps that your agency has taken to meet this goal. 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. What steps were taken to evaluate effectiveness of these actions?

Q1: Agency plans to complete this goal in FY23 and will review upcoming opportunities to provide internal promotional opportunities.

Q2: Agency created internal promotional opportunities, which were posted in NYCAPS. Staff were made aware of opportunities via all staff emails sent on posting and as a reminder prior to the posting close date.

Q3: Agency created promotional opportunity, which was posted in NYCAPS. Staff were made aware of opportunity via all staff emails sent on posting and as a reminder prior to the posting close date.

Q4: Agency continued work to develop new opportunities for promotion. In this quarter the agency worked to secure resources to create new opportunities.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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

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## B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Increase professional development opportunities.

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

Q1: Agency plans to lean into this goal in FY23. Staff were given the opportunity to attend the 2022 Annual National Association for Civilian Oversight of Law Enforcement Conference in September 2022.

Q2: In October 2022, the agency made directors and managers aware of available DCAS CTC training for themselves and staff. This is a new opportunity for staff as funding constricted available training opportunities. Staff were encouraged to sign up for offerings between October 2022 and January 2023.

Q3: In January 2023, the agency made all staff aware of available DCAS CTC training for themselves and staff. Staff were encouraged to sign up for spring session offerings.

Q4: During Q4, staff continued to be able to sign up for DCAS CTC spring training sessions.

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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## C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. Continue to ensure the public participation in Board meetings and provide information on our website.

❖ **Please describe the steps that your agency has taken to meet this goal. 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. What steps were taken to evaluate effectiveness of these actions?**

Q1: The Board continues its efforts to ensure the public participation in Board meetings and provide information on our website. Meetings are held in person and hybrid with opportunities for live and pre-recorded public comment. Meetings are accessible to the public and information to participate is provided in advanced. Meetings comply with City requirements for accessibility.

Q2: Continued Q1 efforts.

Q3: Continued Q1 efforts.

Q4: Continued Q1 efforts.

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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## 2. Engage with stakeholders between meetings

- ❖ Please describe the steps that your agency has taken to meet this goal. 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. What steps were taken to evaluate effectiveness of these actions?

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

## 3. Create Youth Board

- ❖ Please describe the steps that your agency has taken to meet this goal. 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. What steps were taken to evaluate effectiveness of these actions?

Q1: The Board developed a proposal to implement a Youth Board. The Youth Board will convene a group of young people that advise the BOC about the work of the Board, through creative activism, conversation, and research. This group of youth would further provide insight to the board and DOC about the effects of jail on youth and their communities.

Q2: The Board sought partners to bring capacity as well as physical and financial resources to the program.

Q3: Board updated proposal and continued search for partners.

Q4: Board is reviewing initiative and determining next steps.

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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

### D. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Provide promotional opportunities and plan for the creation of additional opportunities through a lens of Diversity, Equity, and Inclusion.

❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

Q2: Agency reviewed vacancies and identified potential promotional opportunities for staff.

Q3: Agency reviewed vacancies and identified potential promotional opportunities for staff.

Q4: Agency continues to review vacancies for promotional opportunities. New positions received at the end of Q4 were reviewed for potential as promotional opportunities.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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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## V. Recruitment

### A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 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. Review policies, procedures, and practices related to targeted outreach and recruitment.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

Q3: In Q3, agency reviewed hiring procedures and identified need for hiring committee orientation. Agency also moved to prioritize vacant positions for hiring process. Positions were posted on agency website and social media page.

Q4: In Q4, agency implemented and conducted hiring committee orientations.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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. Develop strategic recruitment plans

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate**

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### effectiveness of these actions?

Q3: In March 2023, developed agency recruitment plan for vacancies and priority positions. Plan covered recruitment activities from March 20223 to June 2023. Plan included agency goals and key performance indicators.

Q4: Agency implemented recruitment plan for vacancies and priority positions. Agency will review and update plan for next fiscal year.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 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
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. Review underutilization in job groups to inform recruitment efforts.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

Q4: Agency reviewed FY24 underutilization in job groups upon distribution of Q4 workforce reports. In FY24, agency will develop recruitment strategies to address the underutilization found in FY23.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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. Post ALL vacancies on NYC Careers and on agency social media platforms.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

Q2: Internal promotional and new job opportunities were posted on Employee Self-Service and the agency website.

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Q3: Internal promotional and new job opportunities were posted on Employee Self-Service, NYCJobs, agency website and agency social media.

Q4: Internal promotional and new job opportunities were posted on Employee Self-Service, NYC Jobs, and the agency’s website.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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

## B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. [Note: Please update this information every quarter.]

**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 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 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 Total: 0

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

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

### 4. Summer Graduate Interns 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 \_\_\_

### 5. Other (specify) 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 \_\_\_

### **Additional comments:**

Agency hosted summer youth interns in July 2023 to August 2023 and will report its interns in its FY24 Q1 report.

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## C. 55-A Program

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.

☐ Yes

☒ No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2022): 0 Q2 (12/31/2022): 0 Q3 (3/31/2023): 0 Q4 (6/30/2023): 0

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

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

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

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

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

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

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

During the 4th Quarter \_\_\_\_ 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

through an agency newsletter: ☐ Yes ☐ No

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

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

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

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## VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 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 2023 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*).

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

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

Q1: The agency Career Counselor plans to promote advancement and transfers within the agency by widely transmitting via all staff communications that will contain opportunities for promotion, civil service information sessions and exams, and available resources for personal and career growth. The staff member serving as the agency Career Counselor started in September 2022 and will implement the agency's plans.

Q2:

- Promotional opportunities were identified and posted. Notification of posting and upcoming closure were emailed to all agency staff.
- Staff were notified of professional growth opportunities, including an e-learning course "Unlocking Employment: How to Partner with Job Seekers Impacted by the Legal System".
- Staff were sent information about DCAS Civil Service 101 Information Sessions for City Employees.

Q3: Agency career counselor continued Q1 and Q2 efforts.

Q4: Agency career counselor continued Q1, Q2 and Q3 efforts.

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.



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- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

Q1: The agency will:

- Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
- Monitor and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions.
- Ensure the training of hiring managers in procedures for interviewing applicants
- Identify and eliminate structural barriers to employment

The staff member tasked with these responsibilities started in September 2022 and will implement the agency's plans.

Q2: The agency is planning ways to meet this goal in FY23.

Q3: Agency planned for implementation of hiring committee orientations which will address selection, interview procedures, and unconscious bias. Committees to be implemented in Q4.

Q4: Hiring committees and hiring committee orientations were implemented and conducted in Q4. Managers were encouraged to attend structured interviewing and unconscious bias training in June 2023.

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).

Q1: The agency's EEO Officer will:

- Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.

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- As EEO Officer and Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- As EEO Officer and Director of Human Resources direct staff to use candidate evaluation forms for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices

The staff member tasked with these responsibilities started in September 2022 and will implement the agency's plans.

Q2:

- The agency ensured that postings during Q2 included the revised NYC EEO I Anti-Discrimination Statement
- The agency reviewed vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.

Q3:

- The agency ensured that postings during Q3 included the revised NYC EEO I Anti-Discrimination Statement
- The agency reviewed vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.

Q4:

- The agency ensured that postings during Q3 included the revised NYC EEO I Anti-Discrimination Statement
- The agency reviewed vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.
- Via hiring committee orientations, the EEO Officer provided hiring managers and hiring committee team members guidance on objective evaluation criteria and interview questions, reasonable accommodations, and selection processes. The EEO Officer/HR Director also received hiring packages for periodic review.

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

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Q1: The agency will:

- Use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2023.
- Analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

The staff member tasked with these responsibilities started in September 2022 and will implement the agency's plans.

Q2: The agency did not experience any layoffs, terminations, and demotions during Q2.

Q3: The agency did not experience any layoffs, terminations, and demotions during Q3.

Q4: The agency did not experience any layoffs, terminations, and demotions during Q4.

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>8</u>	# <u>1</u>	# <u>0</u>
Q2	# <u>3</u>	# <u>5</u>	# <u>1</u>
Q3	# <u>4</u>	# <u>1</u>	# <u>0</u>
Q4	# <u>3</u>	# <u>0</u>	# <u>0</u>

## VI. Training

*Please provide your training information in Part II of the report "Diversity, Equity, Inclusion and EEO Training Summary" (in MS Excel).*

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## VII. 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://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

## VIII. 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 "Diversity, Equity, Inclusion and 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 ☒

Q2 ☒

Q3 ☒

Q4 ☒

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

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☐ 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://mspwwa-dcslnx01.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 “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

### D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

#### 1. Increase employees’ familiarity with the EEO Policy.

❖ Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?

Q1: The EEO Officer will circulate agency wide email with EEO resources and the revised EEO Policy annually. Updates to the policy will be distributed as they occur. New hires will receive the EEO policy at orientation. The staff member tasked with these responsibilities started in September 2022 and will implement the agency’s plans.

Q2:

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- The EEO Officer distributed the City's new EEO Policy Handbook: What To Know About Equity, Inclusion, and EEO via an all-staff email in December 2022. Staff were also sent the link to the handbook on the DCAS Citywide Equity and Inclusion webpage.
- Staff were provided information on available DEI Events and Diversity and Inclusion Trainings via all-staff emails with registration/access information.
- New hires received an overview of the City's EEO policy as well as EEO materials during new hire orientations held during the quarter.

Q3:

- In April 2023, all agency staff were sent the agency's FY23 EEO Plan, the agency's Code of Conduct, and the agency's Employee Manual.
- Staff were provided information on available DEI Events and Diversity and Inclusion Trainings via all-staff emails with registration/access information.
- New hire received an overview of the City's EEO policy as well as EEO materials during new hire orientation held during the quarter.

Q4:

- In Q4, agency staff completed Sexual Harassment Prevention, LGBTQ: Power of Inclusion, and Disability Awareness & Etiquette trainings. Trainings include topic specific policy information.
- Staff were provided information on available DEI Events and Diversity and Inclusion Trainings via all-staff emails with registration/access information.
- The EEO Officer ensured that a copy of the EEO policy was accessible and available on the all-employee accessible shared drive.

### 2. Improve the EEO Office's visibility to the workforce.

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

Q1: The EEO Officer will make themselves, policy changes, and resources known via agency all staff meetings and in agency wide communications. The EEO Officer will review the EEO policy during new hire orientation and point newly hired staff to resources. The staff member tasked with these responsibilities started in September 2022 and will implement the agency's plans.

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Q2: The EEO Officer made themselves, policy changes, and resources known via agency all staff meetings and in agency wide communications. The EEO Officer reviewed the EEO policy during new hire orientation and provided newly hired staff EEO materials and resources.

Q3: The EEO Officer continued efforts to make themselves known as well as distributing policy changes and resources to all agency staff.

Q4: The EEO Officer continued efforts to make themselves known as well as distributing policy changes and resources to all agency staff.

### **3. Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.**

#### **❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

Q1:

The EEO Officer will make the EEO complaint process known via agency all staff meetings and in agency wide communications. The EEO Officer will provide a copy of the EEO complaint process to new hires during orientation. A copy of the EEO complaint process will be made available on the all-employee accessible shared drive. The staff member tasked with these responsibilities started in September 2022 and will implement the agency's plans.

Q2:

- The EEO Officer distributed the City's new EEO Policy Handbook: What To Know About Equity, Inclusion, and EEO via an all-staff email on December 23, 2022. Staff were also sent the link to the handbook on the DCAS Citywide Equity and Inclusion webpage.
- The EEO Officer reviewed the EEO policy during new hire orientation and provided newly hired staff EEO materials and resources.

Q3: The EEO Officer reviewed the EEO policy during new hire orientation and provided newly hired staff EEO materials and resources. The Officer provided staff links to resources as requested.

Q4: The EEO Officer fielded any questions and provided materials to staff as requested. The EEO Officer ensured that a copy of the EEO policy was accessible and available on the all-employee accessible shared drive.

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4. **Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**
- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

Q1:

The EEO Officer will make available materials providing information on employees' protected rights and prohibition of discrimination, including sexual harassment, in the workplace. Information about how to access those materials will be disseminated during agency all staff meetings and in agency wide communications. The EEO Officer will provide materials to new hires during orientation. Copies of materials will be made available on the all-employee accessible shared drive. The EEO Officer will ensure the availability of trainings on employees' protected rights and prohibition of discrimination, including sexual harassment, in the workplace and will make staff aware of the training opportunities. The staff member tasked with these responsibilities started in September 2022 and will implement the agency's plans.

Q2:

- The EEO Officer distributed the City's new EEO Policy Handbook: What To Know About Equity, Inclusion, and EEO via an all-staff email on December 23, 2022. Staff were also sent the link to the handbook on the DCAS Citywide Equity and Inclusion webpage.
- The EEO Officer reviewed the EEO policy during new hire orientation and provided newly hired staff EEO materials and resources.

Q3:

In addition to providing staff the EEO Policy, all Board staff completed Everybody Matters training in March 2023. 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.

Q4:

In Q4, agency staff completed Sexual Harassment Prevention, LGBTQ: Power of Inclusion, and Disability Awareness & Etiquette trainings. Trainings include topic specific policy information including protected rights and prohibition of discrimination in the workplace.



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5. **Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

Q1:

The EEO Officer will inform managers and supervisors of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment. Materials outlining the measures will be provided to all managers and supervisors and how to access those materials will be provided by email and during manager and leadership meetings. The EEO Officer will provide materials to new managers. Copies of materials will be made available on the all-employee accessible shared drive. The EEO Officer will ensure the availability of trainings and will make managers and supervisors aware of the training opportunities. The staff member tasked with these responsibilities started in September 2022 and will implement the agency's plans.

Q2: The EEO Officer distributed the City's new EEO Policy Handbook: What To Know About Equity, Inclusion, and EEO via an all-staff email on December 23, 2022. Staff were also sent the link to the handbook on the DCAS Citywide Equity and Inclusion webpage.

Q3: The EEO Officer ensured that a copy of the EEO policy was accessible and available on the all-employee accessible shared drive.

Q4: The EEO Officer ensured that a copy of the EEO policy was accessible and available on the all-employee accessible shared drive.

6. **Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

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Q1:

The EEO Officer will inform managers and supervisors of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy. Materials outlining the EEO complaint process will be provided to all managers and supervisors and how to access those materials will be provided by email and during manager and leadership meetings. The EEO Officer will provide materials to new managers. Copies of materials will be made available on the all-employee accessible shared drive. The EEO Officer will ensure the availability of trainings and will make managers and supervisors aware of the training opportunities. The staff member tasked with these responsibilities started in September 2022 and will implement the agency's plans.

Q2:

- The EEO Officer distributed the City's new EEO Policy Handbook: What To Know About Equity, Inclusion, and EEO via an all-staff email on December 23, 2022. Staff were also sent the link to the handbook on the DCAS Citywide Equity and Inclusion webpage.
- The EEO Officer made themselves known via agency all staff meetings and in agency wide communications.

Q3: The EEO Officer ensured that a copy of the EEO policy was accessible and available on the all-employee accessible shared drive.

Q4: The EEO Officer ensured that a copy of the EEO policy was accessible and available on the all-employee accessible shared drive.

7. **Other: N/A**

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

## IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

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☐ 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: NYC Equal Employment Practice Commission (EEPC).

☐ Attach the audit recommendations by EEPC or the other auditing agency.

☐ The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.

☐ The agency received a Certificate of Compliance from the auditing agency.

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

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## Appendix A: EEO Personnel Details

### EEO Personnel For 4 Quarter, FY 2023

#### Personnel Changes

<b>Personnel Changes this Quarter:</b>		<input checked="" type="checkbox"/> No Changes	<b>Number of Additions:</b>	<b>Number of Deletions:</b>
Employee's Name & Title	1.		2.	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:		Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title				
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:		Start Date or Termination Date:	Start Date or Termination Date:
<b>For New EEO Professionals:</b>				
Name & Title	4. Danielle Ortega – EEO Officer/ Director of Human Resources & Budget		5.	6.
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input checked="" type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 19%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title				
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)

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Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
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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	1. Danielle Ortega	2. Adil Tahir	3. Nashla Rivas Salas
Completed EEO Trainings:			
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 type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: 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 type="checkbox"/> Yes <input type="checkbox"/> No	<input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: 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 type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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## EEO Personnel Training Continued:

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	.		.		0.
<b>Completed EEO Trainings:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgBTq: The Power of Inclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

Diversity and EEO Staffing as of 4 Quarter FY 2023\*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Danielle Ortega	DEPUTY EXECUTIVE DIRECTOR (BOARD OF CORRECTION)	5%	<a href="mailto:DOrtega@boc.nyc.gov">DOrtega@boc.nyc.gov</a>	(212) 266-4395
Deputy EEO Officer OR Co-EEO Officer					
Chief Diversity & Inclusion Officer					
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Danielle Ortega		3%		
ADA Coordinator	Danielle Ortega		1%		

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<b>Disability Rights Coordinator</b>	Danielle Ortega		1%		
<b>Disability Services Facilitator</b>	Danielle Ortega		1%		
<b>55-a Coordinator</b>	Danielle Ortega		1%		
<b>Career Counselor</b>	Danielle Ortega		1%		
<b>EEO Counselor</b>					
<b>EEO Investigator</b>	Danielle Ortega		1%		
<b>EEO Counselor\ Investigator</b>					
<b>Investigator/Trainer</b>					
<b>EEO Training Liaison</b>	Danielle Ortega		5%		
<b>Other (specify)</b>					
<b>Other (specify)</b>					

\* 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.