

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

New York City Law Department Quarter 4 FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: <u>NEW YORK CITY LAW DEPARTMENT</u>			
<input type="checkbox"/> 1 st Quarter (July -September), due November 17, 2023	<input type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2024		
<input type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2024	<input checked="" type="checkbox"/> 4 th Quarter (April -June), due July 30, 2024		
Prepared by:			
Celina K. Fletcher-Serrant	Diversity Training Liaison & Assistant EEO Officer	cefletch@law.nyc.gov	212-356-3294
Name	Title	E-mail Address	Telephone No.
Date Submitted: July 30, 2024			
<u>FOR DCAS USE ONLY:</u>		<i>Date Received:</i>	

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 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 2024 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 2024 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 2024 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): March 14, 2024

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:

- During Q1, on July 25, 2023, the Law Department in collaboration with WorkWell NYC, hosted its second annual Wellness Day. The Law Department Wellness Day program was a "day" of agency spirit), which included employees channeling their planting skills with educational information regarding planting various herbs such as basil, cilantro, rosemary, etc. Planting pots, soil and seeds were also provided to employees. Wellness Day also included wellness activities such as making your own aromatherapy sachets (oils, sachets and other materials

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- provided), and a '90s dance movement class. The day was enhanced with “healthy-ish” snacks, and a meditation van stationed outside of the 100 Church Street office location. The day’s activities were accessible from any workstation and was broadcasted in office conference rooms throughout our borough locations.
- During Q1, on September 18, 2023, agency-wide email correspondence was distributed inviting nominations for the annual and prestigious Law Department Awards. The correspondence listed the Chair, Co-chair, and all members of the Awards Committee, and included the criteria for the fifteen awards offered.
 - During Q1, the Law Department’s Diversity, Equity & Inclusion Committee collaborated with the Franklin H. Williams Judicial Commission and held an in-person event at the New York County Supreme Court in celebration of Hispanic Heritage Month. The 2023 theme was “*Todos Somos, Somos Uno: We Are All, We Are One!*” The sub-theme of the program addressed how colorism impacts the Hispanic community, the court system, and society as a whole. The keynote speaker was Zenaida Mendez – Director of the Manhattan Neighborhood Network. There was also a panel presentation where speakers discussed their personal and professional journeys while delving into the issue of colorism in the Hispanic community.
 - During Q2, the Law Department’s Women’s Committee coordinated a week of healthcare-related activities from October 23, 2023, through October 27, 2023
 - October 23rd: the Women’s Committee, the Employee Assistance Program (EAP) and WorkWell NYC presented on Stress Management and Mental Health
 - October 24th: the Women’s Committee, in collaboration with the Community Service Committee, held a comprehensive, hybrid Health Fair, with panelists educating attendees on various healthcare issues such as disparate health care access and other topics inclusive of, but not limited to, cardiovascular, diabetes, fertility/infertility, cancer screening, pre-natal /post-natal care, and mental health. Panelists included:
 - Dr. Wendy Wilcox, Chief Women's Health Service Officer - NYC Health + Hospitals
 - Charmaine Browne, Health Services Manager- NYC DOHMH
 - Dr. Beth Seltzer, Director, Clinical and Scientific Affairs Unit, Bureau of Chronic Disease Prevention- NYC DOHMH
 - Dr. Catherine Canary, Director, Bureau of Early Intervention- NYC DOHMH
 - Dr. Shanté Bassett, Psychologist/Professor- LaGuardia Community College
 - October 25th: the Women’s Committee collaborated with WorkWell NYC to present on Breast Cancer Prevention, Surgery and Treatment. Event was held via Zoom
 - October 26th: CPR training facilitated by FDNY personnel in-person and via Zoom
 - October 27th: Hybrid presentation and Q&A with Law Department Benefits Coordinators, Yuhong

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Cantarella and Ripan Biswas; Additionally, a Meditation and Mindfulness session was led by John Campbell, Deputy Director of Professional Development

- During Q2, on November 3, 2023, the Law Department’s Diversity, Equity & Inclusion Committee distributed an agency-wide email correspondence with relevant Native American Heritage Month resources published to promote greater awareness of this observance among staff.
- During Q2, on December 6, 2023, the Law Department held its annual Awards Ceremony at New York Law School, with a virtual option for attendees. The Law Department’s Awards Ceremony honors selected employees for their exemplary service and contributions. The Awards Ceremony also included 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 U.S. This award recognizes and celebrates the outstanding contributions and significant impact of an exceptional member of the Law Department in promoting and advocating the diversity goals of the Law Department. This year’s recipient was Melanie Ash, Deputy Chief of Affirmative Litigation.
- During Q3, on January 30, 2024, the Law Department’s DE&I Committee launched a kick-off email that highlighted the Black History Month theme, origin “Father of Black History Month.” This included the hybrid event held on February 8, 2024, with speaker Dr. Brenda M. Greene, Professor of English, Founder Exec./Dir. Ctr. F/Black Literature, Medgar Evers College CUNY, and live music by Jazz House Kids NYC.
 - The Law Department’s DE&I Committee continued observance by sharing educational resources: ‘Spotlight on African American Trailblazers in the Arts;’ Speaker’s Recommended List of Books by Black Writers; Links to events and books at the New York Public Library, Schomburg Center for Research in Black Culture and the Apollo Theater in Harlem.
- During Q3, the Law Department’s DE&I Committee commenced planning and preparation for Asian American Pacific Islander (AAPI) Month, Caribbean American Heritage Month, Pride Month, Juneteenth, and a Book Club based on speaker Dr. Brenda M. Greene’s Recommended Booklist.
- During Q3, on March 19, 2024, the Law Department’s Women’s Committee held its Annual Women’s History Month hybrid event. The Keynote was Wendy Garcia, Deputy Commissioner of the NYPD Office of Equity and Inclusion.
- During Q4, from April 1st to 5th, 2024, in celebration of Diversity Month, the Law Department’s EEO Office’s Diversity Training Liaison collaborated with the Department of Social Services’ Office of Diversity and Inclusion to host and facilitate a week of virtual programs to acknowledge the growing multiculturalism in global societies. Additionally, the goal was to highlight the urgency of understanding other cultures to ensure a better world. Diversity Week, which featured optional programs, was well-attended, ranging from 25 – 75 attendees for each program. The “Hour of Power” lineup was:
 - April 1st: Dimensions of Racism – Refers to biases and ideas about race induced by our human disposition

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- to form in-groups and out-groups and the impact of internalized racialized messages.
- April 2nd: Applying a Gender Lens – Using a gender lens reveals the ways in which content and approaches are gendered, informed by, shaped by, or biased toward individuals’ perspectives of experiences.
 - April 3rd: Social Emotional Learning – A way to better understand your work lifestyle/habits, work environment, how to manage your time/responsibilities, and you may find ways to destress and discover professional goals.
 - April 4th: Inclusive Environment System – Creating an inclusive environment requires everyone actively work to understand and alter the unconscious bias that instinctively emerges into stereotypes and attitudes toward other groups of people.
 - April 5th: Psychological Safety – Creating an environment where employees feel empowered to express an idea or contribute fully, without fear of negative consequences to themselves, their status, or their career. It includes being courageous enough to showcase their vulnerability, to own their mistakes and turn them into learning, and trust that their work environment and co-workers will not shame them for doing so.
- During Q4, on May 23, 2024, the Law Department’s Diversity, Equity, and Inclusion Committee hosted the Asian American, Native Hawaiian and Pacific Islander (AANHPI) program with guest speaker Ryan Budhu, Trial Attorney at the U.S. Department of Justice. The event was well-attended and the guest speaker, a Law Department alum, spoke about his career journey.
 - During Q4, on June 8, 2024, the Law Department’s Diversity, Equity, and Inclusion Committee collaborated with the Caribbean American Lawyers Association, the Brooklyn Bar Association, and the Kings County Criminal Courts’ Pride Committee to participate in the Annual Brooklyn Pride Walk/Parade. The Law Department had approximately fifteen (15) people who marched to 5th Avenue from DeGraw and 9th Streets. It was an amazing event that celebrated all of the beauty of Pride Month.
 - During Q4, on June 11, 2024, the Law Department’s Diversity, Equity, and Inclusion Committee hosted an in-house Pride Month program featuring alum, Seth Eichenholtz. The Managing Attorney (and the speaker’s twin brother), Eric Eichenholtz, moderated the program as Seth Eichenholtz spoke about his career path starting with his introduction to the Law Department as a Summer Honors Intern to his current position with the U.S. Department of Justice as Associate Deputy Attorney General.
 - During Q4, on June 25, 2024, the Law Department’s Diversity, Equity, and Inclusion Committee hosted an in-person Food Festival in honor of Caribbean Heritage Month. Food from various islands and countries in the Caribbean Diaspora was served and available free of charge to the entire Law Department.
 - During Q4, on June 26, 2024, the Law Department’s Diversity, Equity, and Inclusion Committee hosted a virtual program to commemorate Juneteenth with 99 participants in attendance. A documentary developed by the Annenberg Classroom at the University of Pennsylvania, “Juneteenth: Freedom Stories,” was shown during the event. the program featured guest

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

speaker, Tunisia Morrison, Executive Director of V.O.Y.C.E., who discussed her advocacy to make Juneteenth a recognized holiday in the state of New York before it became a federal holiday.

- During Q4, the Law Department’s Women’s Committee began planning several initiatives for FY 2025. These plans include:
 - Securing a guest speaker, planning a Breast Cancer Walk, and disseminating informational resources for Breast Cancer Awareness Month in October;
 - Promoting Domestic Violence Awareness Month in November by organizing a walk across Brooklyn Bridge;
 - Coordinating a “Bring Your Child to Work” event; and
 - Initiating a mentorship program.

III. Workforce Review and Analysis

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

Q1 (9/30/2023): 1600 Q2 (12/31/2023): 1523 Q3 (3/31/2024): 1523 Q4 (6/30/2024): 1523

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

Yes On (Date): **December 14, 2023** Yes again on (Date): _____ 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

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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: 11-9-2023 Q2 Review Date: 1-24-2024 Q3 Review date: 4-25-2024 Q4 Review date: 7-29-2024

The review was conducted with:

<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head
<input checked="" type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources
<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel
<input checked="" type="checkbox"/> <u>Other EEO Officer</u>	<input checked="" type="checkbox"/> Other EEO Officer	<input checked="" type="checkbox"/> Other EEO Officer	<input checked="" type="checkbox"/> Other EEO Officers
<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted	<input type="checkbox"/> Not conducted

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

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 2024.

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 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

The Law Department is committed to recruiting, developing, and retaining a diverse and inclusive workforce. The agency strives to nurture an environment where employees, present and future, view the agency as an employer of choice.

1. Achieve Pay Equity for Employees in Civil Service Positions

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- 2. Expand Recruitment and Retention Strategies for Civil Service Positions including 55-a Candidates
 - 3. Build a sustainable workplace wellness model to implement wellness programming for agency employees with NYC WorkWell
- 1) Achieve Pay Equity for Employees in Civil Service Positions
- The Diversity & EEO Office collaborated with the Administration Division and Managing Attorney to propose a new Pay and Title Restructuring Initiative that reimagines the agency’s pay and hiring practices for support professionals and defines a plan to make adjustments to achieve equitable salary increases, career growth opportunities, and to create transparency around organizational structure and the agency’s use of civil service titles. This includes reviewing each active civil service title on a regular basis to confirm job descriptions, title structures and salary structures are accurate and equitable. In cases where there were significant increases in workload and responsibility, we submitted requests to OMB for review and consideration for changes. In many instances, changes were made. The resulting changes positively impacted employees in 12 different titles within seven divisions.
 - For the agency’s non-unionized civil service employees, the largest number of which are in the Assistant Corporation Counsel title, the agency conducted an extensive review of salaries within this title. The review culminated in a revised compensation structure which addressed pay equity issues (when compared to other similar positions in public sector fields), and expanded the salary structure at the Law Department.
 - The agency’s new Career Counselor, EEO, Administration, and the Managing Attorney will continue to identify trends and measures to assess the effectiveness of these initiatives.

Workforce Goal #1 Updates:						
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) Expand Recruitment and Retention Strategies for Civil Service Positions including 55-a Candidates

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- The Law Department’s Human Resources and Personnel Unit participated in the DCAS Citywide Hiring Hall in September 2023. We will continue participating in City Hiring Pools as scheduled and implement best practices for recruitment and retention in the following ways, including but not limited to:
 - distribute DCAS monthly newsletters, internal job posting announcements and monthly exam notices for each quarter
 - create job readiness programming for civil service employees in response to the civil service hiring pool notices
 - plan and facilitate orientation programming for all new support professional hires
 - collaborate with DCAS to increase recruitment efforts for the agency’s promotional opportunities
 - continue working with Administration to design standard interview rating sheets for the disposition of candidates for support professional hires, promotions, and transfers
 - conduct exit interviews and send exit interview analysis information to the Executive
 - present at citywide fairs, schools, colleges, and library presentation showcasing the Law Department and its vacancies within civil service employment
 - conduct structured interview training for new supervisors and employees.
- 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 involved in the interview recruitment process.
- The Law Department’s Career Counselor continues conducting exit interviews to assess strategies for workforce retention for civil servants. In FY 2024, the Career Counselor conducted approximately thirty-seven (37) exit interviews

<u>Workforce Goal #2 Updates:</u>						
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 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- 3) Build a sustainable workplace wellness model to implement wellness programming for agency employees with NYC WorkWell.
- The Law Department's Quality of Work life Committee introduced two new subcommittees focused on employee Mental Health and Wellness and Caregiver Support.
 - On July 25, 2023, the Law Department in collaboration with WorkWell NYC, hosted its second annual Wellness Day. The Law Department Wellness Day program was a "day" of agency spirit), which included employees channeling their skills as green thumbs with educational information regarding planting various herbs such as basil, cilantro, rosemary, etc. Planting pots, soil and seeds were also provided to employees. Wellness Day also included wellness activities such as making your own aromatherapy sachets (oils, sachets and other materials provided), and a '90s dance movement class. The day was enhanced with "healthy-ish" snacks and a meditation van stationed outside of the 100 Church Street office location. The day's activities were accessible from any workstation and were broadcast in office conference rooms throughout our borough locations.
 - During Q1, The Quality of Work Life Committee and the Women's Committee met to plan a comprehensive, hybrid Health Fair, for Q2 (October 23-25, 2023); Topics to be addressed at the Health Fair are: disparate health care access and other topics including, but not limited to, cardiovascular health, diabetes, fertility/infertility, cancer screening, pre-natal/post-natal care, and mental health.
 - During Q2, a successful Health Fair was held. The Health Fair included, in partnership with WorkWell NYC, a presentation on Breast Cancer Prevention, Surgery and Treatment. Also, in partnership with WorkWell NYC and the American-Italian Cancer Foundation (AICF), a free Mammogram Bus event was scheduled for November 1, 2023. The screening event was cancelled due to unforeseen circumstances. However, the event has been rescheduled to Q4, on April 18, 2024.
 - During Q2, the agency took a large step toward achieving its goal of creating a sustainable workplace wellness model that maintains a regular schedule of wellness programming year after year by joining the 2023-2024 Workwell NYC Partners Program. This partnership with Workwell will offer employees support and resources for building a work-life experience where wellness is a norm. As part of the program, the agency has 5 Workwell Ambassadors who began collaborating in Q2 to execute a wellness programming schedule for 2023-2024. To start, the Ambassadors launched a wellness programming survey during Q2, to obtain input from the workforce on their wellness programming interests. Our Ambassadors have also held flu clinics and a blood drive for agency employees during Q2.
 - Continuing into Q3, the Lead Ambassador meets with NYC Workwell bi-weekly to collaborate on wellness initiatives and programming. During Q3, on February 23, 2024, the agency launched a Self-Love campaign, posting flyers and sharing positive messages throughout the office about self-care and reflection. On

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

February 27, 2024, Workwell NYC and nurses from the NYC Health & Hospitals Corporation visited the Law Department to conduct free blood pressure screenings and share information with employees on healthy eating, low sodium diets, increasing physical activity, and scheduling healthcare visits.

- During Q3, on January 19, 2024, the Law Department's Women's Committee met with the Managing Attorney and Chief Diversity Officer regarding the Work from Home (WFH) Pilot Program. The goal was to express employees' concerns and clarify various aspects of the Program.
- During Q3, on February 28th, the Law Department's Professional and Organizational Development Office hosted the Mindful Journaling for Self-Love virtual workshop. The Operations Division assisted in creating journals that were distributed to the seventy-five registered participants and more. Additionally, the Law Department collaborated with Workwell NYC to host a Meditation Bus that was stationed outside of 100 Church Street for colleagues to benefit their emotional well-being and overall health.
- During Q3, the Law Department's Women's Committee is resuming preparation for Free Mammogram Bus in partnership with Workwell NYC and the American-Italian Cancer Foundation (AICF). The event is scheduled to occur in April 2024.
- During Q3, the Law Department's Quality and Work-Life Committee (QWLC) planned to launch the weekly Social Running Club on April 2, 2024. Colleagues who are interested will meet every Thursday after work hours. The goal is to run approximately two to three miles together and socialize at a local establishment after. All participants are welcome, and the group intends to run at a fun pace for individuals of varying experience and speed.
- During Q3, the Law Department's Quality and Work-Life Committee (QWLC) planned to launch the weekly Marilyn's Social Walking Club on April 5, 2024. Colleagues who are interested will meet every Monday and Friday during lunch hours. The goal is to walk for health and to reenergize and help participants clear their minds. Participants will meet colleagues at the Law Department interested in health and wellness.
- During Q4, Marilyn's Social Walking Club continued to gain momentum. The club invited all employees to rejoin on June 4, 2024 for the summer. Due to increased interest, the club will run until the end of August and increased the frequency of its lunch hour walks from two to three times per week. Colleagues who are interested meet every Tuesday, Wednesday and Friday during lunch hours. The club's motto is, "Walking is healthy, energizing, and lowers our stress levels. If something is bothering you, walk it off."
- During Q4, the Law Department's Quality and Work-Life Committee (QWLC) hosted "Wellness Wednesdays" in May 2024 for Mental Health Awareness Month. This program was well-attended, with range of fifty (50) to seventy (70) attendees per session.
 - 5/1/24 – ABCs of EAP (69 participants): Kickoff Presentation by NYC EAP with guest speaker,

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Matthew Kantor, LMSW – Attendees learned about valuable resources EAP provides such as short-term counseling for stressful situations, referrals to in-network therapists, how to overcome mental health stigma, counseling for supervisors about how to work efficiently in challenging situations, how to assist colleagues to obtain necessary help, assistance for family members such as parents and children, and self-care techniques.

- 5/8/24 – Positive Thinking (54 participants): with guest speaker Lani Silverside, an educator and coach at heart, former collegiate athlete, member of the New England Basketball Hall of Fame, and breast cancer survivor. After 16 years in the classroom, Lani now works in schools, teams, and individuals on mental performance training. She is a founder and runs the nonprofit organization SG United Foundation. Her work specializes in the intersection of sport and positive psychology to optimize performance and well-being.
 - 5/15/24- Energy & Burnout Avoidance (85 participants): with guest speaker Elizabeth Pyjov, founder of Self-Compassion for Lawyers and she presented well-received programs at the Law Department last year on Enhancing Your Legal Skill by Calming the Inner Critic and The Science of Gratitude and Gratitude Meditation. This program focused on brain science and examined patterns of the mind. This session gave all participants the tools to have more energy in life and at work. The program revealed daily practices that will protect from burn-out and mental activities for thriving in the long-term. The program also identified ways to reduce burnout, increase productivity, and build energy, enthusiasm, and healthier habits.
 - 5/22/24 – Mental Health 101 (102 participants): with guest speaker Dr. Shante Bassett, Licensed Clinical Psychologist, CEO of Rapha Mind & Body, LLC.
 - 5/29/24 – Chair Yoga with WorkWell NYC (41 participants)
- During Q4, on May 15, 2024, the Law Department's Quality and Work-Life Committee (QWLC) hosted the annual Staff Appreciation Breakfast at the 100 Church Street office location, while other borough offices held their events as well. We received tremendous positive feedback from staff.
 - During Q4, on April 18, 2024, the Law Department's QWLC, in collaboration with WorkWell NYC and the American-Italian Cancer Foundation (AICF), coordinated a free Mammogram Bus at the 100 Church Street office location. This event was successfully held on April 18, 2024, with more than 18 participants receiving screening for breast cancer.

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<u>Workforce Goal #3 Updates:</u>						
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) Efforts to reduce Workforce underutilization:

- The Diversity & EEO Office continues to review the quarterly reports and trends identified on the dashboard and engages in efforts to promote diverse recruitment opportunities and the retention of underrepresented groups.
- The Office’s primary strategy for addressing underutilization is to engage the relevant units, Legal Recruitment and Personnel, and their leadership in an ongoing discussion of hiring trends, exit interviews, retention concerns, and to propose and assist with efforts to increase diversity and improve underutilization.
- The Office has also worked with the Managing Attorney and Legal Recruitment Office on specific policies to enhance EEO review of promotional and lateral hire applications, interviews, and evaluation processes. Currently, the process for designating a title level to incoming lateral and promotional hires is being reviewed and redesigned to advance consistency and fairness and eliminate arbitrariness in lateral and promotional hiring. The new rubric will be implemented this fiscal year.
- The Office’s Q1 review of the Workforce Dashboard revealed underutilization in the areas of Building Services, Managers, and Management Specialists. To address the underutilization in Managers and Management Specialists, the Diversity and EEO Office will continue to engage with the Legal Recruitment Office and Human Resources to assess and review hiring trends and vacancies. Agency career counselors will also continue to notify our current employees of available opportunities and identify community opportunities to attract prospective candidates. The agency also continues to participate in recruitment activities such as recruitment fairs and outreach to various associations, universities, or organizations. While we continue devising strategies to address the Building Services category, we also take notice that there are other titles in our Facilities Unit, the unit which includes our Building Services titles, which add more diversity to the workgroup.
- The Office’s Q2 review of the Workforce Dashboard revealed underutilization in the Building Services and Managers

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- work groups. A meeting was held on January 24, 2024, with the Director of Human Resources Director to review, discuss, and strategize regarding the underutilization issues in the agency.
- The Office's Q3 review of the Workforce Dashboard revealed the same underutilization as last quarter in the Building Services and Managers 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.
 - During Q3, on January 22, 2024, the Law Department's EEO Office in collaboration with the Administration Division and Personnel Unit announced a new procedure to enhance our agency's current hiring process for Support Professionals. To ensure consistency across all interviews, the EEO Office and Personnel will be vetting all interview questions ahead of any scheduled interviews. In addition, the new Interview Evaluation Form will allow for transparency in how candidates are selected for positions. Our ultimate goal is to provide a fair and equitable hiring process for all, while building an inclusive and diverse culture.
 - During Q4, on June 24, 2024, the Diversity Training Coordinator, Career Counselor, and Legal Recruitment Coordinator met to discuss collaboration on an updated and revamped structured interviewing training for all Law Department employees who interview candidates for civil service positions. The meeting resulted in a sharing of materials and resources, and discussions about the parameters, efforts to address underutilization, and agency announcements for a new structured interviewing training. The group is scheduled to meet again in July 2024.

B. Workplace:

The Law Department is a learning organization and strives to be a leading municipal employer in Diversity, Equity, and Inclusion practices. The agency endeavors to provide a workplace that values diversity of thought and background. The Law Department will continue to enhance diversity, inclusion, and equity in the workplace through the professional development of its leaders and employees. The agency will also continue to enhance the workplace through its support of, and participation in, employee resource committees, collaboratives, and agency work-life programming led by senior leadership.

1. Promote Inclusion through Internal Communication
 2. Increase Professional Development Opportunities for Senior Leaders
-
1. Promote Inclusion through Internal Communication

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- To raise cultural awareness and support senior leadership in building an inclusive work environment, the Diversity and EEO Office circulated a Diversity Awareness Calendar and encouraged leadership to consider a broader range of cultural and religious observances when scheduling important meetings, mandatory staff trainings, or events. The calendar has been updated and is recirculated annually.
- The Office features EEO, DEI and professional development resources in the agency’s newsletter, Sidebar, on a bi-monthly basis.
- In addition to agency-wide messages about EEO Office announcements and reminders about reasonable accommodation procedures and available trainings, the Law Department continues expanding its channels of communication to nurture a more inclusive environment. In addition to print and photography, the communications team now delivers an expanded range of content through approximately twenty-five (25) electronic office monitors distributed through agency offices. Additionally, the monitors are used to highlight employees for their contributions to diversity, equity, and inclusion as well as for their demonstrated leadership and legal successes. In addition to employee recognition media, the monitors also display notice of agency-wide and community events, division accomplishments, policy-related reminders and timely infographics.

<u>Workforce Goal #1 Updates:</u>						
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. Increase Professional Development Opportunities for Senior Leaders

- During Q1, the Professional Development Office coordinated two supervisory cohort sessions on:
 - July 26th (28 attendees)
 - August 22nd (34 attendees)
- During Q1, the Professional Development Office coordinated three coaching collaboratives:
 - July 11th – Risk Management Division Coaching Collaborative & Training Meeting (7 attendees)
 - July 27th – Coaching Collaborative Meeting (20 attendees)
 - September 28th – Coaching Collaborative (22 attendees)
- During Q1, on July 18th, the Diversity and EEO Office conducted its fifth mandatory EEO training for

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

supervisors. There were 79 attendees and the office received positive feedback via the anonymous evaluations. The Diversity & EEO Office will conduct another EEO Training for Supervisors and Managers in January 2024.

- The agency offers monthly Lexis Refresher trainings for attorneys and support professionals.
- The Professional Development Office will share DEI resources and trainings from PLLI, bar associations, etc.
- The Professional Development Office launched a Special Mentorship program and a Mentoring Circle to pair entry -class attorneys with senior level attorneys and Law Department committee members.

- During Q2, the Professional Development Office coordinated three supervisory cohort sessions on:
 - October 3, 2023 (25 participants)
 - November 16, 2023 (29 participants)
 - December 19, 2023 (21 participants)
- During Q2, the Professional Development Office coordinated three coaching collaboratives:
 - November 14, 2023 – Coaching Collaborative Meeting (21 participants)
 - December 7, 2023 - Bringing Inspirational Leadership Part I Supervisor Training (35 participants)
 - December 20, 2023 - Bringing Inspirational Leadership Part II Supervisor Training (19 participants)
- During Q2, the Professional Development Office launched a new mentoring program for twenty-eight (28) ACCs who are retaking the bar exam in February 2024:
 - November – December: Bar Prep Coaching Session | 22 sessions (33 participants)
 - November 14, 2023: Bar Retakers Panel (31 participants)
 - November 22, 2023: Meeting with Uniform Bar Retakers (31 participants)
 - November 29, 2023: Best Practices for Preparing for Bar (31 participants)
 - December 7, 2023: Developing a Strong Mindset as You Prepare for the Bar Panel Discussion (25 participants)
 - December 13, 2023: Bar Retaker Program Supervisor Orientation (26 participants)
 - December 13, 2023: Meeting for Bar Retakers (28 participants)
 - December 18, 2023: Meeting for Bar Retakers on Commercial alternatives (11 participants)
 - December 18, 2023: Q&A for Supervisors of Bar Retakers (5 participants)
 - December 18, 2023: Training for Bar Retaker Mentors (27 participants)
- During Q2, the Professional Development Office held the following CLEs:
 - October 3rd – CLE: 2023 CPLR Update (96 attendees)
 - October 12th – CLE: Organizational Skills and Time Management Tips (31 attendees)
 - November 2nd – CLE: Legal Writing Clinic for New ACCs (39 attendees)
 - November 16th – CLE: Demystifying Discovery (36 attendees)

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- During Q3, on February 14th, the Law Department’s Professional and Organizational Development Office hosted the Lateral Success at the Law Department Panel (48 participants)
- During Q3, on February 15th, the Law Department’s Professional and Organizational Development Office coordinated the Training Consortium. The Training Consortium is comprised of Law Department support professionals and attorneys who meet quarterly to discuss training issues at the Law Department. They share pertinent resources and training information within the group. Oftentimes, members of the Training Consortium meet outside of the general meetings to develop office-wide training programs. Currently the Training Consortium is planning “Teamwork for the Common Good,” the goal of which is to engage and include support professionals in substantive legal work. Support professionals now have access to legal training via CE Manager – a database program which had previously only been available to attorneys. The Professional and Organizational Development Office is examining opportunities for collaboration with the Support Professional Career Counselor and Trainer (Rima McCoy and Mona Ali), and with the Law Department’s legal divisions.
- During Q3, the Professional and Organizational Development Office coordinated two (2) supervisory cohort sessions on:
 - January 25th
 - February 27th (16 attendees)
- During Q3, the Law Department’s Professional and Organizational Development Office coordinated two coaching collaboratives. The Coaching Collaborative is a group of employees at the Law Department, who, in addition to their primary role in the office, serve as their respective division’s coach. The Collaborative, of which the Coaches are members, meets on a regular basis to discuss key issues and/or barriers to the professional development of employees, with the goal of resolving the issue or removing the barriers. Members of the Collaborative are available to meet with attorneys and support professionals for individual coaching sessions. In the interest of advancing employee development, the Coaches are instrumental in developing benchmarks for attorneys. Coaches also administer career development processes such as the staff Mid-Year Meetings and the Attorney Interview Evaluation Process. In response to technology issues that employees are experiencing working remotely following the rollout of the Remote Work Pilot, the collaborative is sponsoring a Q&A session with the Deputy CIO for Infrastructure & Operations. Also, that collaborative is following up on training needs expressed in Mid-Year Meetings.
 - January 23rd (21 attendees)
 - March 19th (19 attendees)
- During Q3, the Law Department’s Professional and Organizational Development Office held the following eight CLEs:
 - January 23rd - CLE: Environmental Review for Agency Counsel (78 attendees)

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- February 13th - CLE: CPLR Updates Fall/Winter 2023/24 (94 attendees)
 - February 14th - CLE: Understanding New York City's Laws -- Power and Process 2024 (815 attendees)
 - March 7th - CE Manager Info Session and Training (101 attendees)
 - March 5th - CLE: Attorney Ethical Rule 8.4 and Disciplinary Committee Actions: Behave Yourself! (371 attendees)
 - March 26th - CLE: Byte by Byte: Ethically Navigating Artificial Intelligence in our Law Offices (139 attendees)
- During Q4, the Law Department's Administration Division continued its ongoing Staff Training Initiative sponsored by DCAS. The goal is to provide 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.
- On June 7, 2024, the Deputy Chief of Administration recommended employees to participate in the upcoming DCAS training, Essential Skills for Leaders.
- During Q4, the Law Department's Professional and Organizational Development Office hosted various trainings and programs for Senior Leaders:
- May 8, 2024: Ethics and COIB Training for Laterals (14 participants).
 - June 12, 2024: Supervisor Training – Bringing Inspirational Leadership (20 participants)
 - June 20, 2024: Interview Evaluation Training for Supervisors of ACCs (57 participants).
 - June 26, 2024: Supervisor Training – Bringing Inspirational Leadership (20 participants).
- During Q4, the Law Department's Professional and Organizational Development Office coordinated another coaching collaborative on:
- May 14, 2024 (31 participants)
- During Q4, the Professional and Organizational Development Office coordinated two (2) supervisory cohort sessions on:
- April 4, 2024 (10 participants)
 - May 2, 2024 (13 participants)
- During Q4, the Law Department's Professional and Organizational Development Office held the following three (3) CLEs:
- April 16, 2024: What's New in Human Rights Law? (129 participants)
 - May 21, 2024: A Primer on Workers' Compensation Law & Brief Review on Best Practices (114 participants)
 - June 18, 2024: Racial Equity and Equal Protection Challenges (134 participants)

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<u>Workforce Goal #2 Updates:</u>						
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

5. Other Workplace Activities:

- During Q1, on September 13, 2023, the Law Department Committees participated in an Informational Panel and Scavenger Hunt as part of the Orientation activities for the Entry Class. Each committee selected a NYC landmark of cultural significance for the Scavenger Hunt. For example, the Women’s committee selected the “Fearless Girl” statue which symbolizes equality, equal pay, supporting women in leadership positions, the empowerment of women, education of women, education for the prevention of prejudice, and the general well-being of women; The DE&I Committee selected the African Burial Ground as its landmark which is the oldest and largest known excavated burial ground in North America for both free and enslaved Africans and protects the historic role slavery played in building New York.
- During Q1, the Law Department’s Innovation and Strategy Council developed two subgroups to break down communication silos within the Law Department.
- During Q1, the Innovation and Strategy Council resubmitted its Green Initiative for review and approval. This initiative strives to reduce the usage of paper within the Law Department.
- During Q1, the Innovation and Strategy Council submitted a Mobile Lawyer proposal for review and approval and scheduled a meeting in October 2023 to discuss said proposal with the Chief Diversity & EEO Officer.
- The agency has formed an Artificial Intelligence Working Group comprised of attorneys and support professionals (including 5 members of the Innovation and Strategy Council) to explore the potential of using AI, assess tools in development, review the legal and ethical concerns and make recommendations as to how the Law Department can best use this rapidly emerging technology.
- As part of the 5-year accessibility plan and pursuant to Local Law 12 of 2023, the agency has formed an Accessibility Plan Working Group to identify accessibility issues and create a plan to improve accessibility. The first meeting is scheduled for November 2, 2023.

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- During Q2, on October 18, 2023, the Law Department's Diversity, Equity & Inclusion Committee held the LGBTQ History Month hybrid event with speaker Matthew J. Skinner, Exec. Dir. NYS Unified Court System, The Richard C. Failla, LGBTQ Commission. The DE&I Committee also published a LGBTQ+ History Guide compiled/provided by Adana Wright, NYC Commission on Gender Equity & Ronald Porcelli, The Unity Project, City Hall
- During Q2, on October 22, 2023, the Law Department's Diversity, Equity & Inclusion Committee held the National Disability Employment Awareness Month (NDEAM), with NYC Disability Pride Parade (DPP) event. Committee members walked in the parade under the NYC Law Department banner; started from Madison Square Park with opening remarks from Grand Marshalls, NYCDPP officials, City Comptroller Brad Lander, other City agencies; parade ended with Community Gathering at Union Square Park.
- During Q2, on October 20, 2023, the Law Department's Quality of Work-Life Committee held a Management Benefit Fund's Superimposed Major Medical Benefit session.
- During Q2, the Law Department's Innovation & Strategy Council's (ISC) working group (WG) for the project of breaking down communication silos within the Law Department met in two subgroups to discuss/further identify each communication topic. They currently meet in small groups to work on details to then bring forth to the entire WG.
- During Q2, the ISC's Communications Survey received final approval. The survey was distributed to the agency in early December 2023 with a deadline date of December 22, 2023. ISC members are currently evaluating data and summarizing comments. Data/comments will also be shared with ISC WG.
- During Q2, the ISC's Mobile Lawyer initiative was approved to reach out to Litigation Support Division to see if working collaboratively together can help move concept forward.
- During Q2, the five (5) members of ISC continues to work on the AI working group as members of various subgroups. They are learning what other agencies & institutions are doing and have developed an outline for the content of the policy, and about different technologies and software available.
- During Q3, the Law Department's Professional and Organizational Development Office held four Support Professional Onboarding sessions and seven Lateral Onboarding sessions.
 - Support Professional Onboarding
 - January 30th (4 attendees)
 - February 13th (4 attendees)
 - March 12th (4 attendees)
 - March 26th (4 attendees)
 - Lateral Onboarding
 - January 22nd (4 attendees)

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- February 5th (4 attendees)
 - February 12th (4 attendees)
 - March 4th (3 attendees)
 - March 7th: Orientation (11 attendees)
 - March 18th (3 attendees)
 - March 25th (3 attendees)
- During Q3, the Law Department's Innovation and Strategy Council (ISC) working group is progressing with the project of breaking down communication silos. Work is ongoing and the Council is targeting mid-April for completion and submission of recommendations. ISC is awaiting review for the Communications Survey Results and Recommendations.
- During Q3, the Law Department's Innovation and Strategy Council submitted and awaited review and approval to proceed with the Green Initiative.
- During Q3, the Law Department's Innovation and Strategy Council initiative, Mobile Lawyer, is in progress. Five members of ISC are working on the AI working group as members of various subgroups.
- During Q3, the Law Department's Innovation and Strategy Council is preparing training videos on select technologies project proposal and will submit upon completion.
- During Q3, the Law Department received overwhelming interest in committee applications. In total, we received fifty-one (51) applicants with a breakdown of thirty-seven (37) legal and fourteen (14) support professionals. Applications were reviewed on January 22, 2024, and invitations for membership were sent in March 2024.
- During Q4, the Law Department's Professional and Organizational Development Office held two (2) Lateral Onboarding sessions on:
- April 1, 2024 (3 attendees)
 - May 20, 2024 (3 attendees)
- During Q4, on May 29, 2024, the Law Department's Professional and Organizational Development Office held a Career Development session (2 participants).
- During Q4, on April 11, 2024, the Law Department's Professional and Organizational Development hosted a Remote Work Q&A Session in collaboration with the Information Technology (IT) Division (128 participants).
- During Q4, the Law Department's Innovation and Strategy Council (ISC) working group for the project of breaking down communication silos within the Law Department submitted its recommendations to the Executive sponsor.
- During Q4, the Law Department's Innovation and Strategy Council's (ISC) continued working on the Mobile Lawyer initiative. Additionally, five members of ISC are continuing to work on the AI working group as members of various subgroups.
- During Q4, the Law Department's Innovation and Strategy Council's (ISC) continued identifying training videos on

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

select technologies. This important ISC project proposal is being prepared and will be submitted to the Executive sponsor upon completion.

C. Community:

The Law Department advances legal and just processes that serve the best interests of the City of New York to the greatest extent possible. The Law Department will support efforts of outreach and community service throughout the City of New York Community in a manner that is consistent with the mission, ethical obligations, and values of the office.

Goals to enhance DEI and EEO in the Community for FY 2024 include:

1. Enhance Language Access Services
2. Increase the Law Department's Visibility in the Community
3. Recruit for Mentoring and Pipeline Initiatives in the Community
4. Increase Agency Participation with M/WBEs

1. Enhance Language Access Services

- During Q1 and Q2, the Law Department's Family Court Division continues its efforts to identify and translate the Law Department's "most commonly distributed documents"
- During Q1 and Q2, the Law Department's Family Court Division is implementing a process for collecting customer service feedback that is multilingual and accessible to individuals with limited English proficiency to find easily such as: a written survey available in the 10 designated languages with a multi-lingual QSR code survey feature. The target date for completion is June 2024.
- During Q1 and Q2, the agency is revising training modules for frontline staff and managers on the Law Department's Language Access Obligations & Policies and Procedures. Training will continue to address the Law Department's language access obligations, services, and policies and procedures including, but not limited to:
 - Legal obligations and agency policy on language access (including Local Law 30)

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- When and how to use telephonic interpretation
- When and how to use in-person interpretation
- When and how to request translation services
- When to use and not use bilingual staff
- How to identify the primary language of a person with Limited English Proficiency (LEP)
- How to track the individual’s language
- How to track whether and how language services are provided to the individual
- How to provide customer service to individuals with LEP
- The agency’s Diversity Training Liaison has also incorporated information re: Local Law 30 in the EEO Overview training for all new hires (attorneys and support professionals)
- The agency is in the process of revising the Law Department’s Language Access internet page to include:
 - Link to Revised LAIP
 - Information on how to submit language access complaints including link to 311
 - A specific language access email address for language access inquiries and complaints
- The agency is refreshing signage and language access guidance materials at Law Department offices that receive members of the public including:
 - Multilingual notice of how to file a language access complaint
 - Multilingual feedback survey
- During Q4, the EEO Office, with assistance from the IT Division, updated the agency’s public website with the new Language Access Implementation Plan (LAIP), the names and contact information of the agency’s Language Access Coordinators.
- During Q4, the Language Access Coordinators met with front-facing Division managers and support professionals to assess training needs and identify opportunities to enhance and expand the existing Language Access training to various front-facing divisions. There are plans in July and August to meet with training managers and support professionals to ensure updated language access training is launched.

<u>Community Goal #1 Updates:</u>						
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 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

2. Increase the Law Department's Visibility in the Community

- During Q1, from August 14th – September 29th, the Community Service Committee, in collaboration with the Women's Committee, coordinated a Donation Drive for Asylum Seekers, benefitting the Mayor's Fund for NYC
- On September 22nd, the agency's Entry Class of attorneys participated in a shift at God's Love We Deliver; the next community service shift is scheduled for October 11, 2023
- The Law Department's Women's Committee is planning its second annual Domestic Violence Awareness Walk Across the Brooklyn Bridge in October 2023, and a "Wear Purple Day" to raise awareness of domestic violence
- The Law Department's DE&I Committee has registered for, and will participate in, the Disability Pride Parade scheduled for October 2023
- In honor of LGBTQIA+ History Month, the DE&I Committee will also participate in the National Transgender Visibility March and the New York Transgender Advocacy Group Love Rally which will occur on October 20th and October 21st respectively
- The Law Department's Community Service Committee is planning the following community service events for Q2:
 - Winter accessories Donation Drive to benefit Care for the Homeless (scheduled to run from mid-October to mid- December)
 - "Be the Match" Health Fair connects people with blood cancers or other blood disorders to a matching donor for a marrow transplant. Be the Match will perform check swabs and add participants to its Be the Match donor registry
 - Volunteer event with Moms for Moms where Law Department volunteers will assemble post-partum and newborn care kits for mothers in need; The agency is proud to report that all 10 available volunteer spots were all filled within 2.5 hours of sending the office-wide announcement
- During Q2, the Law Department's Quality of Work-Life Committee commenced planning for Summer in the City, and People & Places in Your Neighborhood.
- During Q2, on October 18, 2023, the Law Department Women's Committee held its second annual Domestic Violence Awareness Walk. Members and staff were invited to walk across the Brooklyn Bridge.
- During Q2, on October 23, 2023, the Law Department's Women's Committee held NYC Go Purple Day and encouraged members and staff to wear purple in support of survivors and take a stand against domestic violence and gender-based violence.
- During Q2, on October 24, 2023, the Law Department's eight (8) members from the Community Service Committee, represented the Law Department at Moms for Moms in preparing postpartum and newborn care

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

kits for mothers in need.

- During Q2, on November 14 - 16, 2023, the Law Department's Community Service Committee held the Crafting Love event in all borough offices, where members and staff crafted 100 cards, which were hand-delivered to God's Love We Deliver.
- During Q2, the Law Department's Community Service Committee coordinated the annual Secret Snowflake Toy Drive to benefit children living in DHS shelters. Over two hundred (200) toys were organized and delivered to DHS.
- During Q2, the Law Department's Community Service Committee is planning the Souperbowl food drive to benefit City Harvest for February 2024. For Spring 2024, they are also planning the Soles4Souls shoe drive, a Moms for Moms in-person volunteer event, and a donation drive to benefit the FSK foundation.
- During Q3, on February 12, 2024, the Law Department's Community Service Committee held the annual Souperbowl Food Drive to benefit City Harvest. Twenty-five (25) boxes of food were collected and donated to City Harvest!
- During Q3, the Law Department's Community Service Committee is planning to circulate volunteer opportunities with Housing Works, circulate in-person volunteer opportunities with Moms for Moms, host a school supply drive to benefit the Francis S. Keleekai (FSK) Foundation, and host a clothing drive with TLC NYC.
- During Q4, on May 23, 2024, the Law Department's Community Service Committee launched the volunteer event with Moms for Moms. A group of 7 Law Department volunteers sorted items to prepare newborn and post-partum care kits to mothers in need.
- During Q4, from June 3 - 28, 2024, the Law Department's Community Service Committee held the donation drive for Animal Care Centers of New York. Several items have been donated to the Manhattan and Staten Island office locations.
- During Q4, the Law Department's Community Service Committee is researched and planned future volunteer opportunities with Habitat for Humanity, Heart & Souls, Encore Services.
- During Q4, the Law Department's Community Service Committee is researched and planned future donation drives with Soles4Souls, 100 Suits, and TeamTLC.
- During Q4, on June 14th and June 20th, 2024, the Law Department's Quality of Work-Life Committee (QWLC) continued their Summer in the City initiative. They successfully recruited employees for a NYCFC game and a NY Liberty game, with 65-75 participants. QWLC will continue planning additional outings to the following sporting events:
 - July 29, 2024: Mets baseball game
 - August 20, 2024: Yankees baseball game
 - September 22, 2024: Gotham soccer game

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<u>Community Goal #1</u> <u>Updates:</u>						
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

3. Recruit for Mentoring and Pipeline Initiatives in the Community

- The Professional Development Office has conducted the following meetings for the various mentorship programming:

- Special Mentoring Program for Entry Legal Class with LD Committee Members (3 attendees)
 - August 15th – Mentoring Circle – Law School/Higher Education Admissions (5 attendees)
 - August 17th – Mentoring Circle – Diversity, Inclusion, and Allyship (5 attendees)
 - August 24th -- Mentoring Circle – Career Skills (20 attendees)
 - November 3, 2023 – Mentoring Group Session – Career Skills (8 participants)
 - December 14, 2023 – Mentoring Group Session – Diversity and Inclusion (2 participants)
 - December 18, 2023 – Training for Bar Retakers Mentors (27 participants)

- Family Court Division – Youth Leadership Council

- In collaboration with the Mayor’s Office for New York City Service, the Family Court Division has sponsored a Youth Leadership Council. NYC Youth Leadership Councils (YLCs) are a network of youth groups focused on policy, practice, and advocacy to make local change happen. Each YLC is a space for a team to meet with others, share ideas, create solutions, and put those solutions into action with the support from City agencies, schools, and community organizations. YLC members can observe court proceedings, review policies and protocols, provide insight on how better to incorporate the needs and voice of youth in both the child support and juvenile delinquency practices, and make recommendations for change. The Council meets on a weekly basis, learns about the work of the Division through guest speakers from the Division, and develops recommendations to improve the policies and practices of the Family Court Division. Many of the recommendations of past YLCs have been implemented into the practice.
- After the application and interview process, the YLC Orientation will be scheduled for January 24, 2024 via

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Zoom. Some of the scheduled sessions include an overview of the Juvenile Delinquency practice, the history of juvenile justice, and exploring avenues for justice. YLC is scheduled to facilitate its Final Presentation (with recommendations) on June 5, 2024.

- During Q3, on February 13th, the Law Department’s Professional and Organizational Development Office held a Mentoring Program information session. The 2024 Mentorship Program, open to all legal and support staff, launched in February 2024. There are 33 pairs of mentors and mentees. The expectation is that the pairs meet monthly. In addition to one-on-one mentoring, there are small groups of mentors and mentees which meet bimonthly to share resources, ask questions of the group and coordinate programs for the larger mentorship program. This year, there are small groups on law school and higher education admissions, career skills and promoting diversity, equity, and inclusion. An orientation session with Corporation Counsel Sylvia O. Hinds-Radix is scheduled for April 2nd. The mentorship program will run until the end of the calendar year. Professional and Organizational Development coordinates the program in partnership with the Career Counselor and Agency Trainer.
- During Q3, the Law Department’s Professional and Organizational Development Office developed a Special Mentoring Program for the 2023 Entry Legal Class. The new mentoring program assigned the twenty-eight Assistant Corporation Counsels who needed to retake the bar exam in February 2024 to Law Department mentors and advisors from New York Law School. The retakers were provided an extensive, detailed schedule from mid-December through the end of February that involved skill workshops, practice exams, and regular check-ins with their exam advisors, mentors, and supervisors.
 - January 3rd - Bar Prep Check-In (2 attendees)
 - January 10th - Check-In with Mentors of Bar Retakers (15 attendees)
 - January 31st - Check-In with Supervisors of Bar Retakers (15 attendees)
 - February 16th - Check-In with Supervisors of Bar Retakers (9 attendees)
 - February 20th - Final Strategy Tips for Bar Retakers and Good Wishes from the Corporation Counsel (32 attendees)
- During Q4, the Law Department’s Professional and Organizational Development Office held seven (7) Mentoring Program sessions:
 - April 2, 2024: Orientation (48 participants)
 - April 11, 2024: Mentorship Circle – Career Skills (12 participants)
 - April 16, 2024: Mentorship Circle – Law School and Higher Education Admissions (14 participants)
 - May 1, 2024: Mentorship Circle – Diversity and Inclusion (5 participants)
 - June 4, 2024: Mentorship Circle – Planning Hypotheticals (9 participants)
 - June 13, 2024: Mentorship Circle – Career Skills (10 participants)

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- June 21, 2024: Mentorship Circle – Law School and Higher Education Admissions (9 participants)
- During Q4, the Law Department’s Professional and Organizational Development Office continued the Special Mentoring Program for the twenty-eight Assistant Corporation Counsels who needed to retake the bar exam.
 - May 22, 2024: Meeting with Bar Retakers (17 participants)
 - May 29, 2024: Meeting with Mentors of Bar (10 participants)
 - Bar Retaker check-ins were held on:
 - April 29, 2024 (4 participants)
 - April 30, 2024 (3 participants)
 - May 3, 2024 (4 participants)
 - May 6, 2024 (3 participants)
 - May 8, 2024 (3 participants)
 - The agency is proud to report that 52% of the Bar Retakers passed the February 2024 bar exam. This percentage exceeds the NYS retaker passage rate of 33%.

<u>Community Goal #3</u> <u>Updates:</u>						
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. Increase Agency Participation with M/WBEs

- The agency will continue to expand its outreach efforts to various organizations.
- Ongoing planned activities include:
 - Training on M/WBE and Procurement processes
 - Production of promotional/informational materials for use at outreach events such the 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
- During Q2, the Chief Diversity & EEO Officer participated on four (4) RFP panels. Diversity & EEO Office has

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- drafted and edited RFP Interview Questions regarding diversity, equity, and inclusion.

 - During Q2, the Diversity & EEO Office worked on a policy that would require the addition of DEI-based questions for all RFP interviews. Additionally, the Diversity & EEO Office drafted and discussed potential questions to include. Office will participate on the various RFP panels.
 - During Q2, the Law Department’s Chief M/WBE Officer has been engaging with the NYC OMWBE to enhance opportunities for M/WBE law firms.

- During Q3, the Law Department’s Chief M/WBE Officer received the agency's draft report card with a grade A on achieving Mayor Adams's M/WBE goals. This report, covering FY24 Quarters 1 and 2, assesses our progress towards awarding 30% of contracts to M/WBEs. The report card includes Progress Towards 30% M/WBE Utilization which analyzes our agency’s overall M/WBE utilization rate, with a target of 30% or higher, and M/WBE Utilization Breakdown which provides a detailed breakdown of our agency’s “Disparity Within the Disparity” data.

- During Q4, the Law Department’s Chief M/WBE Officer received the agency’s draft report card. This report, covering Quarters 1 and 2 of FY 2024, assesses the agency’s progress towards awarding 30% of contracts to M/WBEs. It also analyzes our agency’s overall M/WBE utilization rate and includes the M/WBE Utilization Breakdown which provides a detailed breakdown of our agency’s “Disparity Within the Disparity” data. The agency is proud to report it received a grade of “A” for achieving Mayor Adams’s M/WBE goals.

Community Goal #4 Updates:						
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

5. Other Community programs and activities:

- During Q1, in addition to the Donation Drive to support the Mayor’s Fund for Asylum Seekers, the agency via its Family Court Division, engaged in the following community outreach activities:

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Activity	Description	Date
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	7/6/2023
Community Outreach	Civilian Complaint Review Board Meeting	7/12/2023
Community Outreach	Emergent Works presentation to Diversion Team	7/13/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	7/13/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	7/20/2023
Community Outreach	Senator Jamaal T. Bailey's Office	7/22/2023
Community Outreach	Programming Conference Law-Dept BXDA	7/26/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	7/27/2023
Community Outreach	National Night Out 43rd PCT	8/1/2023
Community Outreach	National Night Out 44th PCT	8/1/2023
Community Outreach	National Night Out 103rd Queens	8/1/2023
Community Outreach	National Night Out 84th pct Brooklyn	8/1/2023
Community Outreach	National Night Out Staten Island	8/1/2023

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Community Outreach	National Night Out 73rd pct Brooklyn	8/1/2023
Community Outreach	National Night Out 26th pct Manhattan	8/1/2023
Community Outreach	National Night Out 13th pct Manhattan	8/1/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	8/3/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	8/10/2023
Community Outreach	Avenues for Justice- virtual discussion	8/15/2023
Community Outreach	New York Edge presentation	8/16/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	8/17/2023
Community Outreach	District 27 Back to School Event	8/20/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	8/24/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	8/31/2023
Community Outreach	Meeting with DYCD subway surfing diversion efforts	9/5/2023
Community Outreach	Interagency efforts to prevent subway surfing by youth	9/11/2023

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Community Outreach	NYC Agency Community Outreach/Engagement weekly call	9/14/2023
Community Outreach	Human Justice March Coalition Meeting	9/14/2023
Community Outreach	Trinity Church LES Community Partnership	9/18/2023
Community Outreach	New York Law School FCD intro to Restorative Justice lecture class	9/19/2023
Community Outreach	Interagency Coordinating Council Meeting	9/20/2023
Community Outreach	Jamaica Community Partnership Meeting	9/21/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	9/21/2023
Community Outreach	Interagency efforts to prevent subway surfing by youth	9/26/2023
Community Outreach	ATLAS- Law Department meeting	9/27/2023
Community Outreach	NYC Agency Community Outreach/Engagement weekly call	9/28/2023
Community Outreach	Small Group Meeting with DYCD Subway Surfing Focus Group	10/3/2023
Community Outreach	Weekly Community Outreach Engagement Call	10/5/2023
Community Outreach	Weekly Community Outreach Engagement Call	10/12/2023
Community Outreach	Weekly Community Outreach Engagement Call	10/19/2023

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Community Outreach	Interagency efforts to prevent subway surfing by youth	10/23/2023
Community Outreach	Meeting with Midtown Community Justice Center	10/25/2023
Community Outreach	Weekly Community Outreach Engagement Call	10/26/2023
Community Outreach	Meeting with DANY Hate Crimes Unit	10/30/2023
Community Outreach	Weekly Community Outreach Engagement Call	11/2/2023
Community Outreach	Midtown Community Court gun diversion pilot	11/3/2023
Community Outreach	Creative Connections NYC Public Schools meeting	11/8/2023
Community Outreach	Weekly Community Outreach Engagement Call	11/9/2023
Community Outreach	Jamaica Community Partnership Meeting	11/15/2023
Community Outreach	DANY-Alternative Youth Programming	11/15/2023
Community Outreach	Weekly Community Outreach Engagement Call	11/16/2023
Community Outreach	Interagency efforts to prevent subway surfing by youth	11/20/2023
Community Outreach	Diversion Team meeting with SCAN Harbor NY	11/28/2023
Community Outreach	Career Day Tabling for New Visions Charter school, Bronx, NY	12/1/2023
Community Outreach	Interagency efforts to prevent subway surfing by youth	12/4/2023
Community Outreach	Bullying Workshop for Teachers	12/4/2023

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Community Outreach	Interagency Coordinating Council on Youth Annual Public Hearing	12/6/2023
Community Outreach	Weekly Community Outreach Engagement Call	12/7/2023
Community Outreach	Weekly Community Outreach Engagement Call	12/14/2023
Community Outreach	Interagency efforts to prevent subway surfing by youth	12/18/2023
Community Outreach	Jamaica Community Partnership Meeting	12/20/2023

Date	Event	Location	Borough
1/8/2024	Interagency efforts to prevent subway surfing by youth- Focus group meeting	Teams- Virtual	Manhattan
1/3/2024	Meeting with Bronx Solution (Youth Impact)	900 Sheridan Ave; Bronx, NY 10451	Bronx
1/12/2024	Midtown Community Justice Center Check in	Teams- Virtual	Manhattan
1/17/2024	Interagency efforts to prevent subway surfing by youth- Focus group meeting	Teams- Virtual	Manhattan
1/17/2024	Jamaica Community Partnership Meeting	Zoom- Virtual	Queens (Virtual)
1/22/2024	Interagency efforts to prevent subway surfing by youth	Teams- Virtual	Manhattan
1/24/2024	ATLAS end of year convening	208 W 13th Street, New York, NY 10011	Manhattan
1/29/2024	Interagency efforts to prevent subway surfing by youth- Focus group meeting	Teams- Virtual	Manhattan
2/6/2024	ATLAS check in with Law Dept	Teams- Virtual	Manhattan
2/7/2024	Avenues for Justice Check In-Brooklyn	Teams- Virtual	Brooklyn
2/7/2024	NYPD Community Center	127 Pennsylvania Avenue, Brooklyn NY	Brooklyn
2/12/2024	Interagency efforts to prevent subway surfing by youth	Teams- Virtual	Manhattan
2/12/2024	Columbia University Lecture on JD/ICSU	Columbia Law School	Manhattan
2/14/2024	School Presentation "Typical Teen Behavior: Is it Toxic of Bullying"	PS 392	Brooklyn
2/26/2024	Interagency efforts to prevent subway surfing by youth	Teams- Virtual	Manhattan
3/11/2024	Interagency efforts to prevent subway surfing by youth	Teams- Virtual	Manhattan

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

3/12/2024	Avenues for Justice Check In Queens	Queens Family Court	Queens
3/13/2024	CCRB Meeting	Webex-Virtual	Queens (Virtual)
3/14/2024	Exalt in-person meet and greet	17 Battery Place	Manhattan
3/20/2024	Jamaica Community Partnership Meeting	Zoom- Virtual	Queens (Virtual)
3/25/2024	Interagency efforts to prevent subway surfing by youth	Teams- Virtual	Manhattan
3/25/2024	IS 92 meeting to discuss bullying presentation request	Teams- Virtual	Manhattan
3/26/2024	OPHC Interagency Committee on Hate Crimes	Zoom- Virtual	Manhattan
3/27/2024	ATLAS check in with Law Dept	Teams- Virtual	Manhattan
Activity	Description	Date	
Community Outreach	High School for Law Enforcement and Public Safety Career Day and College Fair	4/11/2024	
Community Outreach	Queens Family Court Teen Day	4/16/2024	
Community Outreach	Jamaica Community Partnership Meeting	4/17/2024	
Community Outreach	Coffee with a Cop	4/17/2024	
Community Outreach	Read-A-Loud for Toddlers	4/17/2024	
Community Outreach	Brownsville Safety Alliance Community Week Event	4/17/2024	
Community Outreach	JJI Therapist Training - Overview of Juvenile Justice	4/18/2024	
Community Outreach	Meeting with Liz Ouang - OCA-NY	4/18/2024	
Community Outreach	Interagency Efforts to Prevent Subway Surfing by Youth	4/22/2024	
Community Outreach	Atlas Check In	4/24/2024	
Community Outreach	Law Day Event	5/1/2024	
Community Outreach	Interagency Efforts to Prevent Subway Surfing by Youth	5/6/2024	
Community Outreach	McDonald Awards	5/6/2024	
Community Outreach	CCRB Meeting	5/8/2024	
Community Outreach	SI Family Court Resource Fair	5/14/2024	
Community Outreach	PS/IS 268 Career Day	5/15/2024	
Community Outreach	PS 121X Annual Community Resource Fair	5/17/2024	
Community Outreach	NYPD Form Pilot Meeting	5/19/2024	

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Community Outreach	Interagency Efforts to Prevent Subway Surfing by Youth	5/20/2024
Community Outreach	CCC Keeping Track of NYC's Children	5/22/2024
Community Outreach	PS/IS 121 Career Day	5/22/2024
Community Outreach	Atlas Check In	5/22/2024
Community Outreach	School Presentations	5/22/2024
Community Outreach	PS/IS 499 Career Day	5/30/2024
Community Outreach	Interagency Efforts to Prevent Subway Surfing by Youth	6/3/2024
Community Outreach	Family Court Stakeholders Meeting	6/7/2024
Community Outreach	JCP Resource Fair	6/13/2024
Community Outreach	112th Precinct Build the Block Meeting	6/13/2024
Community Outreach	Bushwick Community Partnership Meeting	6/18/2024
Community Outreach	Bedford Stuyvesant Community Partnership Meeting	6/24/2024
Community Outreach	Atlas Check In	6/26/2024

D. Equity, Inclusion and Race Relations Initiatives:

The Law Department continues engaging in strategies to enhance equity, inclusion and race relations in the agency's programs and activities. In addition to hosting trainings, and events within the agency that build and normalize conversations on equity and race relations, the agency also seeks opportunities to train staff to utilize best practices and tools to improve equity, inclusion, and race relations in the workplace.

Goals and initiatives to enhance equity, inclusion, and race relations in Law Department programs and activities for FY 2024 include:

1. Publish Diversity, Equity, and Inclusion Resources for Agency Staff
2. Racial Inclusion Programming for Agency Staff
3. Develop Baseline Data for EEO & DEI Metrics

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

The Law Department has several ongoing and new programs, actions, and initiatives planned for FY 2024, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: **Workforce, Workplace and Community.**

1. Publish Diversity, Equity, and Inclusion Resources for Agency Staff

- The Law Library, the various committees, the Diversity & EEO Office, and the Professional Development Office provide DEI resources to agency personnel.
- During Q2, beginning December 2023, the Diversity & EEO Office sends monthly agency-wide email correspondence announcing upcoming DCAS trainings. The responses have been positive with more than fifteen applications received (predominantly from support professionals).
- During Q3 and Q4, the Diversity & EEO Office continues to send monthly agency-wide email correspondence announcing upcoming DCAS trainings, more than doubling the number of participants and attendees in FY 2023.
- During Q4, the Diversity & EEO Office updated its intranet site with the new City of New York EEO Policy, Reasonable Accommodation Guidelines, and updated Reasonable Accommodation Process at a Glance and EEO Complaint Process at a Glance.

<u>Equity, Inclusion and Race Relations Initiative #1 Updates:</u>						
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. Racial Inclusion Programming for Agency Staff

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- During Q1, on September 21st, the Diversity & EEO Office conducted a Diversity training for the Entry Class discussing how the staff considers DEI concepts while serving a diverse community (81 attendees)
 - A follow-up DEI training is scheduled for December 2023 (in Q2)
- In Q1, the Professional Development Office held the following CLEs:
 - July 25th – CLE: Agency Counsel Best Practices for Responding to EEOC and State Division Charges (110 attendees)
 - September 12th – CLE Equal Employment Opportunity (75 attendees)
 - September 18th - CLE: ABCs of How to Be a Successful ACC (76 attendees)
 - September 18th – CLE: Enhancing Your Legal Skills by Calming the Inner Critic through Medication and Applying Scientific Research (77 attendees)
 - September 21st – CLE: Ethics for Municipal Lawyers (85 attendees)
- During Q2, the Professional Development Office held the following CLEs:
 - October 19th – CLE: How to Respond to a Complaint, Part 1 (35 attendees)
 - October 24th – CLE: General Counsel Resources for Conflict Resolution (58 attendees)
 - October 26th – CLE: How to Respond to a Complaint, Part II (33 attendees)
 - November 14th – CLE: Structured Interviewing and Implicit Bias Training (29 attendees)
 - November 17th – CLE: A Deep Dive into the Attorney Client Privilege for NYCHA Attorneys (30 attendees)
 - November 21st – CLE: Power and Process 2023: Understanding New York City’s Laws, Part 1 (71 attendees)
 - November 29th – CLE: Structured Interviewing and Implicit Bias Training (21 attendees)
 - November 29th – The New York City Department of Education: Powers and Governance (264 attendees)
 - December 4th – CLE: Structured Interviewing and Implicit Bias Training (19 attendees)
 - December 4th – CLE: Settlement Negotiation Workshop Part I (41 attendees)
 - December 6th – CLE: First-Year ACC Orientation – Communication and Conflict Resolution Skills (64 attendees)
 - December 6th – CLE: First-Year ACC Orientation – Diversity, Inclusion and Belonging Discussions conducted by the Diversity Training Liaison (64 attendees)
 - December 6th – CLE: introduction to New York City Government (60 attendees)
 - December 11th – CLE: Settlement Negotiation Workshop Part II (42 attendees)
 - December 19th – CLE: Power and Process 2023: Understanding New York City’s Laws, Part 2 (67 attendees)

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

attendees)

- During Q2, the Diversity Training Liaison conducted 3 sessions of the mandatory EEO Overview Training for New Hires, with a total of sixty-three (63) attendees (thirty-six support professionals and twenty-seven attorneys)
 - Additionally, beginning September 2023, the New Hire Orientation EEO training was approved for 1.0 CLE Continuing Legal Education) credit for participating/attending attorneys
- During Q2, 120 employees completed the Citywide Mandated EEO eLearning trainings as follows:

Training Module	Count of Completion
Disability Awareness and Etiquette	107
Everybody Matters: EEO and Diversity & Inclusion Module 1	113
Everybody Matters: EEO and Diversity & Inclusion Module 2	83
Everybody Matters: EEO and Diversity & Inclusion Module 3	82
Everybody Matters: EEO and Diversity & Inclusion Module 4	82
LGBTQ: The Power of Inclusion	106
Sexual Harassment Prevention	103
Grand Total	676

- As noted earlier, during Q3, the Law Department’s Professional and Organizational Development Office held the following eight CLEs:
 - January 23rd - CLE: Environmental Review for Agency Counsel (78 attendees)
 - February 13th - CLE: CPLR Updates Fall/Winter 2023/24 (94 attendees)
 - February 14th - CLE: Understanding New York City's Laws -- Power and Process 2024 (815 attendees)
 - March 7th - CE Manager Info Session and Training (101 attendees)
 - March 5th - CLE: Attorney Ethical Rule 8.4 and Disciplinary Committee Actions: Behave Yourself! (371 attendees)
 - March 26th - CLE: Byte by Byte: Ethically Navigating Artificial Intelligence in our Law Offices (139 attendees)

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- As noted earlier, during Q4, the Law Department’s Professional and Organizational Development Office held the following eight CLEs:
 - April 16, 2024: What’s New in Human Rights Law? (129 participants)
 - May 21, 2024: A Primer on Workers’ Compensation Law & Brief Review on Best Practices (114 participants)
 - June 18, 2024: Racial Equity and Equal Protection Challenges (134 participants)
 - During Q4, the Diversity & EEO Office continues sending monthly agency-wide email correspondence announcing upcoming DCAS trainings.
- During Q4, the Diversity & EEO Office’s Training Liaison continues held EEO Onboarding Training on:
 - April 23, 2024: Mandatory EEO Training for New Hires (CLE-accredited for attendees who are attorneys)
 - May 8, 2024: Mandatory EEO Training for New Hires (CLE-accredited for attendees who are attorneys)
 - June 5, 2024: EEO Training for Summer Honors Interns
 - June 13, 2024: Mandatory EEO Training for New Hires (CLE-accredited for attendees who are attorneys)
- During Q4, from May 15 – 21, 2024, the Diversity & EEO Office distributed an agency-wide email notifying all employees to complete the mandatory DCAS Sexual Harassment Prevention training. We are currently at 90% completion rate.

<u>Equity, Inclusion and Race Relations Initiative #2 Updates:</u>						
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

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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
-------------------	---	---	--	---	--	---

3. Develop Baseline Data for EEO & DEI Metrics

- During Q1, the Diversity & EEO Office met on a biweekly – monthly basis to brainstorm ways to measure the diversity, equity and fairness of the application process for entry class, interns, etc. The Office has communicated and collaborated with the Office of Legal Recruitment to review the DEI and data of applicants from the inception to conclusion of the hiring process.
- During Q1 and Q2, the Diversity & EEO Office continues to work with the Information Technology team to develop a program to track EEO & DEI activities. This will provide a way for the office to set a baseline point of reference for activity and track how our interventions are impacting the office and EEO activity.
- During Q3, the Information Technology Team planned a test demonstration of the first phase of the development of new software to support the office’s DEI/EEO activities. When fully operational, this technology will significantly advance the office’s ability to develop baseline data for EEO/DEI metrics.
- During Q4, the Information Technology Division continued planning a trial of the new software with the EEO Office to support the office’s DEI/EEO activities. Once fully operational, this technology will greatly enhance the office’s capability to develop baseline data for EEO/DEI metrics.

<u>Equity, Inclusion and Race Relations Initiative #3 Updates:</u>						
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 2024 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 2024 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. Legal and Civil Service Recruitment Efforts
2. Training: Recruitment and Retention Focused
3. EEO Reviews
4. Pipeline Initiatives

1. Legal and Civil Service Recruitment Efforts

- During Q1, the Office of Legal Recruitment conducted:
 - # of exit interviews conducted = **20**
 - # of career fairs attended = **30 (including on-campus interviews)**
- During Q1, Human Resources/Personnel Units participated in 1 Citywide Hiring Hall.
- During Q2, the Office of Legal Recruitment conducted:
 - # of exit interviews conducted = **13**
 - # of career fairs attended = **1**
 - most law school/bar association fairs were earlier in the Fall, therefore second round panel interviews with candidates during this period; OCIs will start again in January 2024
- During Q2, the Career Counselor conducted:
 - # of exit interviews conducted = **7**
- During Q3, the Office of Legal Recruitment conducted:
 - # of exit interviews conducted = **27**
 - # of career fairs attended = **14**
- During Q3, the Career Counselor conducted:
 - # of exit interviews conducted = **16**

2.

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- During Q4, the Office of Legal Recruitment conducted:
 - # of exit interviews conducted = 12
 - # of career fairs attended = 0 – there were no career fairs during this time period
- During Q4, the Career Counselor conducted:
 - # of exit interviews conducted = 14

<u>Recruitment Initiatives/Strategies #1</u> <u>Updates:</u>						
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 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

3. Training

- During Q1, the Office of Legal Recruitment trained 24 employees Structured Interviewing and Implicit Bias.
- During Q2, the Office of Legal Recruitment trained 53 employees Structured Interviewing and Implicit Bias.
- During Q2, the Diversity Training Liaison, in collaboration with DSS’s Office of Diversity and Inclusion, coordinated a highly requested Microaggressions training. The training is mandatory for the entire agency and is scheduled to occur during Q3, on February 7, 2024.
- During Q3, the Office of Legal Recruitment trained 9 employees on Structured Interviewing and Implicit Bias.
- During Q3, on January 10, 2024, the Diversity Training Liaison, held the sixth session of the Mandatory EEO Supervisors and Managers Training. For the first time, the training was CLE-accredited. Eighty-two supervisors and managers were in attendance.
- During Q3, on February 7, 2024, the Diversity Training Liaison, in collaboration with DSS’s Office of Diversity and Inclusion, held the highly requested Microaggressions training. Five hundred (500) attendees participated in the training. The Microaggressions training was recorded and posted on CE Manager with a completion deadline of March 15th for all Law Department employees who did not attend the live training on February 7th.
- During Q4, the Office of Legal Recruitment trained 63 employees Structured Interviewing and Implicit Bias.
- During Q4, the Diversity Training Liaison is planning the second of its biannual session of the Mandatory EEO Training for Supervisors and Managers for August 2024, with a make-up session scheduled for November 2024.
- During Q4, the Diversity & EEO Office and Professional Development and Organizational Office are in the planning stages for a Neurodiversity Training facilitated by the NYC Commission on Human Rights. This training is scheduled to occur in December 2024.

<u>Recruitment Initiatives/Strategies #2</u>						
<u>Updates:</u>						
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 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

3. EEO Reviews

- The EEO Office continues to conduct reviews of Summer Legal Intern, Entry-Level and Lateral Attorney application packages, at various stages of the selection process. The office also reviews applications for certain promotional opportunities including:
 - Q1: Reviews of Processes for 3 Promotional Opportunities
 - Q1: Participation in Interview Processes for 3 Promotional Hires
 - Q2: Reviews of Processes for 2 Promotional Opportunities
 - Q2: Participation in Interview Processes for 9 Promotional Hires
 - Q3: Reviews of Processes for 312 individuals’ Promotional Opportunities
 - Q3: Participation in Interview Processes for 18 Promotional Hires
 - Q4: Reviews of Processes for 243 individuals’ job/promotional opportunities
 - Q4: Participation in Interview Processes for 10 Promotional Hires

4.

<u>Recruitment Initiatives/Strategies #3</u> <u>Updates:</u>						
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. Pipeline Initiatives

- The Law Department expanded its participation in internship and fellowship programs to attract and hire diverse talent. This quarter we welcomed 4 high school interns who joined the Diversity & EEO and Legal Recruitment Offices.

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- The agency is preparing to welcome its first cohort of young adult apprentices in Q2 through a career readiness initiative with CareerWise and the NYC Mayor’s Office of Talent and Workforce Development.
 - During Q2, on October 5, 2023, the Deputy Chief of the Legal Counsel Division sent out an email requesting volunteers for the Empire Mock Trials - mock trial competition involving twenty-eight high school teams from three countries. Volunteers receive three CLE credits for serving as mock judges.
 - On behalf of 250 remarkable high school students, the attorneys of New York City Law Department were invited to volunteer as mock trial judges and jurors at the Empire Mock Trial Online competition.
 - On December 6, 2023, another email was sent requesting volunteers to coach mock trial teams for a competition sponsored by the Justice Resource Center – an arm of the NYC Department of Education. This competition involves several public and private high schools across NYC. Currently, a team of NYC Law Department attorneys coach the Brooklyn Latin School team

- During Q2, on October 26, 2023, in an effort to expand opportunities to various staff members, the EEO Office requested a change in the selection process for facilitators of the NYC Clinical Programs. This change includes sending requests to the Division Chiefs for nominations and/or open to all staff going forward. The EEO Office will follow up on the progress of this new process.
- During Q3, Legal Recruitment continued the hiring and screening process for Summer Honors Interns and the Legal Entry Class for 2024.
- During Q4, Legal Recruitment onboarded twenty-eight (28) Summer Honors Interns.
- During Q4, the Law Department in collaboration with Summer Youth Employment Program (SYEP)/Ladders for Leaders – PENCIL, worked on recruiting high school students for the months of July 2024 to August 2024.

<u>Recruitment Initiatives/Strategies #4</u>						
<u>Updates:</u>						
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

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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.

- During Q1 and in addition to the recruitment efforts previously mentioned, the law school ambassadors continue to work with their assigned law schools throughout the country. We held our 2023-2024 kickoff meeting this quarter and have 84 ambassadors representing 35 law schools. This fall, ambassadors have been in contact with their law schools to set up meetings with their career service offices, plan and hold events, conduct mock interviews, and participate on panels
- Q2: Update on Ambassador Program
 - October 2023 – met with a focus on events in the fall and updates on recruitment and hiring
 - December 2023 – met to discuss fall ambassador efforts, updates, and encourage ambassadors to begin planning for the spring semester.
- Q2: Actively interviewing for the 2024 summer program and have nine (9) acceptances and six (6) offers pending.
- Q2: There were twenty-five (25) externs with the Law Department this period
- Q3: Actively interviewing for the 2024 Summer Honor Interns program and have twenty-two (22) acceptances and three (3) offers pending.
- Q3: Update on Ambassador Program
 - Continued to meet monthly and ambassadors are currently in the process of planning for programming for next Fall.
- Q4: Update on Ambassador Program
 - On April 12, 2024, the last ambassador meeting for FY 2024 was held. The meeting consisted of celebrating successes, and discussing plans for the next fiscal year.

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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
1	August 28, 2023	DCAS Hiring Hall	Brooklyn
4	June 7, 2024	Public Service Corps Intern Hiring Expo	Manhattan

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	The agency was allotted \$4900 city-	The agency was allotted \$4900 city-	The agency was allotted \$4900	The agency was allotted \$4900 citywide for FY 2024
Brooklyn	wide for FY 2024; the	wide for FY 2024; the	City-wide for FY 2024;	The agency notes there that there is a hiring freeze in Q4.
Manhattan	agency notes that there is a	agency notes that there is a hiring freeze in Q2	The agency notes there is a hiring	
Queens			freeze in Q3	
Staten Island				

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q#)

1. Job Fairs
2. Law Schools
3. Bar Associations
4. City Hiring Halls
5. Civil Service Hiring Pools

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [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: 1

Race/Ethnicity* [#s]:

Black	Hispanic	Asian/Pacific Islander	Native American	White	Two or more Races	Undeclared
0	0	0	0	0	0	1

Gender* [#s]:

Male	Female	Non-Binary	Other	Undeclared
0	0	0	0	1

2. Public Service Corps Total: 0

Race/Ethnicity* [#s]:

Black	Hispanic	Asian/Pacific Islander	Native American	White	Two or more Races	Undeclared
0	0	0	0	0	0	0

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Gender* [#s]:

Male	Female	Non-Binary	Other	Undeclared
0	0	0	0	0

3. Summer College Interns Total: 1

Race/Ethnicity* [#s]:

Black	Hispanic	Asian/Pacific Islander	Native American	White	Two or more Races	Undeclared
0	0	0	0	0	0	1

Gender* [#s]:

Male	Female	Non-Binary	Other	Undeclared
0	0	0	0	1

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

4. Summer Honors Legal Interns Total: 29

Race/Ethnicity* [#s]:

Black	Hispanic	Asian/Pacific Islander	Native American	White	Two or more Races	Undeclared
3	3	4	0	15	0	4

Gender* [#s]:

Male	Female	Non-Binary	Other	Undeclared
8	20	0	0	1

Additional comments:

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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 (9/30/2023): 2 Q2 (12/31/2023): 3 Q3 (3/31/2024): 3 Q4 (6/30/2024): 3

During the 1st Quarter, a total of 1 new application for the program were received. During the 1st Quarter 1 participant left the program due to [state reasons] N/A

During the 2nd Quarter, a total of 2 new applications for the program were received. During the 2nd Quarter 0 participants left the program due to [state reasons] _____

During the 3rd Quarter, a total of 0 new applications for the program were received. During the 3rd Quarter 0 participants left the program due to [state reasons]

During the 4th Quarter, a total of 0 [number] new applications for the program were received. During the 4th Quarter 0 participants left the program due to [state reasons] N/A_____

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –
by
➤ email: Yes No
➤ in training sessions:
 Yes No
➤ on the agency website:
 Yes No
➤ through an agency
newsletter Yes No
➤ Other: _____

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 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 2024 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.

- Goals and initiatives for FY 2024 include:
 - Ongoing Focus groups
 - New Course Content
 - Launching of Training Credentials Database
 - Training Sessions on Cover-letter and Resume writing, the Interview process, Presentation, and Public-speaking Skills, Networking, and the Importance of Mentorship
 - Enhancing Recruitment and Outreach Activities

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

- As previously reported, the agency career counselor separated from the agency and a new career counselor was hired and began working in FY 2024 Q2.
- During Q2, the Law Department's onboarded the new Career Counselor.
 - Conducted six (6) civil service consultations
 - Conducted nine (9) career consultations
 - Conducted four (4) one-to-one interview prep sessions and resume consultations
 - Held six (6) civil service consultations, and nine (9) career consultations
 - Distributed six (6) civil service exam announcement email messages
 - Four (4) agency-wide
 - One (1) provisional in the Paralegal Aide and Claim Specialist titles
 - One (1) new hire
 - Distributed one (1) email to support staff on a Law Library Lexis refresher training
- During Q3, the Law Department's Career Counselor:
 - Conducted sixty-three (63) career counseling sessions
 - Twenty (20) Cover letter/Resume reviews

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- Distributed four (4) civil service exam announcement emails.
- Distributed thirteen (13) internal announcements for job postings emails.
- Posted one (1) exam for Paralegal Aide on LinkedIn, in collaboration with Legal Recruitment.
- Tracked and followed up on the completion of the Mandatory COIB/DOI training
 - (286) employees completed the training this quarter, bringing the completion rate of active employees to 94%.
- Conducted four (4) New Hire Orientations for nine (9) support professional hires
 - January 29th – 30th (2 attendees)
 - February 12th – 13th (2 attendees)
 - March 11th – 12th (2 attendees)
 - March 25th – 26th (3 attendees)
- Administered support professional training needs survey from January 5th – 12th, receiving ninety-four (94) responses.
- During Q4, the Law Department’s Career Counselor:
 - Conducted thirty-five (35) career consultations
 - Conducted one (1) one-to-one interview prep sessions and resume consultations
 - Distributed three (3) civil service exam announcement email messages
 - One (1) agency-wide civil service exams for June 2024
 - One (1) open competitive civil service exam for the Claim Specialist title.
 - One (1) new hire for Staff Analyst Level 1
 - Distributed two (2) email messages to support staff on a Law Library Lexis refresher training
 - Additional highlights, training activities, and initiatives include:

Date	Notes	Number of Attendees
4/2/2024	Mentoring Program Orientation	18 in-person/22 on Zoom (for both Support Professionals and Legal staff)
4/2/2024	Internal Announcement-Staff Analyst Lvl 1 (JO 609865)	Agency email
4/5/2024	Claim Specialist Civil Service Exam	Agency email
4/5/2024	LinkedIn post on Claim Specialist Civil Service Exam	Law Department LinkedIn page
4/10/2024	Staten Island Tort and Family Court site visit	9
4/18/2024	Excel Workshop for Litigation Support	8
4/19/2024	Excel Workshop for Litigation Support	5
4/23/2024	Excel Workshop for Litigation Support	5

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

4/24/2024	Excel Workshop for Litigation Support	4
4/25/2024	Excel Workshop for Litigation Support	4
4/30/2024	Performance Evaluation Training - AM Session	12
4/30/2024	Performance Evaluation Training - PM Session	68
5/1/2024	Performance Evaluation Training - AM Session	51
5/6/2024 & 5/7/2024	New Hire Orientation	2
5/20/2024 & 5/21/2024	New Hire Orientation	7
5/21/2024	Lexis+ refresher training announcement	All Support List email
6/11/2024	Civil Service Overview for College Intern Orientation	7
6/7/2024	Public Service Corps	5
6/12/2024	Supervisor Training Part I	22 (for both Support Professionals and Legal staff)
6/13/2024	NYC Civil Service Exams for June 2024	Agency email

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.

- During Q1 and Q2, the Diversity & EEO continues devising processes to implement DEI considerations in promotional hiring including, but not limited to, requiring hiring assessments and justifications for every applicant interviewed, and reviewing demographics of those applicants who were not granted interviews
- During Q3, on January 22, 2024, the Law Department’s EEO Office in collaboration with the Administration Division and Personnel Unit announced a new procedure to enhance our agency’s hiring process for Support Professionals. To ensure consistency across all interviews, the EEO Office and Personnel will be vetting all interview questions in advance of any scheduled interviews. The EEO Office will participate in select interviews to ensure structured interview compliance. In addition, the new Interview Evaluation Form will allow for transparency in how candidates are selected for positions. Our ultimate goal is to provide a fair and equitable hiring process for all while building an inclusive and diverse culture.
- During Q4, on June 3, 2024, the Law Department’s Administration Division reviewed and updated the Division Liaison functions to ensure consistency. The Division Liaison's role is critical, as they work closely with the Personnel Unit to maintain accurate headcount and vacancy data, among other responsibilities. The goal is to maintain transparency and provide excellent customer service within the Law Department.

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

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

post-appointment).

- The Diversity & EEO Office continues reviewing the pre- and post-selection stages of the hiring and selection process and has made great strides with enhancing transparency around the agency’s processes for hiring and selection including promotional and advancement opportunities. The Diversity & EEO Office continues implementing best practices across the agency including: increasing the diversity in interview panels; requiring written justifications for hiring decisions; and reviewing hiring practices and outcomes to determine trends.
- During Q1, Q2, Q3 and Q4, the Diversity Office held its regular weekly meetings with Human Resources, Professional Development, and the Managing Attorney to discuss and implement various aspects of the agency’s hiring and selection activities.

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

- The Law Department is currently not in a period of layoffs

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	<u># 73</u>	<u># 154</u>	<u># 7</u>
Q2	<u># 38</u>	<u># 67</u>	<u># 17</u>
Q3	<u># 82</u>	<u># 24</u>	<u># 5</u>
Q4	<u># 119</u>	<u># 38</u>	<u># 0</u>

VII. Training

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

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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-dcslnx01.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

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

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.

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- The agency ensures that complaints are closed within 90 days.
 - The agency makes best efforts to complete investigations within 90 days. However, due to the data-intensive nature of some EEO complaints requiring substantial synthesis and analysis, as well as the departure of key witnesses and/or approved leave of involved parties, some EEO complaints have exceeded the 90-day closure timeframe. Complainants have been notified of the status of their complaints approximately every 30 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-ctwapx02.csc.nycnet/Login.aspx>

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

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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: EEPC.
- Attach the audit recommendations by EEPC or the other auditing agency. – audit is still in process; to date, no recommendations have been given
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

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

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Appendix A: EEO Personnel Details

EEO Personnel for Second Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes		Number of Additions:		Number of Deletions:	
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:				
<hr/>							
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:				
<hr/>							
For New EEO Professionals:							
Name & Title	4.	5.	6.				
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)				
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):				
<hr/>							
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)				
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 %):				

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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. Karlyne Fequiere: Chief Diversity & EEO Officer	2. Shanel Spence: Deputy Diversity & EEO Officer	3. Leon Breedon: Deputy EEO Officer
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Microaggressions	<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
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 checked="" type="checkbox"/> No
8. EEO Officer Essentials: 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 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

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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	4. Celina Fletcher-Serrant: Assistant EEO Officer & Diversity Training Liaison	5. Bijan Vafegh: Assistant EEO Officer	6. Samantha Chan: EEO Legal Assistant
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" 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 checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes No		
7. EEO Officer Essentials: Complaint/Investigative Processes	<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
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 checked="" type="checkbox"/> No
9. Essential Overview Training 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 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	Cecillia Shepard: Diversity & EEO Officer Designee		

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

MAILING ADDRESS:

Diversity and EEO Staffing as of 4th Quarter FY 2024*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Chief Diversity & EEO Officer/Director	Karlyne Fequiere	Assistant Corporation Counsel	100%	kfequier@law.nyc.gov	212-356-5010
Deputy EEO Officer OR Co-EEO Officer	Leon Breeden Shanel Spence	Administrative Staff Analyst IV Assistant Corporation Counsel	30% 100%	LBreeden@law.nyc.gov SSpence@law.nyc.gov	212-356-1055 212-356-3290
Chief Diversity & Inclusion Officer	Karlyne Fequiere	Assistant Corporation Counsel	100%	kfequier@law.nyc.gov	212-356-5010
Assistant EEO Officer	Celina Fletcher- Serrant Bijan Vafegh	Assistant Corporation Counsel Assistant Corporation Counsel	100% 100%	cefletch@law.nyc.gov bijvafeg@law.nyc.gov	212-356-3294 212-356-2602
Chief Diversity Officer/Chief M/WBE Officer per E.O. 59	Karlyne Fequiere	Assistant Corporation Counsel	100%	Kfequier@law.nyc.gov	212-356-5010
ADA Coordinator					

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Disability Rights Coordinator	Leon Breeden Shanel Spence	Administrative Staff Analyst IV Assistant Corporation Counsel		LBreeden@law.nyc.gov SSpence@law.nyc.gov	
Disability Services Facilitator	Leon Breeden Bijan Vafegh	Administrative Staff Analyst IV Assistant Corporation Counsel		LBreeden@law.nyc.gov BijVafeg@law.nyc.gov	
55-a Coordinator					
Career Counselor	Lillian Evans Rima McCoy	Assistant Corporation Counsel Agency Career Counselor		lievans@law.nyc.gov rimmccoy@law.nyc.gov	(212) 356-2446 (212) 356-1971
EEO Counselor	Arlene Aikens Danielle Boccio Marilyn Campbell Diane Meminger Rosemarie Peyton Charles Rott	Workers Comp Benefits Examiner III Assistant Corporation Counsel Claims Specialist III Assistant Corporation Counsel Assistant Corporation Counsel Assistant Corporation Counsel		aaikens@law.nyc.gov dboccio@law.nyc.gov mcampbel@law.nyc.gov dmeminge@law.nyc.gov rpeyton@law.nyc.gov crott@law.nyc.gov	(718) 724-5435 (718) 558-2269 (212) 356-3297 (718) 410-2730 (212) 356-3222 (718) 780-2530
EEO Investigator					
EEO Counselor\ Investigator					
Investigator/Trainer					
Diversity Training Liaison	Celina Fletcher- Serrant	Assistant Corporation Counsel	100%	cefletch@law.nyc.gov	212-356-3294
Other (specify) Diversity & EEO Officer Designee	Cecillia Shepard	Assistant Corporation Counsel	10%	ceshepar@law.nyc.gov	212-356-3123

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Other (specify) EEO Assistant	Samantha Chan	Legal Secretarial Assistant	100%	samchan@law.nyc.gov	212-356-2402
--	---------------	-----------------------------	------	--	--------------

LAW Quarter 4 FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

* 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.