

# COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

**Agency Name:** NYC CONFLICTS OF INTEREST BOARD

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

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

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

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

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**Date Submitted:** May 1, 2023

**FOR DCAS USE ONLY:**

***Date Received:***

# COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Table of Contents

Instructions for Filling out Quarterly Reports FY 2023 .....	3
Part I: Narrative Summary.....	4
I. Commitment and Accountability Statement by the Agency Head .....	4
II. Recognition and Accomplishments.....	4
III. Workforce Review and Analysis .....	5
IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023.....	6
V. Recruitment .....	15
VI. Training .....	21
VII. Reasonable Accommodation.....	21
VIII. Compliance and Implementation of Requirements Under Executive Orders and Local Laws .....	21
IX. Audits and Corrective Measures .....	25
Appendix A: EEO Personnel Details .....	26

# COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Instructions for Filling out Quarterly Reports FY 2023

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

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

1. Please save this file as **"XXXX Quarter X FY 2023 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

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

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2023 DEI-EEO Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

# COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Part I: Narrative Summary

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

Distributed to all agency employees? ☒ Yes, On (Date): 2/14/2023 ☐ No  
☒ By e-mail  
☐ Posted on agency intranet  
☐ Other \_\_\_\_\_

### II. Recognition and Accomplishments

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

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

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

# COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## III. Workforce Review and Analysis

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

Q1 (9/30/2022): 23      Q2 (12/31/2022): 23      Q3 (3/31/2023): 23      Q4 (6/30/2023): \_\_\_\_\_

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

☐ Yes On (Date): \_\_\_\_\_ ☐ Yes again on (Date): \_\_\_\_\_ ☒ No (planned for Q4)

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

☐ Agency's intranet site

☐ Newsletters and internal Agency Publications

☒ On-boarding of new employees

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

☒ Yes On (Dates): \_\_\_\_\_

Q1 Review Date: 10/31/2022      Q2 Review Date: 1/25/2023      Q3 Review date: 4/7/2023      Q4 Review date: \_\_\_\_\_

#### The review was conducted with:

☐ Agency Head

☐ Agency Head

☐ Agency Head

☐ Agency Head

☐ Human Resources

☐ Human Resources

☐ Human Resources

☐ Human Resources

☐ General Counsel

☐ General Counsel

☐ General Counsel

☐ General Counsel

☒ Other: EEO

☒ Other: EEO

☒ Other: EEO

☐ Other \_\_\_\_\_

☐ Not conducted

☐ Not conducted

☐ Not conducted

☐ Not conducted

# COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

### A. Workforce:

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

1. The EEO Officer regularly reviews the agency's workforce composition reports to monitor for underutilization and underrepresentation of minority group members and women in the agency's job groups.

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

To evaluate the effectiveness of the Workforce Goals listed in this section, the EEO Officer reviews the agency's workforce demographics each quarter and analyzes the impact of new hires and separations on the agency's workforce demographics to ensure that the steps taken by the agency are resulting in a diverse workforce. The agency considers its steps effective if there is no underutilization or underrepresentation in any job group or if there is a reduction in underutilization or underrepresentation to the extent that it exists.

On July 27, 2022, the EEO Officer reviewed the agency's most recent workforce composition reports (FY 2022 Q4) to check for underutilization and underrepresentation of minority group members and women in the agency's job groups. On October 31, 2022, the EEO Officer reviewed the agency's most recent workforce composition reports (FY 2023 Q1) to check for underutilization and underrepresentation of minority group members and women in the agency's job groups. On January 25, 2023, the EEO Officer reviewed the agency's most recent workforce composition reports (FY 2023 Q2) to check for underutilization and underrepresentation of minority group members and women in the agency's job groups. On April 7, 2023, the EEO Officer reviewed the agency's most recent workforce

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

composition reports (FY 2023 Q3) to check for underutilization and underrepresentation of minority group members and women in the agency's job groups.

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

2. The EEO Officer, Agency Head, Human Resources Director, and General Counsel meet annually to discuss workforce composition; demographic trends to be considered when making decisions about recruitment, hiring, promotions, and attrition; and potential workplace barriers that may contribute to underutilization or underrepresentation.

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

The EEO Officer has set a calendar reminder to schedule this annual meeting during Q4.

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

3. COIB has a Non-Managerial Staff Incentive Program to recognize and reward Staff who perform above and beyond.

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

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Given the tiny size of the agency, the Non-Managerial Staff Incentive Program is not utilized every quarter. There were no beneficiaries during Q1, Q2 or Q3.

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

4. COIB has a social committee, which includes a Staff representative from each work unit, that periodically organizes agencywide events where all Staff have a chance to interact with one another.

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

In July 2022, the social committee planned a party for an employee who was leaving the agency. All Staff were encouraged to attend. On December 28, 2022, COIB held a pre-new year party for all Staff in the office conference room to share leftovers and treats.

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

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

The agency did not have statistically significant underutilization in any job group during Q1, Q2 or Q3.



## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### B. Workplace:

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

1. Each year, COIB circulates its EEO Policy Statement and EEO Policy to inform Staff of their rights and protections under the City's EEO Policy.

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

The EEO Officer has set a calendar reminder to circulate the EEO Policy Statement and EEO Policy during Q3. On February 14, 2023, the EEO Officer circulated COIB's 2023 EEO Policy Statement and 2023 EEO Policy by email to all Staff. The 2023 EEO Policy was also posted on COIB's intranet and the office bulletin board.

To evaluate the effectiveness of the Workplace Goals in this section, the EEO Officer strongly encourages all Staff to complete the City's biennial workplace climate survey, and the EEO Officer reviews the results.

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

2. COIB's EEO Policy, as well as the City's anti-hate and anti-discrimination posters, are posted on COIB's intranet.

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

On December 23, 2022, the EEO Officer sent an email to all Staff attaching an updated version of COIB's 2022 EEO Policy, which was revised to include the City's new EEO Policy Handbook. The updated policy was also posted on COIB's intranet and office bulletin board.

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

3. The EEO Officer and Human Resources Director are planning to contact other City agencies to identify programming aimed at enhancing equity and race relations and to discuss the possibility of including COIB Staff in that programming. The EEO Officer and Human Resources Director will also work to identify programming that is available to all City employees, such as those offered by WorkWell NYC, with the goal of promoting those programs to Staff.

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

During September 2022, the Human Resources Director spoke to a former colleague at another City agency to learn more about the programming offered by that agency in pursuit of enhancing equity and race relations. The EEO Officer monitors emails from WorkWell NYC for potential programming.

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

4. In connection with heritage months and City holidays, COIB is aiming to send emails to Staff about three times a year to share information about relevant programs, resources, and activities.

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

On September 20, 2022, the Agency Head sent an email to all Staff about Hispanic Heritage Month, explaining the history of the month,

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

listing celebrations throughout the City, and providing resources to learn more. On February 3, 2023, sent an email to all Staff about Black History Month, explaining the history of the month, listing celebrations throughout the City, and providing additional resources to learn more.

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

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

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### C. Community:

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

1. To the extent feasible, COIB will continue to utilize a minority-owned business to provide services at the workplace.

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

During Q1, Q2, and Q3, the agency utilized a minority-owned business to provide cleaning services at the workplace.

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

2. The EEO Officer will continue to share resources with the Education & Engagement Unit, which is responsible for COIB's website and social media posts, to ensure that COIB is creating accessible digital content.

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

During Q1, Q2, and Q3, the EEO Officer did not learn of any new resources to share.

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

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

3. Continue or plan to promote diversity and EEO community outreach in providing government services.

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

COIB has limited interactions directly with the public; COIB primarily provides services to other City employees. COIB includes diverse representation in the graphics on its website.

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

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

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

1. COIB's goal is to provide Staff with information about programs, resources, and activities where Staff can learn more about different demographic groups and participate in events with affinity groups that have similar backgrounds or interests.

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

On September 20, 2022, the Agency Head sent an email to all Staff about Hispanic Heritage Month, explaining the history of the month, listing celebrations throughout the City, and providing resources to learn more. On February 3, 2023, sent an email to all Staff about Black History Month, explaining the history of the month, listing celebrations throughout the City, and providing additional resources to learn more.

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

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

# COIB FY 2023 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 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

- 1.To the extent feasible within its budget, and as job vacancies arise, COIB will continue to expand its recruitment sources to attract a larger pool of applicants to increase the diversity of potential candidates.

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

During Q1 and Q2, Human Resources assisted the hiring managers in ensuring that job postings were shared with the agency's expanded list of recruitment sources. During Q3, COIB had no new job postings.

To evaluate the effectiveness of these actions, the EEO Officer periodically reviews the demographics of applicants (see V.A.2 below).

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

- 2.The EEO Officer will review the demographics of applicants to assess whether COIB's recruitment sources are yielding sufficiently large and diverse applicant pools.

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

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

During Q1, recruitment was ongoing for one job vacancy and began for another. The EEO Officer will review the demographics of those applicants during the next quarter. On December 29, 2022, the EEO Officer reviewed the demographics of the applicants for those two job vacancies, one of which was filled during Q2. During Q3, the second job vacancy was filled, and the EEO Officer reviewed the demographics of all the applicants for that vacancy.

To evaluate the effectiveness of these actions, the EEO Officer regularly reviews the demographics of the agency's workforce and analyzes the impact of new hires on the agency's workforce demographics (see IV.A.1 above).

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

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

### B. Internships/Fellowships

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

**Race/Ethnicity\* [#s]** \* Use self-ID data obtained from NYCAPS; **Gender\* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] \* Use self-ID data

1. Urban Fellows Total: 0

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

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



## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### 2. Public Service Corps Total: 0

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

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

### 3. Summer College Interns Total: 0

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

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

### 4. Summer Graduate Interns Total: 0

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

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

### 5. Other (specify) Total: 0

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

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

#### **Additional comments:**

COIB does not currently offer internship or fellowship opportunities because it lacks the physical space for an intern or fellow to work.

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### C. 55-A Program

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

☐ Yes

☒ No

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

Q1 (9/30/2022): 0

Q2 (12/31/2022): 0

Q3 (3/31/2023): 0

Q4 (6/30/2023): \_\_\_\_\_

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

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

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

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

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

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

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

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

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

1. Disseminated 55-a information –

by e-mail: ☐ Yes ☒ No

in training sessions: ☐ Yes ☒ No

on the agency website: ☐ Yes ☒ No

through an agency newsletter: ☐ Yes ☒ No

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

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

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

# COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

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

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

- On July 5, 2022, the Agency Head sent an email to all Staff to inform them that a managerial employee was leaving the agency, alerting relevant Staff to the opportunity for a promotion.
- On September 9, 2022, the Career Counselor sent an email to all Staff with the DCAS civil service examination schedule and stated that she is available to assist with the exams and to answer any career counseling questions.
- On September 22, 2022, the Career Counselor sent an email to all Staff about a DCAS civil service information session.
- On October 7, 2022, the Career Counselor sent an email to all Staff with the DCAS civil service examination schedule for October.
- On October 21, 2022, the Career Counselor sent an email to all Staff about a DCAS civil service information session for exams in November.
- On November 21, 2022, the Career Counselor sent an email to all Staff about a DCAS civil service information session for exams in December.
- On November 29, 2022, the Career Counselor sent an email to all Staff about a job vacancy at the Landmarks Preservation Commission.
- On January 6, 2023, the Career Counselor sent an email to all Staff about a DCAS civil service information session for exams in January.
- On January 6, 2023, the Career Counselor sent an email to all Staff about an information session at the CUNY School of Labor and

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Urban Studies.

- On January 23, 2023, the Career Counselor sent an email to all Staff about job vacancies at the Department for the Aging.
- On February 28, 2023, the Career Counselor sent an email to all Staff about a DCAS civil service information session for exams in March.

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.

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

- Because COIB is a tiny agency, the procedures for selections and promotions are reviewed by the Agency Head, Human Resources Director, EEO Officer, and General Counsel each time there is a job vacancy.

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

- The EEO Officer reviews and provides feedback on the standard set of interview questions prepared by the hiring manager for each job vacancy.

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

- The EEO Officer analyzes the impact of personnel changes on racial, gender and age groups.

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions	
	Q1	# 2	# 1	# 0

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q2	# 1	# 1	# 0
Q3	# 1	# 1	# 0
Q4	# _____	# _____	# _____

### VI. Training

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

### VII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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

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

*Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### 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.

☒ The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

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

*Please provide E.O. 16 Training Information in Part II of the report "Diversity, Equity, Inclusion and EEO Training Summary" (in MS Excel).*

### D. Local Law 101: Climate Survey

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

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

**1. Increase employees' familiarity with the EEO Policy.**

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

A copy of the EEO Policy is posted on the agency's intranet and on the office bulletin board. The EEO Policy is distributed to all Staff by email during Q3. During Q2, the EEO Officer updated COIB's 2022 EEO Policy to include the City's new version of the EEO Policy Handbook and distributed it to all Staff by email; the EEO Policy was also updated on the agency's intranet and office bulletin board. During Q3, all Staff completed the Mandatory EEO Training – Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees.

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

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

Because COIB is a tiny agency with one physical work location and all Staff have a work computer and email account, Staff are familiar with the EEO Office. During Q1, the agency's new hire was specifically introduced to the EEO Officer during the onboarding process. During Q2 and Q3, the agency's two new hires were introduced to the EEO Officer during the onboarding process.

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

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

The DCAS EEO Complaint Procedural Guidelines and EEO Complaint Process At a Glance will be distributed to all Staff by email during Q4.

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

4. **Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**

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

All Staff recently completed the Sexual Harassment Prevention Training.

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

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

The EEO Officer has set a calendar reminder to email all managers and supervisors during Q2 to ensure they are aware of the measures that an employee may take to appropriately report any violations under the EEO policy.

During Q2, the EEO Officer sent an email to all managers and supervisors to remind them of their obligation to immediately notify the EEO Officer if they observe, learn of, or suspect that an employee has experienced sexual harassment or discrimination.

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

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

The EEO Officer has set a calendar reminder to email all managers and supervisors during Q2 to ensure they are aware of whom and where to direct employees who may want to discuss a complaint(s) under the EEO Policy.



## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

During Q2, the EEO Officer sent an email to all managers and supervisors to remind them that, if an employee suggests or informs them that they have experienced or witnessed a violation of the EEO Policy, the employee should be advised to report it to the EEO Office; the email included the contact information for the EEO Officer and EEO Counselors.

### 7. Other:

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

## IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

☐ 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: the Equal Employment Practices Commission (EEPC) is conducting an Employment Practices Audit (Focus on Underutilization). The EEPC is currently reviewing COIB's responses to the preliminary interview questions, so there is no recommendation to attach at this time.

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

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

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

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

# COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Appendix A: EEO Personnel Details

### EEO Personnel For 3rd Quarter, FY 2023

#### Personnel Changes

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

## COIB FY 2023 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. Katherine J. Miller (EEO Officer)	2. Alex Kipp (EEO Counselor)	3. Clare Wiseman (EEO Counselor)
<b>Completed EEO Trainings:</b>			
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 type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

# COIB FY 2023 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	.		.		0.
<b>Completed EEO Trainings:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

# COIB FY 2023 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:

2 Lafayette Street, Suite 1010  
New York, New York 10007

### Diversity and EEO Staffing as of 3rd Quarter FY 2023\*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Katherine J. Miller	<u>Executive Agency Attorney</u>	5%	<a href="mailto:kmiller@coib.nyc.gov">kmiller@coib.nyc.gov</a>	212-437-0730
Deputy EEO Officer OR Co-EEO Officer					
Chief Diversity & Inclusion Officer	Tasnia Karim	Agency Chief Contracting Officer	5%	<a href="mailto:karim@coib.nyc.gov">karim@coib.nyc.gov</a>	212-437-0750
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Tasnia Karim	See above	See above		
ADA Coordinator					
Disability Rights Coordinator	Tasnia Karim	See above	See above		

## COIB FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<b>Disability Services Facilitator</b>	Tasnia Karim	See above	See above		
<b>55-a Coordinator</b>	Tasnia Karim	See above	See above		
<b>Career Counselor</b>	Tasnia Karim	See above	See above		
<b>EEO Counselor</b>	Alex Kipp & Clare Wiseman	Administrative Staff Analyst & Agency Attorney	5%	<a href="mailto:kipp@coib.nyc.gov">kipp@coib.nyc.gov</a> <a href="mailto:wiseman@coib.nyc.gov">wiseman@coib.nyc.gov</a>	212-437-0770 212-437-0724
<b>EEO Investigator</b>	Katherine J. Miller	See above	See above		
<b>EEO Counselor\ Investigator</b>	Alex Kipp & Clare Wiseman	See above	See above		
<b>Investigator/Trainer</b>					
<b>EEO Training Liaison</b>	Tasnia Karim	See above	See above		
<b>Other (specify)</b>					
<b>Other (specify)</b>					

\* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.



## FY 2022 QUARTERLY REPORT - Part II: DIVERSITY AND EEO TRAINING SUMMARY

AGENCY NAME: NYC Conflicts of Interest Board

Quarter 3

FY 2023

RETAIN ALL PRIOR QUARTERS' DATA IN THE CURRENT QUARTER REPORT

DO NOT ATTEMPT TO MAKE ANY ENTRIES IN PINK-SHADED CELLS

SAVE THIS FILE AS: [AGENCY ACRONYM] Quarter X FY 2022 DEEO TRAINING SUMMARY

SUBMITTED BY (TITLE): Katherine J. Miller (EEO Officer)

DATE SUBMITTED:

5/1/2023

E-MAIL:

kmiller@coib.nyc.gov

TEL #:

212-437-0730

1st Quarter (July-September) DUE October 31, 2022; 2nd Quarter DUE January 30, 2023;  
 3rd Quarter (January-March) DUE May 1, 2023; 4th Quarter (April-June) DUE July 31, 2023.

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2022)	2nd Qtr (Oct. - Dec. 2022)	3rd Qtr (Jan. - Mar. 2023)	4th Qtr (April - June 2023)	YEAR TO DATE
TOTAL DIVERSITY & EEO TRAINING	25	0	22	0	47

CORE DIVERSITY AND EEO TRAINING (All Modalities)					
TOTAL CORE EEO TRAINING ALL MODALITIES: E-Learning & Instructor-led training	25	0	21	0	46
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees	1	0	21	0	22
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1	0	21		22
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards agency compliance for these mandated trainings.					0

ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2022)	2nd Qtr (Oct. - Dec. 2022)	3rd Qtr (Jan. - Mar. 2023)	4th Qtr (April - June 2023)	YEAR TO DATE
<b>2. Sexual Harassment Prevention</b>	23	0	0	0	23
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	23	0	0		23
Administered by Agency [Data Entry BLOCKED]	NOTE: SHP training that is administered by an agency (A-ILT/EL) must utilize curriculum that is approved annually by DCAS and the completion data must be provided to DCAS. The number reported in "Administered by DCAS" includes all SHP training that is administered by an agency.				0
<b>3. IgbTq: The Power of Inclusion</b>	1	0	0	0	1
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	1	0	0		1
Administered by Agency [Enter data from internal training in this row] NOTE: Completions from DCAS-provided training count towards compliance for these mandated trainings.					0
<b>4. Disability Awareness &amp; Etiquette</b>	0	0	0	0	0
Administered by DCAS [Copy data from DCAS Learning & Development report in this row. ENTER ALL ZEROS. Do not leave blank.]	0	0	0		0
Administered by Agency [Enter data from internal training in this row]					0



ALL EEO-RELATED TRAINING (ALL MODALITIES)	1st Qtr (July - Sept. 2022)	2nd Qtr (Oct. - Dec. 2022)	3rd Qtr (Jan. - Mar. 2023)	4th Qtr (April - June 2023)	YEAR TO DATE
<b>OTHER DIVERSITY AND EEO RELATED TRAINING (All Modalities)</b>					
ALL OTHER DIVERSITY & EEO RELATED TRAINING	0	0	1	0	1
<b>7. New Employee Orientation (Only if it includes EEO Component)</b>	NOTE: Do not make entries here if new employees received CORE EEO training as part of their onboarding				
TOTAL PARTICIPANTS TRAINED					0
<b>8. Structured Interviewing and Unconscious Bias</b>	NOTE: Including Structured Interviewing: Utilizing Follow-Up and Probing Questions				
TOTAL PARTICIPANTS TRAINED					0
<b>9. Building an Inclusive Culture: Understanding Unconscious Bias</b>	NOTE: Do not make entries here if Unconscious Bias was included in Structured Interviewing training reported above				
TOTAL PARTICIPANTS TRAINED					0
<b>10. Disability Etiquette: Inclusive Workplace Strategies for People with Disabilities</b>					
TOTAL PARTICIPANTS TRAINED					0
<b>11. From Microaggressions to Microaffirmations</b>					
TOTAL PARTICIPANTS TRAINED					0
<b>12. Bystander Training</b>	FULL TITLE: What Would You Do? An Experiential Approach to Being a Bystander				
TOTAL PARTICIPANTS TRAINED					0
<b>13. Other Diversity/EEO Related</b>	Specify topic >	EEO Essentials Complaints and Investigations			
TOTAL PARTICIPANTS TRAINED			1		1
<b>14. Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>15. Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>16. Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>17. Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>18. Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>19. Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>20. Other Diversity/EEO Related</b>	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
<b>ADDITIONAL TRAINING</b>	COPY AND PASTE ROWS 90-91 BELOW IF YOU NEED MORE SPACE TO REPORT ADDITIONAL TRAINING. DCAS/OCEI WILL RECALCULATE THE TOTALS IN ROW 48 AND RETURN THE REPORT TO THE AGENCY.				
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0
... Other Diversity/EEO Related	Specify topic >				
TOTAL PARTICIPANTS TRAINED					0