

AGENDA

Equal Employment Opportunity Committee

Meeting Date

June 11, 2013

Time

11:00 A.M.

Location

Board Room (532)

CALL TO ORDER

Rev. Diane Lacey

ADOPTION OF MINUTES

Rev. Diane Lacey

APRIL 9, 2013

ASSISTANT VICE PRESIDENT'S REPORT

Manasses C. Williams

COMPETITIVE EDGE CONFERENCE

CONDITIONAL CONTRACTORS

Gail Proto

A&P COAT, APRON & LINEN SUPPLY, INC.
PERKINS EASTMAN ARCHITECTS, PC
SODEXO LAUNDRY SERVICES, INC.

2012-2013 CORPORATE M/WBE PROGRAM ANNUAL
REPORT

Manasses C. Williams

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

NEW YORK CITY HEALTH AND HOSPITALS CORPORATION

**EQUAL EMPLOYMENT
OPPORTUNITY
COMMITTEE**

MINUTES

Meeting Date
April 9, 2013

**BOARD OF
DIRECTORS**

**EQUAL EMPLOYMENT OPPORTUNITY
COMMITTEE MEETING**

A meeting of the Equal Employment Opportunity Committee of the HHC Board of Directors was held on April 9, 2013 in the Board Room at 125 Worth Street, New York City with the Rev. Diane Lacey, Committee Chair, presiding.

COMMITTEE MEMBERS

Rev. Diane Lacey, Chairperson
Alan D. Aviles, President
Michael A. Stocker, MD
Josephine Bolus, RN

HHC STAFF

Edith Brown, Affirmative Action/EEO
Deborah Cates, Chairman's Office/Board Affairs
Melissa Clitandre, North Brooklyn Healthcare Network
Nelson Conde, Professional Services & Affiliations
Nancy Doyle, Workforce Planning & Development
Martin O. Everette, Affirmative Action/EEO
Jeannith Michelen, Queens Health Network
Blanche Greenfield, Legal Affairs
Norma E. Irizarry, Affirmative Action/EEO
Barbara Keller, Legal Affairs
Patricia Lockhart, Chairman's Office
Antonio D. Martin, President's Office
Elyanne Mercado, Generations +/Northern Manhattan Health Network
Lois Penn, South Manhattan Healthcare Network/Bellevue Hospital Center
Tania Spencer-Pierre, Metro Plus Health Plan

Gail Proto, Affirmative Action/EEO
Paola Torres, Affirmative Action/EEO
Manasses C. Williams, Affirmative Action/EEO

CALL TO ORDER

The meeting was called to order at 11:28 a.m. by Rev. Diane Lacey, Committee Chairperson. The minutes of the April 9, 2013 EEO Committee were adopted as submitted.

ASSISTANT VICE PRESIDENT'S REPORT

Manasses C. Williams, Assistant Vice President, Affirmative Action/EEO, commenced his report by reporting that the Discrimination Complaints report for the EEOC for fiscal years October 1, 2011 – September 30, 2012 had approximately 100,000 complaints. He stated that it is almost the same as last year with a half percent difference. He further stated that the main complaints were for race, retaliation, sex (gender), disability and age. He further stated that this year, HHC like the EEOC had race and retaliation as the two most frequent complaints followed by national origin, sexual harassment and disability. Rev. Lacey stated that although there are increases, the numbers for HHC are still small which indicates a good job is being done. She also stated that she is very proud of everyone for working hard to see that the goals of the Committee and staff are achieved, although, it has taken a long time, but it certainly gives her hope and encouragement.

2012 FACILITY DISCRIMINATION COMPLAINTS UPDATE

Gail Proto, Senior Director, Affirmative Action/EEO reported on the discrimination complaint status of the twelve network/facilities that were analyzed. The report showed that the overall number of open complaints in the Corporation decreased from 161 in 2011 to 153 in 2012 a decrease of 8 or 5%. New complaints increased from 202 in 2011 to 217 in 2012. Two hundred and eight cases were closed in 2011 and 225 in 2012. Counseling sessions over the period decreased from 182 in 2011 to 176 in 2012.

The results also showed that allegations filed in 2012 showed a significant increase in eight of the fourteen allegations tracked and a decrease in the remaining six.

There being no further business, the meeting was adjourned at 11:50 a.m.


ASSISTANT VICE PRESIDENT'S REPORT

COMPETITIVE EDGE CONFERENCE

The New York City Health and Hospitals Corporation is again a proud sponsor and founding member of the Twentieth Annual Competitive Edge Conference. This year's theme is **"20 YEARS ON THE EDGE LOOKING 20 YEAR'S AHEAD"**. The conference will be held Thursday, July 25, 2013 at Bank of New York Mellon, 101 Barclay Street, at West Broadway in Lower Manhattan.

This annual conference is sponsored by City and State agencies, City Governments, General Contractors and private corporations that do business with these agencies. Last year's conference was attended by 450 persons and continues to grow each year. The conference underlying aim of **MAXIMIZING OPPORTUNITIES FOR MINORITY/WOMEN OWNED BUSINESSES** continues to prove its worth each year as more and more attendees attest to that fact. Participants get to meet the sponsors, ask questions, build relationships, establish contacts and find contracting opportunities that they never knew existed or had access to.

MCW:nei



CONDITIONALLY APPROVED CONTRACTORS

CONDITIONALLY APPROVED CONTRACTORS

Annual Update

A&P COAT, APRON & LINEN SUPPLY, INC.

Office of Procurement Systems and Operations
(Laundry Services)

PERKINS EASTMAN ARCHITECTS, P.C.

Office of Facilities Development
(Requirements Contract for A/E and AE-MEP Design
Services)

SODEXO LAUNDRY SERVICES, INC.

Office of Procurement Systems and Operations
(Laundry Services)

A&P COAT, APRON & LINEN SUPPLY, INC.

UNDERUTILIZATIONS

JOB GROUP

2012

2013

Managers JG 3

Females

Females

COMPARISON OF 2012 ANALYSIS WITH 2013 UPDATE

	<u>2012</u>	<u>2013</u>	<u>DIFFERENCE</u>
Total # of Employees	258	201	57
Underutilized	YES	YES	-
# of Job Groups	9	12	3
# of Job Groups Underutilized	1	1	-
# of Underutilizations	1	1	-
# of Minority Underutilizations	-	-	-
# of Female Underutilizations	1	1	-

A&P Coat Apron & Linen Supply, Inc. (2013)
Comparison of Incumbency to Availability

Job Group: Managers JG 3
Test: Standard Deviation
Total Employees: 9

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	0	0	8	1	2	6	0	0	0	0
Employees (%)	100.0	0.0	88.9	11.1	22.2	66.7	0.0	0.0	0.0	0.0
Availability (%) Goal	64.4	35.6	33.0	67.0	9.3	12.0	9.3	0.2	0.0	2.2
Test: Standard Deviation	NO	YES	NO	YES	NO	NO	NO	NO	NO	NO
	2.23	-2.23	3.66	-3.66	1.34	5.04	-0.98	-0.14	0.00	-0.45
Add'l Needed to Eliminate Problem Area (#)	0	1	0	2	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	4	0	6	0	0	1	1	0	1

This report was generated on 5/23/2013 at 5:30 PM

|

PERKINS EASTMAN ARCHITECTS, P.C.**UNDERUTILIZATIONS**

<u>JOB GROUP</u>	<u>2012</u>	<u>2013</u>
Managers JG 3	-	-
Professional JG 1	Minorities	-
Professional JG 2	Minorities	Minorities

PERKINS EASTMAN ARCHITECTS, P.C.**COMPARISON OF 2012 ANALYSIS WITH 2013 UPDATE**

	<u>2012</u>	<u>2013</u>	<u>DIFFERENCE</u>
Total # of Employees	591	376	215
Underutilized	YES	<u>YES</u>	-
# of Job Groups	13	13	-
# of Job Groups Underutilized	2	1	1
# of <u>Underutilizations</u>	2	1	1
# of <u>Minority Underutilizations</u>	2	1	1
# of <u>Female Underutilizations</u>	-	-	-

Perkins's 2013*
Comparison of Incumbency to Availability Only Prof JG 2

Job Group: Professionals JG 2
Test: Standard Deviation
Total Employees: 149

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	94	55	53	96	4	18	30	1	0	0
Employees (%)	63.1	36.9	35.8	64.4	2.7	12.1	20.1	0.7	0.0	0.0
Availability (%) Goal	68.6	31.4	45.0	55.0	12.4	12.8	17.3	0.4	0.0	2.1
Test: Standard Deviation	NO	NO	YES	NO	YES	NO	NO	NO	NO	NO
	-1.44	1.44	-2.31	2.31	-3.61	-0.25	0.93	0.49	-0.04	-1.80
Add'l Needed to Eliminate Problem Area (#)	0	0	2	0	7	0	0	0	0	0
Add'l Needed to Reach Availability (#)	9	0	15	0	15	2	0	0	0	4



This report was generated on 5/23/2013 at 5:42 PM

SODEXO LAUNDRY SERVICES, INC.

UNDERUTILIZATIONS

<u>JOB GROUP</u>	<u>2012</u>	<u>2013</u>
Managers JG 4	Females	-
Operatives JG 1	Females	Females
Service Workers JG 5	Females	Females
Crafts JG 1	Females	-

SODEXO LAUNDRY SERVICES, INC.

COMPARISON OF 2012 ANALYSIS WITH 2013 UPDATE

	<u>2012</u>	<u>2013</u>	<u>DIFFERENCE</u>
Total # of Employees	1528	1214	314
Underutilized	YES	YES	-
# of Job Groups	21	20	1
# of Job Groups Underutilized	4	2	2
# of Underutilizations	4	2	2
# of Minority Underutilizations	-	-	-
# of Female Underutilizations	4	2	2

Sodexo Laundry Services, Inc. 2013 Comparison of Incumbency to Availability

Job Group: Operatives JG 1
Test: Standard Deviation
Total Employees: 80

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	73	7	67	13	12	52	3	0	0	0
Employees (%)	91.3	8.8	83.8	16.3	15.0	65.0	3.8	0.0	0.0	0.0
Availability (%) Goal	81.9	18.1	45.4	54.6	13.2	25.6	3.7	1.6	0.2	1.0
Test: Standard Deviation	NO 2.17	YES -2.17	NO 6.90	YES -6.90	NO 0.48	NO 8.08	NO 0.04	NO -1.16	NO -0.44	NO -0.92
Add'l Needed to Eliminate Problem Area (#)	0	1	0	22	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	8	0	31	0	0	0	2	1	1

**Sodexo Laundry Services, Inc. 2013
Comparison of Incumbency to Availability**

Job Group: Services JG 5
Test: Standard Deviation
Total Employees: 20

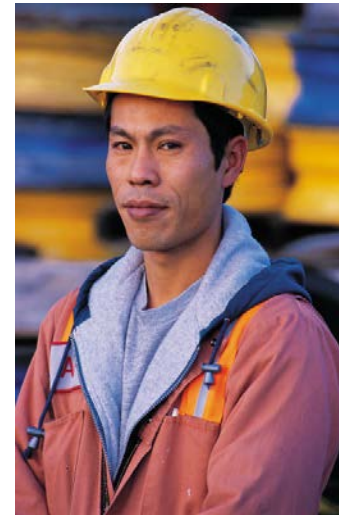
	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	17	3	19	1	7	12	0	0	0	0
Employees (%)	85.0	15.0	95.0	5.0	35.0	60.0	0.0	0.0	0.0	0.0
Availability (%) Goal	12.6	87.4	71.9	28.1	8.5	55.2	4.2	2.5	0.1	1.4
Test: Standard Deviation	NO 9.77	YES -9.77	NO 2.30	YES -2.30	NO 4.24	NO 0.43	NO -0.93	NO -0.72	NO -0.16	NO -0.53
Add'l Needed to Eliminate Problem Area (#)	0	12	0	1	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	15	0	5	0	0	1	1	1	1

New York City Health & Hospitals Corporation

2012-2013

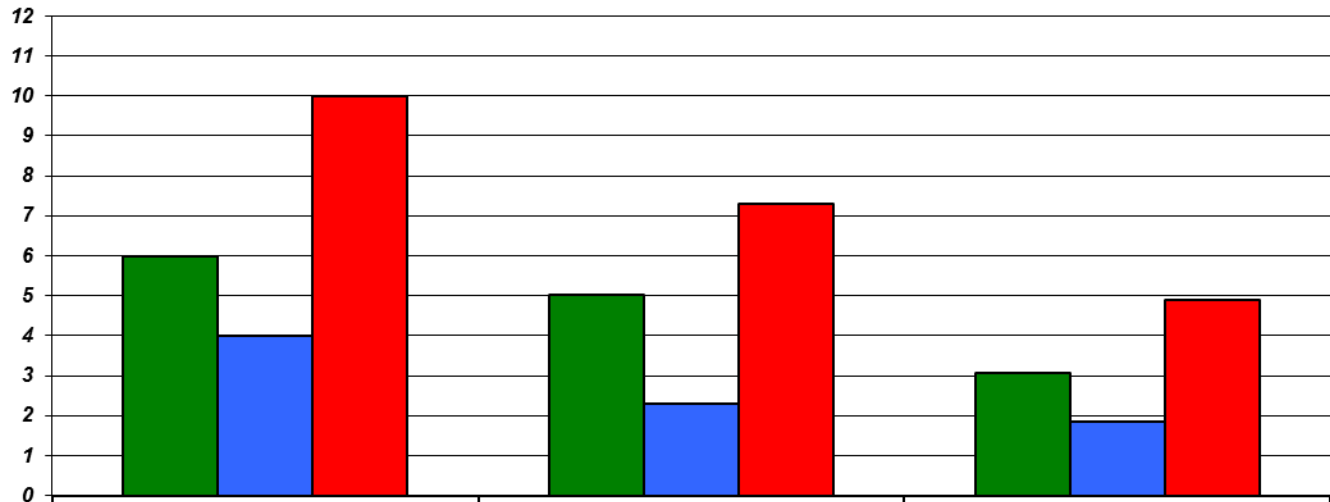
Minority and Women Business Enterprise Program

Office of Affirmative Action/EEO



CORPORATE M/WBE GOAL ATTAINMENT

Percentage



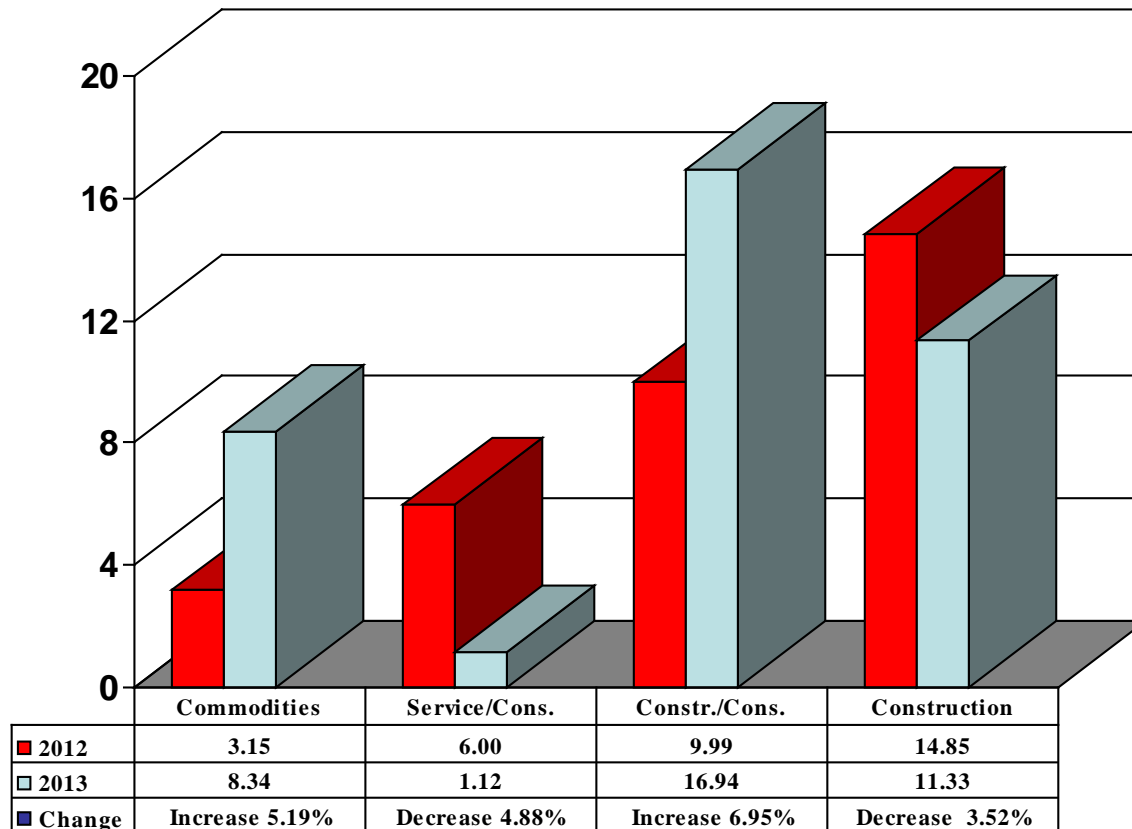
	GOALS	2012	2013
■ MBE	6	5.02	3.06
■ WBE	4	2.28	1.84
■ TOTAL	10	7.30	4.90

CORPORATE EXPENDITURES (2012-2013)

CATEGORY	2012	2013
MBE	\$44,207,079	\$25,947,410
WBE	\$20,081,616	\$15,560,903
TOTAL M/WBE*	\$64,288,695	\$41,608,313
ALL OTHERS	\$816,099,754	\$807,701,581
TOTAL EXPENDITURES	\$880,388,449*	\$849,309,894*
M/WBE EQUITY %	7.30	4.90

* Does Not Include Pharmaceuticals

M/WBE PERCENTAGE OF TOTAL EXPENDITURES BY CATEGORY



Expenditure by Category

	<u>2012</u>		<u>2013</u>	
<u>CONSTRUCTION</u>				
MBE	18,674,430		14,413,902	
WBE	5,592,936		5,491,095	
SUBTOT.	24,267,366		19,904,997	
OTHERS	139,163,492		155,855,868	
TOTAL	163,430,858		175,760,865	
M/WBE%		14.85		11.33
<u>CONST./ CONSULT.</u>				
MBE	4,961,257		6,011,092	
WBE	2,355,361		4,811,989	
SUBTOT.	7,316,618		10,823,081	
OTHERS	65,947,105		53,066,600	
TOTAL	73,263,723		63,889,681	
M/WBE%		9.99		16.94
<u>SERVICE / CONSULT.</u>				
MBE	18,573,665		4,087,436	
WBE	7,567,606		2,136,212	
SUBTOT.	26,141,271		6,223,648	
OTHERS	409,061,174		547,577,424	
TOTAL	435,202,445		553,801,072	
M/WBE%		6.00		1.12
<u>COMMODITIES</u>				
MBE	1,997,727		1,434,980	
WBE	4,565,713		3,221,607	
SUBTOT.	6,563,440		4,656,587	
OTHERS	201,927,983		51,201,689	
TOTAL	208,491,423		55,858,276	
M/WBE%		3.15		8.34
Grand Totals	880,388,449		849,309,894	
OVERALL GOAL ATTAINMENT		7.30		4.9

* Does Not Include Pharmaceuticals

OUTREACH ACTIVITIES

2012-2013

<u>ACTIVITIES</u>	<u>DATES</u>	<u>PARTICIPANTS</u>
* 19 th Annual Competitive Edge Opportunity Fair	8/2012	450
1 st Annual NYS MWBE Conference, Albany NY	10/2012	1100
7 th Annual NYC SBS Procurement Fair	5/2013	800
Small Business Expo 3013 – New York City	5/2013	2000
(Currently Planning for *20 th Annual Competitive Edge Opportunity Fair for July 25, 2013)		

* HHC Co-Sponsored Event

MAJOR CONCLUSIONS

OVERALL GOAL ACHIEVEMENT IN 2013 WAS 4.90%. THIS IS A 2.40% DECREASE FROM 2012, WHICH WAS 7.30%. SOME OF THIS DECLINE CAN BE ATTRIBUTED TO THE CONTINUED FACT THAT HHC IS STILL TAKING ADVANTAGE OF THE COST SAVINGS ACHIEVED BY PURCHASING OFF FEDERAL, STATE, CITY AND GROUP PURCHASING ORGANIZATION CONTRACTS. FURTHER DECLINES ARE ATTRIBUTABLE TO HURRICANE SANDY AND A MORE DEFINITIVE MANNER IN IDENTIFYING CERTIFIED AND QUALIFIED M/WBE FIRMS.

EXPENDITURES ON M/WBE INCREASE IN TWO OF THE CATEGORIES MEASURED: CONSTRUCTION CONSULTANTS INCREASED BY 6.95%, WHILE COMMODITIES INCREASED BY 5.19%. CONSTRUCTION DECREASED BY 3.52% AND SERVICE CONSULTANTS FELL BY 4.88%.

TOTAL HHC EXPENDITURES FOR GOODS & SERVICES AND CONSTRUCTION DECLINED BY \$31,078,555 FROM \$880,388,449 TO \$849,309,894 FOR AN DECREASE OF 3.53%.

OVERALL M/WBE EXPENDITURES FOR THE REPORTING YEAR DECREASED BY \$22,680,382 or 35.28%, TO \$41,608,313 FROM \$64,288,695 IN 2012.

PLAN OF ACTION

CONTINUE TO ENCOURAGE CERTIFICATION AND RECERTIFICATION OF M/WBE'S WITH THE EMPIRE STATE DEVELOPMENT CORPORATION (ESDC), THE NYC DEPARTMENT OF SMALL BUSINESS SERVICES (SBS), THE PORT AUTHORITY OF NEW YORK & NEW JERSEY (PANY&NJ) AND THE METROPOLITAN TRANSPORTATION AUTHORITY (MTA) IN THE CASE OF DISABLED BUSINESS ENTERPRISES.

WORK WITH HHC'S CONTRACTING DIVISIONS TO IDENTIFY THE EXPANDED CATEGORY OF PROFESSIONAL SERVICES CONTRACTS AND SOLICIT M/WBE PARTICIPATION.

MEET WITH HHC HOSPITAL AND NETWORK PURCHASING OFFICERS TO ENCOURAGE THE INDIVIDUAL HOSPITALS/NETWORKS TO HAVE THEIR M/WBE'S BECOME CERTIFIED BY THE AGENCIES LISTED ABOVE, AND UTILIZE THE GUIDELINES PASSED DOWN FROM THE GOVERNORS OFFICE TO UTILIZE M/WBE PARTICIPATION. EXPLAIN THE USE OF DISCRETIONARY SPENDING (\$200,000) IN REACHING OUR GOALS OF 20% OR MORE.

MEET WITH AND TRAIN CONSTRUCTION MANAGERS AT HHC FACILITIES TO FOCUS ON MANAGING AND MONITORING M/WBE'S IN THEIR CONTRACTS.