

AGENDA

Equal Employment Opportunity Committee

Meeting Date

April 8, 2014

Time

11:00 A.M.

Location

Board Room (532)

CALL TO ORDER

Rev. Diane Lacey

ADOPTION OF MINUTES

Rev. Diane Lacey

JANUARY 14, 2014

ASSISTANT VICE PRESIDENT'S REPORT

Manasses C. Williams

SUMMARY OF EEOC FISCAL YEAR 2013 REPORT
ON DISCRIMINATION COMPLAINTS

2013 DISCRIMINATION COMPLAINTS REPORT

Gail Proto

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

NEW YORK CITY HEALTH AND HOSPITALS CORPORATION

**EQUAL EMPLOYMENT
OPPORTUNITY
COMMITTEE**

MINUTES

Meeting Date
January 14, 2014

**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 January 14, 2014 in the Board Room at 125 Worth Street, New York City with Josephine Bolus, RN, presiding.

COMMITTEE MEMBERS

Antonio D. Martin (Representing President Alan D. Aviles in a voting capacity)
Michael A. Stocker, MD
Josephine Bolus, RN

HHC STAFF

Luladey Alemayehu, Metropolitan Hospital Center
Danielle Barrett, Kings County Hospital Center
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
Lauren Haynes, President's Office
Norma E. Irizarry, Affirmative Action/EEO
Barbara Keller, Legal Affairs
James Keys, Coney Island Hospital
John Kim, MetroPlus Health Plan
Marva Langdon Dunn, Jacobi Medical Center
Patricia Lockhart, Chairman's Office
Tamiru Mammo, President's Office
William Marshall, Lincoln Medical & Mental Health Center

Elyanne Mercado, Affirmative Action/EEO
Jeannith Michelen, Queens Health Network
Susan H. Morris, North Bronx Healthcare Network
Luz Nazario, Metropolitan Hospital Center
Lois Penn, South Manhattan Healthcare Network
Tania Pierre, Central Office
Gail Proto, Affirmative Action/EEO
Lilliana Rodriguez, Bellevue Hospital Center
Binny Seth, MetroPlus Health Plan
Eileen Schneider, New York State Nurses Association
Denise Soares, Harlem Hospital Center
Paola Torres, Affirmative Action/EEO
Yvette Villanueva, Generations +/Northern Manhattan Health Network
Manasses C. Williams, Affirmative Action/EEO
Julianne Yanez, Queens Hospital Center

OTHER ATTENDEES

Auston Conrad, iSirona, LLC
Jillian C. Gibson, New York Blood Center
Brennan Gilbane, Gilbane Building Company
Peter Glus, Arcadis, U.S., Inc.
Linda Graves, Gilbane Building Company
Neil Heyman, Gilbane Building Company
Brian Kish, Gilbane Building Company
Sloane Wagstaff, 3M Company
Osa Willis, WSP USA Corporation

AFFILIATE ATTENDEES

Guy R. Auguste, The Mount Sinai Hospital
Austin Bender, New York University School of Medicine at Bellevue Hospital Center
Denise Dudley, New York University School of Medicine at Bellevue Hospital Center
Ken Feifer, Mt. Sinai School of Medicine at Queens Health Network
Luis R. Marcos, MD, Physician Affiliate Group of New York (PAGNY)
Reginald Odom, Physician Affiliate Group of New York (PAGNY)
Wayne Webb, The Mount Sinai Hospital

CALL TO ORDER

The meeting was called to order at 11:20 a.m. by Josephine Bolus, Committee Member.
The minutes of the October 15, 2013 EEO Committee were adopted as submitted.

ASSISTANT VICE PRESIDENT'S REPORT

Manasses C. Williams, Assistant Vice President, Affirmative Action/EEO, reported to the Committee on two informational items. He stated that his office has been working on a project to convert the HHC workforce from the 2000 census codes to the 2010 census codes. He also reported that in doing a crosswalk in terms of making the conversion, his office is working with the Corporate Human Resources office to start resurveying the HHC workforce in terms of the EEOC's updated race and ethnicity classification to be consistent with the new census codes. In addition, he stated that his office is also upgrading their Biddle Consulting Inc. software in order to obtain the availability numbers to do the analysis through the software.

He then introduced James Keys, EEO Officer, South Brooklyn Network (Coney Island Hospital & Sea View Hospital Rehabilitation Center & Home). He stated that Mr. Keys arrived from the New York Commission on Human Rights. He then introduced Blanche Greenfield, Senior Attorney, Legal Affairs. He further stated that Ms. Greenfield monitors the EEO Officer's.

CONDITIONAL APPROVALS

3M COMPANY

Paola Torres, Senior Management Consultant, Affirmative Action/EEO reported that 3M Company is located in Murray, Utah and has a contract with the Office of Information Technology Services for software and related services with a contract value of over \$15 million dollars. She stated that in 2012, 3M Company had a total number of 524 employees and in 2013 they had a total number of 603 employees with an increase of 79 employees. Both years had underutilizations. She then stated that in 2012, they had 10 job groups and in 2013 they had 16 job groups, an increase of six job groups. The number of job groups in minorities underutilized in 2012 was one and in 2013 it was three which is a difference of two job groups. Their underutilization of minorities in Sales Job Group 1 in 2012 was eliminated in 2013. They currently have three underutilizations of minorities, Managers Job Group 1, Professionals Job Group 1 and Professionals Job Group 3. 3M Company was represented by Sloane Wagstaff, Human Resources Manager of Health Information Systems. He stated that 3M Company is a Health IT software company and that in the last year, they had a significant growth specifically with an acquisition of another Health IT software company in 2013 (CodeRyte located in Bethesda, Maryland with 175 employees). In addition, he stated that the 2012 underutilization report identified Sales Job Group 1 as a group that was underutilized. The report for 2013 substantiated that 3M Company was successful in addressing this area of underutilization, as the report indicated they are now satisfying the Sales Job Group 1 criteria. He also stated that moving forward in 2014 they are focusing their efforts on their Management and Professional job groups to address the identified underutilizations. He further stated that they have continued to improve their diversity

hiring using the 3M Company Slate Review Process to ensure that 3M Company has interviewed a minimum of two candidates for each open position and that at least one of those candidates must be diverse by gender and/or minority before 3M Company will approve an offer to be extended. He then stated that his division is anticipating a significant growth in the next year, and that they intend on increasing their headcount by another 200 employees in 2014. He also stated that they feel confident that the growth in the economy, as well as their Slate Review Process will ensure a healthy diverse population of new employees including in Management Job Group and Professional Job Group positions into the company. Mr. Stocker asked him where the company is located. He stated they were located in Bethesda, Maryland, but that they have moved to their Silver Springs, Maryland location. Ms. Bolus asked him when the acquisition took place. He stated that the acquisition took place in April, 2013. She then asked him when the underutilizations will be removed. He stated that he is hoping that next year when he attends the EEO Committee meeting he will be able to address all the underutilizations as satisfactory. He also stated that they have seven offices spread out throughout the United States and even though their headquarters is located in Salt Lake City, Utah, they have a significant presence in the East coast for example in the greater District of Columbia area as well as in Wallingford, Connecticut and Atlanta, Georgia; therefore, he expects that those areas will help in resolving their current underutilizations. Ms. Bolus asked him if the underutilizations are due to the acquisition of the Natural Language Processing software (NLP). He stated that the primary reason for their underutilizations is indeed the acquisition of the NLP. He also stated that they have added additional steps to the Slate Review Process for Management Job Group and Professional Job Group positions including the following: The Human Resources Manager will approve external candidate slate if there is not a robust level of minority candidates on that slate. He further stated that 3M Company ensures making their good faith efforts in sourcing candidates from several diverse areas including: National Sales Network, Hire A Hero Military Community Network, LBTCareerLink, Disabledperson.com, Gettinghired.com (people with disabilities), Society of Women in Engineering, Employee Resource Groups (African American Network, Native American Network and Latino Resources Network, Diversity & Inclusion Council). The Job Boards include: State and local compliance boards, DiversityJobs.com, Africanamericanjobs.org and Hispanicjobs.org. He further stated that the Human Resources Manager will confirm that a diligent search was performed and despite their outreach efforts no well-qualified minority/diverse candidates applied. He also stated that the Human Resources Manager will review every Management Job Group and Professional Job Group hiring decision before an official offer is made.

CONDITIONAL APPROVALS

NEW YORK BLOOD CENTER

Ms. Torres reported that the next contractor was New York Blood Center located in New York City, New York. Their contract was with the office of Materials Management for voluntary donated whole blood, blood components and special services with a contract value of \$50 million dollars. She stated that in 2012, New York Blood Center had a total

number of 652 employees and in 2013 they had a total number of 626 employees (a decrease of 26 employees). They were underutilized in both years. She then stated that the number of underutilizations in 2012 was three and in 2013 were two with one underutilization of minorities in 2012 eliminated in 2013. There were two female underutilizations in 2012 and two in 2013. She also stated that in 2012 through their good faith efforts they have eliminated three underutilizations in Managers Job Group 2 for minorities, Clericals Job Group 5 for females and Technicians Job Group 5 for females. However, in 2013, there were two new female underutilizations, one in Professionals Job Group 5 and one in Technicians Job Group 1. Jillian C. Gibson, Assistant Director Talent/Organizational Development, represented New York Blood Center. She explained that their nursing population is a bit different from hospital nurses. She stated that their nursing population is what they call Therapeutic Apheresis Nurses. She explained that these are full time Nurse position's with a current and valid Registered Nurse license and with three years of general nursing experience in critical care, hemodialysis, IV Therapies or Apheresis Donor Specialist and experience at the New York Blood Center along with two years of medical/surgical experience preferred. She further stated that typically nurses are on the road seven days a week with different shifts driving a company vehicle. She then stated that the position is a mobile position covering the areas of New York, New Jersey, Connecticut and Pennsylvania basically anywhere where they have cases scheduled. She also stated that in Technicians Job Group 1, it is typically their licensed positions for example the Medical Technologist. She then stated that there is currently a shortage of the Therapeutic Apheresis Nurses in New York State and in New York City. She further stated that they are now partnering with Hunter College's medical technology program to have their students come through and do internships where they are located since there are a number of hospitals being competitive for the same talent pool. She stated that it has been a hard to fill position due to the required mobility and scheduling of staff. She then stated that the candidate must have a valid Driver's License and be available to work flexible schedules including weekends, evenings and on-call and have a vehicle to perform services at their various hospital customers. She further explained that New York Blood Center does provide a vehicle after the six month probationary period has been successfully completed. She also acknowledged that the scheduling constraint continues to be a difficult aspect of the job and that they will continue to work diligently to remedy the situation.

CONDITIONAL APPROVALS

GILBANE BUILDING COMPANY

Ms. Torres reported that the next contractor was Gilbane Building Company located in New York City, New York. Their contract was with the office of Materials Management for Construction Management Services with a contract value of \$15 million dollars. Their total workforce in 2013 was 156 employees. They had five job groups with one job group underutilized for minorities. Their underrepresentation was in Managers Job Group 2 for minorities. Linda Graves, Corporate Director of Diversity, Neil Heyman, Vice President Project Executive, Brian Kish, Human Resources Manager, Brennan Gilbane, Client Relations Specialist represented Gilbane Building Company. Ms. Graves

stated that Gilbane Building Company is based in Providence, Rhode Island with more than 2,500 employees across the United States. She stated that the company was founded in 1873 and is a fifth generation family owned firm providing construction management services on behalf of a number of public and private sector clients for over 60 years. She then stated that in New York City they have approximately 180 employees and approximately 20 active construction and professional services contracts in all five boroughs. She also stated that they have outlined a number of strategies in their action plan to specifically address the underrepresentation of minorities in the Managers Job Group 2. She explained that they have experienced an overwhelming growth in the past 24 months. She then stated that their needs on staff projects have accelerated the pace of new hiring. She respectfully acknowledged the need to address the inclusion of minorities and women within the Managers Job Group 2 in order for their workforce to be consistent with the demographics of the New York City community. She explained that their key goal is to address and provide training and development opportunities in order for them to insure that there is inclusion by minorities and women within the Managers Job Group 2. She further explained that the existing managers that are within Managers Job Group 2 as well as the employees that are within their core populations can be trained to be promoted within the Managers Job Group 2. She stated that their second key element is to ensure that they are recruiting and that their hiring activities are expanded in order for them to have diversity and inclusion of minorities and women within their candidate pools. She then stated that they have another new strategy that they will utilize going forward which is to ensure that there is inclusion within the interview process by having those that are interviewing within the candidate pools also include minorities and women. The third element of their action plan is to ensure that their performance management process is administered fairly and equitably in order that there is no unreasonable disparity that is evident when they are making decisions around terminations and layoffs. She also stated that they are strongly committed to all policies which will afford equal opportunity employment to all qualified persons; and also ensures that all transfers, layoffs, returns from layoff, terminations, company-sponsored training, education, tuition assistance, and social programs will be administered fairly and without regard to race, color, religion, sex, age, national origin, ancestry, disability or protected veteran status.

CONDITIONAL APPROVALS

ARCADIS U.S., INC.

Ms. Torres reported that the next contractor was Arcadis US, Inc. located in New York, New York. Their contract was with the office of Materials Management for Construction Management Services with a contract value of \$5 million dollars. Their total workforce in 2013 was 320 employees. They were underutilized. They had 18 job groups with two underutilizations; one for minorities and one for females. She stated that underutilizations were in Managers Job Group 1 for females and in Professionals Job Group 6 for minorities. Peter Glus, Vice President, represented Arcadis U.S., Inc. He stated that they are an international firm with 2,500 employees. He also stated that in the last six months, they have hired in their Long Island City project office three Asian

women, two Asian males, one Latino male, one Latino woman, and two African American women. In addition, he stated that they have hired a Caucasian woman to the upper manager position of Office Manager. He further stated that Arcadis U.S., Inc. is committed to hiring a diverse and talented workforce and is making good faith efforts in recruiting and hiring females and minorities.

CONDITIONAL APPROVALS

WSP USA CORPORATION

Ms. Torres reported that the next contractor was WSP USA Corporation located in New York, New York. Their contract was with the office of Facilities Development for Mechanical, Electrical and Plumbing Engineering Design Services (MEP) with a contract value of \$15 million dollars. Their total workforce in 2013 was 259 employees. They were underutilized. They had six job groups with an underutilization in Technicians Job Group 4 for minorities. Osa Willis, Human Resources Generalist, Human Resources represented WSP USA Corporation. She stated that they are an engineering consultant firm. She also stated that the underutilization in the Technicians Job Group 4 includes primarily their CAD Operators and CAD Specialists. She explained that this job group offers special challenges in the area of recruitment and that they have not been able to hire since the year 2011. She then stated that in the last few months, they have promoted several employees into other job groups in the organization and have hired a minority in their IT Technicians job group. She further stated that employees who are employed in this category are not Engineers and as such cannot be promoted into the engineering titles as this would require a Bachelor of Science/Masters of Science degrees and/or professional licensing. She then stated that instead they tend to stay in the same position for a long time potentially specializing in a discipline position, but not moving vertically in the organization. She also stated that because of the lack of movement, turnover rates in this category are low, and opportunities to recruit are very rare. She further stated that though they do not have any open positions in this category on the horizon, they have taken the following steps to ensure that they are ready to recruit when a position opens up:

- Increase recruiting activities targeting women and minority recruiting sources.
- Revise the description of our Employee Referral Program to include the phrase: "WSP is an Equal Opportunity Employer"
- Further develop the PMP to include career planning tools to aide in the promotion process.
- Develop and implement a regional promotion nomination process.
- Develop and issue a recruitment manual including information on proper interview techniques and EEO recruitment training.

CONDITIONAL APPROVALS

iSIRONA, LLC

Ms. Torres reported that the last contractor was iSirona, LLC located in Panama City, Florida. Their contract was with the office of EITS IT Financial Administration for Biomedical Middleware Software Services with a contract value of \$6.5 million dollars. Their total workforce in 2013 was 181 employees. They were underutilized. They had six Job Groups with two Job Groups underutilized in females. The underutilizations were in Managers Job Group 2 for females and in Technicians Job Group 3 also for females. Auston Conrad, Human Resources Manager represented iSirona, LLC. He stated that they have hired three females in the Technicians Job Group 3 and one female in the Managers Job Group 2 which eliminated their underutilizations. He further stated that from a recruiting standpoint, they are doing quite well.

2013 AFFILIATE AFFIRMATIVE ACTION PLAN UPDATE

Gail Proto, Senior Director, Affirmative Action/EEO reported on the Equal Employment Opportunity status on the four affiliates. The report showed that the results of the graphs on the four affiliate facilities Mount Sinai School of Medicine, New York School of Medicine, (NYU) Physician Affiliate Group of New York, P.C. (PAGNY) and State University of New York (SUNY) had job groups with no underutilizations for 2013 which is the second year in a row.

There being no further business, the meeting was adjourned at 12:10 pm.

EEOC REPORT ON DISCRIMINATION CASES

FISCAL YEAR 2013 (October 2012 – September 2013)

The EEOC reported that for Fiscal Year 2013, charges of Discrimination on the job increased by 5.7%. In Fiscal Year 2012, there were 99,412 complaints filed, while in Fiscal Year 2013, there were 93,727 complaints filed a difference of 5,685.

CATEGORY	FY 2012	FY 2013	PERCENT CHANGE
Total Charges	99,412	93,727	-5,685 (5.7%)
Retaliation	31,208	31,478	270 (.87%)
Race	33,512	33,068	-444 (1.32%)
Sex	30,356	27,687	-2,669 (8.8%)
Age	22,857	21,396	-1,461 (6.4%)
Disability	26,379	25,957	-422 (1.6%)
National Origin	10,883	10,642	-241 (2.2%)
Religion	3,811	3,721	-90 (2.4%)
Equal Pay Act	1,082	1,019	-63 (5.8%)

Charges relating to race, age, disability, national origin and religion showed a decrease between 2012 and 2013. Sex complaints had the largest numerical decrease going from 30,356 in 2012 to 27,687 in 2013 a decrease of 2,669 or 8.8%.

Charges of retaliation showed an increase going from 31,208 in 2012 to 31,478 in 2013 an increase of 270 or 0.87%.

DISCRIMINATION COMPLAINTS REPORT

2013

RATIO OF COMPLAINTS TO TOTAL EMPLOYEES 2013

RATIO	1/171
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EMPLOYEES 39,188

NEW COMPLAINTS 229

**COUNSELING SESSIONS
CORPORATE - WIDE
FOR YEARS 2012 - 2013**

2012	2013
176	199

COMPLAINT PROCESSING CORPORATE-WIDE FOR YEARS 2012-2013

	2012	2013
NEW*	217	229
CLOSED	225	207
OPEN**	153	175

* THE TERM NEW HAS REPLACED THE TERM FILED FOR PURPOSES OF CLARITY.

** INCLUDES COMPLAINTS FROM PRIOR YEARS THAT HAVE REMAINED OPEN AND 23 PRIOR YEAR COMPLAINTS NOT INCLUDED ON THE 2012 REPORT.

TOTAL ALLEGATIONS CORPORATE-WIDE FOR YEARS 2012 - 2013

ALLEGATION	2012 #	DIF	2013 #	%
RACE	71	12	83	16.67
RETALIATION	68	23	91	18.27
NATIONAL ORIGIN	58	5	63	12.65
SEXUAL HARRASSMENT	46	4	50	10.04
DISABILITY	44	14	58	11.65
GENDER	37	14	51	10.24
AGE	34	7	41	8.23
COLOR	20	9	29	5.82
RELIGION	16	-2	14	2.81
SEXUAL ORIENTATION	8	6	14	2.81
MARITAL STATUS	2	-1	1	0.20
CREED	2	0	2	0.40
ARREST	1	0	1	0.20
CITIZENSHIP	0	0	0	0.00
TOTAL	407	91	498	100

NEW ALLEGATIONS FILED IN 2013 SHOWED DECREASES IN TWO AND NO CHANGE IN THREE OF THE 14 ALLEGATIONS TRACKED

ALLEGATION	2012	2013	# CHANGE
Arrest	1	1	n/a
Creed	2	2	n/a
Marital Status	2	1	-1
Alienage/Citizenship	0	0	n/a
Religion	16	14	-2

NEW ALLEGATIONS FILED IN 2013 SHOWED INCREASES IN NINE OF THE 14 ALLEGATIONS TRACKED

ALLEGATION	2012	2013	# CHANGE
Gender	37	51	+14
Disability	44	58	+14
Age	34	41	+7
Race	71	83	+12
National Origin	58	63	+5
Sexual Orientation	8	14	+6
Retaliation	68	91	+23
Sexual Harassment	46	50	+4
Color	20	29	+9

**COMPLAINT CLOSURE TOTALS
CORPORATE-WIDE
2012-2013**

CLOSURE	2012	2013	%	# CHANGE
No Probable Cause	150	120	-20	-30
Probable Cause	21	7	-67	-14
Dismissed/ Administrative Closure	31	53	71	+22
Settled	10	9	-10	-1
Withdrawn	9	12	33	+3

CONCLUSION

1. New allegations filed in 2013, showed increases in nine of the 14 allegations tracked: Disability, Age, Gender, Race, National Origin, Color, Sexual Orientation, Retaliation, and Sexual Harassment,
2. Two allegations showed a decrease: Marital Status and Religion.
3. Three allegations did not change: Arrest, Creed and Alienage/Citizenship.

ACTION PLAN

1. Standardize procedures and training.
2. Pinpoint specific pockets of discrimination patterns and strategize proactive measures.
3. A database to track complaints is currently under development.