



**Department of  
Social Services**

Human Resources  
Administration

Department of  
Homeless Services

W-1  
01/22

Gary P. Jenkins  
Commissioner

August 26, 2022

150 Greenwich Street  
New York, NY 10007

**Via e-mail only**

929 221 7315

Carolyn Miller, Executive Director  
The City of New York Conflicts of Interest Board  
2 Lafayette Street, Room 1010  
New York, New York 10007

Re: **COIB Rule 1-13(e)(1): Designation of NYC Department of Social Services Employee to Perform Work with Not-for-Profit Entity**

Dear Ms. Miller:

Pursuant to Rule 1-13(e)(1) of the Rules of the Conflicts of Interest Board, I, as Commissioner of the New York City Department of Social Services (“NYC DSS”), have designated Raymond Medina to perform work in his official NYC DSS capacity as a Council Member with The Council for Black Business Enterprises (hereafter “CBBE”).

Mr. Medina currently serves as the Deputy Diversity Officer (civil service title: Associate Commissioner of Social Services M3) within the Office of Diversity, Equity and Inclusion of the Office of the Administrator/Commissioner. He started working for the City on July 10, 2017. In his capacity as Deputy Diversity Officer he works with the Chief Diversity Equity and Inclusion Officer who is responsible for the Agency’s Minority and Women-Owned Business Enterprise (“M/WBE”) program and he develops events that will bring M/WBE businesses and contractors together with Agency heads to present opportunities for these businesses to show their offerings. Mr. Medina also reviews the utilization of M/WBEs at the categorical level, including the setting of Participation Goals, the review of unbundling analyses, and the expansion of bidder pools to include underutilized firms. These functions are front-end procurement activities designed to promote M/WBE opportunities to compete on, and successfully secure, DSS contracts. Mr. Medina does not, however, have any responsibilities which would directly result in a contract award to any specific firm.

Mr. Medina wishes to hold a secondary voluntary position as a Council Member with the CBBE. The CBBE is a 501c-3 non-profit association designed to support Black

Business Enterprises as prime and subcontractors through accessing capital, capacity building, bonding/insurance, resources and opportunities on major infrastructure projects throughout New York and New Jersey. In doing so, CBBE seeks to develop best practices to support Black Business Owners and address disparities in New York State and New York City contracting systems. CBBE's stated short-term initiative is to elevate and expand a pilot program that will focus on approximately 25 businesses with a 90-day Action Plan to address gaps in contracting opportunities with Black-Owned Business Enterprises business and prepare them for such opportunities. CBBE hosts matching events for their project partners to meet with Black-Owned Business Enterprises that are a fit for each respective project. These events bring these firms together with City and State agencies and other organizations (such as City agency prime contractors with participation goals or City agency Human Service Providers seeking to subcontract portions of their contracts with local M/WBE firms). In addition to pointing attendees to resources and programs – both within and beyond the City – available to help them build capacity and secure access to capital, these events provide information and matchmaking opportunities and help Black-Owned M/WBEs position for partnerships and increase direct and subcontracted outcomes. CBBE's stated long-term mission is to obtain commitment for capitalization of contract mobilization loans for businesses in a variety of service areas to widen opportunities for vendors and suppliers to have access to innovative lending programs.

Significantly, Mr. Medina's work with CBBE will align and further the Agency's mission and is not primarily for the benefit of the CBBE. The CBBE was created to “advance Black-Owned Business Enterprises by breaking down barriers, building collaborations, and making connections to capacity building resources, contract opportunities, and capital...It is a community of stakeholders who have taken on the shared responsibility to address the disparities experienced by Black Businesses in the New York State and New York City contracting systems”. This mission is in line with the City's broader M/WBE Program, as codified in the City's Administrative Code 6-129, and as operationalized through M/WBE Program policies, resources, and events offered by both the City's Oversight and Operating agencies. As evidenced by the City's broader contracting data, and DSS/HRA/DHS' data, Black-Owned Business Enterprises suffer deeper disparities in contracting than M/WBEs from a number of other certification categories. Participation with the CBBE will provide an opportunity for the Agency to better understand the needs of this group as well as to play a part in increasing contracting outcomes with DSS/HRA/DHS and more broadly with and beyond the City. As Black-Owned Business build their capacity, they will be able to compete on and win larger City contracts.

It should be noted that CBBE itself does not have contracts with the City. The underlying contractors and subcontractors that work with CBBE may have or seek to have business dealings with the City. In addition, various current CBBE Board Members hold primary positions working for the City. The founder of CBBE, Danielle Douglas, is the President of boutique business advisory firm, Inspire Enterprise Inc., which has business dealings with the City; however, Mr. Medina would not have any dealings with this firm.

As stated above, Mr. Medina would not be compensated for his work as a Council Member with CBBE. In this role, he will assist CBBE in the following ways:

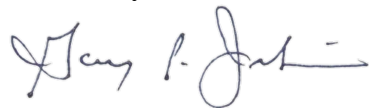
- Attend regular, bi-weekly meetings, where he would provide strategic input into the development of the CBBE's programming. This programming will be designed to help Black-Owned Business Enterprises obtain certification, build capacity, foster business relationships, and increase contracting outcomes on both government and private sector contracts;
- Attend networking events approximately every three months; and,
- Sit on panels to discuss manners in which M/WBEs can access programs and contracting opportunities with the City.

Mr. Medina is not seeking to use any City time and/or resources to fulfill the above-described responsibilities for CBBE. He intends to use his personal computer and cell phone to handle matters related to CBBE, and to attend any meetings or events outside of his work schedule for DSS.

Upon review of the forgoing, Mr. Medina's pursuit of work with CBBE furthers the purposes and interests of the City. The CBBE provides a forum for Mr. Medina to connect with Black-Owned Business Enterprises and inform them of the processes of seeking support and business connections with City social service agencies. The knowledge gained through this work will also enhance Mr. Medina's ability to oversee the Agency's M/WBE program and, with the Chief Diversity, Equity and Inclusion Officer, to increase awareness of Agency efforts to support Black-Owned Business Enterprises in overcoming obstacles that have hindered them in the past. His work with CBBE would also underscore DSS's commitment to improving the M/WBE program.

Based upon the information presented to me, I have determined that there is a demonstrated nexus between Mr. Medina's position with DSS and his proposed activity with the CBBE, and that such activity furthers DSS's mission and is not undertaken primarily for the benefit or interest of the CBBE.

Yours truly,



Gary P. Jenkins  
DSS Commissioner

cc. Scott French, Chief Diversity, Equity and Inclusion Officer