

# AGENDA

## **Equal Employment Opportunity Committee**

### **Meeting Date**

October 7, 2014

### **Time**

11:00 A.M.

### **Location**

Board Room (532)

CALL TO ORDER

Anna Kril

ADOPTION OF MINUTES

Anna Kril

JUNE 10, 2014

ASSISTANT VICE PRESIDENT'S REPORT

Manasses C. Williams

REPORT ON THE COMPETITIVE  
EDGE CONFERENCE

M/WBE PLAN UPDATE

Manasses C. Williams  
Paul Albertson

CONDITIONAL CONTRACTORS

Sharon Foxx

SUNGARD AVAILABILITY SERVICES, LP  
CABLEVISION LIGHTPATH, INC.  
MICROSOFT CORPORATION  
HUNTER ROBERTS CONSTRUCTION GROUP, LLC  
ARCADIS US., INC.

2014 CORPORATE AFFIRMATIVE ACTION  
PLAN UPDATE REPORT

Gail Proto

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

**EQUAL EMPLOYMENT  
OPPORTUNITY  
COMMITTEE**

**MINUTES**

Meeting Date  
June 10, 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 June 10, 2014 in the Board Room at 125 Worth Street, New York City with Anna Kril, Committee Chair, presiding.

**COMMITTEE MEMBERS**

Anna Kril, Chairperson  
Ramanathan Raju, MD, President  
Josephine Bolus, RN

**HHC STAFF**

Danielle Barrett, Kings County Hospital Center  
Deborah Cates, Chairman's Office/Board Affairs  
Melissa Clitandre, North Brooklyn Healthcare Network  
Martin O. Everette, Affirmative Action/EEO  
Blanche Greenfield, Legal Affairs  
Norma E. Irizarry, Affirmative Action/EEO  
Barbara Keller, Legal Affairs  
James Keys, Coney Island Hospital  
Marva Langdon Dunn, Jacobi Medical Center  
Patricia Lockhart, Chairman's Office  
William Marshall, Lincoln Medical & Mental Health Center  
Antonio D. Martin, President's Office  
Luz Nazario, South Manhattan Healthcare Network  
Lois Penn, South Manhattan Healthcare Network  
Gail Proto, Affirmative Action/EEO  
Manasses C. Williams, Affirmative Action/EEO

### **OTHER ATTENDEES**

Doreen Carbone, Perkins Eastman Architects, PC  
Jenn Ciardullo, A&P Coat, Apron & Linen Supply, Inc.  
Rosa Coppedge, Sodexo Laundry Services, Inc.  
Ramon De Los Santos, A&P Coat, Apron & Linen Supply, Inc.  
Pam O'Brien, Sodexo Laundry Services, Inc.  
Robert Potack, A&P Coat, Apron & Linen Supply, Inc.

### **CALL TO ORDER**

The meeting was called to order at 11:20 a.m. by Anna Kril, Committee Chairperson. The minutes of the April 8, 2014 EEO Committee were adopted as submitted.

### **INTRODUCTION**

Anna Kril, Committee Chairperson, stated that last month, Reverend Diane Lacey resigned from the HHC Board after thirty-five years of service. She stated that she had been appointed by the Board as Chair of the EEO Committee. She also stated that over the course of Diane's tenure on the Board, she served as Acting Chair of the Board, Vice Chair of the Board as well as Chair of the Governance, Equal Employment Opportunity and Community Relations Committee's. She stated that the borough of Manhattan's City Council appointed her on the Board. She further stated that as HHC's longest serving member of the Board, she was an example of true commitment to the HHC mission. Her professional and advocacy experience included employment in healthcare organizations, leadership positions within church ministries, sitting on health and education related Boards and working extensively to ensure that appropriate healthcare needs for the most vulnerable in our city were addressed. She also received many fellowships and awards recognizing her accomplishments. Further, her poise, grace and humor were also her strong points in dealing with sometimes complicated situations. Rev. Lacey chose to leave the HHC Board quietly last month; however, Ms. Kril invited the Committee to join her in giving Diane a round of applause for her service to HHC and the City of New York.

### **ASSISTANT VICE PRESIDENT'S REPORT**

Manasses C. Williams, Assistant Vice President, Affirmative Action/EEO, commenced his report by reporting on one informational item. He stated that HHC had co-sponsored its 21<sup>st</sup> annual Competitive Edge Conference, and that this year's theme was "Break the MOLD, Go Beyond Business as Usual. The conference was scheduled for Tuesday, July 15, 2014 from 8:00 am – 4:00 pm, at the Marriott Marquis Hotel located in Times Square in mid-town Manhattan.

He stated that the conference is sponsored by City and State agencies, City governments, general contractors and private Corporations that do business with these agencies. He also stated that last year's conference was attended by over 550 persons and that it

continues to grow each year. He then stated that the conference's underlying aim of maximizing opportunities for minority/women owned business's continues to prove its worth each year as more attendees attest to that fact. He further stated that 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 previously.

### **CONDITIONAL APPROVAL CONTRACTORS**

Gail Proto, Senior Director, Affirmative Action/EEO stated that she would be reporting on three contractors. She stated that the first contractor was A&P Coat, Apron & Linen Supply, Inc. in Mount Vernon, New York also known as Unitex Textile Rental Services. She further stated that they had a contract for Laundry Services from the Office of Procurement Systems and Operations and that this year they eliminated an underutilization of females in Managers Job Group 3 which they had for the past four years. A&P Coat, Apron & Linen Supply, Inc. was represented by Robert Potack, Vice President Operations, Jenn Ciardullo, Recruiting Manager and Ramon De Los Santos, Plant Manager. Mr. Potack stated that this year, they had implemented a few different approaches in recruiting. Jenn Ciardullo stated that they made a greater emphasis on recruiting female Physicians. She stated that they hired a female Physician, but that unfortunately for personal reasons she decided not to stay with the company. They then immediately continued the recruiting process to replace her. He stated that another component that our Committee had mentioned to them was promoting hourly union employees to possibly fill the role; therefore, they created a production team lead position where they have highlighted and identified a person that is currently in the union that they think has potential to one day be a supervisor. Ramon De Los Santos, works closely with this female individual in promoting her skill set and hopefully advancing her so that one day they have an opportunity, when they have an open position in the future to have her fill the position.

### **PERKINS EASTMAN ARCHITECTS**

Gail Proto stated that last year, Perkins Eastman Architects had an underutilization of minorities in Professionals Job Group 2. This year, they do not have any underutilizations. She also stated that they lost fifty-five employees this year. She then stated that they had 321 employees as compared to 376 last year. They have 10 Job Groups this year as compared to 13 last year, and they are New York based. Perkins Eastman Architects was presented by Doreen Carbone, Human Resources Manager. She stated that they have implemented different Diversity Committee's and Women's Leadership Committees and through those Committees they have recruited specifically in schools and in to the programs they were going to be able to find minorities/women. This year, they have hired 16 new graduates and seven females and have eliminated their underutilization.

**SODEXO LAUNDRY SERVICES, INC.**

Gail Proto stated that Sodexo Laundry Services, Inc. had two female underutilizations, one in Operatives Job Group 1 and one in Service Workers Job Group 5. She also stated that they lost 570 employees, almost 50% of their company. They do not have any underutilizations identified in any areas this year, therefore, they now have full contract approval status.

Rosa Coppedge, Director, Affirmative Action/Equal Employment Opportunity Compliance and Diversity represented Sodexo Laundry Services, Inc. She stated that because of previous underutilizations of minorities and females in management positions, their New York locations have developed and implemented an Hourly to Management Program.” She also stated that under the program, there is one position, Linen Distribution Supervisor which was developed as a growth opportunity for the internal selected candidate with the understanding that that the candidate will be developed in a managerial capacity and promoted to the next open Inventory Control Manager position. She further stated that this is a three month to one year assignment to encourage promotion of hourly staff to management, with focus on training and development of necessary skills for career growth.

So far, one minority female has completed the Program and was promoted to management.

**2013-2014 MINORITY/WOMEN-OWNED BUSINESS ENTERPRISE (MWBE) PROGRAM**

Manasses Williams, Assistant Vice President, Affirmative Action/EEO reported on the status of the Corporation’s M/WBE Program. The report shows that there was a decrease in the overall OTPS expenditures in the Corporation below the one billion dollar benchmark for the fourth time in five years.

Expenditures of MBEs decreased by 7,958,679.00 or 30.7% while expenditures on WBEs decreased by 10,915,015 or 70.2%. The overall utilization rate for MBEs decreased from 3.06% in 2013 to 1.93% in 2014. WBE participation rates decreased from 1.84% in 2013 to 0.50% in 2014.

The results also showed that overall M/WBE goals decreased from 4.90% in 2013 to 2.43% in 2014.

There being no further business, the meeting was adjourned at 12:40 pm.

## **ASSISTANT VICE PRESIDENT'S REPORT**

### **COMPETITIVE EDGE CONFERENCE**

The 21<sup>st</sup> Annual Competitive Edge Conference was held on July 15, 2014 from 8:00 am – 5:00 pm at the New York Marquis Hotel, located in the heart of Times Square in mid-town Manhattan. This event attracted well over 400 vendors who attended over seven workshops, an Exhibit/Market Place, breakfast and luncheon.

The keynote speakers included the Reverend DeForest Blake Soaries, Jr., Sr. Pastor, First Baptist Church of Lincoln Gardens, Somerset, New Jersey.

The luncheon speaker was Alejandra Y. Castillo, Esq., National Director, U.S. Department of Commerce's Minority Business Development Agency (MBDA). MBDA has assisted minority-owned firms in obtaining nearly \$15 billion in contracts and capital under the Obama Administration. Remarks were made at the luncheon by Scott M. Stringer, New York City Comptroller.

MCW:nei

## **CONDITIONALLY APPROVED CONTRACTORS**

### **Annual Update**

Sungard Availability Services, LP	Office of Information Technology Services (Alternate Data Center)
Cablevision Lightpah, Inc.	EITS IT Financial Administration (Telecommunications)
Microsoft Corporation	EITS IT Financial Administration (Enterprise License Agreement)
Hunter Roberts Construction Group, LLC	Materials Management (Construction Management)
Arcadis U.S., Inc.	Materials Management (Engineering and Architectural)

**SUNGARD AVAILABILITY SERVICES, LP**

**UNDERUTILIZATIONS**

<b><u>JOB GROUP</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>
Clerical JG 5	Minorities	-
Professional JG 3	Females	Females

SUNGARD AVAILABILITY SERVICES, LP

2013 ANALYSIS WITH 2014 UPDATE USING 2010 CENSUS WORKFORCE DATA PACK

	<u>2013</u>	<u>2014</u>	<u>Difference</u>
<b>Total # of Employees</b>	294	378	84
<b>Underutilized</b>	<b>YES</b>	<b>YES</b>	-
<b># of Job Groups</b>	17	20	3
<b># of Job Groups Underutilized</b>	2	1	1
<b># of Underutilizations</b>	2	1	1
<b># of Minority Underutilizations</b>	1	0	1
<b># of Female Underutilizations</b>	1	1	-

**Sungard AS (Wayne) 2014  
Comparison of Incumbency to Availability**

**Job Group:** Professional JG3 - Professional

**Test:** Standard Deviation

**Total Employees:** 54

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	47	7	17	37	4	1	11	0	0	1
Employees (%)	87.0	13.0	31.5	68.5	7.4	1.9	20.4	0.0	0.0	1.9
Availability (%) Goal	68.6	31.4	25.1	74.9	10.0	4.3	9.6	0.0	0.0	1.1
Test: Standard Deviation	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO
	2.92	-2.92	1.09	-1.09	-0.63	-0.90	2.67	-0.07	-0.16	0.56
Add'l Needed to Eliminate Problem Area (#)	0	3	0	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	10	0	4	2	2	0	0	0	0

This report was generated on 10/3/2014 at 12:00:48 PM

**CABLEVISION LIGHTPATH, INC.**

**UNDERUTILIZATIONS**

<b><u>JOB GROUP</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>
Clerical JG 5	Minorities	-
Managers JG1 (Directors)	Females/Minorities	Females/Minorities
Managers JG 2 (Managers)	-	Minorities
Professionals JG3	Females	-
Sales JG4	Females/Minorities	-
Technicians JG3	Minorities	-

CABLEVISION LIGHTPATH, INC.

2013 ANALYSIS WITH 2014 UPDATE USING 2010 CENSUS WORKFORCE DATA PACK

	<u>2013</u>	<u>2014</u>	<u>Difference</u>
Total # of Employees	519	518	1
Underutilized	YES	YES	-
# of Job Groups	10	15	5
# of Job Groups Underutilized	5	2	3
# of Underutilizations	7	3	4
# of Minority Underutilizations	4	2	2
# of Female Underutilizations	3	1	2

**Cablevision Lightpath, Inc. (2014)**  
**Comparison of Incumbency to Availability**

**Job Group:** Managers JG 1B - Directors  
**Test:** Standard Deviation  
**Total Employees:** 31

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	27	4	2	29	2	0	0	0	0	0
Employees (%)	87.1	12.9	6.5	93.5	6.5	0.0	0.0	0.0	0.0	0.0
Availability (%) Goal	59.3	40.7	28.6	71.4	7.6	9.6	10.0	0.1	0.0	1.4
Test: Standard Deviation	NO	YES	YES	NO	NO	NO	NO	NO	NO	NO
	3.16	-3.16	-2.73	2.73	-0.23	-1.81	-1.86	-0.15	-0.05	-0.66
Add'l Needed to Eliminate Problem Area (#)	0	3	2	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	9	7	0	1	3	4	1	0	1

**Cablevision Lightpath, Inc. (2014)**  
**Comparison of Incumbency to Availability**

**Job Group:** Managers JG 1C - Managers  
**Test:** Standard Deviation  
**Total Employees:** 59

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	44	15	10	49	2	4	4	0	0	0
Employees (%)	74.6	25.4	16.9	83.1	3.4	6.8	6.8	0.0	0.0	0.0
Availability (%) Goal	64.8	35.2	29.8	70.2	7.9	9.7	10.9	0.1	0.0	1.2
Test: Standard Deviation	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO
	1.57	-1.57	-2.16	2.16	-1.29	-0.77	-1.01	-0.18	-0.10	-0.85
Add'l Needed to Eliminate Problem Area (#)	0	0	1	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	6	8	0	3	2	3	1	0	1

**MICROSOFT CORPORATION**

**UNDERUTILIZATIONS**

<b><u>JOB GROUP</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>
Professional JG1	Females	Females
Professional JG2	-	Females
Professional JG6	-	Females

MICROSOFT CORPORATION

2013 ANALYSIS WITH 2014 UPDATE USING 2010 CENSUS WORKFORCE DATA PACK

	<u>2013</u>	<u>2014</u>	<u>Difference</u>
Total # of Employees	611	593	18
Underutilized	YES	YES	-
# of Job Groups	15	16	1
# of Job Groups Underutilized	1	3	2
# of Underutilizations	1	3	2
# of Minority Underutilizations	-	-	-
# of Female Underutilizations	1	3	2

**Microsoft(2) 2014**  
**Comparison of Incumbency to Availability**

**Job Group:** Professionals JG-6 - Prof JG-6  
**Test:** Standard Deviation  
**Total Employees:** 74

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	66	8	35	39	10	7	18	0	0	0
Employees (%)	89.2	10.8	47.3	52.7	13.5	9.5	24.3	0.0	0.0	0.0
Availability (%) Goal	73.6	26.4	44.1	55.9	6.1	5.1	30.9	0.1	0.1	1.7
Test: Standard Deviation	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO
	3.05	-3.05	0.56	-0.56	2.64	1.68	-1.23	-0.30	-0.21	-1.12
Add'l Needed to Eliminate Problem Area (#)	0	4	0	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	12	0	3	0	0	5	1	1	2

**Microsoft(2) 2014**  
**Comparison of Incumbency to Availability**

**Job Group:** Professionals JG-1 - Prof JG-1  
**Test:** Standard Deviation  
**Total Employees:** 70

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	66	4	22	48	6	3	11	0	0	2
Employees (%)	94.3	5.7	31.4	68.6	8.6	4.3	15.7	0.0	0.0	2.9
Availability (%) Goal	66.2	33.8	40.3	59.7	9.0	6.4	23.0	0.1	0.1	1.7
Test: Standard Deviation	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO
	4.97	-4.97	-1.51	1.51	-0.13	-0.71	-1.45	-0.30	-0.25	0.75
Add'l Needed to Eliminate Problem Area (#)	0	12	0	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	20	7	0	1	2	6	1	1	0

**Microsoft(2) 2014**  
**Comparison of Incumbency to Availability**

**Job Group:** Professionals JG-2 - Prof JG-2  
**Test:** Standard Deviation  
**Total Employees:** 28

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	24	4	15	13	5	2	8	0	0	0
Employees (%)	85.7	14.3	53.6	46.4	17.9	7.1	28.6	0.0	0.0	0.0
Availability (%) Goal	66.2	33.8	40.3	59.7	9.0	6.4	23.0	0.1	0.1	1.7
Test: Standard Deviation	NO	YES	NO	NO	NO	NO	NO	NO	NO	NO
	2.19	-2.19	1.43	-1.43	1.63	0.17	0.70	-0.19	-0.16	-0.70
Add'l Needed to Eliminate Problem Area (#)	0	1	0	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	6	0	4	0	0	0	1	1	1

**HUNTER ROBERTS CONSTRUCTION GROUP, LLC**

**UNDERUTILIZATIONS**

<b><u>JOB GROUP</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>
Clerical JG 1	Minorities	-
Managers JG2 (Front-Line Managers)	Minorities	Minorities
Managers JG 3 (Managers)	Minorities	Minorities
Professionals JG1	Minorities	-
Sr. Managers JG1	Minorities	-

HUNTER ROBERTS CONSTRUCTION GROUP, LLC

2013 ANALYSIS WITH 2014 UPDATE USING 2010 CENSUS WORKFORCE DATA PACK

	<u>2013</u>	<u>2014</u>	<u>Difference</u>
Total # of Employees	278	240	38
Underutilized	YES	YES	-
# of Job Groups	6	7	1
# of Job Groups Underutilized	5	2	3
# of Underutilizations	5	2	3
# of Minority Underutilizations	5	2	3
# of Female Underutilizations	-	-	-

**Hunter Roberts Construction Group (2014)**  
**Comparison of Incumbency to Availability**

**Job Group:** Managers - 1.2  
**Test:** Standard Deviation  
**Total Employees:** 38

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	35	3	2	36	0	2	0	0	0	0
Employees (%)	92.1	7.9	5.3	94.7	0.0	5.3	0.0	0.0	0.0	0.0
Availability (%) Goal	88.5	11.5	26.4	73.6	6.4	11.0	7.6	0.0	0.0	1.3
Test: Standard Deviation	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO
	0.70	-0.70	-2.95	2.95	-1.61	-1.13	-1.77	-0.05	-0.05	-0.72
Add'l Needed to Eliminate Problem Area (#)	0	0	3	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	2	9	0	3	3	3	0	0	1

**Hunter Roberts Construction Group (2014)  
Comparison of Incumbency to Availability**

**Job Group:** Front-Line Managers - 1.2  
**Test:** Standard Deviation  
**Total Employees:** 81

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	73	8	8	73	3	4	1	0	0	0
Employees (%)	90.1	9.9	9.9	90.1	3.7	4.9	1.2	0.0	0.0	0.0
Availability (%) Goal	90.5	9.5	25.3	74.7	6.3	11.2	6.4	0.0	0.0	1.4
Test: Standard Deviation	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO
	-0.11	0.11	-3.19	3.19	-0.96	-1.79	-1.89	-0.04	-0.01	-1.06
Add'l Needed to Eliminate Problem Area (#)	0	0	5	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	1	0	13	0	3	6	5	0	0	2

**ARCADIS US (COLORADO)**

**UNDERUTILIZATIONS**

**JOB GROUP**

**2014**

Professional JG4

Minorities

Professional JG5

Minorities

**ARCADIS US, INC. (Colorado)**

**2014 ANALYSIS**

	<b><u>2014</u></b>
<b>Total # of Employees</b>	284
<b>Underutilized</b>	<b>YES</b>
<b># of Job Groups</b>	16
<b># of Job Groups Underutilized</b>	2
<b># of Underutilizations</b>	2
<b># of Minority Underutilizations</b>	2
<b># of Female Underutilizations</b>	-

**Arcadis - US (Colorado)**  
**Comparison of Incumbency to Availability**

**Job Group:** Professionals JG4 - Sci/Eng/Des/Arch III

**Test:** Standard Deviation

**Total Employees:** 17

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	9	8	0	17	0	0	0	0	0	0
Employees (%)	52.9	47.1	0.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0
Availability (%) Goal	65.2	34.8	24.2	75.8	3.6	8.1	10.8	0.0	0.0	1.7
Test: Standard Deviation	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO
	-1.06	1.06	-2.33	2.33	-0.79	-1.22	-1.44	-0.05	0.00	-0.54
Add'l Needed to Eliminate Problem Area (#)	0	0	1	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	3	0	5	0	1	2	2	0	0	1

**Arcadis - US (Colorado)**  
**Comparison of Incumbency to Availability**

**Job Group:** Professionals JG5 - Sci/Eng/Des/Arch II  
**Test:** Standard Deviation  
**Total Employees:** 32

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	21	11	2	30	1	1	0	0	0	0
Employees (%)	65.6	34.4	6.3	93.8	3.1	3.1	0.0	0.0	0.0	0.0
Availability (%) Goal	59.5	40.5	24.0	76.0	4.2	9.8	8.6	0.0	0.0	1.3
Test: Standard Deviation	NO	NO	YES	NO	NO	NO	NO	NO	NO	NO
	0.70	-0.70	-2.35	2.35	-0.31	-1.27	-1.74	-0.07	0.00	-0.65
Add'l Needed to Eliminate Problem Area (#)	0	0	1	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	2	6	0	1	3	3	0	0	1

**ARCADIS US (NEW YORK)**

**UNDERUTILIZATIONS**

<b><u>JOB GROUP</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>
Managers JG1	Females	-
Professional JG4	-	Minorities
Professional JG6	Minorities	-

ARCADIS US, INC. (New York)

2013 ANALYSIS WITH 2014 UPDATE USING 2010 CENSUS WORKFORCE DATA PACK

	<u>2013</u>	<u>2014</u>	<u>Difference</u>
Total # of Employees	320	290	30
Underutilized	YES	YES	-
# of Job Groups	18	18	-
# of Job Groups Underutilized	2	1	1
# of Underutilizations	2	1	1
# of Minority Underutilizations	1	1	-
# of Female Underutilizations	1	-	1

**Arcadis - US (New York)**  
**Comparison of Incumbency to Availability**

**Job Group:** Sci/Eng/Des/Arch III - Professionals JG4

**Test:** Standard Deviation

**Total Employees:** 61

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	45	16	14	47	2	3	9	0	0	0
Employees (%)	73.8	26.2	23.0	77.0	3.3	4.9	14.8	0.0	0.0	0.0
Availability (%) Goal	76.5	23.5	52.3	47.7	4.8	5.3	40.6	0.1	0.0	1.5
Test: Standard Deviation	NO	NO	YES	NO	NO	NO	YES	NO	NO	NO
	-0.51	0.51	-4.58	4.58	-0.54	-0.15	-4.11	-0.23	-0.04	-0.95
Add'l Needed to Eliminate Problem Area (#)	0	0	10	0	0	0	8	0	0	0
Add'l Needed to Reach Availability (#)	2	0	18	0	1	1	16	1	0	1

# **NEW YORK CITY HEALTH & HOSPITALS CORPORATION**

## **AFFIRMATIVE ACTION PLAN**

**2014**

**UPDATE**

**USING THE 2010 CENSUS DATA**

# **AFFIRMATIVE ACTION PLAN 2014 UPDATE**

## **USING THE 2010 CENSUS DATA**

### **CORPORATE ANALYSIS**

**The Corporation's percentage of minority employees (82.9%) remained identical to 2013 while the percentage of female employees increased by 0.1 % from 68.5 % in 2013 to 68.6% in 2014.**

**Of the 44 job groups which characterize the corporate workforce, 14 or 32% indicate an underutilization of total minorities, specific minorities and females which is 1 more than 2013. This year, there are 19 instances of underutilizations which is identical to last year.**

AFFIRMATIVE ACTION PLAN 2014 UPDATE  
USING THE 2010 CENSUS DATA  
CORPORATE WORKFORCE SUMMARIZED BY %

	<u>2013</u>		<u>2014</u>	<u>CHANGE</u>
Males	31.5%		31.4%	-0.1%
Females	68.5%		68.6%	+0.1%
Minorities	82.9%		82.9%	No Change
Whites	17.1%		17.1%	No Change
African Americans/Blacks	44.2%		44%	-0.2%
Hispanics	19.1%		19.3%	+0.2%
Asians	19.4%		19.4%	No Change
Native Americans	0.3%		0.2%	-0.1%

AFFIRMATIVE ACTION PLAN - 2014 UPDATE  
USING THE 2010 CENSUS DATA  
CORPORATE ANALYSIS - SUMMARY

# of Underutilized Job Groups 2013	13
# of Underutilized Job Groups 2014	14
Comparison	+1
# of Underutilizations 2013	19
# of Underutilizations 2014	19
Comparison	No Change

# AFFIRMATIVE ACTION PLAN 2014 UPDATE

## USING THE 2010 CENSUS DATA

### CORPORATE ANALYSIS

#### UNDERUTILIZATIONS BY GENDER AND RACE/ETHNICITY

<u>GENDER/RACE/ETHNICITY</u>	<u>2013</u>	<u>2014</u>	<u>Difference</u>
FEMALES	7	6	-1
TOTAL MINORITIES	4	3	-1
AFRICAN AMERICANS	0	0	0
HISPANICS	7	7	0
ASIANS	1	3	+2
NATIVE AMERICANS	0	0	0
TOTAL	19	19	0

**AFFIRMATIVE ACTION PLAN 2014 UPDATE**  
**USING THE 2010 CENSUS DATA**  
**COMPARISON OF JOB GROUPS WITH UNDERUTILIZATIONS 2013/2014**

<b>Corporation Underutilizations</b>				
<b><u>JOB GROUP</u></b>	<b><u>2013</u></b>	<b><u>CHANGE</u></b>	<b><u>2014</u></b>	<b><u>CATEGORY</u></b>
1A Senior Staff	Hispanics/Females	Same	Hispanics/Females	Officials & Managers
2C Pharmacists	Hispanics	Same	Hispanics	Professionals
2E Therapists	Hispanics	ELIMINATED	N/A	Professionals
2N Math Mgmt & Computer Analysts	N/A	NEW	Asian	Professionals
5B Computer Operators	N/A	NEW	Asian	Administrative Support
6A Supervisors-Skilled Craft	Minority/Females	Same	Minority/Females	Craft Workers
6B Mechanics and Repairers	N/A	NEW	Females	
6C Construction Trades	Minority/Females	ELIMINATED FEMALES	Minority	Craft Workers
6D Precision Production Occup.	Minority/Females	ELIMINATED Minority/Females		Craft Workers
"	"	NEW	Hispanics	
7A Motor Vehicle Operators	Hispanics	FEMALES ADDED	Hispanics/Females	Operatives
8A Helper Construction Trades	Minority	Same	Minority	Laborers & Helpers
8B Laborers	Asians/Females	ELIMINATED ASIANS	Females	Laborers & Helpers
9B Health Service Occupation	Hispanics	Same	Hispanics	Service Workers
9D Food Preparer	Hispanics	Same	Hispanics	Service Workers
9E Service Maintenance	Female	ELIMINATED	N/A	Service Workers
9F Cleaning & Building Services	Hispanics/Females	ASIANS ADDED	Hispanics/Asians/Females	Service Workers
2013 13 Underutilized JG's		2014 14 Underutilized JG's		
2013 19 Underutilizations		2014 19 Underutilizations		
2013 7 Females, 4 Minorities, 7 Hispanics, 1 Asian		2014 6 Females, 3 Minorities, 7 Hispanics, 3 Asians - 1 Fem, -1 Min, +2 Asians		

Note: Six of the seven Hispanic Underutilizations are identical to last year. Minorities and Females each lost one Job Group in the aggregate. Asians went up by 2 Job Groups.

**AFFIRMATIVE ACTION PLAN 2014 UPDATE**  
**USING THE 2010 CENSUS DATA**  
**CORPORATE ANALYSIS**

This year's analysis of the Corporation's workforce, again identified an overall underutilization of minorities for Supervisors Skilled Crafts, Construction Trades, and Helpers Construction Trades. However, Job Group Precision Production Occupations was eliminated.

**STATUS OF JOB GROUPS WITH UNDERUTILIZATION OF MINORITIES**

<u>Job Group</u>	<u>Underutilization</u>		<u>Representation Status</u>		<u>Representation Change</u>
	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	
6A Supervisors - Skilled Crafts	Yes	Yes	21 *85	22 *87	+1 +2
6C Construction Trades	Yes	Yes	75 *277	71 *268	- 4 - 9
6D Precision Production/ Occupations	Yes	NO	106 *257	107 *254	+ 1 - 3
8A Helpers Construction Trades	Yes	Yes	7 *18	6 *15	- 1 - 3

\*Total Employees in Job Group

# AFFIRMATIVE ACTION PLAN 2014 UPDATE

## CORPORATE ANALYSIS - USING THE 2010 CENSUS DATA

In 2014, Females have six underutilizations which is one less than 2013.

Females are underutilized in four of the same job groups as last year. Three of those job groups are traditionally dominated by males. These are Supervisor Skilled Crafts, Laborers and Cleaning and Building Services.

Females in Senior Staff remains underutilized.

This year, Construction Trades, Precision Production Occupations and Service Maintenance were each eliminated.

However, two additional job groups, (often thought of as male), Mechanics and Repairers and Motor Vehicle Operators were added.

### STATUS OF JOB GROUPS WITH UNDERUTILIZATION OF WOMEN

<u>JOB GROUP</u>	<u>Utilization Status</u>		<u>Representation Status</u>		<u>Representation Change</u>
	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	
1A Senior Staff***	Yes	Yes	162 *365	169 *374	+ 7 + 9
6A Supervisor Skilled Crafts	Yes	Yes	0 *85	0 *87-	0 + 2
6B Mechanics and Repairers	No	Yes	5 *128	2 *135	- 3 + 7
6C Construction Trades	Yes	No	2 *277	1 *268	- 1 - 9
6D Precision Production Occupations	Yes	No	5 *257	5 *254	0 - 3
7A Motor Vehicle Operators	No	Yes	10 *136	11 *140	+ 1 + 4
8B Laborers	Yes	Yes	0 *45	0 *41	0 - 4
9E Service Maintenance	Yes	No	9 *23	8 *18	-1 -5
9F Cleaning and Building Services	Yes	Yes	886 *2,675	915 *2,658	+ 29 - 17

\*Corporate (Total Workforce)



\*\*\* *Fifty-three additional female Managers in Senior Staff positions would eliminate the underutilization.*

# **AFFIRMATIVE ACTION PLAN 2014 UPDATE** **USING THE 2010 CENSUS DATA** **CORPORATE ANALYSIS**

**This year, Hispanics have seven underutilizations which is equal to 2013 and remains the highest number of the specific minority group.**

**Six of the underutilized job groups are identical to last year. They are Senior Staff, Pharmacists, Motor Vehicle Operators, Health Service Occupations, Food Preparer and Cleaning and Building Services.**

**For 2014, one underutilization was added for Precision Production Occupations and the underutilization for Therapists was eliminated.**

**AFFIRMATIVE ACTION PLAN 2014 UPDATE - USING THE 2010 CENSUS DATA**  
**CORPORATE ANALYSIS**  
**STATUS OF JOB GROUPS WITH AN UNDERUTILIZATION OF HISPANICS (Cont'd)**

<u>JOB GROUP</u>	<u>Utilization Status</u>		<u>Representation Status</u>		<u>Representation Change</u>
	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	
1A Senior Staff	Yes	Yes	36 *365	32 *374	- 4 + 9
2C Pharmacists	Yes	Yes	9 *428	10 *426	+ 1 - 2
2E Therapists	Yes	No	43 458	46 483	+ 3 + 25
6D Motor Vehicle Operators	No	Yes	106 *257	23 *254	- 83 - 3
7A Motor Vehicle Operators	Yes	Yes	34 *136	37 *140	+ 3 + 4
9B Health Service Occupation	Yes	Yes	559 *3797	929 *5485	+ 370 + 1688
9D Food Preparers	Yes	Yes	14 * 89	9 *84	- 5 - 5
9F Cleaning and Building Services	Yes	Yes	919 *2,675	888 *2,658	- 31 - 17

\*Corporate (Total Workforce)

# AFFIRMATIVE ACTION PLAN 2014 UPDATE USING THE 2010 CENSUS DATA

## CORPORATE ANALYSIS

Asians are underutilized in only one job group; Laborers which is identical to last year.

### STATUS OF JOB GROUPS WITH AN UNDERUTILIZATION OF ASIANS

<u>Job Group</u>	<u>Underutilization Status</u>		<u>Representation Status</u>		<u>Representation Change</u>
	<u>2013</u>	<u>2014</u>	<u>2013</u>	<u>2014</u>	
2N Math Mgmt & Computer Analysts	No	Yes	127	106	- 21
			830	777	- 53
5B Computer Operators	No	Yes	69	62	- 7
			779	745	+ 34
8B Laborers	Yes	No	0	0	0
			*45	*41	- 4
9F Cleaning Building Services	Yes	Yes	203	206	+ 3
			*2,675	*2,658	- 17

\* Corporate (Total Workforce)

# AFFIRMATIVE ACTION PLAN 2014 UPDATE USING THE 2010 CENSUS DATA CONCLUSIONS

- 1. The Corporation's workforce continues to show a high level of representation of minorities (82.9%) and females (68.6%) at all levels of the organization with some pockets of underutilization that need to be addressed to reach full utilization.**
- 2. The Corporation needs to continues to focus on improving the representation of females in Senior Staff. This year, their representation increased by seven (nine additional new employees were hired) which resulted in a slight increase of .01 percent in their representation (from 44.4 percent in 2013 to 45.2 percent in 2014).**

**AFFIRMATIVE ACTION PLAN 2014 UPDATE  
USING THE 2010 CENSUS DATA  
CONCLUSIONS Continued**

- 3. Minorities continue to be underutilized in Supervisors-Skilled Crafts, Construction Trades and Helpers Construction Trades. However, the underutilization of Precision Production Occupations has been eliminated.**
- 4. The underrepresentation of specific minorities, Hispanics and Asians, remains a priority of the Corporation.**

**We will continue to build our outreach by having more concentrated and targeted outreach to these communities whenever vacancies are available in the underutilized job groups, as well as when any new hiring initiatives are undertaken.**

# AFFIRMATIVE ACTION PLAN 2014 UPDATE USING THE 2010 CENSUS DATA

- **Continue to track and monitor applicant data by specific race/ethnic/gender groups and to measure effectiveness of outreach and availability using new established automated PeopleSoft system.**

**THE END**