

# **AGENDA**

**Equal Employment  
Opportunity  
Committee**

**Meeting Date**

June 10, 2014

**Time**

11:00 A.M.

**Location**

Board Room (532)

CALL TO ORDER

Anna Kril

ADOPTION OF MINUTES

Anna Kril

APRIL 8, 2014

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.

2013-2014 CORPORATE M/WBE PROGRAM ANNUAL  
REPORT

Manasses C. Williams

OLD BUSINESS

NEW BUSINESS

ADJOURNMENT

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**NEW YORK CITY HEALTH AND HOSPITALS CORPORATION**

**EQUAL EMPLOYMENT  
OPPORTUNITY  
COMMITTEE**

**MINUTES**

Meeting Date

April 8, 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 April 8, 2014 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  
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  
Jeannith Michelen, Queens Health Network  
Luz Nazario, Metropolitan Hospital Center  
Lois Penn, South Manhattan Healthcare Network

Tania Pierre, Central Office  
Gail Proto, Affirmative Action/EEO  
Salvatore J. Russo, Legal Affairs  
Yvette Villanueva, Generations +/Northern Manhattan Health Network  
Manasses C. Williams, Affirmative Action/EEO  
Julianne Yanez, Queens Hospital Center

### **CALL TO ORDER**

The meeting was called to order at 11:15 a.m. by Rev. Diane Lacey, Committee Chairperson. The minutes of the January 14, 2014 EEO Committee were adopted as submitted.

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

Manasses C. Williams, Assistant Vice President, Affirmative Action/EEO reported to the Committee that his office has been reviewing the Equal Employment Opportunity Commission's (EEOC) 2013 Discrimination Complaints Report. He stated that for the year 2013, the EEOC had a decrease in charges filed of 5.7% from 99,412 to 93,727. He further stated that the charges based on retaliation, age, sex, race and disability were the leaders in most frequently filed claims, with retaliation as the number one complaint filed.

### **2013 FACILITY DISCRIMINATION COMPLAINTS UPDATE**

Gail Proto, Senior Director, Affirmative Action/EEO reported on the discrimination complaint status of the twelve network/facilities. She stated that the report showed that in the Corporation, the overall number of open complaints had increased from 153 in 2012 to 175 in 2013 which is an increase of 22. She also stated that new complaints increased from 217 in 2012 to 229 in 2013. She further stated that two-hundred and twenty-five cases were closed in 2012 and 207 in 2013. Additionally, she stated that Counseling sessions over the period had increased from 176 in 2012 to 199 in 2013.

The results also showed that allegations filed in 2013, showed a significant increase in nine of the fourteen allegations tracked: Disability, Age, Gender, Race, National Origin, Color, Sexual Orientation, Retaliation and Sexual Harassment. Two allegations showed a decrease: Marital Status and Religion and three allegations did not change: Arrest, Creed and Alienage/Citizenship. Lastly, she stated that a database to track complaints is currently under development.

Mrs. Bolus asked Mr. Williams why some complaints are open for a long period. He stated that complaints that have been filed with outside agencies and require responses, take additional time for processing. He stated that some court cases can possibly go back several years and that they are tracked until there is some type of resolution. Salvatore J. Russo, Senior Vice President & General Counsel, Legal Affairs, stated that the process of investigating complaints and going up the steps, are not protracted in any way once you get a "Probable Cause" or "No Probable Cause" but that a complainant has the right to go to other agencies and eventually sue, and that once it is out of our domain it can extend for a long period of time. He explained that if we give statistics, we should make it clear which ones are within our system and which ones are from outside agencies. Rev. Lacey asked if in the past we have also looked at the various hospitals to see how their complaints were trending. Mr. Williams stated that a summary is given at the Committee level, but that his office prepares the analysis and sends it to the various hospitals leadership where they have used it as a management tool. She then asked what kind of feedback we get. Mr. Williams stated that the feedback they have received has been positive and that the individuals appreciated the fact that they can see for themselves how their network/facility is doing. She then asked if that information gets to the senior staff. Mr. Williams stated that it is a standard practice to send the information to the Senior Vice Presidents. Rev. Lacey then asked Mr. Williams how are the Corporation's employee's made aware of our EEO process. He stated that his office has placed posters of the EEO Officer's in prominent areas throughout the networks/facilities. He further stated that his office has posted on their web-site, the Policy Statements and that all of HHC's employees have access to them.

There being no further business, the meeting was adjourned at 11:30 am.


## 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 Twenty-first Annual Competitive Edge Conference. This year's theme is **“Break the MOLD, Go Beyond Business As Usual.”** The conference will be held on Thursday, July 15, 2014 from 8:00 am – 4:00 pm, at the Marriott Marquis Hotel located in Times Square in mid-town 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 550 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**

**2013**

**2014**

Managers JG 3

Females

-



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

**COMPARISON OF 2013 ANALYSIS WITH 2014 UPDATE**

	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>DIFFERENCE</u></b>
<b>Total # of Employees</b>	201	211	+10
<b>Underutilized</b>	<b>YES</b>	<b>NO</b>	
<b># of Job Groups</b>	12	7	-5
<b># of Job Groups Underutilized</b>	1	0	-1
<b># of Underutilizations</b>	1	0	-1
<b># of Minority Underutilizations</b>	-	-	-
<b># of Female Underutilizations</b>	1	0	-1

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

**UNDERUTILIZATIONS**

**JOB GROUP**

**2013**

**2014**

Professionals JG 2

Minorities

-

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

**COMPARISON OF 2013 ANALYSIS WITH 2014 UPDATE**

	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>DIFFERENCE</u></b>
<b>Total # of Employees</b>	376	321	55
<b>Underutilized</b>	<b>YES</b>	<b>NO</b>	
<b># of Job Groups</b>	13	10	-3
<b># of Job Groups Underutilized</b>	1	0	-1
<b># of Underutilizations</b>	1	0	-1
<b># of Minority Underutilizations</b>	1	0	-1
<b># of Female Underutilizations</b>	-	-	-

**SODEXO LAUNDRY SERVICES, INC.**

**UNDERUTILIZATIONS**

<b><u>JOB GROUP</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>
Operatives JG 1	Females	-
Service Workers JG 5	Females	-

**SODEXO LAUNDRY SERVICES, INC.**

**COMPARISON OF 2013 ANALYSIS WITH 2014 UPDATE**

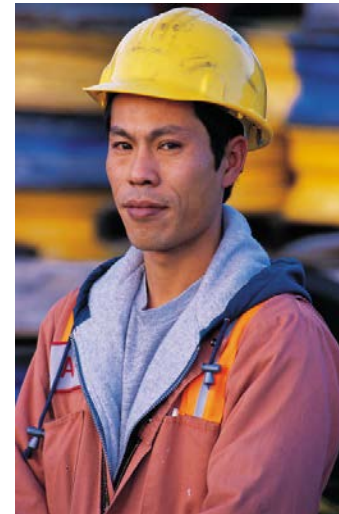
	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>DIFFERENCE</u></b>
<b>Total # of Employees</b>	1214	644	570
<b>Underutilized</b>	<b>YES</b>	<b>NO</b>	
<b># of Job Groups</b>	20	7	-13
<b># of Job Groups Underutilized</b>	2	0	-2
<b># of Underutilizations</b>	2	0	-2
<b># of Minority Underutilizations</b>	2	0	-2
<b># of Female Underutilizations</b>	-	-	-

# **New York City Health & Hospitals Corporation**

## **2013-2014**

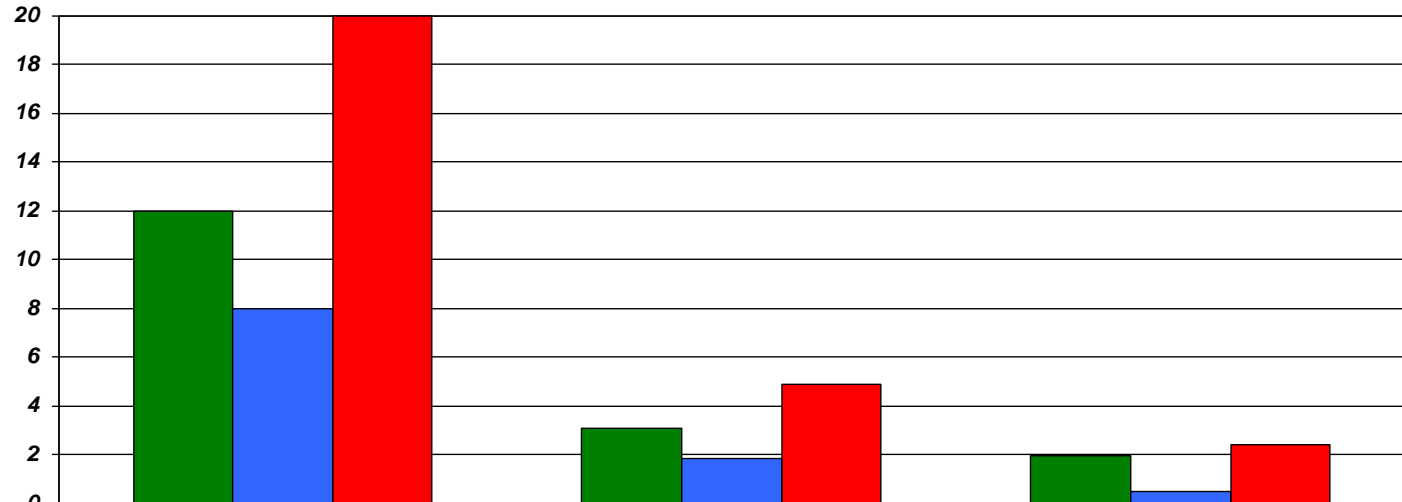
# **Minority and Women Business Enterprise Program**

**Office of Affirmative Action/EEO**



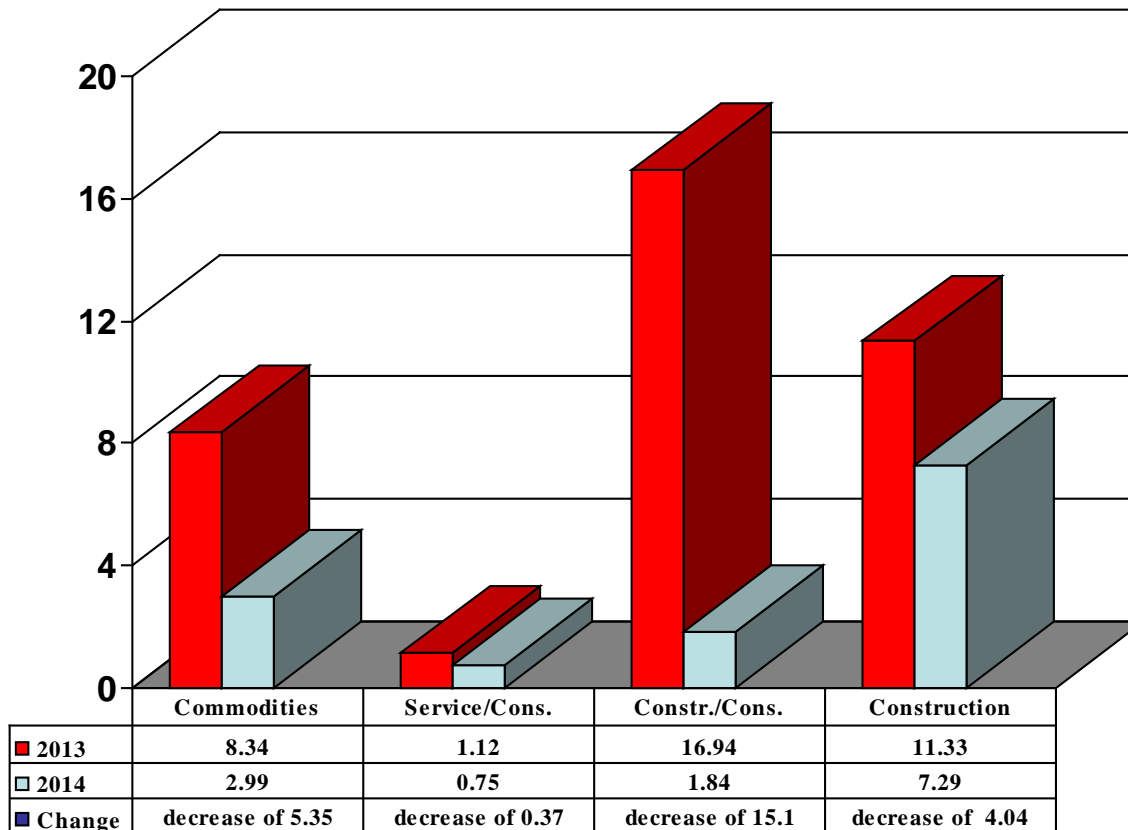
# CORPORATE M/WBE GOAL ATTAINMENT

Percentage



	<b>GOALS</b>	<b>2013</b>	<b>2014</b>
<b>■ MBE</b>	<b>12</b>	<b>3.06</b>	<b>1.93</b>
<b>■ WBE</b>	<b>8</b>	<b>1.84</b>	<b>0.50</b>
<b>■ TOTAL</b>	<b>20</b>	<b>4.90</b>	<b>2.43</b>

# M/WBE PERCENTAGE OF TOTAL EXPENDITURES BY CATEGORY





# CORPORATE EXPENDITURES (2013-2014)

<b>CATEGORY</b>	<b>2013</b>	<b>2014</b>	<b>DIFFERENCE</b>	<b>%</b>
<b>MBE</b>	<b>\$25,947,410</b>	<b>\$17,988,731</b>	<b>-\$7,958,679</b>	<b>-30.67</b>
<b>WBE</b>	<b>\$15,560,903</b>	<b>\$4,645,888</b>	<b>-\$10,915,015</b>	<b>-70.14</b>
<b>TOTAL M/WBE*</b>	<b>\$41,608,313</b>	<b>\$22,634,619</b>	<b>-\$18,973,694</b>	<b>-45.60</b>
<b>ALL OTHERS</b>	<b>\$807,701,581</b>	<b>\$909,675,184</b>	<b>\$101,973,603</b>	<b>12.63</b>
<b>TOTAL EXPENDITURES</b>	<b>\$849,309,894*</b>	<b>\$932,309,803*</b>	<b>\$82,999,909</b>	<b>9.77</b>
<b>M/WBE EQUITY %</b>	<b>4.90</b>	<b>2.43</b>	<b>-2.47</b>	<b>-50.41</b>

\* Does Not Include Pharmaceuticals

# Expenditure by Category

	<u>2013</u>		<u>2014</u>		<u>DIFFERENCE</u>	<u>PERCENT</u>
<u>CONSTRUCTION</u>						
MBE	14,413,902		11,667,522		<b>-2,746,380</b>	<b>-19.05</b>
WBE	5,491,095		1,854,163		<b>-3,636,932</b>	<b>-66.23</b>
SUBTOT.	19,904,997		13,521,685		<b>-6,383,312</b>	<b>-32.07</b>
OTHERS	155,855,868		171,903,296		<b>16,047,428</b>	<b>10.30</b>
TOTAL	175,760,865		185,424,981		<b>9,664,116</b>	<b>5.50</b>
M/WBE%		11.33		7.29	<b>-4.04</b>	
<u>CONST./ CONSULT.</u>						
MBE	6,011,092		1,125,888		<b>-4,885,204</b>	<b>-81.27</b>
WBE	4,811,989		843,429		<b>-3,968,560</b>	<b>-82.47</b>
SUBTOT.	10,823,081		1,969,317		<b>-8,853,764</b>	<b>-81.80</b>
OTHERS	53,066,600		104,858,936		<b>51,792,336</b>	<b>97.60</b>
TOTAL	63,889,681		106,828,253		<b>42,938,572</b>	<b>67.21</b>
M/WBE%		16.94		1.84	<b>-15.10</b>	
<u>SERVICE / CONSULT.</u>						
MBE	4,087,436		3,578,763		<b>-508,673</b>	<b>-12.44</b>
WBE	2,136,212		434,640		<b>-1,701,572</b>	<b>-79.65</b>
SUBTOT.	6,223,648		4,013,403		<b>-2,210,245</b>	<b>-35.51</b>
OTHERS	547,577,424		531,255,632		<b>-16,321,792</b>	<b>-2.98</b>
TOTAL	553,801,072		535,269,035		<b>-18,532,037</b>	<b>-3.35</b>
M/WBE%		1.12		0.75	<b>-0.37</b>	
<u>COMMODITIES</u>						
MBE	1,434,980		1,616,558		<b>181,578</b>	<b>12.65</b>
WBE	3,221,607		1,513,656		<b>-1,707,951</b>	<b>-53.02</b>
SUBTOT.	4,656,587		3,130,214		<b>-1,526,373</b>	<b>-32.78</b>
OTHERS	51,201,689		101,657,320		<b>50,455,631</b>	<b>98.54</b>
TOTAL	55,858,276		104,787,534		<b>48,929,258</b>	<b>87.60</b>
M/WBE%		8.34		2.99	<b>-5.35</b>	
Grand Totals	849,309,894		932,309,803		<b>82,999,909</b>	<b>9.77</b>
OVERALL GOAL ATTAINMENT		<b>4.9</b>		<b>2.43</b>	<b>-2.47</b>	

\* Does Not Include Pharmaceuticals

# OUTREACH ACTIVITIES

## 2012-2013

<u>ACTIVITIES</u>	<u>DATES</u>	<u>PARTICIPANTS</u>
<p>* 20<sup>th</sup> Annual Competitive Edge Opportunity Fair            #2nd Annual NYS MWBE Conference, Albany, NY</p> <p>(Currently Planning for *21<sup>th</sup> Annual Competitive Edge Opportunity Fair for July 15, 2014)            (#3<sup>rd</sup> Annual NYS MWBE Conference, Albany, NY scheduled for October 1, 2, 2014)</p>	<p>8/2013            10/2013</p>	<p>550            1800</p>

\* HHC Co-Sponsored Event

## **MAJOR CONCLUSIONS**

**OVERALL GOAL ACHIEVEMENT IN 2014 WAS 2.43%. THIS IS A 2.47% DIFFERENCE FROM 2013, WHICH WAS 4.90%. MOST OF THIS DIFFERENCE 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.**

**EXPENDITURES ON M/WBE DECLINED IN ALL OF THE CATEGORIES MEASURED: CONSTRUCTION CONSULTANTS DECREASED BY 15.1%, WHILE COMMODITIES DECLINED BY 5.35%. CONSTRUCTION DECREASED BY 4.04% AND SERVICE CONSULTANTS DECLINED MODESTLY BY 0.37%.**

**TOTAL HHC EXPENDITURES FOR GOODS & SERVICES AND CONSTRUCTION INCREASED BY \$82,999,909 FROM \$849,309,894 TO \$932,309,803 FOR AN INCREASE OF 9.77%.**

**OVERALL M/WBE EXPENDITURES FOR THE REPORTING YEAR DECREASED BY \$18,973,694 or 45.60%, TO \$22,634,619 FROM \$41,608,313 IN 2013.**

# **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.**

**WORK WITH THE OFFICE OF MATERIALS MANAGEMENT AND PROCUREMENT AND E.I.T.S. TO IDENTIFY AND PROMOTE ESTABLISHMENT OF GOALS ON EVERY CONTRACT IN COMPLIANCE WITH NYS LAW ARTICLE 15A.**

**WORK WITH OFFICE OF MATERIALS MANAGEMENT AND E.I.T.S. TO HAVE THOSE FIRMS LISTED AS M/WBE'S UPDATE AND RECERTIFY WITH (ESDC) AND REQUIRE PROOF THAT RECERTIFICATION/CERTIFICATION HAS BEEN COMPLIED WITH BEFORE CONTRACTS ARE AWARDED SO THAT THE UTILIZATION CAN BE COUNTED TOWARDS OUR GOAL PERCENTAGE.**

**WORK WITH THE OFFICES OF MATERIALS MANAGEMENT AND FACILITIES DEVELOPMENT TO USE EXPENDITURES BETWEEN \$1-\$99,000 TO TARGET CERTIFIED M/WBE'S.**