

AGENCY QUARTERLY REPORT FY 2019

Agency Name: New York City Campaign Finance Board

- 1st Quarter (July -September), due October 31
- 2nd Quarter (October - December), due January 31
- 3rd Quarter (January -March), due April 30
- 4th Quarter (April -June), due July 31

Prepared by:

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Date Received: _____

Name of Reviewer: _____

PART I: NARRATIVE SUMMARY

I. STRATEGIC PLAN INITIATIVES

Please describe your progress this quarter in implementing the primary goals in your Agency Diversity and EEO Plan for FY 2019 with regards to Section V: Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Objective(s): Define steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.
<p>The Campaign Finance Board (CFB) is proud of the diversity in its workplace and strives to continuously improve its employment and equal opportunity practices and procedures. In addition to maintaining a diverse workforce, the CFB makes every attempt to identify and encourage growth of its employees.</p> <p>Two CFB employees were accepted into the 2018 NYC Leadership Institute last quarter. Both employees identify as female, and one is also in a racial minority group. One participant completed the Leadership Institute this quarter and the other participant will complete the program in the second quarter of FY 2019. Our staff participation in programs like the Leadership Institute help with the individual employees’ growth and development, which in turn improves our agency.</p>
Objective(s): Define steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.
<p>The CFB is a small, diverse agency and has not identified any underutilization in its workforce. As of the end of this fiscal quarter, the agency has a total workforce consisting of 112 employees. 52.68% of our employees identify as female. Our agency’s leadership, defined as Executive Team members and Unit Heads, consists of eight people who identify as female (53.33%) – including our female Executive Director – and seven males (46.67%), showing strong female representation at the highest levels of the CFB. Most of our agency’s units are majority female (Twelve out of fifteen units), indicating that our gender diversity is spread throughout the entire agency. 49 of our 112 person staff (43.75%) identify as white and 63 (56.24%) identify as Asian (23.21%), Black (21.43%), Latinx (10.71%), or as more than one race (.89%). Those numbers are only illustrative of some of the CFB’s diversity. Based on our agency’s wide diversity, there are not any signs of underutilization of our workforce.</p>

B. WORKPLACE:

Objective(s): Define steps that will be taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.
<p>The CFB remains committed to creating and maintaining an inclusive work environment. The agency has provided all hiring managers and all staff with a role in the hiring process with structured interview/unconscious bias training to best ensure fairness in the hiring process and to maintain a diverse workforce. The agency will continue to conduct these trainings on an ongoing basis.</p> <p>The agency also encourages each staff member to further their professional development and announces on its Intranet the accomplishments of its employees.</p>

As mentioned above, the CFB is committed to providing training and development to staff and to provide opportunities for career development and growth. As part of this commitment, the Director of Administrative Services and Human Resources created a comprehensive training and development plan for the agency. This plan included outreach throughout the agency on current in-house trainings and topics of interest in external trainings, a staff survey on training and development, and training and development sessions (specifically, Training and Development Weeks and Quarterly Training and Development Days). The first Training and Development week took place in January 2018 and Quarterly Training and Development Days have also taken place in 2018. the CFB's training and development sessions are a combination of trainings on technical skills, in-house trainings to enhance knowledge of the agency and its mission, trainings on "soft" skills such as management, communication, and leadership, as well as trainings to enhance diversity and inclusion (such as transgender inclusion, EEO, and sexual harassment prevention trainings). The trainings are conducted by a mixture of expert external trainers and in-house experts. The trainings are well attended and the evaluations showed that staff found the trainings truly valuable. The CFB will continue to hold Quarterly Training and Development Days and will hold another Training and Development Week in the near future.

Since February 2017, the agency has held a Professional Development Series to provide an additional training and development tool for staff. Every other month a facilitator addresses various topics including communication, assertiveness and best practices for successful management. These sessions are open to any interested staff. For FY19, the focus has been to help supervisors and managers become more comfortable in delivering effective, practical and insightful feedback to their staff.

This quarter, the CFB updated its Sexual Harassment Prevention and EEO Policy Statements and Statement of Commitment from Agency Head, which the Executive Director provided to all staff. The EEO Officer also reminded staff about these documents, as well as new requirements under the Stop Sexual Harassment in NYC Law during an all-staff meeting this quarter.

During this quarter, the CFB's Diversity and Inclusion Committee ("Committee") recognized Disability Independence Day, Women's Equality Day, Rosh Hashanah, and Yom Kippur.

The CFB's EEO Officer and Counselors attended a number of trainings and meetings this quarter in order to stay abreast of developments in EEO, sexual harassment prevention, and diversity and inclusion this quarter. The trainings and meetings are summarized in greater detail below in Section IV(C).

As part of the agency's efforts to continuously grow and improve, the CFB is in the midst of a Strategic Plan Initiative, which provides the opportunity for all staff to voice their opinions and help shape the future of the agency's work. During last quarter, the agency held a day long brainstorming session for the Strategic Plan Initiative. The session was open to all staff and was broken down into six separate sessions that centered on each of the agency's stated goals. Staff facilitators led each conversation, but the main purpose of each session was to provide an opportunity for all interested staff to openly discuss ideas pertaining to the Strategic Plan Initiative.

The CFB's CY 2018 Strategic Goals include a focus on diversity and inclusion at the agency, specifically, the following commitment:

Create an open, transparent, collaborative, and inclusive culture

- Freely share information and openly communicate within the agency
- Seek out diverse voices, embrace cultural differences, and continue our commitment to employment diversity
- Recognize and respect a wide range of expertise and experience within the agency
- Engage our colleagues across agency functions to accomplish shared goals

C. COMMUNITY:

Objective(s): Define steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.

The CFB continues to encourage civic engagement with youth and in underserved communities. The agency conducts voter registration drives, coordinates youth events, and sends postcard mailings to various households to ensure vast communities are empowered, with access to voting resources.

Additionally, as mentioned immediately above in Section B, the CFB is in the midst of a Strategic Plan Initiative. The agency believes that supporting diversity and inclusion with respect to the communities it serves is an essential component of the CFB’s work. As such, the CY 2018 Strategic Goals include the following pledges (in relevant part):

Build and sustain productive relationships with stakeholders

- Ensure public-facing communication is clear and open
- Recognize and account for the diversity of the city when developing and communicating about our programming
- Establish a presence in neighborhoods across the city

Seek new ways to promote New Yorkers’ participation in their democracy

- Use technology to increase voter registration and voting
- Encourage and facilitate issue-based dialogue among the community and the candidates and the government
- Educate, engage, and energize citizens to participate in the political process as voters, candidates, and small-dollar contributors

II. STATISTICAL SUMMARY OF EEO ACTIVITIES

Please refer to the accompanying MS Excel spreadsheet and Appendix (Training Details tab) to report statistical performance indicators concerning programmatic, compliance and training functions of EEO office in your agency.

III. EEO PERSONNEL PROFILE

Please indicate changes (additions, deletions, reassignments) in your EEO personnel roster during the quarter in Section A of the Statistical Summary AND in Appendix 2 below.

Please write additional comments, if any, here:

There were no changes in EEO personnel in the last fiscal quarter.

IV. EEO POLICIES, PROGRAMS AND INITIATIVES

A. EEO Policy

Please report your agency’s activities in Section B of the Statistical Summary.

Please write additional comments, if any, here:

Dissemination of Diversity and EEO Policy:

X DISTRIBUTION OF CITY EEO POLICY: *If only portion(s) of the EEO policy was/were distributed, indicate specific section/s and the date of distribution:*

The agency updated its Sexual Harassment Prevention and EEO Policy Statements and Statement of Commitment from Agency Head, which the Executive Director provided to every staff member this quarter. The EEO Officer also discussed these documents, as well as new requirements under the Stop Sexual Harassment in NYC Law, during a full staff meeting in September 2018.

The EEO Officer also updated the agency’s sexual harassment prevention training in June 2018, in compliance with the new City and State laws regarding sexual harassment prevention training. DCAS approved the training materials this quarter. In order to ensure the CFB’s compliance with the sexual harassment prevention laws as quickly as possible, the agency opted in to DCAS’s sexual harassment prevention eLearning module for this reporting period and will use its approved in-house materials going forward. CFB employees took DCAS’s sexual harassment prevention training in October 2018. The CFB’s EEO Officer expects to receive a training compliance report from DCAS by October 31, 2018. The CFB will continue to work closely with DCAS to ensure full and timely compliance with all aspects of the new sexual harassment prevention and training laws.

The City EEO Policy, the “About EEO: What You May Not Know” booklet, and the Stop Sexual Harassment Act Fact Sheet were distributed this quarter to six employees. When the employees received the materials, they were provided with a brief summary of their rights under the EEO Policy by the EEO Officer.

X CONVERSION OF EEO POLICY INTO ALTERNATIVE FORMAT(S)

Large Print Audio-cassette Others (specify)

The CFB’s EEO Policy in large print is available upon request.

DISSEMINATION OF EEO INFORMATION

Posting of Posters: (Specify topic)

A flyer titled “Pregnancy and Employment” and a poster affirming the right to use the restroom, locker room, or other single-sex facility consistent with one’s gender identity, gender, or gender expression, as required by Executive Order 16, are posted in all agency pantries. Posters regarding federal and state employment laws are posted in the agency workroom. These posters include information about discrimination, Equal Employment Opportunity laws, and employee rights. The CFB also posted the Stop Sexual Harassment in NYC Law, Fact Sheet, and Legal Notice in two prominent locations in the agency.

Consistent with best practices for addressing gender identity issues in the workplace, the agency also posted the restroom codes so that visitors may easily view the information and determine which facility is consistent with their gender identity, gender, or gender expression.

Distribution of leaflets/pamphlets/brochures: (Specify venue)

The EEO Officer and one of the EEO Counselors distributed copies of the City’s EEO Policy and other related materials as outlined above in the “Distribution of City EEO Policy” section.

Discussion on EEO Matters in Meetings: (Specify)

The EEO Officer spoke at a full staff meeting this quarter to inform staff about the agency’s Sexual Harassment Prevention and EEO Policy Statements and Statement of Commitment from the Executive Director. She also mentioned DCAS’s mandatory sexual harassment eLearning training, which all staff was required to complete in October 2018. The EEO Officer also met with staff who wanted to discuss EEO questions on a one-on-one basis.

INCLUSION OF EEO RELATED ARTICLES IN AGENCY NEWSLETTER

The CFB does not have an agency newsletter.

POSTING ON AGENCY SITES: Intranet Internet

The CFB EEO policy, City EEO Policy, “About EEO” and “The 55-a Program” is posted on the agency’s Intranet. The CFB states that it is an equal opportunity employer on its career opportunities page, with a link to “About EEO” within the statement.

X OTHER: (Specify)

Please report your 55-a program activities in **Section B of the Statistical Summary**.

Please write additional comments, if any, here:

55-a Program Support:	
<input checked="" type="checkbox"/>	RE: Posting of 55a information on Bulletin Boards/Electronic Bulletin Boards/E-mail <u>The CFB includes a link on its Intranet to the DCAS website regarding 55-a information, as well as a link to DCAS’s “The 55-a Program” brochure.</u>
<input type="checkbox"/>	RE: Postings in Personnel/Interviewing Areas for applicants/employees
<input type="checkbox"/>	RE: Distribution of 55a pamphlets/ brochures with pay checks
<input type="checkbox"/>	RE: Distribution of 55a pamphlets/ brochures at training sessions
<input type="checkbox"/>	RE: Discussion on 55a program at orientation/training sessions
<input type="checkbox"/>	RE: Inclusion of an article on 55a program in agency newsletter
<input type="checkbox"/>	Others: (Specify)

C. Other EEO Initiatives

Please report other Diversity and EEO-related initiatives here:

<p>Other EEO-Related Activities: Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activity/ies occurred.</p>
<p><u>Ongoing</u>: Intranet The CFB continued to update its staff of diversity and EEO-related events and activities through its Intranet. The Diversity and Inclusion Committee’s Intranet page contains details about Committee events and other information for interested staff.</p> <p><u>July - September 2018</u>: Diversity and Inclusion Committee Activities Although this quarter covers the summer season, which is a slower period for the Committee, the Committee did create and post informational posters celebrating Disability Independence Day, Women’s Equality Day, Rosh Hashanah, and Yom Kippur to highlight important events and celebrations that took place this quarter.</p> <p><u>July – September 2018</u>: Trainings and Meetings for EEO Professionals The agency’s EEO professionals attended the following EEO/diversity and inclusion-related trainings this quarter:</p> <ol style="list-style-type: none"> 1. <i>July 24 and September 17, 2018</i> – The Agency’s EEO Officer and both EEO Counselors attended EEO Best Practices meetings hosted by DCAS. 2. <i>September 5, 2018</i> – The Agency’s EEO Officer organized a refresher EEO training and meeting for the EEO Counselors and Director of Administrative Services and Human Resources. At this meeting, the EEO Officer reviewed legal obligations relating to EEO and sexual harassment training. The meeting attendees also discussed other EEO issues, such as EEO/diversity and inclusion activities for FY 2019 and EEO-related issues that arose during FY 2018. 3. <i>September 28, 2018</i> – The EEO Officer attended a seminar that focused on occupational segregation in the workforce. <p>See the OTHER information in Section A above regarding an in-depth training provided to all hiring managers.</p>

D. Recruitment\Selection and Outreach

Please report your agency’s Recruitment/Selection and Outreach activities in **Section C of the Statistical Summary**. Please write additional comments, if any, here:

<p>JOB VACANCY POSTING:</p> <p>[] Bulletin Boards _____</p> <p>[X] Electronic Bulletin Boards: <u>The CFB is a non-mayoral agency and does not utilize City Jobs. All job postings are posted on the agency website and are distributed internally to CFB staff. The CFB also posts all job</u></p>

vacancies on a number of external websites. The CFB posts all of its jobs on Monster Diversity. In addition, the agency is posting vacancies on diversityjobs.com. Both of these websites place recruitment ads on multiple diversity websites and the CFB tracks sources of application submission and will monitor how many applications are received through these sites.

[] Electronic Mailing Lists _____

[X] Distribution of Vacancy Notices through a mailing list of libraries, organizations, etc.
The CFB routinely posts job postings at local university and colleges.

[] Advertising job vacancy though newspaper, radio and television _____

[X] Participation in career fairs, job expo, school career day activities, street fairs, etc.
The CFB routinely participates in select career fairs and school career day activities.

Recruitment resources used: [] DCAS Recruitment Guide [] DCAS Managing Diversity Website

E. Workforce Development (other than Training)

Please report your agency’s Workforce Development initiatives in **Section C of the Statistical Summary.**

Please write additional comments, if any, here:

The CFB continuously identifies training opportunities for our employees. As part of the agency’s training plan, the agency holds week long training and development programs, as well as quarterly training and development opportunities, offering trainings pertaining to job and work skills, trainings pertaining to life and financial planning, and trainings related to diversity and inclusion. See Section I(B) above for more details.

F. Complaints and Reasonable Accommodation Requests

Please report your agency’s activities in **Section B of the Statistical Summary**.

Report all complaints through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

Please write additional comments, if any, here:

- The agency did not receive any complaints and received one request for reasonable accommodations this quarter and it was granted.

V. AGENCY AUDITS

If the agency was audited by the EEPCC or other entities, list the recommendations made by the auditing entity which the agency implemented during the quarter. Indicate also the agency’s progress toward implementing each recommendation.

- Agency is being audited
 - Name of entity conducting the audit: _____
 - Agency has implemented all the recommendations
 - Attach or list below audit recommendations and progress of implementation:
- COMMENTS:**
- The CFB is currently not undergoing an audit.

APPENDIX 2: EEO PERSONNEL DETAILS

EEO PERSONNEL FOR FIRST QUARTER, FISCAL YEAR 2019

Agency Name: New York City Campaign Finance Board

Personnel Changes this Quarter:		No Changes		
Employee's Name				
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date Termination Date (if applicable):	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):
NOTE: Please attach CV/Resume of new staff to this report				
For Current EEO Professionals Only				
Title	EEO Officer (Senior Counsel)	EEO Counselor (Director of Records Mgmt)	EEO Counselor (Voter Asst Mgr)	Reasonable Accommodation Coordinator, 55-A Coordinator, and Career Counselor (Director of Admin Svcs & HR)
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify) See "Title" Section immediately above
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify) <u>20</u> %	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify) <u>1</u> %	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify) <u>1</u> %	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify) 10 %
Attended EEO Training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
EEO Training Source	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019

1. Parts of the narrative report which are mandatory are **outlined in blue**. These include Section I, Section II, Section III, Section V, and Appendix 2.
2. We suggest that you draft Section I on Strategic Plan Initiatives first; this will guide you in filling out other sections.
3. Then complete Section II – Statistical Summary of EEO Activities – in Excel format. Please note that the last column YTD/ANNUAL will populate automatically, giving you an instant Year-To-Date summary of indicators (“Yes” or “Partial” entries will count as “1” for each quarter]. Please note that the Excel sheet includes two tabs; the second tab contains **Appendix 1** which requests more specific details on training.
4. More extended comments on EEO activities in your agency (Section IV) are strongly encouraged.
5. In the Appendix to Statistical Summary (Training Details), under ‘Other Special Topics,’ include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.