



New York City Campaign Finance Board
100 Church Street, 12th Floor, New York, NY 10007
212.409.1800 | www.nyccfb.info

Frederick P. Schaffer
Chair

Gregory T. Camp
Richard J. Davis
Marianne Camille Spraggins
Naomi B. Zauderer
Members

Amy M. Loprest
Executive Director

NYC CAMPAIGN FINANCE BOARD
DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN
FISCAL YEAR 2021

I. Introductory, Commitment and Accountability Statement by the Agency Head

On behalf of the NYC Campaign Finance Board (CFB), I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the NY City EEO Policy, the NYC and NY State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, agency partners, and members of the public served by our Agency.

The CFB and I are deeply committed to creating and sustaining a diverse workplace where employment decisions are made based on merit and equality of opportunity. The agency, under my leadership, will strive to achieve the greatest possible diversity among our workforce, to create an inclusive culture of openness, acceptance, and cooperation in our workplaces, to promote equity in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our City's population. I will aim to ensure that all our staff and those our agency serves feel empowered, valued, and respected.

I will involve my entire leadership team in our efforts to enhance and promote the values of equity, inclusion and respect for all. All executives, managers and supervisors in our agency will be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, and for delivering equitable, fair and effective services to the public we serve.

I will hold all CFB employees accountable, especially the top leadership of our agency, EEO Officer, EEO Counselors, human resources professionals, legal professionals, managers and supervisors, for ensuring that the agency does not discriminate against employees or applicants for employment and support the diversity and inclusion initiatives at the agency by adhering to EEO regulations and actively working toward attaining agency goals in that area. Everyone at the CFB is accountable for complying with the City's EEO Policy and play a part in the effective implementation of the agency's Diversity and EEO Plan for FY2021.

I will involve the EEO Officer in critical human resources decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion of training/career

development opportunities, and strategic planning. The EEO Officer will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. The EEO Officer's contact information will be prominently available to all employees.

We will report to DCAS on the steps undertaken to comply with all legal mandates and the provisions of the various Executive Orders and laws prohibiting employment discrimination in New York City, and on the progress in implementing this Plan.

Each September, including September of Fiscal Year 2021, I will issue a Commitment Statement to all CFB employees affirming the principles of diversity, inclusion, and equal employment opportunity. The statement is intended to guide managers and supervisors and to communicate to all staff everyone's responsibilities contributing to the agency's overall dedication to equity, diversity, and inclusion for all employees. The EEO and Sexual Harassment Prevention Policy Statements and Statement of Commitment from Fiscal Year 2020, which I issued on September 29, 2020, is attached to this Diversity and Equal Employment Opportunity Plan as a reference.

II. Recognition and Accomplishments

In FY2020 our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Equity, Diversity, and Inclusion:

1. *Strengthened Efforts to Encourage Civic Engagement with Youth, Immigrant, and Other Underserved Communities.* The CFB continued to encourage civic engagement with youth and in immigrant and other underserved communities. In the past fiscal year, the agency conducted voter registration drives (prior to the pandemic), coordinated youth-centered events (moved to an online setting given the restrictions on in-person gatherings), targeted messaging toward youth subgroups (including NYC-native voters, students attending college in NYC, and post-college voters who move to NYC for their first job), translated additional materials into target languages, created more culturally-relevant materials, and built more strategic partnerships to ensure that diverse communities are empowered with access to voting resources. The CFB's commitment to promoting civic engagement in NYC's underserved communities remains firmly in place for FY2021 as a key component of the agency's work.

Specifically, on National Voter Registration Day (in the first quarter of FY2020), the CFB (through its NYC Votes arm) registered 3,387 new voters in partnership with twelve NYC agencies and 58 other organizations. On NVRD, NYC Votes announced its plans to double youth voter turnout in the 2021 elections (as compared to the 2017 elections) and to boost voter participation among naturalized citizens in NYC by 20,000 new voters by the end of calendar year 2020. Additionally, although the CFB's attempts to get legislation passed that would allow the agency to use our online voter registration platform, we recognized the importance in NYC to have a platform for voter registration that did not center on the DMV (Department of Motor Vehicles), especially for young people and immigrants. As such, the CFB partnered with the organization TurboVote which allowed over 8,000 people to access an online voter registration form prior to the October registration for the November General Election.

Although the pandemic has greatly curtailed the agency's ability to do in-person outreach, NYC Votes remains committed to improve youth voter turnout for the 2021 citywide elections. The CFB has pivoted toward concerted efforts on social media, online town halls, and similar media in order to fulfill its goals, still partnering with strong community organizations. The CFB also still plans on turning newly registered people into voters through get out the vote phone banking and email and text campaigns along with social media by the end of CY2020.

Part of the CFB's strategy to improve outreach to immigrant communities includes translating additional materials into target languages, creating more specifically targeted culturally-relevant materials, conducting more strategic in-person outreach (including to foreign-language press and other organizations), and building more strategic partnerships.

During the first quarter of FY2020, the CFB (through its NYC Votes arm and the NYC Voter Assistance Advisory Committee) hosted its first "We the Young People" hearing. The public hearing, the first of its kind, was created by, for, and about New Yorkers aged 15 to 25. The purpose of the meeting was to highlight the voices of young people from throughout the City, giving them a dedicated space to voice their needs and concerns, and served as the beginning of the CFB's revamped and long-term youth engagement initiatives. Twenty-four young people provided spoken testimony and six provided written statements. The youth who testified ranged from 14-25 years old and represented a variety of high schools, colleges, and organizations from throughout the City of New York.

In response to these efforts, the CFB expanded youth programming, including creating more civic education curriculum, designing a youth board, and conducting a pre-registration campaign in the Winter and Spring of 2020, prior to the pandemic. The recommendations from the "We the Young People" hearing have served as the foundation for the CFB's new and improved initiatives and will inform the way the agency designs and implements new programming, keeping access and equity at the forefront.

During the third quarter of FY2020, as part of the youth-centered campaign, the CFB held a CUNY summit at Manhattan Community College where the CFB trained CUNY student leaders on voter engagement and asked the leaders to commit to register students to vote across the CUNY campuses. In the same quarter, the CFB also partnered with the NYC Mayor's Office and the Department of Education to put together a "Civics Week," which was held March 2 – 6, 2020. The purpose of Civics Week was to have schools hold voter registration drives for students 16 and older. In preparation for Civics Week, the CFB hosted 9 trainings across all 5 boroughs to train and equip 149 students with the knowledge and resources needed to assist them with their individual voter registration drives. The trainings were held in the Bronx (Bronx Latin High School, Laboratory of Finance, Dominicanos USA), Queens (Martin Van Buren High School, Queens Public Library – LIC Branch), Manhattan (CFB office), Brooklyn (Brooklyn Public Library – Pacific Library Branch), and Staten Island (On Your Mark office).

During the fourth quarter of last fiscal year, NYC Votes launched the We Power NYC Ambassadors program. The program recruited New Yorkers in their teens and twenties to empower their peers to vote through this new youth ambassadorship program. The program helps foster an online community of young people who want to have a voice in their democracy. The youth ambassadors develop and share election information and civic engagement materials with young people across NYC and have pivoted to outreach via social media and other virtual platforms in order to continue their work throughout this pandemic.

Despite the many shifting variables as the CFB prepares to enter FY2021, the agency remains committed in its work to improve civic engagement in NYC's underserved and underrepresented communities. In fact, the CFB already held a youth-focused meeting involving VAAC in Q1 of FY2021. At this meeting, the We Power NYC Ambassadors prepared and presented projects on important voting issues and connected with their peers. The CFB will continue its youth-centered work throughout FY2021, some similar to the work in FY2020, and will also develop other initiatives as FY2021 progresses.

2. *Took Proactive Measures to Utilize M/WBEs.* Although the CFB is a non-mayoral agency and therefore exempt from the City's M/WBE (minority/women owned business enterprise) goal-setting requirements, the CFB recognizes the importance of utilizing M/WBE certified vendors and has continued to take proactive measures to utilize these vendors. The CFB firmly believes that M/WBEs are businesses that contribute greatly to and drive our City's economy and use of their goods and services should be properly reflected in government contracting, including at the CFB. As such, the agency adheres to the practice of including M/WBE certified vendors in all CFB solicitations, reaching out to more than the number of M/WBEs recommended by DCAS.

For example, when the CFB engaged in a search for a security firm in FY2020, the agency only solicited from M/WBE certified vendors. Additionally, during the CFB's search for a vendor for a large project in FY2020, the agency sent the Request for Proposal (RFP) to 56 M/WBEs in addition to the standard vendor list. Seven out of the nine responding proposals came from M/WBEs. The CFB's most recent three RFPs were each sent out to more than 200 M/WBEs. The first of those three RFPs was won by an M/WBE.

The CFB plans on continuing its robust efforts to utilize M/WBEs in Fiscal Year 2021.

3. *Continued the Work of the Diversity and Inclusion Committee.* During FY2020, the D&I Committee held 1-2 meetings per quarter. Last quarter, the Committee highlighted 28 D&I-related events, either through events, bulletin board materials, emails to all staff, or posts to the agency's intranet

The Committee also engaged in meaningful discussions around institutional racism, the Black Lives Matter movement, and related issues (including how to best support each other and colleagues) in the last quarter of FY2020. Issues pertaining to equity and inclusion were identified by staff in the Committee meetings, a staff survey, and a staff online town hall during last fiscal year. The Committee is in the process of determining the best way to present the issues in FY2021.

4. *Continued the Work of the Caregiver Support Group.* This group is a resource for staff who are caregivers or who are interested in issues impacting caregivers, such as how to work toward a better work/life balance, and how to prepare for long-term elder care needs. The group normally meets 2-3 times annually and usually hosts an annual Bring Our Children to Work Day (this could not happen during FY2020 due to the pandemic). During the period of work from home, the group has had a few meetups and many chat check-ins via Microsoft Teams.
5. *Continued Adherence to Updated Hiring Policy and Merit Increase and Promotion Policy.* The agency created and distributed a formal merit increase and promotion policy during FY2020 as part of efforts to establish fair and transparent guidelines that provide equal access to merit and promotional opportunities to all staff and continues to adhere to the policy. Additionally, in FY2020 the CFB created and implemented an updated hiring policy to make the hiring process more open and equitable. For example, the agency's updated policy now requires that an EEO/HR representative participate in at least one stage of every hiring process. It also requires that hiring managers create and submit hiring plans that outline each step of the hiring process, including criteria used for candidate selection and pre-preparing documents including job descriptions, key responsibilities, and structured interview questions, to better ensure consistency and equity throughout the agency's hiring processes. The CFB will continue to adhere to the hiring and merit increase and promotion policies.
6. *Promoted CFB Staff with Diverse Experiences and Attributes.* Eight CFB employees were promoted in fiscal year 2020. Of the total promoted employees, two identified as female,

two identified as both female and a racial minority (Asian or Latinx), two identified as a racial minority (Black and Latinx), and one identified as LGBTQIA. These numbers are illustrative of only some of the CFB's diversity. The CFB plans on continuing with its ongoing efforts to promote staff with diverse experiences and attributes in FY2021.

The agency recognizes employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity and equal employment opportunity through the following:

- Diversity & EEO Awards*
- Diversity and EEO Appreciation Events*
- Public Notices
- Positive Comments in Performance Appraisals
- Other: During staff meetings and on the agency Intranet as appropriate.

** Please specify under "Additional Comments"*

- The agency will continue to recognize employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity and equal employment opportunity in FY 2021.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2020

(available in the EBEPR210 CEEDS report): 114 (based on CFB internal numbers)

1. Describe steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means.

In FY 2021, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- NYCAPS ESS (by email; strongly recommended every year)
- Agency's intranet site
- Newsletters and internal Agency Publications
- On-boarding of new employees

Additional Comments:

The CFB will continue to remind its employees to update self-ID information on an annual basis at minimum. The CFB will also provide additional reminders to staff as necessary, including when new self-ID related categories are added.

2. Describe the review process of the quarterly CEEDS reports on workforce composition, utilization, new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. Describe how your agency's EEO Officer, Personnel Officer and Agency Head work together to review demographic trends. These reports must be reviewed regularly with the Agency Head.

NOTE: If necessary, the agency can reach out to DCAS OCEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform the formulation of its recruitment plans and efforts.

- The agency conducts regular reviews of the CEEDS workforce reports and the summary dashboard sent to the EEO Officer by DCAS' Office of Citywide Equity and Inclusion (OCEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity and gender for all employees; new hires, promotions and separation data; and utilization analysis.

Reviewed with	Frequency
Human Resources	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
General Counsel	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
Agency Head	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____

Other (Chief of Staff)	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
<p><input checked="" type="checkbox"/> The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).</p> <p><input checked="" type="checkbox"/> The agency reaches out to DCAS to serve as a resource in identifying strategies and best practices to address barriers to entry as well as to receive guidance concerning the interpretation of underutilization reports.</p>	
<p><i>Additional Comments:</i></p> <p>In addition to providing demographic data and trend information to the Director of Human Resources, General Counsel, Chief of Staff, and Agency Head on a quarterly basis through the EEO quarterly report review process, the EEO Officer and Agency Head separately meet on a quarterly basis to review any potential issues regarding dashboard-related data, potential workplace barriers that may arise in underutilization reports, and other EEO-related issues.</p>	

IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2021

1. Proactive Strategies to Enhance Diversity, EEO and Inclusion

<p>State below the central goals of your strategy for FY 2021 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Include initiatives that your agency will implement in FY 2021.</p> <ol style="list-style-type: none"> 1. Workforce: The CFB will support and maintain a diverse, high-performing workforce by cultivating an inclusive workplace that enables full participation through strategic outreach, educational measures, and other policies and practices that will support the recruitment, promotion, and retention of staff with diverse experiences and attributes. 2. Workplace: The CFB intends to increase employee job satisfaction by creating action plans based on results of employee surveys, feedback from staff via Diversity and Inclusion Committee Meetings and related staff meetings, and other employee engagement methods. 3. Community: <i>Strengthened Efforts to Encourage Civic Engagement with Youth, Immigrant, and Other Underserved Communities.</i> The CFB continued to encourage civic engagement with youth and in immigrant and other underserved communities. In the past fiscal year,

the agency conducted voter registration drives (prior to the pandemic), coordinated youth-centered events (moved to an online setting given the restrictions on in-person gatherings), targeted messaging toward youth subgroups (including NYC-native voters, students attending college in NYC, and post-college voters who move to NYC for their first job), translated additional materials into target languages, created more culturally-relevant materials, and built more strategic partnerships to ensure that diverse communities are empowered with access to voting resources. The CFB's commitment to promoting civic engagement in NYC's underserved communities remains firmly in place for FY2021 as a key component of the agency's work.

Specifically, on National Voter Registration Day (in the first quarter of FY2020), the CFB (through its NYC Votes arm) registered 3,387 new voters in partnership with twelve NYC agencies and 58 other organizations. On NVRD, NYC Votes announced its plans to double youth voter turnout in the 2021 elections (as compared to the 2017 elections) and to boost voter participation among naturalized citizens in NYC by 20,000 new voters by the end of calendar year 2020. Additionally, although the CFB's attempts to get legislation passed that would allow the agency to use our online voter registration platform, we recognized the importance in NYC to have a platform for voter registration that did not center on the DMV (Department of Motor Vehicles), especially for young people and immigrants. As such, the CFB partnered with the organization TurboVote which allowed over 8,000 people to access an online voter registration form prior to the October registration for the November General Election.

4. Although the pandemic has greatly curtailed the agency's ability to do in-person outreach, NYC Votes remains committed to improve youth voter turnout for the 2021 citywide elections. The CFB has pivoted toward concerted efforts on social media, online town halls, and similar media in order to fulfill its goals, still partnering with strong community organizations. The CFB also still plans on turning newly registered people into voters through get out the vote phone banking and email and text campaigns along with social media by the end of CY2020.

Part of the CFB's strategy to improve outreach to immigrant communities includes translating additional materials into target languages, creating more specifically targeted culturally-relevant materials, conducting more strategic in-person outreach (including to foreign-language press and other organizations), and building more strategic partnerships.

During the first quarter of FY2020, the CFB (through its NYC Votes arm and the NYC Voter

Assistance Advisory Committee) hosted its first “We the Young People” hearing. The public hearing, the first of its kind, was created by, for, and about New Yorkers aged 15 to 25. The purpose of the meeting was to highlight the voices of young people from throughout the City, giving them a dedicated space to voice their needs and concerns, and served as the beginning of the CFB’s revamped and long-term youth engagement initiatives. Twenty-four young people provided spoken testimony and six provided written statements. The youth who testified ranged from 14-25 years old and represented a variety of high schools, colleges, and organizations from throughout the City of New York.

In response to these efforts, the CFB expanded youth programming, including creating more civic education curriculum, designing a youth board, and conducting a pre-registration campaign in the Winter and Spring of 2020, prior to the pandemic. The recommendations from the “We the Young People” hearing have served as the foundation for the CFB’s new and improved initiatives and will inform the way the agency designs and implements new programming, keeping access and equity at the forefront.

During the third quarter of FY2020, as part of the youth-centered campaign, the CFB held a CUNY summit at Manhattan Community College where the CFB trained CUNY student leaders on voter engagement and asked the leaders to commit to register students to vote across the CUNY campuses. In the same quarter, the CFB also partnered with the NYC Mayor’s Office and the Department of Education to put together a “Civics Week,” which was held March 2 – 6, 2020. The purpose of Civics Week was to have schools hold voter registration drives for students 16 and older. In preparation for Civics Week, the CFB hosted 9 trainings across all 5 boroughs to train and equip 149 students with the knowledge and resources needed to assist them with their individual voter registration drives. The trainings were held in the Bronx (Bronx Latin High School, Laboratory of Finance, Dominicanos USA), Queens (Martin Van Buren High School, Queens Public Library – LIC Branch), Manhattan (CFB office), Brooklyn (Brooklyn Public Library – Pacific Library Branch), and Staten Island (On Your Mark office).

During the fourth quarter of last fiscal year, NYC Votes launched the We Power NYC Ambassadors program. The program recruited New Yorkers in their teens and twenties to empower their peers to vote through this new youth ambassadorship program. The program helps foster an online community of young people who want to have a voice in their democracy. The youth ambassadors develop and share election information and civic engagement materials with young people across NYC and have pivoted to outreach via

social media and other virtual platforms in order to continue their work throughout this pandemic.

Despite the many shifting variables as the CFB prepares to enter FY2021, the agency remains committed in its work to improve civic engagement in NYC's underserved and underrepresented communities. In fact, the CFB already held a youth-focused meeting involving VAAC in Q1 of FY2021. At this meeting, the We Power NYC Ambassadors prepared and presented projects on important voting issues and connected with their peers. The CFB will continue its youth-centered work throughout FY2021, some similar to the work in FY2020, and will also develop other initiatives as FY2021.

5. *Took Proactive Measures to Utilize M/WBEs.* Although the CFB is a non-mayoral agency and therefore exempt from the City's M/WBE (minority/women owned business enterprise) goal-setting requirements, the CFB recognizes the importance of utilizing M/WBE certified vendors and has continued to take proactive measures to utilize these vendors. The CFB firmly believes that M/WBEs are businesses that contribute greatly to and drive our City's economy and use of their goods and services should be properly reflected in government contracting, including at the CFB. As such, the agency adheres to the practice of including M/WBE certified vendors in all CFB solicitations, reaching out to more than the number of M/WBEs recommended by DCAS.

For example, when the CFB engaged in a search for a security firm in FY2020, the agency only solicited from M/WBE certified vendors. Additionally, during the CFB's search for a vendor for a large project in FY2020, the agency sent the Request for Proposal (RFP) to 56 M/WBEs in addition to the standard vendor list. Seven out of the nine responding proposals came from M/WBEs. The CFB's most recent three RFPs were each sent out to more than 200 M/WBEs. The first of those three RFPs was won by an M/WBE

2. Describe the ongoing and new programs, actions, and initiatives planned for FY 2021, that are aimed toward innovative enhancement and expansion of the three foundations of Diversity and EEO strategy: **WORKFORCE**, **WORKPLACE**, and **COMMUNITY**.

A. WORKFORCE:

In addition to the strategic goals above, please indicate here specific action planned with respect to Workforce.

NOTE: Please address the specific recruitment, selection and promotion strategies, sources and procedures in Sections V and VI, below.

The actions listed below require internal agency collaboration and are not necessarily executed by the EEO Office.

The agency will address underutilization in FY 2021 by:

- Expanding internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment.
- Using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.

The agency will implement the following strategies to address the impending retirement of employees and possible loss or gap in talent:

- Job analysis and skills audit.
- Conduct workforce planning and forecasting.
 - Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service.
 - Ensure that there will be a diverse applicant pool for the anticipated vacancies.
 - Evaluate best sources for diverse candidates
 - Encourage agency employees to take promotional civil service examinations.

The agency will implement the following initiatives to develop and retain employees:

- Identification of Ready Now & High Potential Talent.
- Institute coaching, mentoring and cross training programs.
- Institute succession planning for top managerial positions.
- Implement initiatives to improve the personal and professional development of employees.

B. WORKPLACE:

In addition to the strategic goals above, please indicate here specific actions planned with respect to Workplace.

- The agency will take initiatives to create an inclusive work environment that values differences, and to maintain focus on retaining talent across all levels.
- Promote employee involvement by supporting and creating new Employee Resource Groups (ERGs) as employee interest dictates.
- The agency will continue its work with its Diversity and Inclusion Committee to continue equity and inclusion programming and address issues relating to diversity, equity, and inclusion at the agency.
- In FY 2020, the agency conducted the following survey(s) to improve the recruitment, hiring, inclusion, retention and advancement of people in underrepresented groups:
 - Engagement /Job Satisfaction/ Employee Morale Survey(s)
 - Workplace Insight Survey for Exiting (WISE) Managers
 - Exit interview or surveys developed by the agency
 - Diversity, Equity, and Inclusion Survey

C. COMMUNITY:

In addition to the strategic goals above, please indicate here specific actions planned with respect to Community.

In FY 2021, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBES).
- Conduct a customer satisfaction survey (contingent on COVID-19 restrictions).
- Identify best practices for establishing a brand of inclusive customer service.
- Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.

Additional Initiatives, Programs or Comments: The CFB circulates a survey after every election asking all campaigns for their opinions and suggestions about their experiences with the CFB. The information is then used to improve CFB procedures, training materials, technology, and more.

The CFB also administers a survey after each training to candidates and campaign staff asking for feedback on their training experiences. CFB staff also conducts focus groups on the agency's online applications to obtain feedback and suggestions for improvements to those systems.

Furthermore, the CFB is diligent about establishing procedures that result in inclusive and consistent service to campaigns. For example, the CFB's Candidate Guidance and Policy unit accepts candidate documentation online and has clear procedures to ensure that each form submitted by a campaign receives the same level of review. Staff in the Candidate Guidance and Policy unit, who have the most direct interaction with campaigns, also take courses at DCAS focused on how to work with members of the public.

The CFB will promote accountability, education, and communication on diversity and inclusion with employees, leaders, and stakeholders. With significantly increased EEO, diversity and inclusion training, and other related programming (at least once per quarter), employees will better appreciate the importance of diversity and inclusion, which will empower the agency to better perform its work, aimed at benefitting the citizens on New York City as a whole.

V. Recruitment

A. Recruitment Efforts

1. Summary of Recruitment Efforts – Include steps that will be taken to give notice to all employees of discretionary job postings within the agency as well as proactive efforts/strategies planned to market positions externally.

The agency will implement the following recruitment strategies and initiatives in FY 2021:

- Review policies, procedures, and practices related to targeted outreach and recruitment.
- Review underutilization in job groups to inform recruitment efforts.
- Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.
- Put in place an operating, up-to-date, accessible website, mobile application and

social media presence related to EEO protection and rights.

- The CFB already maintains up-to-date information on EEO protections and rights on its Intranet. Due to the smaller size of the agency, a mobile application and social media presence on these issues is not feasible at this time.
- Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging.
- Share job vacancy notices with the Mayor’s Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at Maureen.Anderson@nysed.gov (212) 630-2329 so they can share it with their clients.
- Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov
- If your agency is an eHire agency, post ALL vacancies on NYC Careers.
- Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:
 - Structured Interviewing training
 - Unconscious Bias training
- Assess recruitment efforts to determine whether such efforts adversely impact any particular group.

Diverse Recruitment Source(s)	What sort of return do you expect to see from the effort? Indicate if this source yielded sufficiently large and diverse applicant pools.
1. Monster Diversity	1. The CFB expects to continue to receive responses to job postings from applicants from a wide demographic range <input checked="" type="checkbox"/> Previous hires from this source
2. Units with open positions that have corresponding professional organizations with diversity-based groups (for example, the	2. The units that have consistently done this type of outreach have had past hires from these sources. For FY2021, hiring managers,

National Association of Black Accountants for an open auditor position) will often circulate job description information to those groups.	<p>the Executive Team and other agency leadership will be encouraged to explore these types of outreach options when positions are open.</p> <p><input checked="" type="checkbox"/> Previous hires from this source</p>
---	---

B. Internships/Fellowships

Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2020 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2021.

The agency provided the following internship opportunities in FY 2020:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0	N/A	M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0	N/A	M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	5	White (3), Latinx (2)	M <u>1</u> F <u>4</u> Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	2	White (2)	M <u>1</u> F <u>1</u> Non-Binary __ Other __ Unknown __
5. Other (specify): School-year interns, Citizen Generation intern	4	White (3), Black (1)	M <u>1</u> F <u>3</u> Non-Binary __ Other __ Unknown __

* Self-ID data is obtained by EEO Office from NYCAPS.

The agency will utilize the internship/fellowship programs to improve a pipeline of candidates

from underutilized groups for entry-level positions, including in mission-critical occupations.

The agency has hired former interns/fellows.

The agency plans to provide internship/fellowship opportunities in FY 2021.

Additional Comments: There are many internship opportunities available at the CFB, particularly during an election year. The agency is comprised of many units, and internship opportunities are available within many of these units. Depending on the unit, interns can work on press-related matters, gain legal experience, do field work to increase voter registration and participation, or other tasks relating to campaign finance and/or elections. The CFB has hired interns for full-time positions in the past and plans on continuing to do so for those who qualify and are selected as the top candidates for open positions.

C. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

1. Please discuss plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities.

As a non-mayoral agency, the CFB has its own unique, CFB-specific civil service titles and therefore does not participate in the 55-a Program. The agency currently is in the process of seeking approval for its civil service title proposal for permanent titles. The agency currently does not have any 55-a Program participants on staff.

Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

2. Indicate the goals of your 55-a Program Coordinator for FY 2021. Also include your agency plans to do the following: participate in career and job fairs; use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants; and promote and encourage 55-a program participants to take civil service examinations.

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities and

plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities in FY 2021.

Currently, there are ____ [number] 55-a participants.

There are ____ [number] participants who have been in the program less than 2 years.

Last year, a total of ____ [number] new applications for the program were received and ____ participants left the program due to [state reasons] _____.

If there have been no new participants in the program for less than two years, please indicate initiatives taken to hire new 55-a employees.

The agency will actively educate hiring managers about the 55-a program and the benefits of hiring individuals with disabilities.

The agency will review and process new applications for the 55-a program in light of DCAS' policy guidance which states that decisions on 55-a program admissions should take into account the following three criteria:

- a) the severity of the candidate's physical and/or mental disability;
- b) the candidate's previous and/or current encounter with significant barriers to finding employment due to the disability;
- c) the candidate's encounter of obstacles that can prevent him/her from taking civil service examinations due to the disability.

Based on the June 7, 2016, 55-a memorandum, issued by DCAS, the agency will carefully evaluate each request by longtime provisional employees for designation under § 55-a to serve non-competitively in a competitive title position to ensure that the request is not made solely to avoid the consequences of Civil Service Law § 65(3). In addition, the agency will reiterate to provisional staff that 55-a certification should not be used as a substitute for passing a civil service exam. The agency will encourage 55-a participants to take civil service examinations.

The agency plans to participate in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants.

The goals of the 55-a Coordinator for FY 2021 are:

- 1.
- 2.
- 3.
- 4.

These goals are the same as last year.

VI. Selection (Hiring and Promotion)

NOTE: This section must be prepared in consultation with the Agency Personnel Officer

1. For FY 2021, if your agency is fiscally able to hire new employees and/or backfill open positions, please discuss the planned duties of the agency Career Counselor(s) with regard to advising employees of opportunities for promotion as well as overall career development.

The CFB's career counselor is always available to meet with staff about career development. Employees interested in a position often make appointments with the career counselor to discuss what might positions are best suited for them and how to plan for overall professional growths.

The CFB has a human resources-focused hub on its Intranet for all employees to have continuous access to career development and other related information, such as information about trainings and open civil service examinations. CFB employees are encouraged to attend trainings, acquire certifications, and take on new projects and/or responsibilities in order to further develop their skills, which increases their value to the agency, and may enable them to grow into other opportunities.

In FY2021, the agency, through the Diversity and Inclusion Committee, has tentative plans to explore mentorship and sponsorship programs to help employees with various career development goals.

In FY 2021, the agency's Career Counselor will perform the following tasks:

- Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
- Promote employee awareness of opportunities for promotion and transfer within the agency.
- Arrange for agency wide notification of promotional and transfer opportunities.
- Encourage the use of training and development programs to improve skills, performance and career opportunities.
 - Provide information to staff on both internal and external Professional Development training sources.
 - Explain the civil service process to staff and what it means to become a permanent civil servant.
 - Provide technical assistance in applying for upcoming civil service exams.
- Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- Assist employees and Job Training Program participants in assessing and planning to develop career paths.
- Provide resources and support for:
 - Targeted job searches
 - Development job search strategies
 - Resume preparation
 - Review of effective interview techniques
 - Review of techniques to promote career growth and deal with change
 - Internship exploration

2. Monitoring, review, and assessment of the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions.

In FY 2021, the agency will do the following:

- Review and revise a protocol for in-title promotions and salary increases as necessary.
- Assess the criteria for selecting persons for mid-level to high level positions.
- Publicly post announcements for all positions, including senior level positions.
- Actively reach out to networks of underrepresented groups as part of its outreach.
- Reach out to the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- Ensure that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process.
- Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group.
- If adverse impact is discovered, determine whether the criteria being utilized are job-related. If the criteria are not job-related, the agency will discontinue using that method.
- Compare the demographics of current employees to the placements.
- Ensure promotion justification is included in all promotion requests.
- Review the demographics race\ethnicity and gender for those who received the promotion\salary raises.
- Review on a quarterly basis the demographics of those who received promotion and share the information with the agency head and Human Resources (by EEO Officer).

3. Identify the steps that are taken to ensure that selection process is objective and job related.

During FY 2021, the agency will do the following:

- Engage in a collaborative effort between EEO, HR and managers where necessary, develop action plans to eliminate identified barriers.
- Recommend specific, job-related qualification standards for each position that reflect the duties, functions, and competencies of the position and minimize the potential for gender stereotyping and other unlawful discrimination. Make sure these standards are consistently applied when choosing among candidates.
- Consult with EEO in creating/reviewing objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In conducting job interviews, ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question.
- Use a diverse panel of interviewers to conduct the interview.
- Consult with the EEO Officer to review the interview questions.
- Where possible, include the EEO Officer as an observer of interviews with applicants.
- Use the NYCAPS eHire applicant tracking system for external and internal applicants.
- Monitor the results of action plans for any changes in the agency workforce including increases or decreases in applications of qualified applicants and selection rates.

Additional Comments:

In the 4th Quarter of FY2020, the CFB created an updated process for all job selections at the agency. The process went into effect in the 1st Quarter of FY2021. The updated process requires that all hiring managers provide a core leadership team, consisting of the Executive Director, Chief of Staff, EEO Officer, and Director of HR (once a new one is in place), with key hiring documents for review prior to approval and public posting: job description, key responsibilities, structured interview questions, and a hiring plan. The team reviews the documents to better ensure that the hiring process is equitable for all job applicants and best captures the specific agency needs that resulted in the position being available. For example, the team reviews the job description, key responsibilities, structured interview questions, and any other hiring criteria to ensure that everything ties together, and that hiring requirements and other criteria used when determining eligibility for a position are included in the job description.

Additionally, the EEO Officer or her designee participates in every hiring process for an open position by sitting in on one round of interviews for each applicant selected for an interview. After the hiring process has concluded, the EEO Officer meets with the hiring manager to discuss the process went and offer advice on managing future hiring processes, and to solicit input on potential improvements to the process and other related issues.

Also, as part of the updated hiring process, first-round interviews must involve a minimum of two interviewers. Additionally, the Executive Team member for the unit/division engaged in a hiring process must, at minimum, meet with the top recommended applicant for the position prior to conducting reference checks.

The CFB also created an updated EEO self-reporting identification form in the 4th Quarter of FY2020 which is distributed to all applicants selected for an interview. An administrative assistant (who is not involved with the job applicant selection process) distributes and collects the information from applicants. The information is then given to the EEO Officer for analysis once the job selection process has concluded.

The CFB also currently is on track to implement an internal human resources information software system in FY2021 that will allow the agency to better track applicants and employees, including data that will assist the agency in more effectively monitoring who applies and is hired, who receives promotions, and other information integral to creating and sustaining a diverse workforce.

4. For FY 2021, what steps will your agency take to review the positions filled during the year?

A. Discuss your current practice in utilizing the NYCAPS Applicant Interview Log reports to identify applicants by gender and race/ethnicity.

The agency will use the NYCAPS Applicant Interview Log Report to track applicant sources and identify the best sources of applicants.

The agency does not use the NYCAPS Applicant Interview Log Report (the CFB uses an internal tracking system).

The agency will schedule orientation with NYCAPS Central.

B. Discuss all planned steps taken to identify barriers to entry for positions and actions under consideration to address such barriers.

Identify at least two or three people from diverse gender and racial\ethnic backgrounds to participate in interviews, including the EEO Officer or their designee. The EEO Officer will also review the applications of those job candidates selected for an interview by the hiring manager.

C. When identifying groups of subject matter experts to assist the DCAS test development team in creating civil service exams, please describe efforts that will be taken to select a diverse and inclusive group of individuals in the test development process:

- The agency will identify a diverse group of subject matter experts (e.g. race, gender, age, assignments location, etc.) when requested by DCAS.
- The agency will use objective job-related criteria to identify the subject matter experts who will participate in test development.
- The agency will make an effort to ensure different staff members are given the opportunity to participate in test development.

5. Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).

In FY 2021, the agency EEO Officer will do the following:

PRE-SELECTION:

- Collaborate with the Director of Human Resources to ensure that an updated listing of sources for diverse applicants, including schools and professional organizations, is maintained.
- Actively monitor agency job postings.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Provide feedback to the hiring manager after the EEO Officer's assessment.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- May observe interviews when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.

POST-SELECTION:

- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.

Additional Comments: Although the CFB does not utilize the eHire system, the agency does carefully monitor demographic trends and potential EEO concerns. As outlined in more detail in Section VI, Subsection 3, the EEO Officer is part of the core leadership team (along with the Executive Director,

Chief of Staff, and Director of HR) who reviews key hiring documents prior to the approval and posting of any open job. The EEO Officer also meets with hiring managers before and after most hiring processes, and either the EEO Officer or her designee will participate in one interview stage for every open position.

6. During periods of layoffs, terminations and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race and age? It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.

- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations and demotions due to legitimate business/operational reasons in FY 2021.
- The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions with the agency head. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles). The CFB will also include its Chief of Staff in these determinations.

VII. Training

Training Topic	Type of Audience (e.g. All Staff, Front-line Employees, Managers, Supervisors, etc.)	Target Number of Participants	Targeted Dates
1. EEO Awareness (e-learning)	New staff	All new staff	Within 30 days of employment once this

			training is available remotely
2. EEO Awareness (classroom)	Staff who have not received live EEO training in four years.	0	Staff received in-person classroom training in CY2018 and will not receive in-person training until CY2022. All other EEO Awareness training will be offered electronically once it is available remotely
3. Everybody Matters (D&I) (e-learning)	New staff	All new staff	Within 30 days of employment once it is next available (no online courses are currently available)
4. Everybody Matters (D&I) (classroom)	N/A	N/A	N/A
5. Sexual Harassment Prevention (e-learning)	All staff	All staff (112 based on EBEPR210 CEEDS report)	All CFB staff completed the SHP training prior to the 8/31/2020 reporting deadline. The next training will be deployed once DCAS makes the next one available widely. New staff will complete the training within 30 days of employment, since it is currently available remotely
6. Sexual Harassment Prevention (classroom)	N/A	N/A	N/A
7. lgbTq – Power of Inclusion (classroom and e-learning)	All staff, targeting managers, supervisors, and front-line staff first	All staff (112 based on EBEPR210 CEEDS report)	All required CFB staff completed transgender inclusion training prior to FY2020. All CFB staff will take the transgender inclusion training prior to the

			mandatory reporting period ending in April 2022 and can begin taking the training once it is available again (no online courses are currently available)
8. Disability Etiquette	All staff	All staff (112 based on EBEP210 CEEDS report)	FY2021. The EEO Officer reached out to the Mayor's Office for People with Disabilities during Q1 of FY2021 to request a Teams-based or other online training for all CFB staff and are waiting to find out whether that is feasible to implement in the next few months
9. Structured Interviewing and Unconscious Bias (e-learning)	All staff involved in the hiring process	All staff involved in the hiring processes in FY2021	Every two years for staff involved in the hiring process. The EEO Officer is updating the curriculum for this training and will resume trainings in-house via Teams this fiscal year.
10. Professional Development Seminars (classroom)	Staff interested in further developing professionally, including managerial and leadership skills	Up to 30 per session	These were taking place in a classroom setting prior to the pandemic. Once the agency resumes working in the CFB offices, we will revisit whether these courses are feasible to re-start
11. Annual EEO Counselor Training	EEO Counselors. Annual refresher training by the EEO Officer for the EEO	2	September 2021

	Counselors		
--	------------	--	--

VIII. Reasonable Accommodation

Please indicate the actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- The agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth or a related medical condition.
- The agency follows the City’s Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.
- The agency head or designee must review and grant or deny the appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is NOT by the Agency Head, please provide the name and title of the designee¹ : _____
- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.
- The agency analyzes the reasonable accommodation data and trends.
- The agency has posted/will circulate the *Reasonable Accommodations at a Glance*

¹ EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency’s General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

<http://extranet.dcas.nycnet/eo/diversityeeo/media/19647/reasonable-accommodation-procedural-guidelines-lc-12116.pdf> (p17).

sheet for the workforce.

Describe procedures and speed of resolution, including the protocol for deciding appeals of Reasonable Accommodation decisions. Does the agency analyze statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals?

The Request for Reasonable Accommodation form is available on the agency's Intranet and from the EEO Officer (who is also the Disability Rights Coordinator) or Director of Human Resources on request. Once staff has completed a form and submitted it to their supervisor or EEO Officer, the EEO Officer will review the request (with input from the Director of Human Resources as needed) and engage in the cooperative dialogue process as necessary. The EEO Officer will issue a decision at the end of the cooperative dialogue process. Appeals may be made to the Executive Director.

The EEO Officer reviews statistics regarding volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals and will continue to do so in FY2021.

IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Executive Order 16: Training on Transgender Diversity and Inclusion

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public.

- The agency plans to train all new employees within 30 days of start date.
- All the managers, supervisors, and front-line employees were trained prior to FY 2021 (if they were employees at that time).
- All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

Additional Comments: In addition to all new employees receiving the transgender inclusion training, all other CFB employees who were not re-trained in FY2020 will be re-trained if transgender inclusion training is available remotely prior to the end of the reporting period ending in April 2022. Depending on how long the work-from-home period continues due to the pandemic, the CFB hopes to train its staff in person every other mandatory reporting period. Employees will be trained electronically during the other mandatory reporting periods.

B. Local Law 92 (2018): Annual Sexual Harassment Prevention training

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- The agency will train all current employees on Sexual Harassment Prevention (Cycle 3) as indicated in the Section VII Training above.

Additional Comments: Since sexual harassment prevention training is now available remotely, the agency will be able to adhere to these commitments for FY2021.

C. Local Law 97 (2018): Annual Sexual Harassment Reporting

- The agency will input sexual harassment complaint data on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.
- The agency will input **all types of complaint** data on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.
- The agency will ensure that complaints are closed within 90 days.

D. Local Law 101 (2018): Climate Survey

The agency, in collaboration with DCAS, will conduct a climate survey in FY 2021 by proceeding to do the following:

- Distribute questionnaire electronically to agency employees.
- Designate computers with internet/intranet access to enable employees without computers or internet/intranet access to complete survey during work hours. (Not necessary because all CFB employees have access to computers as necessary)
- Analyze results of the response data sent by DCAS.
- Continue to implement initiatives identified in the 2018 Climate Survey Action Plan which was submitted to DCAS and reported to City Council Speaker in 2020.

X. Audits and Corrective Measures:

Please check the statement(s) that apply to your agency.

The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.

The agency is currently being audited or preparing responses to an audit conducted by the

EEPC or _____ [another governmental agency – **please specify**] specific to our EEO practices. **Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2021 to include and implement EEPC recommendations that will be implemented during the fiscal year.**

- The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify _____].

Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.

- Within the last two years the agency was involved in an audit conducted by the EEPC specific to our EEO practices.

- The agency will continue/be required to implement measures during the year that this plan is in effect (please attach a copy of the audit findings.)

- The agency received a Certificate of Compliance from the auditing agency.

Please attach a copy of the Certificate of Compliance from the auditing agency.

XI. Agency Head Signature

NOTE: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.

Amy Loprest

Print Name of Agency Head



Signature of Agency Head

February 19, 2021

Date

APPENDIX

Contact Information for Agency EEO Personnel

Please provide contact information (name, title, e-mail, telephone number and full office address) for the following EEO roles at your agency. If several roles are performed by the same individual, you may list that person once but include all assigned EEO functions:

1. Agency EEO Officer, DCAS Training Liaison, ADA Coordinator, Disability Rights Coordinator, and temporary 55-a Coordinator and temporary Career Counselor (the latter two roles will be the responsibility of the Director of Human Resources, once hired):

Danica You
Senior Counsel and EEO Officer
100 Church Street, 12th Floor
New York, NY 10007
212-409-1856
dyou@nyccfb.info

2. Agency Chief Diversity & Inclusion Officer:
Not Applicable

3. Agency EEO Counselors:

Rudy Castro
EEO Counselor
100 Church Street, 12th Floor
New York, NY 10007
212-409-1792
rcastro@nyccfb.info

Kyle Kennedy
EEO Counselor
100 Church Street, 12th Floor
New York, NY 10007
212-409-1782
kkennedy@nyccfb.info