

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: CAMPAIGN FINANCE BOARD

- 1st Quarter (July -September) and 2nd Quarter (October - December), due January 30th (CFB submitted Q1 report on 10/25/18)
- 3rd Quarter (January -March), due April 30th
- 4th Quarter (April -June), due July 30th

Prepared by:

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| Name | Title | Telephone No. |

Date Submitted: April 30, 2019

NOTE: The Campaign Finance Board was notified by the NYC Department of Citywide Administrative Services (“DCAS”) on February 22, 2019 that beginning in CY2019 DCAS would require submission of annual EEO plans and quarterly reports from non-mayoral agencies pursuant to Section 815 of the NYC Charter. Accordingly, the CFB provided its 2019 Diversity and EEO Annual Plan and Fiscal Year 2019 Quarter 1 and Quarter 2 reports to DCAS on February 25, 2019, which had already been provided to the NYC Equal Employment Practices Commission prior to their deadlines.

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date): September 14, 2018 No

The CFB's Executive Director distributed the commitment and accountability statement to all staff and staff also was reminded about the statement by the EEO Officer during a full staff meeting on September 14, 2018. The CFB will continue to distribute the commitment and accountability statement to all staff on an annual basis.

II. RECOGNITION AND ACCOMPLISHMENTS

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

Diversity & EEO Awards

Public Notices

Diversity and EEO Appreciation Events

Positive Comments in Performance Appraisals

Other (please specify): During staff meetings and on the agency intranet as applicable.

III. WORKFORCE REVIEW AND ANALYSIS

1. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

Yes, On (Date): October/November 2018; February 5, 2019 No

The agency informed employees that the revised self-ID form now includes new race categories.

Yes, On (Date): February 5, 2019 No

On April 9, 2019, the CFB's Human Resources Director also informed staff during an agency-wide meeting that all staff may provide a preferred name to the HR unit in order to change certain internal records to allow staff to better identify themselves in the workplace. Once DCAS has a system in place to allow employees to indicate their preferred name in city-wide records, the CFB will to implement those processes as swiftly and as accurately as possible.

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

Yes , On (Date): _____ No

As a non-mayoral agency, the CFB does not receive dashboard information. However, the agency's Administrative Services and Human Resources unit does track demographic data and the EEO Officer and Director of Human Resources regularly review certain EEO-related data when compiling the quarterly EEO reports.

The review was conducted together with: Human Resources General Counsel
 Agency Head Other: N/A

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2019

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

A. WORKFORCE:

| Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others): | Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels. | Status Update |
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| The CFB plans to maintain and support 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. | The CFB is proud of the diversity in its workplace and strives to continuously improve its employment and equal opportunity practices and procedures. Two CFB employees were accepted into and participated in the NYC Leadership Institute in FY2018-19. Both employees identify as female, and one is also in a racial minority group. One participant completed the Leadership Institute during the first quarter of FY2019 and the other participant completed the program in the second quarter of FY2019. Our staff participation in programs like the Leadership Institute help with the individual employees' growth and development, which in turn improves our agency. | <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe |

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| | <p>In the first quarter of FY2019, seven employees were promoted in the Systems Unit. Five of the promoted employees identify as a racial minority; specifically Asian (42.8%), Black (14.3%), or more than one race (14.3%).</p> <p>In the second quarter of FY2019, one employee (who identifies as Latinx) was promoted in the Systems unit.</p> <p>This quarter, a staff member who identifies as female and Latinx was promoted to the acting unit head position for Partnerships and Outreach. Six other staff in the Audit and Candidate Guidance and Policy units also received promotions this quarter. Four out of the six promotions were earned by staff who identify as female and three of the four females also identify as a member of a racial minority group (Latinx and Asian).</p> <p>As part of its efforts to maintaining a diverse workforce, the CFB makes every attempt to identify and encourage growth of its employees.</p> | |
| <p>Describe 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> | | |
| <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 consists of a 111 member total workforce. 46.8% of our employees (52) identify as female. Our agency’s leadership, defined as Executive Team members and Unit Heads, consists of eight people who identify as female (53.4%) – including our female Executive Director – and seven males (46.6%), showing strong female representation at the highest levels of the CFB. Seven of our agency’s</p> | | |

leadership (46.6%) identifies as being a member of a racial minority group, and four of that group (or 26.6% of the total leadership team) identifies as both female and as a member of a racial minority group.

48 of our 111 person staff (43.3%) identify as white and 63 people (56.7%) identify as Asian (26 people, 23.4%), Black (24 people, 21.6%), Latinx (12 people, 10.8%), or as more than one race (1 person, .9%). These 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.

B. WORKPLACE:

| <p>Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):</p> | <p>Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan.</p> <p>○ Include steps that were 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> | <p>Status Update</p> |
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| <p>The CFB intends to increase employee job satisfaction by creating action plans based on results of employee surveys and other employee engagement methods, including exit interviews/surveys. With recommendations from a voluntary staff advisory committee, the agency will be able to receive feedback from staff at every level to ensure no group is underrepresented.</p> <p>The CFB will also continue to create and maintain an inclusive work environment by properly training hiring managers and others involved in the hiring process with structured interview/unconscious bias training, as well as provide other training and opportunities for to promote diversity and inclusion, as well as career development and growth.</p> | <p>The CFB remains committed to creating and maintaining an inclusive work environment. The agency has provided its hiring managers and 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 former Director of Administration and Human Resources and EEO Officer conducted the most recent interview/unconscious bias training for the agency's Systems unit in the second quarter of this fiscal year.. 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> <p>The CFB is committed to providing training and development to staff and to provide opportunities</p> | <p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p> |

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| | <p>for career development and growth. As part of this commitment, the former 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 also took place in CY2018. 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, under the leadership of the new Director of Human Resources, who was hired earlier this quarter.</p> | |
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| | <p>Beginning in 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 FY2019, the focus has been to help supervisors and managers become more comfortable in delivering effective, practical, and insightful feedback to their staff.</p> <p>The CFB updated its Sexual Harassment Prevention and EEO Policy Statements and Statement of Commitment from Agency Head during the first quarter of FY2019, which the Executive Director provided to all staff. At that time the EEO Officer also reminded staff about these documents, as well as new requirements under the Stop Sexual Harassment in NYC Law during a full staff meeting.</p> <p>During this quarter, the CFB’s Diversity and Inclusion Committee (“Committee”) recognized holidays and special events including Black History Month, Lunar New Year, Women’s History Month, Holi, and Persian New Year. Additional details are provided in the section immediately below. This quarter, the CFB’s EEO Officer attended trainings and events relating to EEO as detailed in the section immediately below. The EEO Officer also attended DCAS’s monthly meetings in order to stay abreast of developments in EEO, sexual harassment prevention, and diversity and inclusion this quarter.</p> | |
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| | <p>As part of the agency’s efforts to continuously grow and improve, the CFB underwent a Strategic Plan Initiative, which provided the opportunity for all staff to voice their opinions and help shape the future of the agency’s work. During Q4 of FY2018, 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.</p> <p>The CFB’s Strategic Goals include a focus on diversity and inclusion at the agency, specifically, the following commitment:</p> <p>Create an open, transparent, collaborative, and inclusive culture</p> <ul style="list-style-type: none"> ● 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 | |
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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 activities occurred.

During this quarter, the CFB's Diversity and Inclusion Committee recognized Black History Month, Lunar New Year, Women's History Month, Holi, and Persian New Year by posting materials to the agency's two centrally located bulletin boards. The Committee also hosted a Lunar New Year Celebration, which was attended by approximately 40 staff members. During the lunchtime celebration, staff were provided an assortment of traditional Chinese dishes, walked through an astrology and origami tutorial, and provided with a brief history and explanation of the holiday by two Committee members.

The Committee also worked with other staff members to create the agency's caregiver support group. This group is intended to be a resource for staff who are caregivers or who are interested in issues impacting caregivers, such as how to work toward better work/life balance, and how to prepare for long-term elder care needs. The group met for the first time this quarter and will spearhead its first event in the third quarter of FY2019.

Additionally, approximately ten female staff members attended the Women in Leadership NY forum, hosted by the Public Sector Network at NYU. The conference focused on issues impacting women in public service, including pay and promotion disparity, and how to make a real and lasting difference in fostering workplace gender equality.

The EEO Officer participated in trainings this quarter in order to expand her knowledge and skills relevant to EEO and sexual harassment prevention. Those trainings included a two day mediation skills training by the NYC Center for Creative Conflict Resolution and online seminar focused on diversity, equity, and inclusion hosted by the Nonprofit Coordinating Committee of New York.

C. COMMUNITY:

| <p>Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p> | <p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <ul style="list-style-type: none"> ○ Include 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. | <p>Status Update</p> |
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| <p>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, 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.</p> | <p>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.</p> <p>The CFBs staff education efforts, including increased EEO, diversity and inclusion, and sexual harassment prevention training, as outlined in Section IV(B), will also greatly contribute to staff being able to better serve the diverse citizens of NYC.</p> <p>Additionally, as mentioned immediately above in Section IV(B), the CFB underwent a Strategic Plan Initiative. The agency believes that supporting diversity and inclusion with respect to the communities it serves is an essential component of</p> | <p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p> |

the CFB’s work. As such, the CFB’s 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.

Additionally, the CFB’s Public Affairs division worked on developing strategic goals for the unit this quarter. The goals include a focus on increasing engagement among NYC’s youth and immigrant communities. The unit hopes to finalize these goals in the next couple of quarters.

The current draft goals aim to increase voter turnout and improve general engagement in elections (including the 2021 citywide elections) among NYC voters aged 18 to 29 years, as well as increase engagement with immigrant communities by increase the amount of voter registration forms collected through partner organizations who work with immigrant communities and convert the new registrants into voters.

Some of the CFB’s current proposed strategy to increase engagement with youth voters include focusing on attracting new voters during the 2020 elections and keeping them engaged to participate in the 2021 elections and beyond, working with public schools to engage pre-voter registration aged youth, and targeting specific youth subgroups (including NYC-native voters, students attending college in NYC, and post-college voters who move to NYC for their first job) with targeted messaging.

Part of the CFB’s strategy to improve outreach to immigrant communities include 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.

V. RECRUITMENT

| Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training): | Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan. | Status Update |
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| <p>For nearly all open positions, the agency will post the job description(s) on the agency website and also notify all employees via email. The job postings will also be placed on external sites such as Monster Diversity and diversityjobs.com. Additionally the CFB will provide a formal merit increase and promotion policy during FY 2019 in the interest of establishing clear, fair guidelines aimed at providing equal opportunity to all staff.</p> | <p>The CFB created and distributed a formal merit increase and promotion policy during the second quarter of FY2019 (October 29, 2018), as part of agency efforts to establish fair guidelines that provide equal opportunity to all staff.</p> <p>Additionally, the agency followed the recruitment strategy as outlined in the adjacent column.</p> <p>As discussed in greater detail in Section IV(B) above, the CFB continues to provide its hiring managers and staff who are involved at any stage of the hiring process with a structured interview/unconscious bias training. The most recent training took place last quarter (second quarter of FY2019) and additional trainings</p> | <p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p> |

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| | will take place later this fiscal year. | |
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B. INTERNSHIPS/FELLOWSHIPS

The agency is currently providing the following internship opportunities in Q3 of FY 2019:

| Type of Internship\Fellowship | Total | Race/Ethnicity [#s] | Gender [#s] |
|-------------------------------------|-------|---------------------|----------------------------|
| 1. Urban Fellows | | | Male: ___ Female: ___ |
| 2. Public Service Corps | | | Male: ___ Female: ___ |
| 3. Summer College Interns | | | Male: ___ Female: ___ |
| 4. Summer Graduate Interns | | | Male: ___ Female: ___ |
| 5. Other (specify): Legal Intern | | White | Male: <u>1</u> Female: ___ |

Additional Comments: The majority of the CFB's internship opportunities are offered in the summer, during Q1 and Q4.

C. 55-A PROGRAM

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities. Yes No

Currently, the CFB does not have any 55-a Program participants. During this Quarter, no applications for the program were received and no participants left the program. The CFB welcomes job candidates with disabilities to apply for open positions at the agency.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through a link on the agency’s intranet to the portion of the DCAS website containing 55-a information, as well as a link to DCAS’s “The 55-a Program” brochure. Yes No
2. _____
3. _____

VI. SELECTION (HIRING AND PROMOTION)

Please review Section VI of your Annual Plan and describe your activities for this quarter below:

| Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>) | Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan. | Status Update |
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| Advising employees of opportunities for promotion and career development | <p>The CFB career counselor is available to advise staff about career development at all times. CFB employees are notified of open positions via email. Current employees interested in any open positions often make appointments with the career counselor to discuss what would be best suited for them and how to plan for professional growth.</p> <p>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 details 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.</p> | <p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p> |

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| <p>Reviewing the methods by which candidates are selected for new hiring and promotion</p> | <p>The CFB reviewed its methods for selecting candidates for hiring and promotion earlier in this fiscal year and drafted a formal policy for determining merit increases and promotions at the agency. The policy officially went into effect on October 29, 2018. The CFB will continue to examine its processes to best ensure equal opportunity for all.</p> <p>As stated earlier, the agency implemented a training plan for structured interviewing in FY2017. Since then, all employees involved in hiring decisions, including staff responsible for reviewing résumés, have been trained at least once. The CFB will continue this training in FY2019 to ensure that all relevant employees receive the proper training on the agency’s structured interviewing process.</p> | <p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p> |
| <p>Increasing the positions filled through civil service lists</p> | <p>The CFB has its own unique temporary civil service titles, which have been in place since the 1990s, for which there are no civil service lists. The agency is in the process of working with DCAS, the Office of Labor Relations, and other relevant City agencies to seek approval for its civil service title proposal for permanent titles from New York State. If the CFB has an opportunity to hire civil service titles in the future, such hiring decisions will be subject to an assessment of whether women, minorities, or other protected groups are underrepresented in such titles.</p> | <p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p> |
| <p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p> | <p>The CFB uses a human resources information system that allows the agency to track and report gender, race, and age of its workforce. Later this calendar year, under the leadership of the HR Director, the CFB intends to implement a new human resources information system that will allow the agency/EEO Officer/EEO Counselors to better identify possible underrepresentation or adverse impact that may occur if there is a layoff. Should any issues in this category be discovered</p> | <p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p> |

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| | through workforce analysis, the agency will work to amend the situation. | |
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VII. TRAINING

Please provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

VIII. REASONABLE ACCOMMODATION

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:
<https://mispwva-dcslnx01.csc.nycnet/Login.aspx>

Because the CFB is a non-mayoral agency, we do not use the DCAS Citywide Complaint Tracking System.

IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS

A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION

Please provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

B. EXECUTIVE ORDER 21: PROHIBITION ON INQUIRY REGARDING JOB APPLICANT’S PAY HISTORY

The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history. All personnel involved in job interviews is required to go through structured interview training.

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

Please provide a short description of planning and implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.

Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:

Risk 1: Homogenous Workplace:

N/A. As outlined in the CFB’s Risk Assessment Survey, we performed a thorough review of our agency’s staff based on reported gender, race/ethnicity, and age, analyzed by individual units. Based on our review, we believe that the demographics of our agency’s workforce are not homogenous and therefore do not contribute to an increase in the risk of sexual harassment to our staff.

Risk 2: Cultural and Language Differences in the Workplace:

N/A. The CFB is not at increased risk of sexual harassment due to any cultural and language differences in our agency. Because our agency does not have staff with limited English proficiency, we are not at greater risk for sexual harassment or other workplace issue due to staff potentially being unable to communicate because of language barriers. While the agency is diverse with respect to race, ethnicity, and/or culture (see Section IV(A) above), the CFB does not have “blocs” of employees and have not had an “influx” of employees from the same cultures and/or nationalities. The CFB demands that all of its employees treat each other and the people the agency serves with fairness and respect.

Risk 3: Workplaces with Significant Power Disparities:

N/A. The CFB is not at an increased risk of sexual harassment based on significant power disparities because such disparities do not appear to exist at this agency. Our numbers with respect to wages based on gender are encouraging: 24 out of the 50 highest paid CFB employees are female and 28 out of the 50 lowest paid CFB employees are female, showing a nearly even split between female and male employees. As stated in Section IV(A) above, females also are well-represented in the CFB's highest ranks, with 53.4% of the agency's leadership identifying as female. Our numbers with respect to wages based on race are also positive: 26 out of the 50 highest paid CFB employees identify as Asian, Black, Latinx, or two or more races. While the CFB does have a higher number of its employees of color in the 50 lowest paid positions at the agency (32 as compared to 20 white employees), the difference doesn't appear large enough to create significant power disparities with an agency of this size. However, this is something that our agency will continue to monitor going forward. Also, as mentioned in Section IV(A), people of color are well-represented in the CFB's leadership, with 46.6% of the agency's Executive team and unit heads identifying as Asian, Black, or Latinx.

Risk 4: Isolated Workplaces:

N/A. The CFB is at extremely low risk for sexual harassment due to isolated workplaces in our agency because there are not any isolated workplaces that exist. The CFB is located in one central office space which is set up as an open office work environment where only a small handful of senior staff have private offices (which remain visible to all because each has at least one wall that is mostly glass). Employees rarely work alone. If they do work alone, such work usually takes place at the CFB's office, in one of the conference rooms which are located next to many other staff. Site visits to campaign offices are never conducted with only one staff person.

Risk 5: Decentralized Workplaces:

N/A. Here too, the CFB is at very low increased risk of sexual harassment due to decentralized workplaces because the agency is completely centralized. As mentioned under Risk 4, the CFB is housed in one location, where the offices of agency leadership are located with the rest of staff, including front line employees and first line supervisors.

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency has entered **all types of complaints** in the Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency ensures that complaints are closed within 90 days.

Because the CFB is a non-mayoral agency, we do not use the DCAS Citywide Complaint Tracking System.

F. LOCAL LAW 101: CLIMATE SURVEY

Please provide a short description of your efforts to analyze the results of climate survey in your agency.

Describe any follow-up measures taken to address the results of the climate survey:

The climate survey results indicated that the CFB is not at a greater risk of sexual harassment based on the 5 risk areas identified in Section IV(D). However, the EEO Officer and Director of Human Resources will continue to monitor the risk areas going forward.

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

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

The agency is involved in an audit; please specify who is conducting the audit: The NYC EEPC is in the midst of conducting a sexual harassment prevention audit of the CFB. The CFB submitted the information and documentation requested by the EEPC and continues to respond to the EEPC's requests in order to complete the audit process.

Attach or list below audit recommendations.

The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019.

CAMPAIGN FINANCE BOARD EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 2nd QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

| | | | |
|--|---|---|---|
| Personnel Changes this Quarter: <input type="checkbox"/> No Changes | | Number of Additions: 1 | Number of Deletions: 1 |
| Employee's Name | Harold Andrieux | | |
| Nature of change | <input checked="" 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: 2/10/19 OR Termination Date: | Start Date: OR Termination Date: | Start Date: OR Termination Date: |
| NOTE: Please attach CV/Resume of new staff to this report | | | |
| For Current EEO Professionals: | | | |
| Title | Danica You, EEO Officer (Senior Counsel) | Rudy Castro (Director of Records Management) | Sabrina Castillo (Acting Director of Voter Assistance) |
| EEO Function | <input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input checked="" type="checkbox"/> EEO Trainer <input checked="" 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 checked="" type="checkbox"/> EEO Trainer <input checked="" 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 checked="" type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) |
| Proportion of Time Spent on EEO Duties | <input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 20% | <input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 1% | <input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 1% |
| Attended EEO Professional On-Boarding at DCAS | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No The CFB has tried to enroll our EEO Counselors in the DCAS onboarding sessions multiple times in the past but have been told there was not enough space for EEO Counselors. | <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No The CFB has tried to enroll our EEO Counselors in the DCAS onboarding sessions multiple times in the past but have been told there was not enough space for EEO Counselors. |

| | | | |
|-------------------------------|---|---|---|
| Completed Trainings: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| EEO | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Diversity & Inclusion | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| lgbTq: The Power of Inclusion | <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 |
| Structured Interviewing and | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Unconscious Bias | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Sexual Harassment Prevention | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Training Source(s): | <input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Other | <input type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other | <input type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other |

B. CONTACT INFORMATION (Please list ALL current EEO professionals)

| DIVERSITY AND EEO STAFFING IN CAMPAIGN FINANCE BOARD AS OF QUARTER 2 FY 2019 | | | | | |
|---|----------------------------|---|---|------------------------------|--------------------|
| <u>Name</u> | <u>Civil Service Title</u> | <u>EEO\ Diversity Role</u> | <u>% of Time Devoted to EEO & Diversity Functions</u> | <u>Office E-mail Address</u> | <u>Telephone #</u> |
| Danica You | CFB Attorney II | EEO Officer/Director, EEO Investigator, EEO Trainer, and Temporary ADA Coordinator, 55-a Coordinator, Career Counselor, Disability Rights Coordinator and Facilitator | 20% | dyou@nyccfb.info | 212-409-1856 |
| Rudy Castro | CFB Admin. Assistant I | EEO Counselor, Trainer, and Investigator | 1% | rcastro@nyccfb.info | 212-409-1792 |
| Sabrina Castillo | CFB Analyst III | EEO Counselor, Trainer, and | 1% | scastillo@nyccfb.info | 212-409-1843 |

| | | | | | |
|-----------------|-----------------|--|-----|-----------------------|--------------|
| | | Investigator | | | |
| Harold Andrieux | CFB Analyst III | ADA Coordinator, 55-a Coordinator, Career Counselor, Disability Rights Coordinator and Facilitator | 10% | handrieux@nyccfb.info | 212-409-1750 |