

## AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: CAMPAIGN FINANCE BOARD

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

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Name

Title

Telephone No.

Date Submitted: February 6, 2019

**NOTE:** Although the Campaign Finance Board utilizes DCAS's EEO Quarterly Report template as a best practice, because the CFB is a non-mayoral agency, the agency does not submit annual or quarterly EEO reports to DCAS or the City Council. Instead, those reports are sent directly to the NYC Equal Employment Practices Commission as required.

**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 was reminded about the statement by the EEO Officer during a full staff meeting on the same day.

**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

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 unit does track demographic data and the EEO Officer and Director of Human Resources regularly review the data when compiling the quarterly EEO reports.

The review was conducted together with: ☐ Human Resources

☐ Agency Head

☐ General Counsel

☒ 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:

<p>Please list the <b>Workforce Goal(s)</b> 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):</p>	<p>Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan.</p> <ul style="list-style-type: none"> <li>○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</li> </ul>	<p><b>Status Update</b></p>
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<p>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.</p>	<p>The CFB is proud of the diversity in its workplace and strives to continuously improve its employment and equal opportunity practices and procedures.</p> <p>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 this quarter. Our staff participation in programs like the Leadership Institute help with the individual employees' growth and development, which in turn improves our agency.</p> <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>As part of its efforts to maintaining a diverse workforce, the CFB makes every attempt to identify and encourage growth of its employees.</p>	<div> <input type="checkbox"/> Planned             <input type="checkbox"/> Deferred         </div> <div> <input type="checkbox"/> Not started             <input type="checkbox"/> Delayed         </div> <div> <input checked="" type="checkbox"/> Ongoing             <input type="checkbox"/> Completed         </div> <p>Other - please describe</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 105 member total workforce. 51% of our employees identify as female. Our agency's leadership, defined as Executive Team members and Unit Heads, consists of eight people who identify as female (57.1%) – including our female Executive Director – and six males (42.9%), showing strong female representation at the highest levels of the CFB. Most of our agency's units are majority female</p>		

(twelve out of fifteen units), indicating that our gender diversity is spread throughout the entire agency. 46 of our 105 person staff (43.9%) identify as white and 59 (56.1%) identify as Black (22%), Asian (22%), Latinx (9.5%), or as more than one race (2.6%). 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:

Please list the <b>Workplace Goal(s)</b> 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):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan.  ○ 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.	Status Update
<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 this quarter, in October 2018. The agency will continue to conduct these trainings on an ongoing basis, including later in this fiscal year once the agency hires its new Director of Human Resources.</p>	<div> <input type="checkbox"/> Planned           <input type="checkbox"/> Deferred         </div> <div> <input type="checkbox"/> Not started           <input type="checkbox"/> Delayed         </div> <div> <input checked="" type="checkbox"/> Ongoing           <input type="checkbox"/> Completed         </div> <p>Other - please describe</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 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</p>	
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	<p>hold another Training and Development Week in the near future, after a new Director of Human Resources has been hired.</p> <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 Q1 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 Breast Cancer Awareness Month, Italian American Heritage Month, Indigenous People's Day, Columbus Day, National Native American Heritage Month, Black Solidarity Day, Diwali, Veteran's Day, Hanukkah, Christmas, and Kwanzaa.</p>	
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	<p>The CFB's EEO Officer attended the NYC Bar Association's Sexual Harassment Prevention in the Wake of #MeToo Summit this quarter, which provided insight into best practices for prevention sexual harassment in the public and private sectors. 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> <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><b>Create an open, transparent, collaborative, and inclusive culture</b></p> <ul style="list-style-type: none"> <li>• Freely share information and openly communicate within the agency</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Seek out diverse voices, embrace cultural differences, and continue our commitment to employment diversity</li> <li>• Recognize and respect a wide range of expertise and experience within the agency</li> <li>• Engage our colleagues across agency functions to accomplish shared goals</li> </ul>	
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.		
<p>During this quarter, the CFB's Diversity and Inclusion Committee recognized Breast Cancer Awareness Month, Italian American Heritage Month, Indigenous People's Day, Columbus Day, National Native American Heritage Month, Black Solidarity Day, Diwali, Veteran's Day, Hanukkah, Christmas, and Kwanzaa by posting materials to the agency's two centrally located bulletin boards.</p> <p>The agency also held a "Solidarity Lunch" during this quarter, on November 2, 2018. In light of recent national events, the purpose of the brown bag lunch was to provide a safe space for staff to come together, enjoy each other's company, and provide a casual and supportive environment.</p>		

### C. COMMUNITY:

Please list the <b>Community Goal(s)</b> 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>Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan.</p> <ul style="list-style-type: none"> <li>○ 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.</li> </ul>	<b>Status Update</b>
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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 the CFB's work. As such, the CFB's Strategic Goals include the following pledges (in relevant part):</p> <p><b>Build and sustain productive relationships with stakeholders</b></p> <ul style="list-style-type: none"> <li>• Ensure public-facing communication is clear and open</li> <li>• Recognize and account for the diversity of the city when developing and communicating about our programming</li> <li>• Establish a presence in neighborhoods across the city</li> </ul>	<div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other - please describe</p>
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	<p><b>Seek new ways to promote New Yorkers' participation in their democracy</b></p> <ul style="list-style-type: none"> <li>• Use technology to increase voter registration and voting</li> <li>• Encourage and facilitate issue-based dialogue among the community and the candidates and the government</li> <li>• Educate, engage, and energize citizens to participate in the political process as voters, candidates, and small-dollar contributors.</li> </ul>	
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## V. RECRUITMENT

Please list <b>Recruitment Strategies and Initiatives</b> 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 <b>Recruitment Goal(s)</b> set/declared in your plan.	Status Update
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	The CFB created and distributed a formal merit increase and promotion policy during this quarter (October 29, 2018), as part of agency efforts to establish fair guidelines that provide equal opportunity to all staff.	<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 <b>Other - please describe</b>

opportunity to all staff.	<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 this quarter, in October 2018 and additional trainings will take place later this fiscal year.</p>	
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## B. INTERNSHIPS/FELLOWSHIPS

The agency is currently providing the following internship opportunities in Q2 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):			Male: ____ Female: ____
<i>Additional Comments:</i> 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 <b>Selection Strategies and Initiatives</b> 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 <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Status Update
Advising employees of opportunities for promotion and career development	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.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed <b>Other - please describe</b>

	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.	
Reviewing the methods by which candidates are selected for new hiring and promotion	<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>	<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
Increasing the positions filled through civil service lists	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	<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

	such titles.	
Analyzing the impact of layoffs or terminations on racial, gender and age groups	The CFB uses a human resources information system that allows the agency to track and report gender, race, and age of its workforce. This tool will assist the agency in identifying any possible underrepresentation or adverse impact that may occur if there is a layoff. Should any issues in this category be discovered through workforce analysis, the agency will work to amend the situation.	<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  Other - please describe

## 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 57.1% 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, Hispanic/Latino, 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 (30 as compared to 20 white employees), the difference isn’t 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 40% of the agency’s Executive team and unit heads identifying as Asian or Black.

*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 future 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 EEPD or another governmental agency specific to our EEO practices.

☐ The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.

☐ 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.

## APPENDIX: CAMPAIGN FINANCE BOARD EEO PERSONNEL DETAILS

### EEO PERSONNEL FOR 2nd QUARTER, FISCAL YEAR 2019

#### A. PERSONNEL CHANGES

<b>Personnel Changes this Quarter:</b>		<input type="checkbox"/> No Changes		<b>Number of Additions:</b> 0	<b>Number of Deletions:</b> 1
Employee's Name	Corey Schaffer, Director of Administrative Services and Human Resources				
Nature of change	<input type="checkbox"/> Addition <input checked="" 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: OR Termination Date: 10/22/2018			Start Date: OR Termination Date:	Start Date: OR Termination Date:
NOTE: Please attach CV/Resume of new staff to this report					
<b>For Current EEO Professionals:</b>					
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 checked="" 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 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: EEO Diversity & Inclusion IgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input 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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" 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)**

<b><u>DIVERSITY AND EEO STAFFING IN CAMPAIGN FINANCE BOARD AS OF QUARTER 2 FY 2019</u></b>					
<b><u>Name</u></b>	<b><u>Civil Service Title</u></b>	<b><u>EEO\ Diversity Role</u></b>	<b><u>% of Time Devoted to EEO &amp; Diversity Functions</u></b>	<b><u>Office E-mail Address</u></b>	<b><u>Telephone #</u></b>
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 Investigator	1%	scastillo@nyccfb.info	212-409-1843