

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: CAMPAIGN FINANCE BOARD

- 1st Quarter (July -September), due December 13, 2019
- 2nd Quarter (October - December), due January 30, 2020
- 3rd Quarter (January -March), due April 30, 2020
- 4th Quarter (April -June), due July 30, 2020

Prepared by:

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Name

Title

Telephone No.

Date Submitted: December 13, 2019

FOR DCAS USE ONLY

Date Received:

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. CFB provided its quarterly reports to DCAS and the EEPC directly beginning with Fiscal Year 2019, Quarter 3.

PART I: NARRATIVE SUMMARY**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees? Yes, On (Date): September 11, 2019 No

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

Diversity and EEO Appreciation Events

Public Notices

Positive Comments in Performance Appraisals

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

* Please describe D&EEO Awards and/or Appreciation Events below:

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**

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): October 4, 2019 **No**

The review was conducted together with: **Human Resources** **General Counsel**
 Agency Head **Other** Chief of Staff

The CFB began receiving dashboard information via CEEDS (Citywide Equal Employment Database System) during Q4 of FY2019. Prior to that quarter, the CFB did not receive dashboard information because of its status as a non-mayoral agency. However, the EEO Officer found that the agency’s internal demographic tracking system provided additional useful information, such as being able to identify the race of an employee where staff may be listed as “unknown” in the CEEDS reporting. The EEO Officer, Director of Human Resources, Chief of Staff, and Executive Director reviewed the data, which is largely included in this quarterly EEO report under Section A.

identify and encourage growth of its employees.	<i>Identify best practices to retain mature employees.</i>	<input checked="" type="checkbox"/> Planned <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Implement initiatives to improve the development and training of employees.</i>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Promote employee involvement by supporting Employee Resource and Affinity Groups (such as the Diversity and Inclusion Committee)</i>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Ensure employees receive Diversity and Inclusion training.</i>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Promote employee involvement by supporting Employee Resource and Affinity Groups (such as the Diversity and Inclusion Committee)</i>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<i>Ensure employees receive Diversity and Inclusion training.</i>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<i>Conduct workforce planning and forecasting.</i>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<i>Integrate succession planning in agency activities to develop a pipeline, and facilitate a seamless transition and continuity of service.</i>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<i>Encourage agency employees to take promotional service examinations by providing information on the agency intranet.</i>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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.

Underutilization was not identified in the quarterly workforce reports. However, if there is underutilization in the future, the agency will address it by enhancing internal and external application pools to address the underutilization and using the quarterly workforce dashboard and identifying specific job groups where underutilization exists to guide recruitment.

<p>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 <p>The CFB remains engaged in its efforts to achieve this commitment.</p>	<p>interest in external trainings, a staff survey on training and development, and training and development sessions. 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 other skills such as management, communication, and leadership, as well as trainings to enhance diversity and inclusion (including transgender inclusion, EEO, and sexual harassment prevention trainings). The trainings are conducted by a mix of expert external trainers and in-house staff. The trainings are well-attended (many are mandatory for all staff), and the evaluations showed that staff found the trainings truly valuable. The CFB will continue to hold Training and Development Days and similar activities in the future. The CFB hired a new Director of Human Resources earlier this calendar year, who will continue working on a robust training plan for staff.</p> <p>Beginning in August 2019, the agency began provided management refresher courses for all CFB supervisors and managers. The courses focus on five distinct topics, with two sessions held on</p>				
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	<p>room request form; (3) an update on paid parental leave; (4) updates to the City’s list of protected classes; and (5) additional information on EEO-related online trainings.</p>				
	<p><i>Update language in the key responsibilities of all supervisors to better emphasize supervisors’ responsibilities with respect to EEO and sexual harassment prevention.</i></p> <p>The updated language was drafted and will be added to all supervisors’ key responsibilities in this fiscal year.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
	<p><i>Conduct certain citywide surveys to improve the recruitment, hiring, inclusion, retention, and advancement of people in underrepresented groups on an ongoing basis (e.g., citywide onboarding survey, exit survey for non-represented employees, and exit interviews).</i></p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
	<p><i>Recognize holidays and special events.</i></p> <p>During this quarter, the CFB’s Diversity and Inclusion Committee (“Committee”) recognized Disability Independence Day, Women’s Equality Day, and Rosh Hashanah.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
	<p><i>Ensure the EEO professionals participate in</i></p>	<p><input type="checkbox"/> Planned</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

<p><i>trainings and other personal development to stay abreast of developments in EEO, sexual harassment prevention, and diversity and inclusion.</i></p> <p>This quarter, the EEO Officer attended DCAS’s monthly EEO Officer meetings. The EEO Officer and the HR Director also participated in live webinars this quarter: one focused on the interactive process for reasonable accommodation requests under the Americans with Disabilities Act and the other focused on effective communications with staff.</p>		<input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><i>Distribute a diversity and inclusion/EEO survey to all staff and analyze results.</i></p> <p>The information collected in the report will be used to develop and implement initiatives based on the analysis of the results of the survey.</p> <p>The survey is finalized and scheduled to be distributed to staff in Q2 of FY2020.</p>		<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>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>					
<p>This quarter, the CFB’s Diversity and Inclusion Committee recognized Disability Independence Day, Women’s Equality Day, and Rosh Hashanah by posting materials to the agency’s two centrally located bulletin boards.</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 that communities are empowered with access to voting resources.</p>	<p>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. This effort will require close work with non-profits, businesses, and community organizations. These plans will kick off with a series of town hall-style meetings for interest organizations beginning next quarter.</p> <p>On August 7, 2019, 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</p>				
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	<p>represented a variety of high schools, colleges, and organizations from throughout the City of New York.</p> <p>Of the testimonies, nearly all brought attention to the inequitable distribution of resources around New York City, especially within public high schools, and spoke to how access to information is intricately tied to voter turnout, civic participation, and community outcomes. Nearly all participants cited a need for quality civic education in all high schools and noted that they want more opportunities for young people to get involved with the voting process, elected officials, and local government. Most importantly, the participants asked that adults take their voices and concerns seriously and engage young people in a meaningful way.</p> <p>In response to these recommendations, the CFB) is expanding youth programming, including creating more civic education curriculum, designing a youth board, and launching a massive pre-registration campaign in the Winter and Spring of 2020. The recommendations from the “We the Young People” hearing have served as the</p>				
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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):

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,

	<p><i>Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource (citywiderecruitment@dcas.nyc.gov).</i></p>	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<p><i>Assess recruitment efforts to determine whether such efforts adversely impact any group.</i></p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

B. INTERNSHIPS/FELLOWSHIPS

The agency provided the following internship opportunities during Q1 FY2020.

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s] [N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows	0		M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	0		M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	5	White (3), Latinx (2)	M <u>1</u> F <u>4</u> N-B ___ O ___ U ___
4. Summer Graduate Interns	0		M ___ F ___ N-B ___ O ___ U ___
5. Other (specify):	2	White (1), Black (1)	M <u>1</u> F <u>1</u> N-B ___ O ___ U ___
6. None <input type="checkbox"/>			

Additional Comments: There are many internship opportunities available at the CFB, particularly during an election year. The agency is comprised

of many units, including Candidate Guidance & Policy, Records Management, Legal, Public Relations, and Voter Assistance, 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.

In this quarter, two interns (one who identifies as a female and a racial minority and the other who identifies as the latter) transitioned from their part-time intern positions to full-time staff. Two additional interns (both of whom identify as female) were hired to continue with the agency for the duration of the 2019-2020 school year after initially being hired as summer college interns.

In accordance with DCAS's EEO best practices, the agency will utilize the internship/fellowship opportunities to improve a pipeline of candidates from underutilized groups for entry-level positions, including in mission-critical positions.

C. 55-A PROGRAM

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

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 and has no 55-a Program participants on staff. The agency currently is in the process of seeking approval for its civil service title proposal for permanent titles.

<p><i>Have the EEO Officer observe interviews, where possible.</i></p> <p>The CFB plans on implementing this in a later quarter this fiscal year</p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p><i>Have the EEO Officer provide feedback to the hiring manager after the EEO Officer's assessment.</i></p> <p>The CFB plans on implementing this in a later quarter this fiscal year.</p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p><i>Have the EEO Officer assist the hiring manager if a reasonable accommodation is requested during the interview.</i></p> <p>The CFB plans on implementing this in a later quarter this fiscal year.</p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p><i>Have the EEO Officer review the hiring package prior to final review and approval by the Agency Head.</i></p> <p>The CFB plans on implementing this in a later quarter this fiscal year.</p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p><i>Adjust agency outreach and recruitment efforts where necessary.</i></p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

	<p><i>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.</i></p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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VII. TRAINING

Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

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://mstpwa-dcslinx01.csc.nycnet/Login.aspx>

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System. Yes No

There were no new R/A requests in the current quarter.

IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

Provide E.O. 16 Training Information in the "DIVERSITY AND EEO TRAINING SUMMARY" on the separate Excel template.

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

- The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about 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

Provide Sexual Harassment Prevention Training Information in the "DIVERSITY AND EEO TRAINING SUMMARY" on the separate Excel template.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

Please provide a short description of planning and progress in 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. The CFB performed a thorough review of our agency's staff demographics based on reported gender, race/ethnicity, and age, analyzed by individual unit. 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. Overall, our agency is firmly committed to diversity and inclusion, as well as overarching EEO principles including sexual harassment prevention. The CFB is steadfast in its dedication to ensuring that all employees, regardless of gender, race/ethnicity, age or other characteristic, have fair access to job assignments, trainings, promotions, and other opportunities as outlined in the agency risk assessment guide questions.

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 being unable to communicate because of language barriers.

While the agency is diverse with respect to race, ethnicity, and/or culture, the CFB does not have "blocs" of employees and has not had an "influx" of employees from a single culture and/or nationality. The CFB demands that 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. Females are also well-represented in the CFB's highest ranks, with 53% of the agency's leadership identifying as female as of the end of Q1 of FY 2020.

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, given the size

of the agency.

Also, people of color are well-represented in the CFB's leadership, with 46% 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 the CFB does not operate in any isolated workplaces. The CFB has 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 always include at least two employees.

However, the CFB does plan on opening a satellite office in 2020. The EEO Officer will assess any potential risks with that new space and work to mitigate/eliminate any potential concerns.

Risk 5: Decentralized Workplaces:

N/A. Like Risk 4, the CFB is at very low risk of sexual harassment due to decentralized workplaces because the agency is completely centralized. As mentioned in the Risk 4 section, 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. The CFB's leadership plays an active role in sexual harassment prevention by engaging in activities including, but not limited to, participating in numerous trainings and affirming the agency's stated and written commitment to sexual harassment prevention and broader EEO principles.

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 updates as they occur.
- The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates as they occur.

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

F. LOCAL LAW 101: CLIMATE SURVEY

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:

After reviewing and analyzing the results of the response data sent by DCAS (which covered the survey responses of 21 out of the CFB's 121 employees), the CFB formalized the practice of providing access to EEO training to all new employees within the first 30 days of employment and updating the agency's EEO complaint process to mirror the citywide procedure. The EEO training for new employees includes sexual harassment prevention, transgender inclusion, diversity and inclusion, and EEO.

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

The agency is currently NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices. The CFB underwent an audit by the NYC Equal Employment Practices Commission in CY2019 and received a Final Determination and Certificate of Compliance in October 2019.

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 2020.

APPENDIX: CFB EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 1st QUARTER, FISCAL YEAR 2020

A. PERSONNEL CHANGES

Personnel Changes this Quarter		<input checked="" type="checkbox"/> No		Number of Additions:	Number of Deletions:	
Changes						
Employee's Name						
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	
Start/Termination date of EEO Function	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: 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 (Director of Partnerships and Outreach)	Harold Andrieux (Director of Human Resources)		
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)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify) – ADA Coordinator, Career Counselor, Disability Rights Coordinator and Facilitator		

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%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): 10%
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 its 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No The CFB has tried to enroll its 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Completed Trainings:				
EEO Diversity & Inclusion				
IgbTq: The Power of Inclusion	<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 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Structured Interviewing and Unconscious Bias	<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 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
Sexual Harassment Prevention				
Training Source(s):	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input checked="" type="checkbox"/> Other

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

DIVERSITY AND EEO STAFFING AT CAMPAIGN FINANCE BOARD AS OF 4th QUARTER 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, and EEO Trainer	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
Harold Andrieux	CFB Analyst III	ADA Coordinator, 55-a Coordinator, Career Counselor, Disability Rights Coordinator and Facilitator	10%	handrieux@nyccfb.info	212-409-1750