

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME:	CAMPAIGN FINANCE BOARD	
X 1 ^s	^t Quarter (July -September), due December 13, 2019	
	^d Quarter (October - December), due January 30, 2020	
□ 3 rd	^l Quarter (January -March), due April 30, 2020	
□ 4 ^{ti}	^h Quarter (April -June), due July 30, 2020	
Prepared by:		
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Name	Title	Telephone No.
Date Submitted:	<u>December 13, 2019</u>	
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? Xes, On (Date): <u>September 11, 2019</u> 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

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.

Xes , On (Date): <u>October 4, 2019</u> □ No

The review was conducted together with:Image: Human ResourcesImage: General CounselImage: Chief of StaffImage: 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.

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - <u>Proactive Strategies to Enhance Diversity, EEO and Inclusion</u>:

A. WORKFORCE:

List the Workforce Goal(s) included in <i>Section IV:</i> <i>Proactive Strategies to Enhance Diversity, EEO and</i> <i>Inclusion,</i> which you set/declared in your FY 2020 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. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The CFB is proud of the diversity in its workplace and strives to continuously improve its employment and equal opportunity practices and procedures. The CFB will 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	Ensure that the pool of staff considered for promotions is diverse. This quarter, five staff members received promotions, including one staff member who identifies as Black, one who identifies as Asian and female, one who identifies as female, and another who identifies as LGBTQIA+.	 Planned Not started Delayed Deferred Ongoing Completed 			
practices that will support the recruitment, promotion, and retention of staff with diverse experiences and attributes. As part of its efforts to maintaining a diverse workforce, the CFB makes every attempt to	Institute coaching, mentoring, and cross- training programs.	 Planned Not started Delayed Deferred Ongoing Completed 			

employees.	identify and encourage growth of its employees.	Identify best practices to retain mature	🛛 Planned		
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	Ensure employees receive Diversity and Inclusion training.	 Planned Not started Delayed Deferred Ongoing Completed 			
	Conduct workforce planning and forecasting.	 Planned Not started Delayed Deferred Ongoing Completed 			
	Integrate succession planning in agency activities to develop a pipeline, and facilitate a seamless transition and continuity of service.	 Planned Not started Delayed Deferred Ongoing Completed 			
	Encourage agency employees to take promotional service examinations by providing information on the agency intranet.	 Planned Not started Delayed Deferred Ongoing Completed 			
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.					

B. WORKPLACE:

List the Workplace Goal(s) included in <i>Section IV:</i> <i>Proactive Strategies to Enhance Diversity, EEO and</i> <i>Inclusion,</i> which you set/declared in your FY 2020 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 Workplace Goal(s) 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. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The CFB commits to creating and maintaining an	Provide hiring managers and staff with a	Planned			
inclusive work environment and to increase	role in the hiring process with structured	Not started			
employee job satisfaction by creating action	interview/unconscious bias training to	Ongoing			
plans based on results of employee surveys and	best ensure fairness in the hiring process	Delayed			
other employee engagement methods.	and to maintain a diverse workforce.	Deferred			
The CFB will also continue to create and maintain		Completed			
	Encourage staff to further their	Planned			
an inclusive work environment by properly	professional development, and announce	Not started			
training hiring managers and others involved in	the accomplishments of staff on the	🛛 Ongoing			
the hiring process with structured	Intranet and all-staff email when	Delayed			
interview/unconscious bias training, as well as	appropriate.	Deferred			
providing other training and opportunities to promote diversity and inclusion, as well as career		Completed			
development and growth.	Provide training and development to staff.	Planned			
		□ Not started			
As part of the agency's efforts to continuously	The CFB created and adhered to a	🛛 Ongoing			
grow and improve, the CFB underwent a Strategic	comprehensive training and development	Delayed			
Plan Initiative during Q4 of FY2018. The process	plan for the agency. This plan included	Deferred			
provided an opportunity for all interested staff to	outreach throughout the agency on current in-house trainings and topics of	Completed			

openly discuss ideas pertaining to the Strategic Plan Initiative. The CFB's Strategic Goals include a focus on diversity and inclusion at the agency, specifically, the following commitment:	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,		
 Create an open, transparent, collaborative, and inclusive culture Freely share information and openly communicate within the agency Seek out diverse voices, embrace cultural differences, and continue our commitment to employment diversity Recognize and respect a wide range of expertise and experience within the agency Engage our colleagues across agency functions to accomplish shared goals The CFB remains engaged in its efforts to achieve this commitment. 	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.		
	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		

each topic per month to accommodate all management. For example, this quarter there was a session centered on active listening where attendees learned helpful tips to improve their active listening skills. These courses will continue throughout this fiscal year.			
Review and update Sexual Harassment Prevention and EEO Policy Statements annually. The CFB updated its Sexual Harassment Prevention and EEO Policy Statements and Statement of Commitment from Agency Head during this quarter. The documents were provided to all staff by the Executive Director. The EEO Officer also provided staff with a verbal reminder about the updated documents. This quarter, the Executive Director also provided staff with additional updates pertaining to EEO and diversity and inclusion, including (1) an update on the agency's successful completion of the Equal Employment Practices Commission (EEPC) audit of the CFB's sexual harassment prevention and response practices; (2) distribution of the agency's new lactation accommodation policy and	 □ Planned □ Not started ☑ Ongoing □ Delayed □ Deferred □ Completed 		

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room request form; (3 parental leave; (4) upo of protected classes; information on E trainings.	dates to the City's list			
Update language in the of all supervisors to supervisors' responsib EEO and sexual haras. The updated language will be added to a responsibilities in this	b better emphasize bilities with respect to sment prevention. ge was drafted and all supervisors' key	 Planned Not started Ongoing Delayed Deferred Completed 		
Conduct certain cir improve the recruitme retention, and advan underrepresented gro basis (e.g., citywide exit survey for employees, and exit in	ent, hiring, inclusion, cement of people in oups on an ongoing onboarding survey, non-represented	 Planned Not started Ongoing Delayed Deferred Completed 		
Recognize holidays and During this quarter, and Inclusion Comm recognized Disability Women's Equality Hashanah.	the CFB's Diversity ittee ("Committee") Independence Day,	 Planned Not started Ongoing Delayed Deferred Completed 		
Ensure the EEO profes	sionals participate in	Planned		

	trainings and other personal development to stay abreast of developments in EEO, sexual harassment prevention, and diversity and inclusion. 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.	 □ Not started ⊠ Ongoing □ Delayed □ Deferred □ Completed 			
	Distribute a diversity and inclusion/EEO survey to all staff and analyze results. The information collected in the report will be used to develop and implement initiatives based on the analysis of the results of the survey. The survey is finalized and scheduled to be distributed to staff in Q2 of FY2020.	 Planned Not started Ongoing Delayed Deferred Completed 			
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. 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		<i>,,</i>	. , ~,	,	

The Committee worked with other staff members to create a Caregiver Support Group in FY2019. The group is 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 held its first meeting in the third quarter of FY2019 and held a second meeting in the fourth quarter of FY2019. The Caregiver Support Group hosted the CFB's first Bring our Children to Work Day on April 25, 2019. 24 children between the ages of 1-13 attended the four-hour event, which included a civics lessons from the Executive Director and staff for the older children and story-time using a voting themed Dr. Seuss book for the younger children – all in line with the work of the CFB. The Caregiver Support Group has additional meetings scheduled for FY2020 and plans on hosting the Bring our Children to Work Day on an annual basis.

The Executive Director and EEO Officer also began holding one-on-one quarterly meetings to discuss EEO and related topics. This quarter, the two met on August 22, 2019.

C. COMMUNITY:

List the Community Goal(s) included in <i>Section IV:</i> <i>Proactive Strategies to Enhance Diversity, EEO and</i> <i>Inclusion,</i> which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	 Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. 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. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The CFB will promote accountability, education,	Continue to plan and implement events to	Planned			
and communication on diversity and inclusion	boost voter registration and voter turnout,	Not started			
with employees, leaders, and stakeholders. With	and continue to undertake initiatives to	🖾 Ongoing			
significantly increased EEO, diversity and inclusion	improve community relations, community	Delayed			
training and other related programming (at least	awareness, and community engagement.	Deferred			
once per quarter), employees will better	, , , , , , , , , , , , , , , , , , , ,	Completed			
appreciate the importance of diversity and	On National Voter Registration Day, which				
inclusion, which will empower the agency to	took place this quarter, the CFB (through				
better perform its work, aimed at benefitting the	its NYC Votes arm) registered 3,387 new				
citizens on New York City as a whole.	voters in partnership with twelve NYC				

agencies and 58 other organizations. On The CFB continues to encourage civic engagement NVRD, NYC Votes announced its plans to with youth and in underserved communities. The double youth voter turnout in the 2021 agency conducts voter registration drives, elections (as compared to the 2017 coordinates youth events, and sends postcard elections) and to boost voter participation mailings to various households, to ensure that among naturalized citizens in NYC by communities are empowered with access to 20,000 new voters by the end of calendar voting resources. 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. 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 longterm youth engagement initiatives. Twenty-four young people provided spoken testimony and six provided written statements. The youth who testified ranged from 14-25 years old and

represented a variety of high schools,		
colleges, and organizations from		
throughout the City of New York.		
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.		
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		
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foundation for the CFB's new and improved initiatives and will inform the way the agency designs and implements new programming, keeping access and equity at the forefront. Part of the CFB's strategy to improve outreach to immigrant communities includes translating additional materials into target languages, creating more specifically targeted culturally-relevant materials, conducting more strategic in- person outreach (including to foreign- language press and other organizations), and building more strategic partnerships. Additionally, the CFB circulates a post- election survey after every election asking all campaigns for feedback about their opinions and suggestions about their experiences with the CFB. The information is then used to improve CFB procedures, training materials, technology, and more.			
Voluntarily implement the City's M/WBE (minority/women owned business enterprise) goal setting requirements. Although the CFB is a non-mayoral agency and therefore exempt from the City's M/WBE goal setting requirements, the	 Planned Not started Ongoing Delayed Deferred Completed 		

CFB recognizes the importance of utilizing M/WBE certified vendors and has taken proactive measures to use M/WBEs. The CFB firmly believes that M/WBEs contribute greatly to and drive our City's economy and use of their goods and services should be properly reflected in government contracting, including at the CFB. As such, the CFB adheres to the practice of including M/WBE certified vendors in all CFB solicitations, reaching out to more than the number of M/WBEs recommended by DCAS. For example, when the CFB engaged in a search for a security firm this quarter, the agency only solicited from M/WBE certified vendors. Additionally, during the CFB's search for a vendor for a large project recently, the agency sent the Request for Proposal to 56 M/WBEs in addition to the standard vendor list. Seven out of the nine responding proposals come from M/WBEs.			
Strengthen outreach efforts to increase the diversity of candidates running for office. The CFB launched its 5 Borough Tour program in June 2019. The events provided Saturday afternoon trainings in	 □ Planned □ Not started ⊠ Ongoing □ Delayed □ Deferred □ Completed 		

libraries located in each of the five boroughs for those interested in running for City office in 2021. The CFB created and implemented this program to help increase the diversity of candidates running for office and provide better representation for all communities in NYC elections. 201 people attended the sessions held so far: 64 in Queens, 56 in Manhattan, 40 in Brooklyn, 25 in the Bronx, and 16 in Staten Island. Two additional trainings will be held next quarter as well.			
Consistently train staff on EEO, diversity and inclusion, and sexual harassment prevention issues. The CFB's continuous 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.	 Planned Not started Ongoing Delayed Deferred Completed 		
Include diversity and inclusion-related issues as part of the agency's strategic plan. The CFB went through a Strategic Plan Initiative process. The agency believes	 Planned Not started Ongoing Delayed Deferred Completed 		

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 issuebased 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.		
These pledges are a part of the agency's current and future work.		

V. <u>RECRUITMENT</u>

List Recruitment Strategies and Initiatives which you set/declared in your FY 2020 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The agency will post the job descriptions for all new open positions on the agency website and notify employees of the positions via email. The job postings will also be placed on external sites such as Monster Diversity and diversityjobs.com. In FY 2020, the CFB will continue to follow the formal merit increase and promotion policy that was established during FY 2019 in the interest of adhering to clear, fair guidelines aimed at	Create, distribute, and adhere to a merit increase and promotion policy. The CFB created and distributed this policy during the second quarter of FY2019 as part of agency efforts to establish fair guidelines that provide equal opportunity to all staff and will continue to follow the policy consistently in FY2020.	 Planned Not started Ongoing Delayed Deferred Completed 			
providing equal opportunity to all staff. The CFB also will implement and/or continue additional recruitment strategies and initiatives in FY2020.	Implement a compressed work week strategy. The CFB is also in the process of trying to implement a compressed work week schedule to provide a benefit for	 ☑ Planned □ Not started □ Ongoing □ Delayed □ Deferred □ Completed 			

employees that would be useful in the recruitment process, particularly for candidates and staff who may benefit from this additional flexibility. The CFB hopes to start a pilot program for the compressed work week schedule next quarter.			
Ensure that agency personnel involved in the hiring process have received structured interview training and unconscious bias training.	 Planned Not started Ongoing Delayed Deferred Completed 		
Review policies, procedures, and practices related to targeted outreach and recruitment.	 Planned Not started Ongoing Delayed Deferred Completed 		
Review underutilization in job groups to inform recruitment efforts.	 Planned Not started Ongoing Delayed Deferred Completed 		

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Direct resources to bolster efforts to increase the effectiveness of diversity recruitment.	 Planned Not started Ongoing Delayed Deferred Completed 		
Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to career opportunities (if available through the new HRIS, the CFB will put this into place in 2020).	 Planned Not started Ongoing Delayed Deferred Completed 		
Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging.	 Planned Not started Ongoing Delayed Deferred Completed 		
Share job vacancy notices with the Mayor's Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788- 2830 and ACCES VR by sending job vacancy notices to Maureen.Anderson@nysed.gov, (212) 630-2329, so they can share them with their clients.	 Planned Not started Ongoing Delayed Deferred Completed 		

Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource (citywiderecruitment@dcas.nyc.gov).	 ☑ Planned ☑ Not started ☑ Ongoing ☑ Delayed ☑ Deferred ☑ Completed 		
Assess recruitment efforts to determine whether such efforts adversely impact any group.	 Planned Not started Ongoing Delayed Deferred Completed 		

B. INTERNSHIPS/FELLOWSHIPS

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 🗆					

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.

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.

VI. <u>SELECTION (HIRING AND PROMOTION)</u>

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

List additional Selection Strategies and Initiatives which you outlined in your FY 2020 Diversity and EEO Plan (include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data).	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The CFB follows EEO recommended best practices	Review the policies, procedures, and practices	Planned			
and has a structured interviewing process in	relating to hiring or selection for promotion or	Not started			
place. The EEO Officer, HR Director, and certain	to fill vacancies (new hires).	Delayed			
agency leadership review demographic		Deferred			
information about staff, as well as applicants and		Ongoing			
staff up for consideration for promotion.		Completed			
	Inform and promote employee awareness	Planned			
The CED's server equipoler is always evailable to	of opportunities for promotion and	Not started			
The CFB's career counselor is always available to	transfer within the agency.	Delayed			
meet with staff about career development.		Deferred			
Employees interested in open positions often		🛛 Ongoing			
make appointments with the career counselor to		Completed			
discuss what might be best suited for them and					
how to plan for overall professional growth	Encourage the use of training and	Planned			
opportunities.	development programs to improve skills,	Not started	\boxtimes		
	performance, and career opportunities	Delayed			
The CFB has a human resources-focused hub on		Deferred			
its Intranet for all employees to have continuous		🛛 Ongoing			
access to career development and other related		Completed			
information, such as details about trainings and					

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open civil service examinations. CFB employees	Provide information to staff on both	Planned			
are encouraged to attend trainings, acquire	internal and external professional	□ Not started			
certifications, and take on new projects and/or	development training sources.	Delayed			
responsibilities in order to further develop their		Deferred			
skills, which increases their value to the agency,		Ongoing			
and may enable them to grow into other		Completed			
opportunities.	Explain the civil service process to staff and	🗆 Planned			
opportunities.	what it means to become a permanent civil	□ Not started			
	servant.	Delayed			
		Deferred			
		🛛 Ongoing			
		Completed			
	Provide technical assistance in filing for	Planned			
	upcoming civil services exams as	Not started			
	necessary.	Delayed			
		Deferred			
		🖾 Ongoing			
		Completed			
	Provide agency staff with citywide vacancy	Planned			
	announcements, civil service exams	□ Not started			
	notices and other career development	Delayed			
	information.	Deferred			
		🛛 Ongoing			
		Completed			
	Continue to facilitate training to improve	Planned			
	skills and access to career opportunities for	□ Not started			
	all employees in its Leadership Program	Delayed			
	and via referrals to DCAS.	Deferred			
		🛛 Ongoing			
		□ Completed			

Assist employees and Job Training	Planned		
Program participants (if applicable) to	□ Not started		
assess and develop career paths.	Delayed		
	Deferred		
	🛛 Ongoing		
	□ Completed		
Provide resources and support for resume	🛛 Planned		
preparation, review of effective interview	□ Not started		
techniques and techniques to promote	Delayed		
career growth and deal with change.	Deferred		
career growth and acar with change.	Ongoing		
	Completed		
Develop and implement a protocol for	Planned		
promotions and salary increases.	Not started		
	Delayed		
Efforts to ensure compliance with the	Deferred		
policy will be ongoing.	Ongoing		
policy will be oligolity.	☑ Completed		
Create and implement a promotion	🛛 Planned		
request form which will include the various	Not started		
reasons why a promotion may be	Delayed		
necessary.	Deferred		
necessary.	Ongoing		
	Completed		
Post announcements for all new positions,	Planned		
including senior level positions.	Not started		
5	Delayed		
	Deferred		
	🛛 Ongoing		
	Completed		

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Actively reach out to netw	erne ej	I Planned		
underrepresented groups.		□ Not started		
		Delayed		
		Deferred		
		□ Ongoing		
		Completed		
Train hiring managers in si	tructured 🗆] Planned		
interviewing techniques to	avoid 🗆	□ Not started		
unintentional biases in the hiring	process.	Delayed		
		Deferred		
		Ongoing		
		Completed		
Assess the way candidates are sel	lected for 🛛 🗵	A Planned		
employment, to determine wheth	her there 🛛 🗆	Not started		
is any adverse impact upon any p	particular 🛛 🗆	Delayed		
racial, ethnic, disability, or gend	er aroup. I –	Deferred		
If adverse impact is discovered, th	e agency	Ongoing		
head will determine whether the		Completed		
being utilized are job-related. If th	ne criteria			
are not job-related, the age	ncy will			
discontinue using that method.	,			
Review the demographics race	ethnicity 🛛 🖾	A Planned		
and gender for those who	received	Not started		
promotions/salary raises.		Delayed		
		Deferred		
		Ongoing		
		Completed		
The hiring manager must sub	bmit the 🛛 🖾	A Planned		
resumes for the first, second a	and third 🗆	Not started		
choices for an open position to th	e Agency	Delayed		
Head and HR Director during	the final	Deferred		
approval stage.	- L	Ongoing		
approval stage.		Completed		

Review the demographics of the senior	Planned		
leadership regularly (by Agency Head).	□ Not started		
	Delayed		
	Deferred		
	Ongoing		
	Completed		
EEO Officer will review on a quarterly basis	Planned		
the demographics of those who received	□ Not started		
promotion and share the information with	Delayed		
the Agency Head and Human Resources	Deferred		
(by EEO Officer).	Ongoing		
	Completed Planned		
Review policies, procedures, and practices	□ Planned □ Not started		
related to hiring (including vacancy	□ Not started □ Delayed		
announcements, use of certification lists,	Defayed		
and the selection process for mission	☐ Deferred ☑ Ongoing		
critical occupations) for possible negative	Completed		
impact on minority employees and			
applicants.			
EEO, HR and managers will collaborate	Planned		
and, where necessary, develop action	□ Not started		
plans to eliminate barriers.	Delayed		
	Deferred		
	🛛 Ongoing		
	Completed		
Develop specific, job-related qualification	Planned		
standards for each position that reflect the	□ Not started		
duties, functions, and competencies of the	Delayed		
position and minimize the potential for	Deferred		
gender stereotyping and other unlawful			
discrimination. Make sure these	Completed		
standards are consistently applied when			

choosing among candidates.			
Establish written objective criteria for evaluating candidates for hire or promotion and apply those criteria consistently to all candidates. Hiring managers will develop written objective criteria for each open position.	 ☑ Planned □ Not started □ Delayed □ Deferred □ Ongoing □ Completed 		
Ensure nondiscriminatory treatment by conducting structured interviews, where the same questions are asked of all applicants for a particular job or category of job, and inquiring about matters directly related to the position in question	 Planned Not started Delayed Deferred Ongoing Completed 		
Use a diverse panel of interviewers to conduct interviews.	 Planned Not started Delayed Deferred Ongoing Completed 		
Have the EEO Officer review the interview questions in collaboration with the Director of Human Resources to ensure they are EEO-compliant, job-related, and required by business necessity.	 ☑ Planned □ Not started □ Delayed □ Deferred □ Ongoing □ Completed 		
The CFB plans on implementing this in a later quarter this fiscal year.			

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Have the EEO Officer observe interviews,	🛛 Planned		
where possible.	Not started		
	Delayed		
The CFB plans on implementing this in a	Deferred		
later quarter this fiscal year	Ongoing		
	Completed		
Have the EEO Officer provide feedback to	🛛 Planned		
the hiring manager after the EEO Officer's	□ Not started		
assessment.	Delayed		
	Deferred		
The CER plane on implementing this in a	Ongoing		
The CFB plans on implementing this in a	Completed		
later quarter this fiscal year.			
Have the EEO Officer assist the hiring	🛛 Planned		
manager if a reasonable accommodation	Not started		
is requested during the interview.	Delayed		
	Deferred		
The CFB plans on implementing this in a	Ongoing		
later quarter this fiscal year.	Completed		
· · · · · ·	⊠ Planned	 	
Have the EEO Officer review the hiring			
package prior to final review and approval	□ Not started		
by the Agency Head.	Delayed		
	Deferred		
The CFB plans on implementing this in a			
later quarter this fiscal year.	Completed		
Adjust agency outreach and recruitment	Planned		
efforts where necessary.	□ Not started		
	□ Delayed		
	Deferred		
	Completed		

applications of qualified applicants and selection rates.DeferredDDSelection rates.CompletedDD

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: <u>https://mspwva-dcslnx01.csc.nycnet/Login.aspx</u>

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System. Xes INO

□ 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: <u>https://mspwva-dcslnx01.csc.nycnet/Login.aspx</u>

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 <u>NOT</u> 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 Cha Changes	nges this Quarter: 🛛 No	Number of Additions:	Number of Deletions:	
Employee's Name				
Nature of change	Addition Deletion	Addition Deletion	Addition Deletion	
Start/Termina tion date of EEO Function	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: OR Termination Date:	
NOTE: Please a report	attach CV/Resume of new staff to this			
For Current El	EO 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	 EEO Officer EEO Counselor EEO Trainer EEO Investigator 55-a Coordinator Other: (specify) 	 EEO Officer Z EEO Counselor EEO Trainer Z EEO Investigator 55-a Coordinator Other:(specify) 	 □ EEO Officer ⊠ EEO Counselor ⊠ EEO Trainer ⊠ EEO Investigator □ 55-a Coordinator □ Other: (specify) 	 EEO Officer EEO Counselor EEO Trainer EEO Investigator 55-a Coordinator Other: (specify) – ADA Coordinator, Career Counselor, Disability Rights Coordinator and Facilitator

Proportion of Time Spent on EEO Duties	□ 100%	☑ Other: (specify %): 20%	□ 100%	☑ Other: (specify %): 1%	□ 100% □ Other: (specif	fy %): 1%	□ 100% □ Other: (s	pecify %): 10%
Attended EEO Professional On-Boarding at DCAS	🛛 Yes	□ No	Counselors sessions mu have been t	■ No as tried to enroll its EEO in the DCAS onboarding altiple times in the past but told there was not enough EEO Counselors.	☐ Yes The CFB has trie EEO Counselors onboarding sessi in the past but ha there was not ene EEO Counselors	s in the DCAS ons multiple times ave been told ough space for	□ Yes	🛛 No
Completed Trainings: EEO Diversity & Inclusion								
lgbTq: The Power of Inclusion	⊠ Yes ⊠ Yes	□ No □ No	⊠ Yes ⊠ Yes ⊠ Yes	NoNoNo	⊠ Yes ⊠ Yes ⊠ Yes	NoNoNo	⊠ Yes ⊠ Yes ⊠ Yes	□ No □ No □ No
Structured Interviewing and Unconscious Bias	⊠ Yes ⊠ Yes	□ No □ No	⊠ Yes ⊠ Yes	□ No	⊠ Yes	□ No □ No	⊠ Yes ⊠ Yes	□ No □ No
Sexual Harassment Prevention Training		Agangy N Other		M Acongra D Other		Agency	DCAS	□ Agency
Source(s):	DCAS	Agency Differ	ther \square DCAS \square Agency \square Other		□ Other		☑ DCAS □ Agency ☑ Other	

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

DIVERSITY AND EEO STAFFING AT CAMPAIGN FINANCE BOARD AS OF 4th QUARTER FY 2019									
Name	Civil Service Title	EEO\Diversity Role	% of Time Devoted to <u>EEO & Diversity</u> <u>Functions</u>	Office E-mail Address	Telephone #				
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				