

AGENCY QUARTERLY REPORT FY 2018

Agency Name: New York City Campaign Finance Board

- 1st Quarter (July -September), due October 31
- 2nd Quarter (October - December), due January 31
- 3rd Quarter (January -March), due April 30
- 4th Quarter (April -June), due July 31

Prepared by:

Danica You
Name

EEO Officer
Title

212-409-1856
Telephone No.

Date Submitted: October 31, 2017

FOR DCAS USE ONLY

Date Received: _____

Name of Reviewer: _____

PART I: NARRATIVE SUMMARY

I. STRATEGIC PLAN INITIATIVES

Please describe your progress this quarter in implementing the primary goals in your Agency Diversity and EEO Plan for FY 2018 with regards to Section V: Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Objective(s): Define steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.
The Campaign Finance Board (CFB) is proud of the diversity in its workplace and strives to continuously improve its employment and equal opportunity practices and procedures. In addition to maintaining a diverse workforce, the CFB makes every attempt to identify and encourage growth of its employees. In the last fiscal quarter there were 11 promotions; four were given to employees in a minority group, seven were given to women (two of these women are also members of a minority group).
Objective(s): Define 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.
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 has a total workforce consisting of 106 employees. 49.1% of CFB employees are in a minority group and 50% are female.

B. WORKPLACE:

Objective(s): Define steps that will be 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.
The CFB remains committed to creating and maintaining an inclusive work environment. The agency has provided all hiring managers with structured interview training to ensure bias is not present in the hiring process and to maintain a diverse workforce. In the next quarter this training will be extended to any additional staff who have a role in the hiring process. The agency also encourages each staff member to further their professional development and announces on its Intranet the accomplishments of each employee.
As part of the agency’s efforts to create and maintain an inclusive work environment, the CFB hosts three and a half hour on-site transgender inclusion trainings with DCAS and Future Work Institute. The last training took place last fiscal year, on June 22, 2017. The training was completed by thirty-three CFB employees who were identified based on their role as supervisor and/or “front line staff” as defined by Executive Order 16. The training educated participants on the correct terminology, legislation, and future trends regarding the LGBT community and employees in the workplace, and also provided information on other relevant issues, such as gender affirming restroom accommodations and best practices for creating an open and inclusive work environment. The training was well-received by staff and received unanimously positive evaluations by attendees. Given the high demand for this training and the agency’s commitment to providing resources to support a diverse and inclusive workplace, the agency will organize a second training for additional staff. The next training will take place in January 2018.
As part of the agency’s recognition of “EEO Month,” which takes place annually in September,

the agency (1) held a meeting between the EEO Officer, one of the EEO Counselors (the other EEO Counselor is out on leave), and the Director of Administrative Services and Human Resources to discuss various EEO-related issues; (2) held a Diversity and Inclusion Committee (“Committee”) meeting where the EEO-related issues were again addressed, along with other topics relevant to diversity and inclusion; (3) had each unit head, as well as the Executive Director, affirm the Statement of Commitment to the agency’s EEO policy by either reading or emailing the statement to each of their employees and then confirm that such action was taken by contacting the EEO Officer; and (4) recognized Rosh Hashanah and National Hispanic/Latinx History Month.

To recognize Rosh Hashanah, the Committee, under the leadership of one of the agency’s employees, organized a one-hour long gathering where interested staff members could gather in recognition and celebration of the holiday by eating apples and honey (which are traditionally consumed as part of the holiday) and socializing. The Committee also created and posted information about Rosh Hashanah, as well as National Hispanic/Latinx History Month on two centrally located bulletin boards to highlight two important events in September 2017. The Committee also encouraged interested staff to inform Committee members about holidays/events that staff may want the Committee to highlight to the overall agency.

The Committee voted to finalize its mission statement at their September 2017 meeting as well.

Additional details and other steps the agency took this quarter to contribute to an inclusive work environment are further detailed in Part IV(C).

C. COMMUNITY:

Objective(s): Define 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.

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.

II. STATISTICAL SUMMARY OF EEO ACTIVITIES

Please refer to the accompanying MS Excel spreadsheet and Appendix (Training Details tab) to report statistical performance indicators concerning programmatic, compliance and training functions of EEO office in your agency.

III. EEO PERSONNEL PROFILE

Please indicate changes (additions, deletions, reassignments) in your EEO personnel roster during the quarter in **Section A of the Statistical Summary AND in Appendix 2 below**.

Please write additional comments, if any, here:

There were no changes in EEO personnel in the last fiscal quarter. However, as stated in Section A of the Statistical Summary and in Appendix 2 below, the agency’s Director of Administrative Services and Human Resources held EEO-related roles prior to this quarter, but was not listed in those earlier quarterly reports. Upon further consideration of the employee’s EEO-related roles, specifically as Reasonable Accommodation Coordinator, 55-A Coordinator, and Career Counselor, the agency decided to include the employee in the EEO reporting beginning last quarter.

IV. EEO POLICIES, PROGRAMS AND INITIATIVES

A. EEO Policy

Please report your agency’s activities in **Section B of the Statistical Summary**.

Please write additional comments, if any, here:

Dissemination of Diversity and EEO Policy:

X DISTRIBUTION OF CITY EEO POLICY: *If only portion(s) of the EEO policy was/were distributed, indicate specific section/s and the date of distribution.*

The EEO officer and EEO counselors are in the process of updating the agency’s EEO training materials and will provide a full training for new employees on an ongoing basis beginning in the 2nd Quarter of FY2018 and also will begin re-training those who are due for another EEO training. The City EEO Policy was distributed from this quarter to five employees (seasonal employees) who had yet to receive the Policy. When the employees received the EEO-related materials, they were provided with a brief summary of their rights under the EEO Policy.

X CONVERSION OF EEO POLICY INTO ALTERNATIVE FORMAT(S)
 Large Print Audio-cassette Others (specify)
 The CFB’s EEO Policy in large print is available upon request.

DISSEMINATION OF EEO INFORMATION

Posting of Posters: (Specify topic)

A flyer titled “Pregnancy and Employment” and a poster affirming the right to use the restroom, locker room, or other single-sex facility consistent with one’s gender identity, gender, or gender expression, as required by Executive Order 16, are posted in all agency pantries. Posters regarding federal and state employment laws are posted in the agency workroom. These posters include information about discrimination, Equal Employment Opportunity laws, and employee rights.

Consistent with best practices for addressing gender identity issues in the workplace, the agency also posted the restroom codes so that visitors may easily view the information and determine which facility is consistent with their gender identity, gender, or gender expression.

Distribution of leaflets/pamphlets/brochures: (Specify venue)

The EEO Officer and one of the EEO Counselors distributed copies of the City’s EEO Policy and other EEO-related materials as outlined above in the “Distribution of City EEO Policy” section.

Discussion on EEO Matters in Meetings: (Specify)

In September 2017 the head of each unit as well as the Executive Director, affirmed the Statement of Commitment to the agency’s EEO policy by either reading the statement aloud during a unit meeting or by emailing the statement to each of their employees. The unit heads then confirmed that they made the affirmation by emailing the EEO Officer.

The Statement of Commitment is as follows:

The NYC Campaign Finance Board is an Equal Opportunity Employer committed to compliance with federal, state, and local laws prohibiting employment discrimination. Employment decisions will be made on the basis of merit and equality of opportunity and without unlawful discrimination. If you have any questions please feel free to speak to:

- Danica You, EEO Officer
- Sabrina Castillo, EEO Counselor
- Rudy Castro, EEO Counselor
- Corey Schaffer, Director of Administrative Services and HR

INCLUSION OF EEO RELATED ARTICLES IN AGENCY NEWSLETTER

The CFB does not have an agency newsletter.

POSTING ON AGENCY SITES: [X] Intranet [X] Internet

The CFB EEO policy, City EEO Policy, “About EEO” and “The 55-a Program” is posted on the agency’s Intranet. The CFB states that it is an equal opportunity employer on its career opportunities page, with a link to “About EEO” within the statement.

OTHER: (Specify)

B. 55-A Program

Please report your 55-a program activities in **Section B of the Statistical Summary.**

Please write additional comments, if any, here:

55-a Program Support:	
X	RE: Posting of 55a information on Bulletin Boards/Electronic Bulletin Boards/E-mail <u>The CFB includes a link on its Intranet to the DCAS website regarding 55-a information, as well as a link to DCAS’s “The 55-a Program” brochure.</u>
<input type="checkbox"/>	RE: Postings in Personnel/Interviewing Areas for applicants/employees
<input type="checkbox"/>	RE: Distribution of 55a pamphlets/ brochures with pay checks
<input type="checkbox"/>	RE: Distribution of 55a pamphlets/ brochures at training sessions
<input type="checkbox"/>	RE: Discussion on 55a program at orientation/training sessions
<input type="checkbox"/>	RE: Inclusion of an article on 55a program in agency newsletter
<input type="checkbox"/>	Others: (Specify)

C. Other EEO Initiatives

Please report other Diversity and EEO-related initiatives here:

<p>Other EEO-Related Activities: 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 activity/ies occurred.</p>
<p><u>Ongoing:</u> Intranet The CFB continued to update its staff of diversity and EEO-related events and activities through its Intranet.</p> <p><u>September 18, 2017:</u> Annual EEO Meeting The EEO Officer, one of the EEO Counselors, and the Director of Administrative Services and Human Resources held a meeting to discuss the following:</p> <ol style="list-style-type: none"> 1. Past/existing employment practices, policies, and programs as they relate to EEO 2. Assessments of hiring, promotion, and termination practices and procedures as they relate to EEO 3. Anticipated EEO programs and projects for the year ahead 4. Review of the current EEO complaint form <p><u>September 19, 2017:</u> Diversity and Inclusion Committee Meeting Ten employees attended the September 2017 Committee meeting. The hour long committee discussion included the following topics: (1) finalizing the Committee’s mission statement; (2) brainstorming potential diversity education efforts including, but not limited to, posting information up on the designated hallway bulletin boards about holidays and cultural events; and (3) discussing past and existing employment practices, policies, and programs at the agency, including any barriers to equal opportunity and potential correction actions.</p> <p>The final mission statement that the Committee unanimously voted to adopt is as follows:</p> <p>The CFB’s Diversity & Inclusion Committee aims to celebrate and foster understanding of the wide diversity of the CFB and the City of New York. The Committee defines “diversity” in the broadest sense, and includes, but is not limited to, diversity of age, alienage/citizenship, class, color, disability, ethnicity, gender, gender identity, marital/partnership/caregiver status, national origin, pregnancy, race, religion, and sexual orientation.</p> <p>The Committee creates and promotes events and educational opportunities that further diversity and inclusion in order to help staff feel empowered, valued, and respected. The Committee also is committed to supporting the development, implementation, and maintenance of agency policies and practices that recruit, support, promote, and retain staff with diverse experiences and attributes. Additionally, the Committee supports agency policies and other efforts aimed to engage all New Yorkers in the political process.</p> <p><u>June 22, 2017:</u> Transgender Inclusion Training As discussed in greater detail in Part I(B), the agency worked with DCAS to host a three and a half hour on-site transgender inclusion training that was attended by thirty-three employees. The trainers were from the Future Work Institute. The agency will organize a second training for additional staff which will take place in January 2018.</p> <p>See the OTHER information in Section A above regarding an in-depth training provided to all hiring managers.</p>

D. Recruitment\Selection and Outreach

Please report your agency’s Recruitment/Selection and Outreach activities in **Section C of the Statistical Summary**. Please write additional comments, if any, here:

JOB VACANCY POSTING:

Bulletin Boards _____

Electronic Bulletin Boards: The CFB is a non-mayoral agency and does not utilize City Jobs. All job postings are posted on the agency website and are distributed internally to CFB staff. The CFB also posts all job vacancies on a number of external websites. The CFB posts all of its jobs on Monster Diversity. In addition, the agency is posting vacancies on diversityjobs.com. Both of these websites place recruitment ads on multiple diversity websites and the CFB tracks sources of application submission and will monitor how many applications are received through these sites.

Electronic Mailing Lists _____

Distribution of Vacancy Notices through a mailing list of libraries, organizations, etc.
The CFB routinely posts job postings at local university and colleges.

Advertising job vacancy though newspaper, radio and television _____

Participation in career fairs, job expo, school career day activities, street fairs, etc.
The CFB routinely participates in select career fairs and school career day activities.

Recruitment resources used: DCAS Recruitment Guide DCAS Managing Diversity Website

E. Workforce Development (other than Training)

Please report your agency’s Workforce Development initiatives in **Section C of the Statistical Summary**. Please write additional comments, if any, here:

The CFB is identifying training opportunities for our employees and is developing a more comprehensive training plan over the next year.

F. Complaints and Reasonable Accommodation Requests

Please report your agency’s activities in **Section B of the Statistical Summary**.

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

Please write additional comments, if any, here:

- The agency resolved one external informal complaint this quarter.
- The agency received two requests for reasonable accommodations this quarter and all were granted.

V. AGENCY AUDITS

If the agency was audited by the EEPC or other entities, list the recommendations made by the auditing entity which the agency implemented during the quarter. Indicate also the agency’s progress toward implementing each recommendation.

- Agency is being audited
 - Name of entity conducting the audit: _____
 - Agency has implemented all the recommendations
 - Attach or list below audit recommendations and progress of implementation:
- COMMENTS:**
- The CFB is currently not undergoing an audit.

APPENDIX 2: EEO PERSONNEL DETAILS

EEO PERSONNEL FOR FOURTH QUARTER, FISCAL YEAR 2018

Agency Name: New York City Campaign Finance Board

Personnel Changes this Quarter:		No 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
Start/Termination date of EEO Function	Start Date Termination Date (if applicable):	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):	Start Date: Termination Date (if applicable):
NOTE: Please attach CV/Resume of new staff to this report				
For Current EEO Professionals Only				
Title	EEO Officer (Senior Counsel)	EEO Counselor (Director of Records Mgmt)	EEO Counselor (Voter Asst Mgr)	Reasonable Accommodation Coordinator, 55-A Coordinator, and Career Counselor (Director of Admin Svcs & HR)
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input 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 type="checkbox"/> EEO Trainer <input 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 type="checkbox"/> EEO Trainer <input 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) See "Title" Section immediately above
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify) <u>20</u> %	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify) <u>1</u> %	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify) <u>1</u> %	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify) 10 %
Attended EEO Training	<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 checked="" type="checkbox"/> No
EEO Training Source	<input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other: (specify)

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2018

1. Parts of the narrative report which are mandatory are **outlined in blue**. These include Section I, Section II, Section III, Section V, and Appendix 2.
2. We suggest that you draft Section I on Strategic Plan Initiatives first; this will guide you in filling out other sections.
3. Then complete Section II – Statistical Summary of EEO Activities – in Excel format. Please note that the last column YTD/ANNUAL will populate automatically, giving you an instant Year-To-Date summary of indicators (“Yes” or “Partial” entries will count as “1” for each quarter]. Please note that the Excel sheet includes two tabs; the second tab contains **Appendix 1** which requests more specific details on training.
4. More extended comments on EEO activities in your agency (Section IV) are strongly encouraged.
5. In the Appendix to Statistical Summary (Training Details), under ‘Other Special Topics,’ include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.