

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

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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.
<p>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.</p> <p>Two CFB employees were accepted into the 2018 NYC Leadership Institute this quarter, both of whom identify as female, and one of whom is also in a racial minority group.</p>
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.
<p>The CFB is a small, diverse agency and has not identified any underutilization in its workforce. As of the end of this fiscal quarter, the agency has a total workforce consisting of 112 employees. 53.6% of CFB employees are in a minority group and 50.9% identify as female.</p>

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.
<p>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 and have not attended the training yet as part of an ongoing training and development initiative at the CFB.</p> <p>The agency also encourages each staff member to further their professional development and announces on its Intranet the accomplishments of each employee.</p> <p>As mentioned above, the CFB is committed to providing training and development to staff and to provide opportunities for career development and growth. As part of this commitment, the Director of Administrative Services and Human Resources has been created a comprehensive training and development plan for the agency. This plan included outreach throughout the agency on current in-house trainings and topics of interest in external trainings, a staff survey on training and development, and in January 2018 a Training and Development Week in which all staff members were encouraged to participate. The week was a combination of trainings on technical skills; in-house trainings to enhance knowledge of the agency and its mission; trainings on softer skills such as management, communication, and leadership; and trainings to enhance diversity and inclusion such as the transgender inclusion training mentioned above as well as the agency’s bi-annual required EEO training. The trainings were conducted by a mixture of</p>

expert external trainers and in-house experts. The trainings were well attended and the evaluations showed that staff found the trainings truly valuable. Building on the success of this even, the CFB has been holding Quarterly Training and Development Days and will hold another Training and Development Week in December of 2018.

In February, 2017, the agency started a Professional Development Series to provide an additional training and development tool for staff. Every other month a facilitator addresses various topics including communication, assertiveness and best practices for successful management. The May, 2018 session discussed “Managing Up” and focused on how to help staff better understand and manage their relationships with their managers.

During this quarter, the CFB’s Diversity and Inclusion Committee (“Committee”) recognized Autism Awareness Month, Easter, Asian American and Pacific Islander Heritage Month, Older Americans Month, Mental Health Awareness Month, Jewish American Heritage Month, Cinco de Mayo, Ramadan, LGBT Pride Month, Immigrant Heritage Month, Caribbean American Heritage Month, and Juneteenth. The events are discussed in greater detail below in Section IV(C).

The CFB’s EEO officer and counselors attended a number of trainings and meetings this quarter in order to stay abreast of developments in EEO, sexual harassment prevention, and diversity and inclusion this quarter. The trainings and meetings are summarized in greater detail below in Section IV(C).

As part of the agency’s efforts to continuously grow and improve, the CFB is in the midst of a Strategic Plan Initiative, which provides the opportunity for all staff to voice their opinions and help shape the future of the agency’s work. During this quarter (April 27, 2018), the agency held a day long brainstorming session for the Strategic Plan Initiative. The session was open to all staff and was broken down into six separate sessions that centered on each of the agency’s stated goals. Staff facilitators led each conversation, but the main purpose of each session was to provide an opportunity for all interested staff to openly discuss ideas pertaining to the Strategic Plan Initiative.

The CFB’s 2018 Strategic Goals include a focus on diversity and inclusion at the agency, specifically, the following commitment:

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

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.

Additionally, as mentioned immediately above in Section B, the CFB is in the midst of a Strategic Plan Initiative. The agency believes that supporting diversity and inclusion with respect to the communities it serves is an essential component of the CFB's work. As such, the 2018 Strategic Goals include the following pledges (in relevant part):

Build and sustain productive relationships with stakeholders

- Ensure public-facing communication is clear and open
- Recognize and account for the diversity of the city when developing and communicating about our programming
- Establish a presence in neighborhoods across the city

Seek new ways to promote New Yorkers' participation in their democracy

- Use technology to increase voter registration and voting
- Encourage and facilitate issue-based dialogue among the community and the candidates and the government
- Educate, engage, and energize citizens to participate in the political process as voters, candidates, and small-dollar contributors

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.

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 updated the agency’s EEO and sexual harassment prevention training materials in the 2nd Quarter of FY2018 and provided two mandatory, agency-wide training in the 2nd and 4th Quarters of FY2018. The trainings included an expanded segment on sexual harassment prevention. 23 employees participated in this quarter’s EEO and sexual harassment training session, which took place on April 18, 2018.

The EEO officer updated the agency’s sexual harassment prevention training in June 2018 of this quarter, in compliance with the new City and State laws regarding sexual harassment prevention training. The CFB’s updated training will be approved by DCAS next quarter. Additionally, the EEO officer and EEO counselors will voluntarily attend an upcoming “Train the Trainers” session offered by DCAS in order to make the CFB’s sexual harassment training materials as robust as possible. The CFB is continuing to work closely with DCAS to ensure full and timely compliance with the new sexual harassment prevention and training laws.

The City EEO Policy was distributed this quarter to eight employees (including six seasonal interns) 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)

The Diversity and Inclusion Committee held two meetings this quarter (February 22 and March 22, 2018). The Committee discussed EEO-related issues, including diversity and inclusion event planning and the development of a staff survey about diversity and inclusion issues. See Section IV(C) below for additional details.

INCLUSION OF EEO RELATED ARTICLES IN AGENCY NEWSLETTER

The CFB does not have an agency newsletter.

POSTING ON AGENCY SITES: Intranet 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:	
<input checked="" type="checkbox"/>	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. The Diversity and Inclusion Committee’s Intranet page contains details about Committee events and other information for interested staff.</p> <p><u>April – June 2018</u>: Diversity and Inclusion Committee Activities As discussed further in Section I(B), during this quarter, the Committee recognized Autism Awareness Month, Easter, Asian American and Pacific Islander Heritage Month, Older Americans Month, Mental Health Awareness Month, Jewish American Heritage Month, Cinco de Mayo, Ramadan, LGBT Pride Month, Immigrant Heritage Month, Caribbean American Heritage Month, and Juneteenth.</p> <p>For Asian American and Pacific Islander Heritage Month (May 2018), two Committee members screened a TED Talk that focused on the “Model Minority” Myth, which was followed by a group discussion. The event also included a variety of dumplings for event participants to taste. Approximately 15 staff attended the lunchtime event.</p> <p>In recognition of Jewish American Heritage Month (May 2018), a Committee member screened the documentary “At Home in Utopia,” which featured Jewish garment workers who started a cooperatively owned and run apartment complex in the Bronx in the mid-1920s. The event featured traditional Jewish food and snacks, and included a post-screening discussion. This event took place after work hours. Six employees attended.</p> <p>Empanadas and cultural celebration were the highlights of the CFB’s Cinco de Mayo celebration in May. The event included a brief video screening about the Battle of Puebla, which is the basis of the holiday. Two Committee members spearheaded the afternoon event, with approximately 25 staff in attendance.</p> <p>For LGBTQ Pride month (June 2018), staff screened the documentary “Stonewall Uprising” at a lunchtime event. After the documentary screening, approximately 10 employees participated in a Q&A led by one of the Committee members.</p> <p>In celebration of Caribbean American Heritage month (June 2018), Committee members organized a lunchtime event that featured traditional foods such as various meat and vegetable patties and Caribbean black cake. Committee members created a video that provided attendees with information about the different countries in the Caribbean, as well as information about traditional food and activities in those countries. Approximately 30 employees attended the event.</p> <p>For Immigrant Heritage month (June 2018), the CFB’s Public Relations unit asked staff to share personal stories about their families’ (or their own) experiences as immigrants. Staff submitted</p>

photos and stories, which were featured on the CFB's social media platforms. The posts emphasized the importance of immigrants and civic engagement. There were posts featuring 12 different staff throughout Immigrant Heritage month. See attached for sample posts.

The Committee also created and posted informational posters about the above mentioned events, as well as Autism Awareness Month, Easter, Older Americans Month, Mental Health Awareness Month, Ramadan, and Juneteenth on two centrally located bulletin boards to highlight additional important events and celebrations in this quarter.

April – June 2018: Trainings and Meetings for EEO Professionals

The agency's EEO professionals attended the following EEO/diversity and inclusion-related trainings this quarter:

1. *April 3, 2018*: The CFB's EEO officer attended the Promoting Inclusion for LGBTQI Community Members training video replay, hosted by the NYC Law Department. The training focused on how agencies could better serve LGBTQI community members.
2. *May 14, 2018*: The FDNY hosted its 2nd Annual "Women to Women" Conference. The CFB's EEO officer and one of the EEO counselors attended. The conference was aimed at helping employees who identify as female feel empowered in the workplace and beyond. The event featured female City workers at all levels and was intended to help support City employees and provide a safe space for networking and airing concerns specific to women in the workplace.
3. *May 23 and June 28, 2018*: The CFB's EEO officer and/or EEO counselors attended the two EEO/sexual harassment prevention best practices meetings offered by DCAS this quarter. The sessions covered various reporting and training requirements.
4. *June 4, 2018*: The EEO Officer attended this CLE event hosted by the NYC Bar Association. The half day event included a morning plenary session addressing the changing legal landscape after the #MeToo and Time's Up movements, as well as break-out sessions that included best practices for investigating, preventing, and addressing sexual harassment in the workplace, and a lunchtime discussion on sexual harassment within the legal profession.
5. *June 21, 2018*: The EEO Officer attended an event hosted by the Nonprofit Coordinating Committee of NY titled "Diversity, Equity, and Inclusion Policies in the Workplace for Nonprofits." The panel, comprised of leadership in the non-profit sector and attorneys whose practices focused on employment law, discussed ideas for promoting diversity and inclusion policies in the workplace, as well as racial micro-aggressions, and how to help institutions become more anti-racist.

April 25, 2018: Diversity and Inclusion Committee Meeting

Ten employees attended the April Committee meeting. At the meeting, the Committee discussed upcoming events/educational opportunities, including brainstorming potential activities and budgeting and additional edits to the staff survey on diversity and inclusion (which is expected to be distributed to staff next quarter), among other issues.

See the OTHER information in Section A above regarding an in-depth training provided to all hiring managers.

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. As part of this plan, the agency held a week long training and development program and has started holding quarterly training and development opportunities, offering trainings pertaining to job and work skills, trainings pertaining to life and financial planning, and trainings related to diversity and inclusion. See Section I(B) above for more details.

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 did not receive any complaints and received one request for reasonable accommodations this quarter which is still in progress.

V. AGENCY AUDITS

If the agency was audited by the EEPIC 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			
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.