

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: _____

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

Prepared by:

Danica S. You

Senior Counsel and EEO Officer

212-409-1856

Name

Title

Telephone No.

Date Submitted: July 30, 2019

FOR DCAS USE ONLY

Date Received: _____

Name of Reviewer: _____

NOTE: The Campaign Finance Board was notified by the NYC Department of Citywide Administrative Services (“DCAS”) on February 22, 2019 that beginning in CY2019 DCAS would require submission of annual EEO plans and quarterly reports from non-mayoral agencies pursuant to Section 815 of the NYC Charter. Accordingly, the CFB provided its 2019 Diversity and EEO Annual Plan and Fiscal Year 2019 Quarter 1 and Quarter 2 reports to DCAS on February 25, 2019, which had already been provided to the NYC Equal Employment Practices Commission prior to their deadlines. CFB provided its quarterly reports to DCAS and the EEPC directly beginning with Fiscal Year 2019, Quarter 3.

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date): September 14, 2018 No

The CFB's Executive Director distributed the commitment and accountability statement to all staff and staff also was reminded about the statement by the EEO Officer during a full staff meeting on September 14, 2018. The CFB will continue to distribute the commitment and accountability statement to all staff on an annual basis in September.

II. RECOGNITION AND ACCOMPLISHMENTS

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity and equal employment opportunity through the following:

- Diversity & EEO Awards
- Public Notices
- Diversity and EEO Appreciation Events
- Positive Comments in Performance Appraisals
- Other (please specify): During staff meetings and on the agency intranet as applicable.

III. WORKFORCE REVIEW AND ANALYSIS

1. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

Yes, On (Date): October/November 2018; February 5, 2019 No

The agency informed employees that the revised self-ID form now includes new race categories.

Yes, On (Date): February 5, 2019 No

On April 9, 2019, the CFB’s Human Resources Director also informed staff during an agency-wide meeting that all staff may provide a preferred name to the HR unit in order to change certain internal records to allow staff to better identify themselves in the workplace. Once DCAS has a system in place to allow employees to indicate their preferred name in city-wide records, the CFB will to implement those processes as swiftly and as accurately as possible.

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

Yes, On (Date): July 3, 2019 No

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

This was the first quarter the CFB has received dashboard information via CEEDS (Citywide Equal Employment Database System). Prior to this 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 2019

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2019 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

| Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others): | 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. | Status Update |
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| The CFB plans to maintain and support a diverse, high-performing workforce by cultivating an inclusive workplace that enables full participation through strategic outreach, educational measures, and other policies and practices that will support the recruitment, promotion, and retention of staff with diverse experiences and attributes. | The CFB is proud of the diversity in its workplace and strives to continuously improve its employment and equal opportunity practices and procedures. Two CFB employees were accepted into and participated in the NYC Leadership Institute in FY2018-19. Both employees identify as female, and one is also in a racial minority group. One participant completed the Leadership Institute during the first quarter of FY2019 and the other participant completed the program in the second quarter of FY2019. Another CFB employee (who identifies as Black) was accepted into and completed the Management Academy. Our staff participation in programs like the Leadership Institute help with the individual employees? | <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe |

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| | <p>growth and development, which in turn improves our agency.</p> <p>In the first quarter of FY2019, seven employees were promoted in the Systems Unit. Five of the promoted employees identify as a racial minority; specifically, Asian (42.8%), Black (14.3%), or more than one race (14.3%).</p> <p>In the second quarter of FY2019, one employee (who identifies as Latinx) was promoted in the Systems unit.</p> <p>In the third quarter of FY2019, a staff member who identifies as female and Latinx was promoted to the acting unit head position for Partnerships and Outreach. Six other staff in the Audit and Candidate Guidance and Policy units also received promotions in the third quarter. Four out of the six promotions were earned by staff who identify as female and three of the four females also identify as a member of a racial minority group (Latinx and Asian).</p> <p>This quarter, one staff member who identifies as female and Latinx was hired as the Director of Partnerships and Outreach after being promoted to the acting head position. Another staff member who identifies as female and Black was promoted in the Systems unit as well.</p> <p>As part of its efforts to maintaining a diverse workforce, the CFB makes every attempt to identify and encourage growth of its employees.</p> | |
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| Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter. | | |
| <p>The CFB is a small, diverse agency and has not identified any underutilization in its workforce. As of the end of this fiscal quarter, the agency consists of a 120-person workforce. 50% of our employees (60) identify as female and 50% of our employees (60) identify as male. Our agency’s leadership, defined as Executive Team members and Unit Heads, consists of fifteen total employees: eight who identify as female (53.4%) – including our female Executive Director – and seven males (46.6%), showing strong female representation at the highest levels of the CFB. Seven of our agency’s leadership (46.6%) identifies as being a member of a racial minority group, and four of that group (or 26.6% of the total leadership team) identifies as both female and as a member of a racial minority group.</p> <p>52 of our 120 person staff (43.3%) identify as white and 68 people (56.7%) identify as Asian (28 people, 23.3%), Black (24 people, 20%), Latinx (15 people, 12.5%), or as more than one race (1 person, .87%). These numbers are only illustrative of some of the CFB’s diversity. Based on our agency’s wide diversity, there are not any signs of underutilization of our workforce.</p> | | |

B. WORKPLACE:

| Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys): | Please describe the steps that your agency has taken to meet the 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. | Status Update |
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| The CFB intends to increase employee job satisfaction by creating action plans based on results of employee surveys and other employee | The CFB remains committed to creating and maintaining an inclusive work environment. The agency has provided its hiring managers and staff | <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed |

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| <p>engagement methods, including exit interviews/surveys. With recommendations from a voluntary staff advisory committee, the agency will be able to receive feedback from staff at every level to ensure no group is underrepresented. The CFB will also continue to create and maintain an inclusive work environment by properly training hiring managers and others involved in the hiring process with structured interview/unconscious bias training, as well as provide other training and opportunities for to promote diversity and inclusion, as well as career development and growth.</p> | <p>with a role in the hiring process with structured interview/unconscious bias training to best ensure fairness in the hiring process and to maintain a diverse workforce. The former Director of Administration and Human Resources and EEO Officer conducted the most recent interview/unconscious bias training for the agency's Systems unit in the second quarter of this fiscal year. The agency will continue to conduct these trainings on an ongoing basis.</p> <p>The agency also encourages each staff member to further their professional development and announces on its Intranet the accomplishments of its employees.</p> <p>The CFB continues to be committed to providing training and development to staff and to provide opportunities for career development and growth. In the past, the CFB created and adhered to a comprehensive training and development plan for the agency. This plan included outreach throughout the agency on current in-house trainings and topics of interest in external trainings, a staff survey on training and development, and training and development sessions (specifically, Training and Development Weeks and Days). The CFB's training and development sessions are a combination of trainings on technical skills, in-house trainings to enhance knowledge of the agency and its mission, trainings on "soft" skills such as management, communication, and leadership, as well as trainings to enhance diversity and inclusion (such as transgender inclusion, EEO, and sexual harassment</p> | <p><input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p> |
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| | <p>prevention trainings). The trainings are conducted by a mixture of expert external trainers and in-house experts. The trainings are well-attended, and the evaluations showed that staff found the trainings truly valuable. The CFB will continue to hold Training and Development Days and similar activities. The CFB hired a new Director of Human Resources earlier this fiscal year, who will continue working on a robust training plan for staff.</p> <p>Beginning in February 2017, the agency has held a Professional Development Series to provide an additional training and development tool for staff. Every other month a facilitator addresses various topics including communication, assertiveness and best practices for successful management. These sessions are open to any interested staff. For FY2019, the focus has been to help supervisors and managers become more comfortable in delivering effective, practical, and insightful feedback to their staff.</p> <p>The CFB updated its Sexual Harassment Prevention and EEO Policy Statements and Statement of Commitment from Agency Head during the first quarter of FY2019, which the Executive Director provided to all staff. At that time the EEO Officer also reminded staff about these documents, as well as new requirements under the Stop Sexual Harassment in NYC Law during a full staff meeting.</p> <p>The Diversity and Inclusion Committee worked with the EEO Officer and Executive Director to create a diversity and inclusion/EEO staff survey,</p> | |
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| | <p>which will be issued to staff in September 2019 as part of “EEO Month.” The survey is intended to assess staff perceptions about diversity and inclusion at the CFB and to identify the agency’s strengths and challenges relating to diversity, inclusion, equal employment opportunity, and other related matters. The survey is also designed to help the Committee create future activities to improve diversity and inclusion efforts at the agency.</p> <p>Additionally, the EEO Officer worked with the Executive Director to update language in the key responsibilities of all supervisors to better emphasize supervisors’ responsibilities with respect to EEO and sexual harassment prevention. The updated language will be added to all supervisors’ key responsibilities in the next fiscal year.</p> <p>During this quarter, the CFB’s Diversity and Inclusion Committee (“Committee”) recognized holidays and special events including Ramadan, Asian American and Pacific Islander Heritage Month, Older Americans Month, LGBTQI+ Pride Month, Caribbean Heritage Month, and Juneteenth. Additional details are provided in the section immediately below.</p> <p>This quarter, the CFB’s EEO Officer attended trainings and events relating to EEO as detailed in the section immediately below. The EEO Officer also attended DCAS’s monthly meetings in order to stay abreast of developments in EEO, sexual harassment prevention, and diversity and inclusion this quarter.</p> | |
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| | <p>As part of the agency’s efforts to continuously grow and improve, the CFB underwent a Strategic Plan Initiative, which provided the opportunity for all staff to voice their opinions and help shape the future of the agency’s work. During Q4 of FY2018, the agency held a day long brainstorming session for the Strategic Plan Initiative. The session was open to all staff and was broken down into six separate sessions that centered on each of the agency’s stated goals. Staff facilitators led each conversation, but the main purpose of each session was to provide an opportunity for all interested staff to openly discuss ideas pertaining to the Strategic Plan Initiative.</p> <p>The CFB’s Strategic Goals include a focus on diversity and inclusion at the agency, specifically, the following commitment:</p> <p>Create an open, transparent, collaborative, and inclusive culture</p> <ul style="list-style-type: none"> ● Freely share information and openly communicate within the agency ● Seek out diverse voices, embrace cultural differences, and continue our commitment to employment diversity ● Recognize and respect a wide range of expertise and experience within the agency ● Engage our colleagues across agency functions to accomplish shared goals <p>The CFB remains engaged in its efforts to achieve this commitment.</p> | |
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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 Easter, Ramadan, Asian American and Pacific Islander Heritage Month, Autism Awareness Month, Older Americans Month, Mental Health Awareness Month, Jewish American Heritage Month, Cinco de Mayo, LGBTQI+ Pride Month, Caribbean Heritage Month, and Juneteenth by posting materials to the agency's two centrally located bulleting boards. The Committee and other staff also hosted a Caribbean Heritage Month event, which was attended by approximately 35 staff members. The celebration, which was themed "Caribbean Carnival," included traditional food from various Caribbean countries, videos of past carnivals, and traditional games.

The Committee worked with other staff members to create a Caregiver Support Group earlier in this fiscal year. The group is intended to be 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 this fiscal year (March 22, 2019) and held a second meeting earlier this quarter (June 28, 2019). The Caregiver Support Group hosted the CFB's first Bring our Children to Work Day this quarter, on April 25, 2019. 24 children between the ages of 1-13 years old attended the four-hour long 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 some of the work of the CFB.

Additionally, six staff members participated in a workplace diversity and inclusion live webinar this quarter, to pick up additional tips on how to address diversity in the workplace. The EEO Officer also participated in meetings and trainings this quarter in order to expand her knowledge and skills relevant to EEO and sexual harassment prevention. One training was an employment law institute program for lawyers, held on May 16, 2019. This training included an informative section on EEO and sexual harassment prevention practices. Additionally, the EEO Officer and one of the EEO Counselors attended the EEO Best Practices meetings on May 29 and June 21, 2019.

The Executive Director and EEO Officer also began holding one-on-one quarterly meetings to discuss EEO and related topics. This month, the two met on May 23, 2019.

C. COMMUNITY:

| <p>Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p> | <p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <ul style="list-style-type: none"> ○ 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. | <p>Status Update</p> |
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| <p>The CFB will promote accountability, education, and communication on diversity and inclusion with employees, leaders, and stakeholders. With significantly increased EEO, diversity and inclusion training, and other related programming, employees will better appreciate the importance of diversity and inclusion, which will empower the agency to better perform its work, aimed at benefitting the citizens on New York City as a whole.</p> | <p>The CFB continues to encourage civic engagement with youth and in underserved communities. The agency conducts voter registration drives, coordinates youth events, and sends postcard mailings to various households to ensure vast communities are empowered, with access to voting resources.</p> <p>The CFBs staff education efforts, including increased EEO, diversity and inclusion, and sexual harassment prevention training, as outlined in Section IV(B), will also greatly contribute to staff being able to better serve the diverse citizens of NYC.</p> <p>This quarter, beginning in June, the CFB launched its 5 Borough Tour. The events provided Saturday afternoon trainings in libraries located in each of the five NYC boroughs for anyone 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</p> | <p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p> |

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| | <p>provide better representation for all communities in NYC elections.</p> <p>Although the CFB is a non-mayoral agency and therefore exempt from the City’s M/WBE (minority/women owned business enterprise) goal setting requirements, the 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 are businesses that 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 amount 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.</p> <p>Additionally, as mentioned above in Section IV(B), the CFB underwent a Strategic Plan Initiative. The agency believes that supporting diversity and inclusion with respect to the communities it serves is an essential component of the CFB’s work. As such, the CFB’s Strategic Goals include the following pledges (in relevant part):</p> | |
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| | <p>Build and sustain productive relationships with stakeholders</p> <ul style="list-style-type: none"> ● 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 <p>Seek new ways to promote New Yorkers' participation in their democracy</p> <ul style="list-style-type: none"> ● 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. <p>Additionally, the CFB's Public Affairs division developed strategic goals for the unit last quarter. The goals include a focus on increasing engagement among NYC's youth and immigrant communities.</p> <p>The goals aim to increase voter turnout and improve general engagement in elections (including the 2021 citywide elections) among NYC voters aged 18 to 29 years, as well as increase engagement with immigrant communities by increase the</p> | |
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| | <p>amount of voter registration forms collected through partner organizations who work with immigrant communities and convert the new registrants into voters.</p> <p>Some of the CFB’s current proposed strategy to increase engagement with youth voters include focusing on attracting new voters during the 2020 elections and keeping them engaged to participate in the 2021 elections and beyond, working with public schools to engage pre-voter registration aged youth, and targeting specific youth subgroups (including NYC-native voters, students attending college in NYC, and post-college voters who move to NYC for their first job) with targeted messaging.</p> <p>Part of the CFB’s strategy to improve outreach to immigrant communities include 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.</p> | |
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V. RECRUITMENT

| Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training): | Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan. | Status Update |
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| <p>For nearly all open positions, the agency will post the job description(s) on the agency website and notify all employees via email. The job postings will also be placed on external sites such as Monster Diversity and diversityjobs.com. Additionally, the CFB will provide a formal merit increase and promotion policy during FY 2019 in the interest of establishing clear, fair guidelines aimed at providing equal opportunity to all staff.</p> | <p>The CFB created and distributed a formal merit increase and promotion policy during the second quarter of FY2019 (October 29, 2018), as part of agency efforts to establish fair guidelines that provide equal opportunity to all staff.</p> <p>The agency also followed the recruitment strategy as outlined in the adjacent column.</p> <p>The CFB is also in the process of trying to implement a compressed work week schedule to provide a benefit for employees that would be useful in the recruitment process, particularly for candidates and staff whose schedules may benefit from this additional flexibility.</p> <p>As discussed in greater detail in Section IV(B) above, the CFB continues to provide its hiring managers and staff who are involved at any stage of the hiring process with a structured interview/unconscious bias training. The most recent training took</p> | <p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p> |

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| | place in the second quarter of FY2019 and additional trainings will take place in the future. | |
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B. INTERNSHIPS/FELLOWSHIPS

| Type of Internship\Fellowship | Total | Race/Ethnicity [#s] | Gender [#s] |
|--|-------|-----------------------|---------------------------------|
| 1. Urban Fellows | | | Male: ___ Female: ___ |
| 2. Public Service Corps | | | Male: ___ Female: ___ |
| 3. Summer College Interns | 5 | White (3), Latinx (2) | Male: <u>1</u> Female: <u>4</u> |
| 4. Summer Graduate Interns | | | Male: ___ Female: ___ |
| 5. Other (specify): Legal | 1 | White | Male: <u>1</u> Female: ___ |
| 6. Other (specify): Citizen Generation | 1 | Black | Male: ___ Female: <u>1</u> |

The agency is providing the following internship opportunities in FY 2019:

This quarter the agency has five summer college interns and one high school intern through Citizen Generation. These interns serve as NYC Votes Street Team members. The Team convenes every summer to register voters across all five of NYC’s boroughs. The Team works with diverse partner organizations to maximize voter registration efforts. This quarter, the Team is also active in the CFB’s efforts to encourage NYC voters to opt out of receiving paper voter guides and instead use the online voter guides. During the 1st Quarter of FY2020, the Team will help spearhead the CFB’s first “We the Young People” hearing, which is intended to uplift the voices of young people from throughout NYC, giving the City’s youth a dedicated space to voice their needs and concerns. Specifically, the Team will lead a discussion on how the City can drive voter turnout amount young New Yorkers through the NYC Votes voter engagement initiative.

The CFB also has one Legal intern this quarter. The intern assists the agency’s attorneys in their daily work, including performing legal research and writing, and attending meetings and court appearances.

C. 55-A PROGRAM

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

Currently, the CFB does not have any 55-a Program participants. During this Quarter, no applications for the program were received and no participants left the program. The CFB welcomes job candidates with disabilities to apply for open positions at the agency.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through a link on the agency's intranet to the portion of the DCAS website containing 55-a information, as well as a link to DCAS's "The 55-a Program" brochure. Yes No

VI. SELECTION (HIRING AND PROMOTION)

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

| Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>) | Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan. | Status Update |
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| Advising employees of opportunities for promotion and career development | <p>The CFB career counselor is always available to advise staff about career development. CFB employees are notified of open positions via email. Current employees interested in any open positions often make appointments with the career counselor to discuss what would be best suited for them and how to plan for professional growth.</p> <p>The CFB has a human resources-focused hub on its Intranet for all employees to have continuous access to career development and other related information, such as details about trainings and open civil service examinations. CFB employees are encouraged to attend trainings, acquire certifications, and take on new projects and/or responsibilities in order to further develop their skills, which increases their value to the agency, and may enable them to grow into other opportunities.</p> | <p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p> |

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| <p>Reviewing the methods by which candidates are selected for new hiring and promotion</p> | <p>The CFB reviewed its methods for selecting candidates for hiring and promotion earlier in this fiscal year and drafted a formal policy for determining merit increases and promotions at the agency. The policy officially went into effect on October 29, 2018. The CFB will continue to examine its processes to best ensure equal opportunity for all.</p> <p>As stated earlier, the agency implemented a training plan for structured interviewing in FY2017. Since then, all employees involved in hiring decisions, including staff responsible for reviewing résumés, have been trained at least once. The CFB will continue this training in FY2019 and beyond to ensure that all relevant employees receive the proper training on the agency’s structured interviewing process.</p> | <p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p> |
| <p>Increasing the positions filled through civil service lists</p> | <p>The CFB has its own unique temporary civil service titles, which have been in place since the 1990s, for which there are no civil service lists. The agency is in the process of working with DCAS, the Office of Labor Relations, and other relevant City agencies to seek approval for its civil service title proposal for permanent titles from New York State. If the CFB has an opportunity to hire civil service titles in the future, such hiring decisions will be subject to an assessment of whether women, minorities, or other protected groups are underrepresented in such titles.</p> | <p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p> |
| <p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p> | <p>In addition to the CEEDS reports, the CFB uses a human resources information system that allows the agency to track and report gender, race, and age of its workforce. Later this calendar year, under the leadership of the HR Director, the CFB intends to implement a new human resources</p> | <p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p> |

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| | <p>information system that will allow the agency/EEO Officer/EEO Counselors to better identify possible underrepresentation or adverse impact that may occur if there is a layoff. Should any issues in this category be discovered through workforce analysis, the agency will work to amend the situation.</p> | |
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VII. TRAINING

Please provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

VIII. REASONABLE ACCOMMODATION

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:
<https://mstpwa-dcslnx01.csc.nycnet/Login.aspx>

IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS

A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION

Please provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

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

The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history. All personnel involved in job interviews is required to go through structured interview training.

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

Please provide a short description of planning and implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.

Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:

Risk 1: Homogenous Workplace:
N/A. As outlined in the CFB’s Risk Assessment Survey, we performed a thorough review of our agency’s staff based on reported gender, race/ethnicity, and age, analyzed by individual units. Based on our review, we believe that the demographics of our agency’s workforce are not homogenous and therefore do not contribute to an increase in the risk of sexual harassment to our staff.

Risk 2: Cultural and Language Differences in the Workplace:
N/A. The CFB is not at increased risk of sexual harassment due to any cultural and language differences in our agency. Because our agency does not have staff with limited English proficiency, we are not at greater risk for sexual harassment or other workplace issue due to staff potentially being unable to communicate because of language barriers. While the agency is diverse with respect to race, ethnicity, and/or culture (see Section IV(A) above), the CFB does not have “blocs” of employees and have not had an “influx” of employees from the same cultures and/or nationalities. The CFB demands that all its employees treat each other and the people the agency serves with fairness and respect.

Risk 3: Workplaces with Significant Power Disparities:

N/A. The CFB is not at an increased risk of sexual harassment based on significant power disparities because such disparities do not appear to exist at this agency. Our numbers with respect to wages based on gender are encouraging: 24 out of the 50 highest paid CFB employees are female and 28 out of the 50 lowest paid CFB employees are female, showing a nearly even split between female and male employees. As stated in Section IV(A) above, females also are well-represented in the CFB's highest ranks, with 53.4% of the agency's leadership identifying as female. Our numbers with respect to wages based on race are also positive: 26 out of the 50 highest paid CFB employees identify as Asian, Black, Latinx, 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 (32 as compared to 20 white employees), the difference doesn't appear large enough to create significant power disparities with an agency of this size. However, this is something that our agency will continue to monitor going forward. Also, as mentioned in Section IV(A), people of color are well-represented in the CFB's leadership, with 46.6% of the agency's Executive team and unit heads identifying as Asian, Black, or Latinx.

Risk 4: Isolated Workplaces:

N/A. The CFB is at extremely low risk for sexual harassment due to isolated workplaces in our agency because there are not any isolated workplaces that exist. The CFB is located in one central office space which is set up as an open office work environment where only a small handful of senior staff have private offices (which remain visible to all because each has at least one wall that is mostly glass). Employees rarely work alone. If they do work alone, such work usually takes place at the CFB's office, in one of the conference rooms which are located next to many other staff. Site visits to campaign offices are never conducted with only one staff person. The CFB may need to open a second office later this calendar year or next calendar year. If that occurs, the agency will ensure that the office is set up to avoid isolated work areas.

Risk 5: Decentralized Workplaces:

N/A. Here too, the CFB is at very low increased risk of sexual harassment due to decentralized workplaces because the agency is completely centralized. As mentioned under Risk 4, the CFB is housed in one location, where the offices of agency leadership are located with the rest of staff, including front line employees and first line supervisors. If this changes in the future, the agency will ensure that the office is set up to avoid isolated work areas.

LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency has entered **all types of complaints** in the Complaint Data in the DCAS Citywide Complaint Tracking System and update the information as they occur.
- The agency ensures that complaints are closed within 90 days.

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

E. LOCAL LAW 101: CLIMATE SURVEY

Please provide a short description of your efforts to analyze the results of climate survey in your agency.

Describe any follow-up measures taken to address the results of the climate survey:

The climate survey results indicated that the CFB is not at a greater risk of sexual harassment based on the 5 risk areas identified in Section IV(D). However, the EEO Officer, Director of Human Resources, and other parties as necessary will continue to monitor the risk areas going forward.

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: The NYC EEPC is conducting a sexual harassment prevention and response practices audit of the CFB. The CFB received a Preliminary Determination Letter from the EEPC on July 19, 2019 and is preparing its response, which is due on August 2, 2019. The Preliminary Determination Letter only required two corrective actions, which the agency will address in its response.
 - Attach or list below audit recommendations.
 - The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019.

XI. AGENCY COMMENTS ON FY 2019 ANNUAL D&EEO PLAN TEMPLATE [OPTIONAL]

Please provide your comments and suggestions for improvement of the Annual D&EEO Plan template for FY 2020. You may also send your comments and suggestions directly to ocei@dcas.nyc.gov. Thank you for your thoughts!

Describe sections of the plan that you believe should be modified. Please include reasons why you think changes are needed. Are there sections or issues that should be added? Are there sections or questions that may be omitted altogether? Why? Did you find preparing your agency's annual plan easier with the new template used for FY 2019 than before?

APPENDIX: CFB EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 4th QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

| Personnel Changes this Quarter: | | <input checked="" type="checkbox"/> No | Number of Additions: | Number of Deletions: | |
|--|---|--|--|---|--|
| Changes | | | | | |
| Employee's Name | | | | | |
| Nature of change | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion | |
| Start/Termination date of EEO Function | Start Date: OR Termination Date: | Start Date: OR Termination Date: | Start Date: OR Termination Date: | Start Date: OR Termination Date: | |
| NOTE: Please attach CV/Resume of new staff to this report | | | | | |
| For Current EEO Professionals: | | | | | |
| Title | Danica You, EEO Officer (Senior Counsel) | Rudy Castro (Director of Records Management) | Sabrina Castillo (Director of Partnerships and Outreach) | Harold Andrieux (Director of Human Resources) | |
| EEO Function | <input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input checked="" type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input checked="" type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other:(specify) | <input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input checked="" type="checkbox"/> EEO Trainer <input checked="" type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input checked="" type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) – ADA Coordinator, Career Counselor, Disability Rights Coordinator and Facilitator | |

| | | | | |
|---|--|---|---|---|
| Proportion of Time Spent on EEO Duties | <input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 20% | <input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify %): 1% | <input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): 1% | <input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): 10% |
| Attended EEO Professional On-Boarding at DCAS | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No The CFB has tried to enroll its EEO Counselors in the DCAS onboarding sessions multiple times in the past but have been told there was not enough space for EEO Counselors. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No The CFB has tried to enroll its EEO Counselors in the DCAS onboarding sessions multiple times in the past but have been told there was not enough space for EEO Counselors. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Completed Trainings: EEO Diversity & Inclusion IgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention | <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Training Source(s): | <input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input checked="" type="checkbox"/> Other | <input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other | <input checked="" type="checkbox"/> DCAS <input checked="" type="checkbox"/> Agency <input type="checkbox"/> Other | <input checked="" type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other |

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

| <u>DIVERSITY AND EEO STAFFING AT CAMPAIGN FINANCE BOARD AS OF 4th QUARTER FY 2019</u> | | | | | |
|---|-----------------------------------|--|--|-------------------------------------|---------------------------|
| <u>Name</u> | <u>Civil Service Title</u> | <u>EEO\ Diversity Role</u> | <u>% of Time Devoted to EEO & Diversity Functions</u> | <u>Office E-mail Address</u> | <u>Telephone #</u> |
| Danica You | CFB Attorney II | EEO Officer/Director, EEO Investigator, and EEO Trainer | 20% | dyou@nyccfb.info | 212-409-1856 |
| Rudy Castro | CFB Admin. Assistant I | EEO Counselor, Trainer, and Investigator | 1% | rcastro@nyccfb.info | 212-409-1792 |
| Sabrina Castillo | CFB Analyst III | EEO Counselor, Trainer, and Investigator | 1% | scastillo@nyccfb.info | 212-409-1843 |
| Harold Andrieux | CFB Analyst III | ADA Coordinator, 55-a Coordinator, Career Counselor, Disability Rights Coordinator and Facilitator | 10% | handrieux@nyccfb.info | 212-409-1750 |