

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.
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 was 1 promotion, which was given to an employee in 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 113 employees. 52.2% of CFB employees are in a minority group and 49.6% 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.
<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 part of the agency’s efforts to create and maintain an inclusive work environment, the CFB hosted three and a half hour on-site transgender inclusion trainings with DCAS and Future Work Institute. The first training took place last fiscal year, and was completed by thirty-four CFB employees who were identified based on their role as supervisor and/or “front line staff” as defined by Executive Order 16.</p> <p>Given the high demand for this training and the agency’s commitment to providing resources to support a diverse and inclusive workplace, the agency held a second training for additional staff this quarter (January 9, 2018) as part of the agency’s training and development week. Twenty-three employees attended the training. The training received unanimously positive evaluations by attendees. Anyone who was identified as being required to attend the in-house trainings, but was not able to attend, has been asked to attend the next DCAS transgender inclusion training.</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 expert external trainers and in-house experts. The trainings were well attended and the evaluations showed that staff found the trainings truly valuable. The CFB will continue to hold similar training events in the future.

During this quarter, the CFB's Diversity and Inclusion Committee ("Committee") recognized Black History Month, Lunar New Year, Women's History Month, National Developmental Disabilities Month, Irish American Heritage Month, Holi, Deaf History Month, and Passover.

In recognition of Black History Month, on February 15, two Committee members organized a lunchtime screening of one segment of "Eyes on the Prize," a documentary about the civil rights movement in the United States. The segment focused on the efforts to combat discriminatory voting practices. Approximately 20 staff from across all units at the agency attended.

For Women's History Month, on March 14, two Committee members organized a lunchtime screening of a portion of the documentary "Makers: Women Who Make America." The documentary focused on the role of women in politics, striving for equality. Approximately 25 staff from across all units at the agency attended.

In recognition of Lunar New Year, one Committee member organized a celebration featuring traditional Chinese snacks, with assistance from other Committee members. The lead Committee member provided an explanation about the holiday to all staff in attendance. Nearly 50 staff from across all units at the agency attended the event.

The Committee also created and posted informational posters about the above mentioned events, as well as National Developmental Disabilities Month, Irish American History Month, Holi, Deaf History Month, and Passover on two centrally located bulletin boards to highlight additional important events.

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. Initial discussions resulted in the CFB's 2018 Strategic Goals, which include a focus on diversity and inclusion at the agency. Specifically, the 2018 Strategic Goals include 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

The CFB also firmly believes in the importance of advocating on issues that impact the diverse communities of NYC on a national scale. For example, this quarter the Voter Assistance Advisory Committee, which advises the CFB on its voter engagement efforts and recommends legislative and administrative changes to improve elections in NYC, sent a letter to the Commerce Department urging it not to include a question about citizenship in the census. The CFB shares the concerns of many others that including a citizenship question will reduce the participation of citizens and non-citizens in the census due to significant privacy concerns, including concerns about how the responses of undocumented people may be used.

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 training materials in the 2nd Quarter of FY2018 and provided a mandatory, agency-wide training this quarter (on January 10, 2018) for all employees. 85 employees attended the EEO training. An additional EEO training is scheduled for the 4th Quarter of FY2018 for employees who were unable to attend the January 10, 2018 training.

The City EEO Policy was distributed this quarter to three 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.

[X] 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.

[X] 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: [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.

X **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:

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.

Ongoing: 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.

January – March 2018: Diversity and Inclusion Committee Activities

As discussed further in Section I(B), in February the Committee screened a segment of the documentary "Eyes on the Prize" in recognition of Black History Month. The screening focused on the civil rights movement in the 1960s, specifically on voters' rights, which tied into the work of the CFB. Approximately 20 CFB staff attended the lunchtime event.

In February the Committee also recognized Lunar New Year by organizing an hour-long social and educational gathering where interested staff members met to eat traditional Chinese snacks, listen to a brief lesson about the holiday, and socialize. Approximately 50 staff members representing each unit in the agency participated in the gathering.

In March, the Committee screened a segment of the documentary "Makers: Women Who Make America," which centered on women in national politics in the United States. Approximately 25 CFB staff attended the lunchtime event.

In addition to creating and posting information in recognition of the aforementioned cultural events, the Committee also created and posted information in recognition of National Developmental Disabilities Month, Irish American Heritage Month, Holi, Deaf History Month, and Passover.

February 22, 2018: Diversity and Inclusion Committee Meeting

Twelve employees attended the February 2018 Committee meeting. The thirty minute long committee discussion included the following topics: (1) review of recent Committee events; (2) brainstorming potential additional diversity education efforts including, but not limited to, posting information up on the designated hallway bulletin boards about holidays and cultural events; (3) evaluating whether new topics should be covered in the agency's mandatory EEO training; (4) discussing potential topics for a diversity-related brown bag lunch and (4) discussing a potential staff survey focused on diversity and inclusion related issues..

March 22, 2018: Diversity and Inclusion Committee Meeting

Thirteen employees attended the March 2018 Committee meeting. The hour long Committee discussion included the following topics: (1) potential additional diversity education activities; (2) brainstorming questions for an all-staff survey about diversity and inclusion issues; (3) increasing access to voting for certain marginalized groups and (4) wage and hiring disparities at City agencies.

January 9, 2018: 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 in June 2017. The trainers were from the Future Work Institute. The second training took place in this quarter, specifically on January 9, 2018. Twenty-three employees attended the 3rd quarter transgender inclusion training. Once again, the training received unanimously positive evaluations, with attendees describing the training as "outstanding," "perspective shifting," and "essential for all people."

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, offering trainings pertaining to job and work skills, trainings pertaining to life and financial planning, and trainings related to diversity and inclusion (such as the Transgender Inclusion Training listed in Sections I(B) and IV(C) above). See Section 1(B) paragraph five 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 was granted.

V. AGENCY AUDITS

If the agency was audited by the EEPCC 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.