

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME:	Campaign Finance Board	
⊠ 2 □ 3 ^r	of Quarter (July -September), due December 13, 2019 Ind Quarter (October - December), due January 30, 2020 Ind Quarter (January -March), due April 30, 2020 Ind Quarter (April -June), due July 30, 2020	
Prepared by:		
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Date Submitted:	January 30, 2020	
FOR DCAS USE ONLY	<u>′</u>	
Date Received:		

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

PART I: NARRATIVE SUMMARY

•	COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD
	Distributed to all agency employees? Yes, On (Date): September 11, 2019 No
l.	RECOGNITION AND ACCOMPLISHMENTS
	The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity and equal employment opportunity through the following:
	☐ Diversity & EEO Awards
	☐ Diversity and EEO Appreciation Events
	☐ Public Notices
	☑ Positive Comments in Performance Appraisals
	☑ Other (please specify): During staff meetings and on the agency intranet as applicable

III. WORKFORCE REVIEW AND ANALYSIS

1.	Agency reminded employees to update sel-	f-ID information regarding ra	ce/ethnicity, gender, and veteran status.
		018; February 5, 2019	□ No
	preferred name to the HR unit in order to ch	nange certain internal records mployees to indicate their pr	ff during an agency-wide meeting that all staff may provide as to allow staff to better identify themselves in the workplace eferred name in city-wide records, the CFB will to implement
2.	-		cer with demographic data and trends, including workforce es, promotions and separation data; and utilization analysis.
		_□ No	
	The review was conducted together with:	☑ Human Resources☑ Agency Head	☑ General Counsel☑ Other Chief of Staff

The CFB began receiving dashboard information via CEEDS (Citywide Equal Employment Database System) during Q4 of FY2019. Prior to that quarter, the CFB did not receive dashboard information because of its status as a non-mayoral agency. 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.

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

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

A. WORKFORCE:

List the Workforce Goal(s) included in Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion, which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The CFB is proud of the diversity in its workplace and strives to continuously improve its employment and equal opportunity practices and procedures. The CFB will maintain and support a diverse, high-performing workforce by cultivating an inclusive workplace that enables full	Ensure that the pool of staff considered for promotions is diverse. In Q2 of FY2020, two staff members received promotions, including one staff member who identifies as female, and another who identifies as Latinx.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed
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. As part of its efforts to maintaining a diverse workforce, the CFB makes every attempt to identify and encourage growth of its employees.	Institute coaching, mentoring, and cross-training programs. The CFB's HR Director also serves as the agency's Career Counselor and provides coaching to staff on an on-going basis. Managers have access to (and use) coaching services on an as-needed basis to assist in their management development.	 ☑ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed 	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed

Identify best practices to retain mature employees. The CFB values a multi-generational workforce and invests in training and development for staff, providing management and career development trainings. The CFB's efforts to offer flexible schedules within the constraints of the City's rules are also a part of the agency's efforts to retain and support mature employees.	 ☑ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed 	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed
Implement initiatives to improve the development and training of employees. See Section B for additional details.	□ Planned □ Not started □ Delayed □ Deferred ⊠ Ongoing □ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed
Promote employee involvement by supporting Employee Resource and Affinity Groups (such as the Diversity and Inclusion Committee) See Section B for additional details.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☒ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed
Ensure employees receive Diversity and Inclusion training. The CFB is diligent about ensuring that new employees receive Diversity and Inclusion training within their first 30	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☒ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed

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days of employment. The CFB is exploring the possibility of requiring that all employees take Diversity and Inclusion training (either via DCAS's online module or live) on an annual or biennial basis.				
Conduct workforce planning and forecasting. The CFB consistently assesses its workforce to determine its current and future needs. Due to additional requirements placed on the agency, the agency has had to assess the need and uses for additional staff in a strategic manner.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed
Integrate succession planning in agency activities to develop a pipeline and facilitate a seamless transition and continuity of service. The CFB frequently promotes employees to new positions, creating a strong pipeline for the agency.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☒ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed

	Encourage agency employees to take promotional service examinations by providing information on the agency intranet. The CFB posts information about promotional service examinations whenever new exam information is provided by DCAS.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed		
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.							
Underutilization was identified through the quarterly workforce report: specifically, in the Managers category (-4, Black employees). The agency will address this underutilization by enhancing internal and external application pools as possible and employ other available tools to guide recruitment.							

B. WORKPLACE:

List the Workplace Goal(s) included in <i>Section IV:</i> Proactive Strategies to Enhance Diversity, EEO and Inclusion, which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The CFB commits to creating and maintaining	Provide hiring managers and staff with a	☐ Planned	☐ Planned		
an inclusive work environment and to increase	role in the hiring process with structured	☐ Not started	☐ Not started		
employee job satisfaction by creating action	interview/unconscious bias training to	□ Delayed	☐ Delayed		
plans based on results of employee surveys	best ensure fairness in the hiring process	☐ Deferred	☐ Deferred		
and other employee engagement methods.	and to maintain a diverse workforce.	☑ Ongoing	☑ Ongoing		

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 providing other training and opportunities to promote diversity and inclusion, as well as	The HR Director and EEO Officer will work together this fiscal year to update the agency's structured interview/unconscious bias training and provide this training to staff involved in the any stage of the hiring process.	☐ Completed	□ Completed		
career development and growth. As part of the agency's efforts to continuously grow and improve, the CFB underwent a Strategic Plan Initiative during Q4 of FY2018. The process provided an opportunity for all	Encourage staff to further their professional development and announce the accomplishments of staff on the Intranet and all-staff email when appropriate.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☒ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	00000	
interested staff to openly discuss ideas pertaining to the Strategic Plan Initiative. The CFB's Strategic Goals include a focus on diversity and inclusion at the agency, specifically, the following commitment:	Provide training and development to staff. The CFB created and adhered to a comprehensive training and development plan for the agency. This plan included outreach throughout the	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	00000	
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	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. 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 other skills such as

- Recognize and respect a wide range of expertise and experience within the agency
- Engage our colleagues across agency functions to accomplish shared goals

The CFB remains engaged in its efforts to achieve this commitment.

management, communication, and leadership, as well as trainings to diversity enhance and inclusion (including transgender inclusion, EEO, and sexual harassment prevention trainings). The trainings are conducted by a mix of expert external trainers and in-house staff. The trainings are wellattended (many are mandatory for all staff), and the evaluations showed that staff found the trainings truly valuable. The CFB will continue to hold Training and Development Days and similar activities in the future. The CFB's HR Director will continue working on a robust training plan for staff.

Beginning in August 2019, the agency began providing management refresher courses for all CFB supervisors and managers. The courses focus on five distinct topics, with two sessions held on each topic per month to accommodate all management. For example, this quarter there was a session that centered on giving feedback. The session centered on how feedback clarifies expectations, helps people learn from their mistakes, and builds confidence. The session provided participants with tools to become better skilled at

providing constructive and positive feedback. The second session of the quarter was about receiving feedback, where attendees learned helpful tips on how to better receive constructive and positive feedback.			
This quarter, in November 2019, the CFB also provided supervisor evaluations, where staff could to provide feedback about their thoughts and perceptions about their supervisors' performance.			
Review and update Sexual Harassment Prevention and EEO Policy Statements annually. The CFB updated its Sexual Harassment Prevention and EEO Policy Statements and Statement of Commitment from Agency Head during the first quarter of FY 2020. The documents were provided to all staff by the Executive Director. The EEO Officer also provided staff with a verbal reminder about the updated documents. During Q1 of FY 2020, the Executive Director also provided staff with additional updates pertaining to EEO and	□ Planned □ Not started □ Delayed □ Deferred ☑ Ongoing □ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	

update on the agency's successful completion of the Equal Employment Practices Commission (EEPC) audit of the CFB's sexual harassment prevention and response practices; (2) distribution of the agency's new lactation accommodation policy and room request form; (3) an update on paid parental leave; (4) updates to the City's list of protected classes; and (5) additional information on EEO-related online trainings.				
Update language in the key responsibilities of all supervisors to better emphasize supervisors' responsibilities with respect to EEO and sexual harassment prevention.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	00000	_ _ _ _
The updated language was drafted and will be added to all supervisors' key responsibilities in this fiscal year.				
Conduct certain citywide surveys to improve the recruitment, hiring, inclusion, retention, and advancement of people in underrepresented groups on an ongoing basis (e.g., citywide onboarding survey, exit survey for non-represented employees, and exit interviews).	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed		
Recognize holidays and special events.	☐ Planned ☐ Not started	☐ Planned ☐ Not started		

During this quarter, the CFB's Diversity and Inclusion Committee ("Committee") recognized Yom Kippur, Hispanic/Latinx Heritage Month, Breast Cancer Awareness Month, Italian American Heritage Month, Domestic Violence Awareness Month, Indigenous People's Day, Columbus Day, Diwali, National Native American Heritage Month, Black Solidarity Day, Veterans' Day, Hanukkah, Christmas, and Kwanzaa. Most celebrations were acknowledged on the agency's Diversity and Inclusion bulletin boards. For Breast Cancer Awareness Month, a member of the Diversity and Inclusion Committee also put together pink ribbons for interested staff to wear throughout the month. The agency held a holiday party in an effort to include all possible celebrations that took place throughout the quarter.	□ Delayed □ Deferred ⊠ Ongoing □ Completed	□ Delayed □ Deferred ⊠ Ongoing □ Completed		
Ensure the EEO professionals participate in trainings and other personal development to stay abreast of developments in EEO, sexual harassment prevention, and diversity and inclusion. This quarter, the EEO Officer attended DCAS's monthly EEO Officer meetings.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	00000	

	The EEO Officer and the HR Director also attended the City's first HR and EEO Conference, "Our Common Ground – Connected in Purpose, Policy and Practice."				
	Distribute a diversity and inclusion/EEO survey to all staff and analyze results. The information collected in the report will be used to develop and implement initiatives based on the analysis of the results of the survey. The survey was distributed to staff this quarter and will be analyzed by the EEO Officer and Diversity and Inclusion Committee during FY 2020 Q3 and Q4 (if necessary).	 ☑ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed 	□ Planned □ Not started □ Delayed □ Deferred ☑ Ongoing □ Completed	0000	
Please specify any other FFO-related activities during the d	marter (e.g., nostings, meetings, cultural programs r	romoting diversity	newsletters/artic	les etclan	d describe

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 Yom Kippur, Hispanic/Latinx Heritage Month, Breast Cancer Awareness Month, National Disability Awareness Month, Italian American Heritage Moth, Domestic Violence Awareness Month, Indigenous People's Day, Columbus Day, Diwali, National Native American Heritage Month, Black Solidarity Day, Veterans' Day, Hanukkah, Christmas, and Kwanzaa by posting materials to the agency's two centrally located bulletin boards. The Committee also held a meeting on December 9, 2019 to discuss their EEO/diversity and inclusion staff survey and potential future events.

The Committee worked with other staff members to create a new affinity group in FY 2019: The Caregiver Support Group. The group is a resource for staff who are caregivers or who are interested in issues impacting caregivers, such as how to work toward better work/life balance, and how to prepare for long-term elder care needs. The group held its first meeting in the third quarter of FY2019 and held a

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

The Executive Director and EEO Officer also began holding one-on-one quarterly meetings to discuss EEO and related topics. This quarter, the Executive Director, EEO Officer, and HR Director met on November 13, 2019 to discuss the EEO Annual plan and related issues.

C. COMMUNITY:

List the Community Goal(s) included in <i>Section IV:</i> Proactive Strategies to Enhance Diversity, EEO and Inclusion, which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The CFB will promote accountability, education,	Continue to plan and implement events	☐ Planned ☐ Not started	☐ Planned ☐ Not started		
and communication on diversity and inclusion with employees, leaders, and stakeholders.	to boost voter registration and voter turnout, and continue to undertake	☐ Not started ☐ Delayed	☐ Not started ☐ Delayed		
With significantly increased EEO, diversity and	initiatives to improve community	☐ Deferred	☐ Deferred		
inclusion training and other related	relations, community awareness, and	⊠ Ongoing	⊠ Ongoing		
programming (at least once per quarter),	community engagement.	☐ Completed	☐ Completed		
employees will better appreciate the					
importance of diversity and inclusion, which will					
empower the agency to better perform its	which took place last quarter, the CFB				
work, aimed at benefitting the citizens on New	(through its NYC Votes arm) registered				
York City as a whole.	3,387 new voters in partnership with				
	twelve NYC agencies and 58 other				

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 that communities are empowered with access to voting resources.

organizations. On NVRD, NYC Votes announced its plans to double youth voter turnout in the 2021 elections (as compared to the 2017 elections, where only 14.5% of young voters voted in the mayoral election) and to boost voter participation among naturalized citizens in NYC by 20,000 new voters by the end of calendar year 2020. This effort will require close work with non-profits, businesses, and community organizations. These plans will kick off with a series of town hall-style meetings for interest organizations beginning next quarter.

Last quarter, the CFB (through its NYC Votes arm and the NYC Voter Assistance Advisory Committee) hosted its first "We the Young People" hearing. The public hearing, the first of its kind, was created by, for, and about New Yorkers aged 15 to 25. The purpose of the meeting was to highlight the voices of young people from throughout the City, giving them a dedicated space to voice their needs and concerns, and served as the beginning of the CFB's revamped and long-term youth engagement initiatives. Twenty-four people provided young spoken testimony and six provided written

statements. The youth who testified ranged from 14-25 years old and represented a variety of high schools, colleges, and organizations from throughout the City of New York.

Of the testimonies, nearly all brought attention to the inequitable distribution of resources around New York City, especially within public high schools, and spoke to how access to information is intricately tied to voter turnout, civic participation, and community outcomes. Nearly all participants cited a need for quality civic education in all high schools and noted that they want more opportunities for young people to get involved with the voting process, elected officials, and local government. Most importantly, the participants asked that adults take their voices and concerns seriously and engage young people in a meaningful way.

In response to these recommendations, the CFB is expanding youth programming, including creating more civic education curriculum, designing a youth board, and launching a massive pre-registration campaign in the Winter and Spring of 2020. The youth-centered campaign will engage young voters through in-person activation points,

influencer development, and digital strategies. Over the past year, NYC Votes has developed a peer-to-peer model, which involve messages for young people by young people. As phase one of this strategy, we held a focus group with young students from across the city and asked them several questions on how they see themselves in the electoral process and how they like to communicate.

In New York City, 1.7 million citizens one out of four citizens citywide—are naturalized. Neighborhoods with large immigrant populations have lower rates of voter participation. Working with community partners in key neighborhoods with immigrant communities and persistently low turnout, the CFB will identify hold unregistered voters, voter registration drives and canvassing events, and conduct get-out-the-vote efforts through door knocking, phone banking, and digital outreach. Part of the CFB's strategy to improve outreach to immigrant communities also includes translating additional materials into target languages, creating more specifically targeted culturally relevant materials, conducting more strategic inperson outreach (including to foreignlanguage press and other organizations), and building more strategic partnerships. The CFB aims to register and engage 20,000 new voters by the end of 2020.

As part of these efforts, the CFB will also host two Days of Action in ten different neighborhoods in Brooklyn and Queens this year to register people to vote. The CFB will partner with strong community organizations in both boroughs to achieve this. Additionally, after the Days of Action are over the CFB will begin the process of turning these newly registered people into voters through get out he vote phone banking and email and text campaigns along with social media by the end of 2020.

Additionally, the CFB circulates a postelection survey after every election asking all campaigns for feedback about their opinions and suggestions about their experiences with the CFB. The information is then used to improve CFB procedures, training materials, technology, and more.

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Voluntarily implement the City's M/WBE	☐ Planned	☐ Planned	
(minority/women owned business	☐ Not started	☐ Not started	
enterprise) goal setting requirements.	☐ Delayed	☐ Delayed	
	☐ Deferred	☐ Deferred	
Although the CFB is a non-mayoral	⊠ Ongoing	⊠ Ongoing	
agency and therefore exempt from the	☐ Completed	☐ Completed	
City's M/WBE 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 contribute greatly to and drive			
our City's economy and use of their			
goods and services should be properly			
reflected in government contracting,			
including at the CFB. As such, the CFB			
adheres to the practice of including			
M/WBE certified vendors in all CFB			
solicitations, reaching out to more than			
the number of M/WBEs recommended			
by DCAS. For example, when the CFB			
engaged in a search for a security firm			
this quarter, the agency only solicited			
from M/WBE certified vendors.			
Additionally, during the CFB's search for			
a vendor for a large project recently, the			
agency sent the Request for Proposal to			
56 M/WBEs in addition to the standard			
vendor list. Seven out of the nine			
responding proposals come from			
M/WBEs.			

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Strengthen outreach efforts to increase	☐ Planned	☐ Planned		
the diversity of candidates running for	☐ Not started	☐ Not started		
office.	☐ Delayed	☐ Delayed		
	☐ Deferred	☐ Deferred		
The CFB launched its 5 Borough Tour	⊠ Ongoing	⊠ Ongoing		
program in June 2019. The events	☐ Completed	☐ Completed		
provided Saturday afternoon trainings in				
libraries located in each of the five				
boroughs for those interested in running				
for City office in 2021. The CFB created				
and implemented this program to help				
increase the diversity of candidates				
running for office and provide better				
representation for all communities in				
NYC elections. This quarter, there were				
19 attendees for three sessions held in				
Manhattan, the Bronx, and Staten Island.				
220 people have attended the sessions				
held so far since the launch in June 2019:				
64 in Queens, 65 in Manhattan, 40 in				
Brooklyn, 30 in the Bronx, and 21 in				
Staten Island.				

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Consistently train staff on EEO, diversity and inclusion, and sexual harassment prevention issues. The CFB's continuous staff education efforts, including increased EEO, diversity and inclusion, and sexual harassment prevention training, as outlined in Section IV(B), will also greatly contribute to staff being able to better serve the all NYC citizens.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☒ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	0 0 0 0 0	
Include diversity and inclusion-related issues as part of the agency's strategic plan. The CFB went through a Strategic Plan Initiative process. The agency believes that supporting diversity and inclusion with respect to the communities it serves is an essential component of the CFB's work. As such, the CFB's Strategic Goals include the following pledges (in relevant part): Build and sustain productive relationships with stakeholders • Ensure public-facing communication is clear and open	□ Planned □ Not started □ Delayed □ Deferred ⊠ Ongoing □ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed		

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

V. <u>RECRUITMENT</u>

List Recruitment Strategies and Initiatives which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
The agency will post the job descriptions for all new open positions on the agency website and notify employees of the positions via email. The job postings will also be placed on external sites such as Monster Diversity and diversityjobs.com. In FY 2020, the CFB will continue to follow the formal merit increase and promotion policy that was established during FY 2019 in the interest of adhering to clear, fair guidelines aimed at providing equal opportunity to all staff. The CFB also will implement and/or continue	Create, distribute, and adhere to a merit increase and promotion policy. The CFB created and distributed this policy during the second quarter of FY2019 as part of agency efforts to establish fair guidelines that provide equal opportunity to all staff and will continue to follow the policy consistently. The CFB will re-visit the policy in FY2020 to determine whether the policy should be updated.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☒ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☒ Ongoing ☐ Completed		0 0 0 0
additional recruitment strategies and initiatives in FY2020.	Implement a compressed work week strategy. The CFB is also in the process of trying to implement a compressed work week schedule to provide a benefit for employees that would be useful in the recruitment process, particularly for candidates and staff who may benefit	 ☑ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed 	 ☑ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed 		00000

from this additional flexibility. The CFB is in the process of working with the relevant City agencies and unions and hopes to start a pilot program for the compressed work week schedule later this fiscal year.			
Ensure that agency personnel involved in	☐ Planned	☐ Planned	
the hiring process have received	☐ Not started	☐ Not started	
structured interview training and	□ Delayed	☐ Delayed	
unconscious bias training.	□ Deferred	☐ Deferred	
arreonscious sius trummig.	☑ Ongoing	☑ Ongoing	
As noted earlier, the EEO Officer and HR	□ Completed	☐ Completed	
Director will update the agency's			
structured interview/unconscious bias			
training and will resume trainings later			
this year.			
tilis year.			
Review policies, procedures, and practices	☑ Planned		
related to targeted outreach and	☐ Not started		
recruitment.	☐ Ongoing		
recrarement.	□ Delayed		
	□ Deferred		
	□ Completed		
Review underutilization in job groups to	☐ Planned	☐ Planned	
inform recruitment efforts.	☐ Not started	☐ Not started	
III)	☐ Delayed	☐ Delayed	
	☐ Deferred	☐ Deferred	
	□ Dollar Galler □ Dollar Galler	□ Dolong □ Dolong	
	☐ Completed	☐ Completed	_
	•	•	 _ _

Direct resources to bolster efforts to □ Planned □ □ □
increase the effectiveness of diversity
recruitment.
□ Deferred □ □ □
☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
☐ Completed ☐ Completed ☐ ☐
Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to career opportunities (if available through the new HRIS, the CFB will put this into place in FY 2020). □ Planned □ Not started □ Delayed □ Delayed □ Deferred □ Ongoing □ Completed □ Completed □ □ □ Completed □ □ □ Completed □ □ □ □ Completed □ □ □ □ Completed □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging.

Share job vacancy notices with the Mayor's Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788-2830 and ACCES VR by sending job vacancy notices to Maureen.Anderson@nysed.gov, (212) 630-2329, so they can share them with their clients. Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource (citywiderecruitment@dcas.nyc.gov).	□ Planned □ Not started □ Delayed □ Deferred □ Ongoing □ Completed □ Planned □ Not started □ Delayed □ Deferred □ Ongoing □ Completed	□ Planned □ Not started □ Delayed □ Deferred □ Ongoing □ Completed □ Planned □ Not started □ Delayed □ Deferred □ Ongoing □ Completed	00000	
Assess recruitment efforts to determine whether such efforts adversely impact any group.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed		

B. INTERNSHIPS/FELLOWSHIPS

The agency provided the following interns	hip opportunities o	during Q2 FY2020.		
Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s] [N-B=Non-Binary; O=Other; U=Unknown]	

1.	Urban Fellows	0		M F N-B O U
2.	Public Service Corps	0		M F N-B O U
3.	Summer College Interns	0		M F N-B O U
4.	Summer Graduate Interns	0		M F N-B O U
5.	Other (specify): School Year	2	White	M F <u>2</u> N-B O U
	Interns			
6.	None ⊠			

Additional Comments: There are many internship opportunities available at the CFB, particularly during an election year. The agency is comprised of many units, including Candidate Guidance & Policy, Records Management, Legal, Public Relations, and Voter Assistance, and internship opportunities are available within many of these units. Depending on the unit, interns can work on press-related matters, gain legal experience, do field work to increase voter registration and participation, or other tasks relating to campaign finance and/or elections.

In Q1 of FY 2020, two interns (one who identifies as a female and a racial minority and the other who identifies as the latter) transitioned from their part-time intern positions to full-time staff. Two additional interns (both of whom identify as female) were hired to continue with the agency after initially being hired as summer college interns and are still with the agency as interns.

In accordance with DCAS's EEO best practices, the agency will utilize the internship/fellowship opportunities to improve a pipeline of candidates from underutilized groups for entry-level positions, including in mission-critical positions.

C. 55-A PROGRAM

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

As a non-mayoral agency, the CFB has its own unique, CFB-specific civil service titles and therefore does not participate in the 55-a Program and has no 55-a Program participants on staff. The agency currently is in the process of seeking approval for its civil service title proposal for permanent titles.

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

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

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

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

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

				-	
(U)	$/\Lambda$	_	_		
			_		

Actively reach out to networks of	☑ Planned	☑ Planned	
underrepresented groups.	☐ Not started	☐ Not started	
. 5 .	□ Delayed	□ Delayed	
	□ Deferred	□ Deferred	
	□ Ongoing	□ Ongoing	
	□ Completed	☐ Completed	
Train hiring managers in structured	☐ Planned	☐ Planned	
interviewing techniques to avoid	☐ Not started	□ Not started	
unintentional biases in the hiring	☐ Delayed	☐ Delayed	
process.	☐ Deferred	☐ Deferred	
process.	☑ Ongoing	☑ Ongoing	
	□ Completed	☐ Completed	
Once HR software/tracking system is in	☑ Planned	☑ Planned	
place, assess the way candidates are	☐ Not started	☐ Not started	
selected for employment, to determine	□ Delayed	□ Delayed	
whether there is any adverse impact	☐ Deferred	☐ Deferred	
	□ Ongoing	☐ Ongoing	
upon any racial, ethnic, disability, or	□ Completed	☐ Completed	
gender group. If adverse impact is			
discovered, the agency head will			
determine whether the criteria being			
utilized are job-related. If the criteria are			
not job-related, the agency will			
discontinue using that method.			
Review the demographics race/ethnicity	☑ Planned	☐ Planned	
and gender for those who received	□ Not started	☐ Not started	
promotions/salary raises.	☐ Delayed	☐ Delayed	
promotions/sulary raises.	☐ Deferred	☐ Deferred	
	☐ Ongoing	☑ Ongoing	
	☐ Completed	☐ Completed	

The hiring manager must submit the resumes for the first, second and third choices for an open position to the Agency Head and HR Director during the final approval stage.	 ☑ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed 	 ☑ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed 	00000	
Review the demographics of the senior leadership regularly (by Agency Head).	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing	00000	0000
EEO Officer will review on a quarterly basis the demographics of those who received promotion and share the information with the Agency Head and Human Resources (by EEO Officer).	☐ Completed ☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☒ Ongoing ☐ Completed	☐ Completed ☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed		
Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations) for possible negative impact on minority employees and applicants.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☒ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	00000	
EEO, HR and managers will collaborate and, where necessary, develop action plans to eliminate barriers.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	00000	
Develop specific, job-related	☐ Planned ☐ Not started	☐ Planned ☐ Not started		

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t c c r s	qualification standards for each position that reflect the duties, functions, and competencies of the position and minimize the potential for gender stereotyping and other unlawful discrimination. Make sure these standards are consistently applied when choosing among candidates.	□ Delayed□ Deferred⊠ Ongoing□ Completed	□ Delayed □ Deferred ☑ Ongoing □ Completed	0000	
E E F C	Establish written objective criteria for evaluating candidates for hire or promotion and apply those criteria consistently to all candidates. Hiring managers will develop written objective criteria for each open position.	 ☑ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed 	 ☑ Planned ☐ Not started ☐ Delayed ☐ Deferred ☐ Ongoing ☐ Completed 	00000	
	Ensure nondiscriminatory treatment by conducting structured interviews, where the same questions are asked of all applicants for a job or category of job, and inquiring about matters directly related to the position in question	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed		
	Use a diverse panel of interviewers to conduct interviews.	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	☐ Planned ☐ Not started ☐ Delayed ☐ Deferred ☑ Ongoing ☐ Completed	00000	0 0 0 0

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Have the EEO Officer review the	☑ Planned	☑ Planned	
interview questions in collaboration with	□ Not started	☐ Not started	
the Director of Human Resources to	□ Delayed	□ Delayed	
ensure they are EEO-compliant, job-	□ Deferred	□ Deferred	
related, and required by business	☐ Ongoing	☐ Ongoing	
necessity.	☐ Completed	☐ Completed	
necessity.			
The CFB plans on implementing this in a			
later guarter this fiscal year.			
Have the EEO Officer observe interviews,	☑ Planned	☑ Planned	
where possible.	☐ Not started	☐ Not started	
where pessione.	☐ Delayed	□ Delayed	
The CFB plans on implementing this in a	☐ Deferred	□ Deferred	
	☐ Ongoing	☐ Ongoing	
later quarter this fiscal year	□ Completed	☐ Completed	
Have the EEO Officer and HR Director	☑ Planned	☑ Planned	
provide feedback to the hiring manager	□ Not started	☐ Not started	
after the completion of the hiring	□ Delayed	□ Delayed	
process.	☐ Deferred	☐ Deferred	
p. 66633.	□ Ongoing	☐ Ongoing	
The CFB plans on implementing this in a	☐ Completed	□ Completed	
later quarter this fiscal year.			
Have the EEO Officer assist the hiring	☐ Planned	☐ Planned☐ Not started	
manager if a reasonable	☐ Not started		
accommodation is requested during the	☐ Delayed	□ Delayed□ Deferred	
interview.	☐ Deferred	□ Deferred ☑ Ongoing	
	□ Completed	☐ Completed	
The CFB plans on implementing this in a		□ Completed	П
later quarter this fiscal year.			

Have the EEO Officer review the hiring	☑ Planned	☑ Planned	
package prior to final review and	□ Not started	☐ Not started	
approval by the Agency Head.	☐ Delayed	□ Delayed	
approva. 2) and rigency means.	☐ Deferred	☐ Deferred	
The CFB plans on implementing this in a	☐ Ongoing	☐ Ongoing	
later quarter this fiscal year.	☐ Completed	☐ Completed	
Adjust agency outreach and recruitment	☐ Planned	☐ Planned	
efforts where necessary.	☐ Not started	☐ Not started	
	☐ Delayed	☐ Delayed	
	☐ Deferred	☐ Deferred	
	☑ Ongoing	☑ Ongoing	
	☐ Completed	☐ Completed	
Monitor the results of action plans for	☐ Planned	☐ Planned	
any changes in the agency workforce,	☐ Not started	☐ Not started	
including increases or decreases in	☐ Delayed	□ Delayed	
applications of qualified applicants and	☐ Deferred	☐ Deferred	
selection rates.	☑ Ongoing	☑ Ongoing	
Selection fates.	☐ Completed	☐ Completed	

VII. TRAINING

Provide your training information in the "DIVERSITY AND EEO TRAINING SUMMARY" on the separate Excel template.

VIII. REASONABLE ACCOMMODATION

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide

Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: https://mspwva-dcslnx01.csc.nycnet/Login.aspx		
All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System.	⊠ Yes	□ No
☐ There were no new R/A requests in the current quarter.		

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

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

Provide E.O. 16 Training Information in the "DIVERSITY AND EEO TRAINING SUMMARY" on the separate Excel template.

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

☑ The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about pay history.

☐ All personnel involved in job interviews is required to go through structured interview training.

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Provide Sexual Harassment Prevention Training Information in the "DIVERSITY AND EEO TRAINING SUMMARY" on the separate Excel template.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

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

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

Risk 1: Homogenous Workplace:

N/A. The CFB performed a thorough review of our agency's staff demographics based on reported gender, race/ethnicity, and age, analyzed by individual unit. Based on our review, we believe that the demographics of our

agency's workforce are not homogenous and therefore do not contribute to an increase in the risk of sexual harassment to our staff. Overall, our agency is firmly committed to diversity and inclusion, as well as overarching EEO principles including sexual harassment prevention. The CFB is steadfast in its dedication to ensuring that all employees, regardless of gender, race/ethnicity, age or other characteristic, have fair access to job assignments, trainings, promotions, and other opportunities as outlined in the agency risk assessment quide questions.

Risk 2: Cultural and Language Differences in the Workplace:

N/A. The CFB is not at increased risk of sexual harassment due to any cultural and language differences in our agency. Because our agency does not have staff with limited English proficiency, we are not at greater risk for sexual harassment or other workplace issue due to staff being unable to communicate because of language barriers.

While the agency is diverse with respect to race, ethnicity, and/or culture, the CFB does not have "blocs" of employees and has not had an "influx" of employees from a single culture and/or nationality. The CFB demands that its employees treat each other and the people the agency serves with fairness and respect.

Risk 3: Workplaces with Significant Power Disparities:

N/A. The CFB is not at an increased risk of sexual harassment based on significant power disparities because such disparities do not appear to exist at this agency.

Our numbers with respect to wages based on gender are encouraging: 24 out of the 50 highest paid CFB employees are female and 28 out of the 50 lowest paid CFB employees are female, showing a nearly even split between female and male employees. Females are also well-represented in the CFB's highest ranks, with 53% of the agency's leadership identifying as female as of the end of Q2 of FY 2020.

Our numbers with respect to wages based on race are also positive: 26 out of the 50 highest paid CFB employees identify as Asian, Black, Hispanic/Latino, or two or more races.

While the CFB does have a higher number of its employees of color in the 50 lowest paid positions at the agency (30 as compared to 20 white employees), the difference isn't large enough to create significant power disparities, given the size

of the agency.

Also, people of color are well-represented in the CFB's leadership, with 46% of the agency's Executive team and unit heads identifying as Asian or Black.

Risk 4: Isolated Workplaces:

N/A. The CFB is at extremely low risk for sexual harassment due to isolated workplaces in our agency because the CFB does not operate in any isolated workplaces. The CFB has one central office space which is set up as an open office work environment where only a handful of senior staff have private offices (which remain visible to all because each has at least one wall that is mostly glass).

Employees rarely work alone. If they do work alone, such work usually takes place at the CFB's office, in one of the conference rooms which are located next to many other staff. Site visits to campaign offices always include at least two employees.

However, the CFB does plan on opening a satellite office in 2020. The EEO Officer will assess any potential risks with that new space and work to mitigate/eliminate any potential concerns.

Risk 5: Decentralized Workplaces:

N/A. Like Risk 4, the CFB is at very low risk of sexual harassment due to decentralized workplaces because the agency is completely centralized. As mentioned in the Risk 4 section, the CFB is housed in one location, where the offices of agency leadership are located with the rest of staff, including front line employees and first line supervisors. The CFB's leadership plays an active role in sexual harassment prevention by engaging in activities including, but not limited to, participating in numerous trainings and affirming the agency's stated and written commitment to sexual harassment prevention and broader EEO principles.

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

X	The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates
	as they occur.

☐ The agency has entered all types of complaints in the DCAS Citywide Complaint Tracking System and updates a
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Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: https://mspwva-dcslnx01.csc.nycnet/Login.aspx

F. LOCAL LAW 101: CLIMATE SURVEY

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

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

After reviewing and analyzing the results of the response data sent by DCAS (which covered the survey responses of 21 out of the CFB's 121 employees), the CFB formalized the practice of providing access to EEO training to all new employees within the first 30 days of employment and updating the agency's EEO complaint process to mirror the citywide procedure. The EEO training for new employees includes sexual harassment prevention, transgender inclusion, diversity and inclusion, and EEO.

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

☑ The agency is currently NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices. The
CFB underwent an audit by the NYC Equal Employment Practices Commission in CY2019 and received a Final Determination and Certificate of
Compliance in October 2019.
☐ The agency is involved in an audit; please specify who is conducting the audit:
☐ Attach or list below audit recommendations.
☐ The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.

APPENDIX: CFB EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 1st QUARTER, FISCAL YEAR 2020

A. PERSONNEL CHANGES

Personnel Char Changes	nges this Quarter No	Number of Additions:	Number of Deletions:	
Employee's Name				
Nature of change	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	
Start/Termina tion date of EEO Function	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: OR Termination Date:	
NOTE: Please a	attach CV/Resume of new staff to this			
For Current El	3O Professionals:			
Title	Danica You, EEO Officer (Senior Counsel)	Rudy Castro (Director of Records Management)	Sabrina Castillo (Director of Partnerships and Outreach)	Harold Andrieux (Director of Human Resources)
EEO Function	 ☑ EEO Officer ☑ EEO Counselor ☑ EEO Trainer ☑ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify) 	☐ EEO Officer ☑ EEO Counselor ☑ EEO Trainer ☑ EEO Investigator ☐ 55-a Coordinator ☐ Other:(specify)	 □ EEO Officer ⋈ EEO Counselor ⋈ EEO Trainer ⋈ EEO Investigator □ 55-a Coordinator □ Other: (specify) 	 □ EEO Officer □ EEO Counselor □ EEO Trainer □ EEO Investigator ⋈ 55-a Coordinator ⋈ Other: (specify) – ADA Coordinator, Career Counselor, Disability Rights Coordinator and Facilitator

Proportion of Time Spent on EEO Duties	□ 100%	☑ Other: (specify %): 20%	□ 100%	☑ Other: (specify %): 1%	☐ 100% ☐ Other: (spec	cify %): 1%	☐ 100% ☐ Other: (spe	ecify %): 10%
Attended EEO Professional On-Boarding at DCAS	⊠ Yes	□ No	Counselors sessions mu have been	as tried to enroll its EEO in the DCAS onboarding altiple times in the past but told there was not enough EEO Counselors.	onboarding ses in the past but l	ors in the DCAS sions multiple times have been told nough space for	□ Yes	⊠ No
Completed Trainings: EEO Diversity &								
Inclusion lgbTq: The Power of Inclusion	⊠ Yes ⊠ Yes	□ No □ No	X YesX YesX Yes	□ No □ No □ No	✓ Yes✓ Yes✓ Yes	□ No □ No □ No	✓ Yes✓ Yes✓ Yes	□ No □ No □ No
Structured Interviewing and Unconscious Bias	⊠ Yes ⊠ Yes	□ No □ No	⊠ Yes	□ No	✓ Yes✓ Yes	□ No	⊠ Yes ⊠ Yes	□ No □ No
Sexual Harassment Prevention Training	☑ DCAS	☑ Agency ☑ Other	☑ DCAS	☑ Agency □ Other		1 Agency		□ Agency
Source(s):	M DCAS	A Agency La Otner	M DCAS	☑ Agency ☐ Other	☐ Other	•		· .

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

DIVERSITY AND EEO STAFFING AT CAMPAIGN FINANCE BOARD AS OF 2nd QUARTER FY 2020						
Name	Civil Service Title	EEO\Diversity Role	% of Time Devoted to EEO & Diversity Functions	Office E-mail Address	Telephone #	
Danica You	CFB Attorney II	EEO Officer/Director, EEO Investigator, and EEO Trainer	20%	dyou@nyccfb.info	212-409-1856	
Rudy Castro	CFB Admin. Assistant I	EEO Counselor, Trainer, and Investigator	1%	rcastro@nyccfb.info	212-409-1792	
Sabrina Castillo	CFB Analyst III	EEO Counselor, Trainer, and Investigator	1%	scastillo@nyccfb.info	212-409-1843	
Harold Andrieux	CFB Analyst III	ADA Coordinator, 55- a Coordinator, Career Counselor, Disability Rights Coordinator and Facilitator	10%	handrieux@nyccfb.info	212-409-1750	