

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: CAM	PAIGN FINANCE BOARD	
□ 1 st Quarter	(July -September), due December 13, 2019	
2 nd Quarter	(October - December), due January 30, 2020	
🛛 3 rd Quarter	(January -March), due May 15, 2020 (formerly April 30, 2020)	
4 th Quarter	(April -June), due July 30, 2020	
Prepared by:		
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Name	Title	Telephone No.
Date Submitted: <u>May 14,</u>	2020	
FOR DCAS USE ONLY		
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 EEO annual 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 began directly providing its annual plans and quarterly reports to both DCAS and the EEPC beginning Fiscal Year 2019, Quarter 3.

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Xes, On (Date): <u>September 11, 2019</u> No

The commitment and accountability statement by the agency head are distributed to all agency employees 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:

* Please describe D&EEO Awards and/or Appreciation Events below:

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

The CFB's Human Resources Director also verbally informed staff during an agency-wide meeting on April 9, 2019 that all staff may provide a preferred name directly to the HR unit in order to change certain internal records to allow staff to better identify themselves in the workplace. CFB staff will be reminded to update self-ID information on an annual basis, in September, as part of the agency's annual EEO reminders. 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.

Xes, On (Date): <u>May 8, 2020</u> □ No

The review was conducted together with:Image: Human ResourcesImage: General CounselImage: Chief of StaffImage: 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 review the data each quarter, which is largely provided 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, EEO and Inclusion</u>:

A. WORKFORCE:

List the Workforce Goal(s) included in <i>Section IV:</i> <i>Proactive Strategies to Enhance Diversity, EEO and</i> <i>Inclusion,</i> 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 Q3 of FY2020, 1 staff member (who identifies as female and Latinx) was selected for promotion.	 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

days of employment. However, given current constraints with training accessibility with non-essential City employees working from home, the 30- day timeframe for employees who started in February and March has been extended since remote diversity and inclusion/EEO training beyond SHP is not yet available through DCAS. The CFB is also exploring the possibility of requiring our employees to take Diversity and Inclusion training (either via DCAS's online module or live) on an annual or biennial basis. Once DCAS's training options return, the CFB will explore the possibility of a disability etiquette training for staff too.				
Conduct workforce planning and forecasting. The CFB frequently assesses its workforce to determine current and future needs based on agency priorities. Due to additional requirements placed on the agency, the agency had to assess the need and uses for additional staff more frequently in recent quarters. Anticipated Citywide budget constraints will also require the CFB to conduct	 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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	additional workforce planning and forecasting as well.				
	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 underutilization exists in the current quarter. Underutilization was identified through the quart Management Specialists category (-7, Black empl Specialists category and other details that will he internal and external application pools as possible	terly workforce report: specifically, in the M oyees). The EEO Officer will reach out to DC Ip the agency better understand these figur	anagers catego CAS to obtain m res. The CFB wi	ory (-5, Black er ore informatio	nployees) and the Ma	he nagement

Discuss additional details relevant to the workforce, including potential wage disparities and representation issues.

Our numbers with respect to wages based on gender are encouraging on one level: 11 out of the 25 highest paid CFB employees are female, representing 44% of the highest paid employees at the agency at the end of Q3 of FY2020.

The agency's 16-person leadership team, consisting of Executive Team members and unit heads, has a nearly even split based on gender: 9 identify as female and 7 as male. People of color are well-represented in the CFB's leadership team, with 43.75% identifying as Hispanic/Latinx (3 people, 18.75%), Asian (2 people, 12.5%), or Black (2 people, 12.5%).

There are other statistics relating to wages that the CFB will continue to monitor to ensure that power disparities do not exist. It would be helpful to receive information from DCAS in order to better interpret this data going forward. For example, 16 out of the 25 highest paid CFB employees identify as White (64%) and nine of the group identify as Asian, Black, Hispanic/Latinx, or two or more races (36%). 14 out of the 25 lowest paid CFB employees identify as White (56%) and 11 of the same group identify as a person of color (44%), specifically Black (4 people, 16%), Asian (3 people, 12%), Hispanic/Latinx (2 people, 8%), or two or more races (2 people, 8%).

B. WORKPLACE:

List the Workplace Goal(s) included in <i>Section IV:</i> <i>Proactive Strategies to Enhance Diversity, EEO</i> <i>and Inclusion,</i> 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	Planned	Planned	Planned	
an inclusive work environment and to	a role in the hiring process with	□ Not started	Not started	Not started	
increase employee job satisfaction by	structured interview/unconscious bias	Delayed	Delayed	Delayed	
creating action plans based on results of	training to best ensure fairness in the	Deferred	Deferred	Deferred	

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employee surveys and other employee engagement methods.	hiring process and to maintain a diverse workforce.	☑ Ongoing □ Completed	⊠ Ongoing □Completed	⊠ Ongoing □Completed	
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 career development and growth.	The HR Director and EEO Officer will work together this year to update the agency's structured interviewing/unconscious bias training and provide this training to staff involved in the any stage of the hiring process.				
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 interested staff to openly discuss ideas	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 	 Planned Not started Delayed Deferred Ongoing Completed 	
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	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	
 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 	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. The CFB's training and development sessions are a combination of trainings on technical				

 Recognize and respect a wide range 	skills, in-house trainings to enhance	
of expertise and experience within	knowledge of the agency and its	
the agency	mission, trainings on other skills such as	
• Engage our colleagues across agency	management, communication, and	
functions to accomplish shared goals	leadership, as well as trainings to	
	enhance diversity and inclusion	
The CFB remains engaged in its efforts to	(including transgender inclusion, EEO,	
achieve this commitment.	and sexual harassment prevention	
	trainings). The trainings are conducted	
	by a mix of expert external trainers and	
	in-house staff. The trainings are well-	
	attended and the evaluations show that	
	staff found the trainings valuable. The	
	CFB will continue to hold Training and	
	Development Days and similar activities	
	in the future. The CFB's HR Director and	
	other relevant staff will continue	
	implementing a training plan for staff.	
	Beginning in August 2019, the agency	
	began providing management refresher	
	courses for all CFB supervisors and	
	managers. The courses focused on five	
	distinct topics, with two sessions held	
	on each topic per month to	
	accommodate all management. For	
	example, earlier this fiscal year there	
	was a session that centered on giving	
	feedback. The session centered on how	
	feedback clarifies expectations, helps	
	people learn from their mistakes, and	
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builds confidence. The session provided participants with tools to become better skilled at providing constructive and positive feedback. A session last quarter was about receiving feedback, where attendees learned helpful tips on how to better receive constructive and positive feedback. This quarter, there were sessions held that focused on five topics: giving feedback, receiving feedback, active listening, emotional intelligence, and professionalism. Additionally, on March 30 there was a virtual book club for agency management to discuss "Leadership in Times of Uncertainty." Earlier this fiscal year, in November 2019, the CFB also provided supervisor evaluations, where staff provided 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	 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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	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. The agency will update		
	these documents, provide updated		
	versions to staff, and speak to staff		
	about the documents on an annual		
	basis.		
	During Q1 of FY 2020, the Executive		
	Director also provided staff with		
	additional updates pertaining to EEO		
	and diversity and inclusion, including (1)		
	an 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. The Executive Director,		
	EEO Officer, and/or other relevant staff		
	will continue to provide similar updates		
	as they arise.		

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 was drafted and will be added to all supervisors' key responsibilities in this fiscal year.	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	
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). The CFB conducts surveys and exit interviews and reviews the results for potential patterns and flags for issues that might impact underrepresented groups.	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	
Recognize holidays and special events. During Q3 of FY2020, the CFB's Diversity and Inclusion Committee ("Committee") recognized the Lunar New Year, Black History Month, Deaf	 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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History Month, Holi, International		
Women's Day, Irish American Heritage		
Month, and National Developmental		
Disabilities Month.		
Most celebrations were acknowledged		
on the agency's Diversity and Inclusion		
bulletin boards. For Lunar New Year,		
members of the Diversity and Inclusion		
Committee hosted a lunch celebration		
that featured traditional foods from		
countries that celebrate the holiday, as		
well as special crafts. Nearly 50		
employees attended the popular event.		
For Disels History Month CED		
For Black History Month, CFB		
employees organized an MVP Series		
that featured prominent members of		
the Black community, both past and		
present, on a weekly basis via email,		
posts to the D&I Committee bulletin		
board, and on the agency intranet. The		
culminating event was a lunch		
screening of the documentary "Black		
Wall Street," which was about the		
Tulsa/Greenwood Massacre. After the		
screening, attendees discussed the film		
and viewed artifacts from the		
Greenwood Cultural Center. Attendees		
were also able to eat a traditional soul		
food meal as part of the festivities.		
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EnsuretheEEOprofessionalsparticipateintrainingsandotherpersonaldevelopmenttostayabreastofdevelopmentsinEEO,sexualharassmentprevention,anddiversityandinclusion.andinclusion.Thisquarter,theEEOOfficerDCAS'smonthlyEEOOfficermeetings,aswellasaDCAStrainingnReasonableAccommodationsprocedural guidelines.	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	
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 an analysis of the survey results. The survey was distributed to staff last quarter and results are being reviewed by the EEO Officer and Diversity and Inclusion Committee. The Committee is in the process of preparing a report for the Executive Director by the end of the current fiscal year.	 ☑ Planned □ Not started □ Delayed □ Deferred □ Ongoing □ Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	

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 Lunar New Year, Black History Month, Deaf History Month, Holi, International Women's Day, Irish American Heritage Month, and National Developmental Disabilities Month by posting materials to the agency's two centrally located bulletin boards and holding events as described above for Lunar New Year and Black History Month. The Committee also held a meeting on March 5, 2020 to discuss their EEO/diversity and inclusion staff survey and potential future events. The Committee is working on a summary for the EEO/diversity and inclusion staff survey results and recommendations, which it hopes to complete in the coming months.

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 formed an online group via Microsoft Teams this quarter for this period of work from home. Group members can share educational resources, have conversations about caregiving while working from home, and have group events such as a story-time session for children of members.

The Executive Director and EEO Officer also began holding one-on-one quarterly meetings to discuss EEO and related topics earlier this fiscal year. This quarter, the Executive Director and EEO Officer met on February 12, 2020.

C. COMMUNITY:

List the Community Goal(s) included in <i>Section</i> <i>IV: Proactive Strategies to Enhance Diversity,</i> <i>EEO and Inclusion,</i> 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, and communication on diversity and inclusion with employees, leaders, and stakeholders. With significantly increased EEO, diversity and inclusion training and other related programming (at least once per quarter), 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. 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.	Continue to plan and implement events to boost voter registration and voter turnout, and continue to undertake initiatives to improve community relations, community awareness, and community engagement. On National Voter Registration Day, which took place in Q1 of fiscal year 2020, the CFB (through its NYC Votes arm) registered 3,387 new voters in partnership with twelve NYC agencies and 58 other 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	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 □ Planned □ Not started □ Delayed □ Deferred ⊠ Ongoing □ Completed 	

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.		
In the first quarter of this fiscal year, 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 young people		
provided 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

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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 a massive pre-registration		
campaign. The youth-centered		
campaign engages 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, earlier this		

year 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. As part of the youth-centered campaign, this quarter, on February 21, 2020, the CFB held a CUNY summit at
asked them several questions on how they see themselves in the electoral process and how they like to communicate.Image: Communicate in the electoral process and how they like to communicate.As part of the youth-centered campaign, this quarter, on February 21,Image: Communicate in the electoral process and how they like to communicate.
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2020 the CEB held a CUNV summit at
Manhattan Community College where
the CFB trained CUNY student leaders
on voter engagement and asked the
leaders to commit to register students
to vote across the CUNY campuses.
This quarter the CFB also partnered
with the NYC Mayor's Office and the
Department of Education to put
together a "Civics Week," which was
held March 2 – 6, 2020. The purpose of
Civics Week was to have schools hold
voter registration drives for students
16 and older. In preparation for Civics
Week, the CFB hosted 9 trainings
across all 5 boroughs to train and equip
149 students with the knowledge and
resources needed to assist them with
their individual voter registration
drives. The trainings were held in the
Bronx (Bronx Latin High School,
Laboratory of Finance, Dominicanos

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USA), Queens (Martin Van Buren High			
School, Queens Public Library – LIC			
Branch), Manhattan (CFB office),			
Brooklyn (Brooklyn Public Library –			
Pacific Library Branch), and Staten			
Island (On Your Mark office).			
As part of outreach efforts, NYC Votes			
prepared this quarter to launch the We			
Power NYC Ambassadors program. The			
launch will take place next quarter. The			
program will recruit New Yorkers in			
their teens and twenties to empower			
their peers to vote through this new			
youth ambassadorship program. The			
program will help foster an online			
community of young people who want			
to have a voice in their democracy.			
They will develop and share election			
information and civic engagement			
materials with young people across			
NYC.			
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			

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unregistered voters, hold voter			
registration drives and canvassing			
events, and conduct get-out-the-vote e-			
fforts 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 in-			
person outreach (including to foreign-			
language 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 initially			
planned on hosting two Days of Action			
in ten different neighborhoods in			
Brooklyn and Queens this year to			
register people to vote. However,			
because of restrictions due to the			
coronavirus, in-person outreach			
impossible. The CFB has cancelled the			
Days of Action and is pivoting efforts to			
,			
social media, online town halls, and			
similar media in order to fulfill its goals,			
still partnering with strong community			
organizations. The CFB also still plans on			

turning newly registered people into voters through get out the vote phone banking and email and text campaigns along with social media by the end of 2020.				
Additionally, the CFB circulates a post- election 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.				
Voluntarily implement the City's M/WBE (minority/women owned business enterprise) goal setting requirements. Although the CFB is a non-mayoral agency and therefore exempt from the City's M/WBE goal setting	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	
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 earlier this fiscal year, the agency only solicited from M/WBE certified vendors. Additionally, during the CFB's search for a vendor for a large project earlier this fiscal year, 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.				
Strengthen outreach efforts to increase the diversity of candidates running for office. The CFB launched its 5 Borough Tour program in June 2019. The events 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	 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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provide better representation for all		
communities in NYC elections. Last		
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. This quarter, there were		
44 attendees for four sessions held in		
Brooklyn (Central Library, 18), the Bronx		
(Bronx Library Center, 14), Queens		
(Central Library, 8), and Staten Island		
(Richmond Town Library, 4).		
264 people have attended the sessions		
held so far since the launch in June		
2019: 72 in Queens, 65 in Manhattan,		
58 in Brooklyn, 44 in the Bronx, and 25		
in Staten Island.		
Because of restrictions due to COVID-		
19, the CFB will not hold additional in-		
person 5 Borough Tour sessions.		
However, the online trainings provided		
since the restrictions have been in place		
have been very popular.		

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 	 Planned Not started Delayed Deferred Ongoing Completed 	
 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 	 □ Planned □ Not started □ Delayed □ Deferred ⊠ Ongoing □ Completed 	

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 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.		
Those plodges are a part of the		
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	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 by the end of FY2020 to determine whether the policy should be updated.	 □ Planned □ Not started □ Delayed □ Deferred ⊠ Ongoing □ Completed 	 □ Planned □ Not started □ Delayed □ Deferred ⊠ Ongoing □ Completed 	 □ Planned □ Not started □ Delayed □ Deferred ⊠ Ongoing □ Completed 	
continue additional recruitment strategies and initiatives in FY2020.	Implement a compressed work week strategy. The CFB began the process of trying to implement a compressed work week schedule nearly two years ago in an attempt to provide a benefit for employees that would be useful in the	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	

recruitment process, particularly for candidates and staff who may benefit from this additional flexibility. The CFB still is in the process of working with the relevant City agencies and unions. Given the current climate, the CFB is hopeful that the relevant City agencies and unions will permit a compressed work week schedule as one of the options available for our employees once agencies are able to return to our offices.				
Ensure that agency personnel involved in the hiring process have received structured interview training and unconscious bias training. As noted earlier, the EEO Officer and HR Director will update the agency's structured interview/unconscious bias training and plan on resuming trainings later this calendar year.	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	
Review policies, procedures, and practices related to targeted outreach and recruitment.	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	

Review underutilization in job groups to inform recruitment efforts.	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	
Direct resources to bolster efforts to increase the effectiveness of diversity recruitment.	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing 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 Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	
Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging.	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	

Share job vacancy n Mayor's Office for Peopl at nycatwork@mopd.ny 2830 and ACCES VR vacancy noti Maureen.Anderson@ny 630-2329, so they can their clients.	e with Disabilities rc.gov, (212) 788- by sending job ces to sed.gov, (212)	Not started Delayed Deferred Ongoing	 ☑ Planned □ Not started □ Delayed □ Deferred □ Ongoing □ Completed 	 ☑ Planned □ Not started □ Delayed □ Deferred □ Ongoing □ Completed 	
Reach out to the DCAS Recruitment (OCR) (citywiderecruitment@c	as a resource Icas.nyc.gov).	Not started Delayed Deferred Ongoing	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	
Assess recruitment effore whether such efforts of any group.	adversely impact	Not started Delayed Deferred Ongoing	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	

B. INTERNSHIPS/FELLOWSHIPS

The agency provided the following internship opportunities during Q3 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 _2_ 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 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
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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 process in place. The EEO Officer, HR Director, and certain agency leadership review demographic information about staff, as well as applicants and staff up for consideration for promotion. The CFB's career counselor is always available to meet with staff about career development. Employees interested in open positions often make appointments with the career counselor to discuss what might be	Review the policies, procedures, and practices relating to hiring or selection for promotion or to fill vacancies (new hires). Inform and promote employee awareness of opportunities for promotion and transfer within 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 	 Planned Not started Delayed Deferred Ongoing Completed Planned Not started Delayed Deferred Ongoing Completed 	
best suited for them and how to plan for overall professional growth opportunities. 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	Encourage the use of training and development programs to improve skills, performance, and career opportunities	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	 Planned Not started Delayed Deferred Ongoing Completed 	

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

	Assist employees and Job Training	Planned	Planned	Planned	
	Program participants (if applicable) to	Not started	Not started	Not started	
	assess and develop career paths.	Delayed	Delayed	Delayed	
		Deferred	Deferred	Deferred	
		🖾 Ongoing	🛛 Ongoing	🖾 Ongoing	
		Completed	Completed	Completed	
	Provide resources and support for	🛛 Planned	🛛 Planned	Planned	
	resume preparation, review of effective	□ Not started	Not started	Not started	
	interview techniques and techniques to	Delayed	Delayed	Delayed	
	promote career growth and deal with	Deferred	Deferred	Deferred	
	-	Ongoing	Ongoing	🛛 Ongoing	
	change.	Completed	Completed	Completed	
	Develop and implement a protocol for	Planned	Planned	Planned	
	promotions and salary increases.	Not started	Not started	Not started	
		Delayed	Delayed	Delayed	
	Efforts to ensure compliance with the	Deferred	Deferred	Deferred	
		Ongoing	Ongoing	🛛 Ongoing	
	policy will be ongoing.	Completed	🛛 Completed	Completed	
	Create and implement a promotion	🛛 Planned	🛛 Planned	Planned	
	request form which will include the	Not started	Not started	Not started	
	various reasons why a promotion may	Delayed	Delayed	Delayed	
		☐ Deferred	□ Deferred	□ Deferred	
	be necessary.	Ongoing	Ongoing	🛛 Ongoing	
		Completed	Completed	Completed	
	Post announcements for all new	Planned	Planned	Planned	
	positions, including senior level	□ Not started	Not started	□ Not started	
	positions.	Delayed	Delayed	Delayed	
		☐ Deferred	Deferred	Deferred	
		🛛 Ongoing	🛛 Ongoing	🛛 Ongoing	
		Completed	□ Completed	Completed	
		•	•	•	
			T	· · · · · · · · · · · · · · · · · · ·	
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Actively reach out to netwo	<i>ks</i> of ⊠ Planned	🛛 Planned	🛛 Planned		
underrepresented groups.	Not start	ed 🛛 🗆 Not started	Not started		
	Delayed	Delayed	Delayed		
	Deferred	Deferred	Deferred		
	Ongoing	Ongoing	Ongoing		
	Complet	ed 🛛 Completed	Completed		
Train hiring managers in stru	ctured 🛛 Planned	Planned	Planned		
interviewing techniques to	avoid D Not start	ed 🛛 Not started	□ Not started		
	hiring Delayed	Delayed	□ Delayed		
process.	Deferred	Deferred	Deferred		
process.	🛛 Ongoing	🖾 Ongoing	🛛 Ongoing		
	Complet	ed 🛛 Completed	Completed		
Once HR software/tracking syste	m is in 🛛 🖾 Planned	Planned	Planned		
place, assess the way candidat	_	ed 🛛 Not started	Not started		
selected for employment, to dete		Delayed	Delayed		
whether there is any adverse i		Deferred	Deferred		
		Ongoing	Ongoing		
upon any racial, ethnic, disabil		ed 🛛 Completed	Completed		
gender group. If adverse imp					
discovered, the agency head					
determine whether the criteria	being				
utilized are job-related. If the o	riteria				
are not job-related, the agend	y will				
discontinue using that method.					
Review the demogr	aphics Planned	Planned	Planned		
race/ethnicity and gender for			□ Not started		
		Delayed	Delayed		
who received promotions/salary	Deferred	□ Deferred	Deferred		
			□ Completed		
·					

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

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Develop specific, job-related	Planned	Planned	Planned	
qualification standards for each	□ Not started	Not started	Not started	
position that reflect the duties,	Delayed	Delayed	Delayed	
functions, and competencies of the	Deferred	Deferred	Deferred	
position and minimize the potential for	🛛 Ongoing	🖾 Ongoing	🛛 Ongoing	
gender stereotyping and other	Completed	Completed	Completed	
unlawful discrimination. Make sure				
5				
these standards are consistently				
applied when choosing among				
candidates.				
Establish written objective criteria for	🛛 Planned	🛛 Planned	🛛 Planned	
evaluating candidates for hire or	□ Not started	Not started	Not started	
promotion and apply those criteria	Delayed	Delayed	Delayed	
consistently to all candidates. Hiring	Deferred	Deferred	Deferred	
managers will develop written	Ongoing	Ongoing	Ongoing	
objective criteria for each open	Completed	Completed	Completed	
· · ·				
position.				
Ensure nondiscriminatory treatment by	Planned	Planned	Planned	
conducting structured interviews,	□ Not started	□ Not started	□ Not started	
where the same questions are asked of	Delayed	Delayed	Delayed	
all applicants for a job or category of	Deferred	Deferred	Deferred	
job, and inquiring about matters	Ongoing		Ongoing	
directly related to the position in	Completed	Completed	Completed	
question				
4				
Use a diverse panel of interviewers to	Planned	Planned	Planned	
	□ Not started	□ Not started	□ Not started	
conduct interviews.	□ Not started	Delayed	Delayed	
	□ Defayed □ Deferred		Deferred	
	☐ Deferred ⊠ Ongoing	⊠ Ongoing	☐ Deferred ☑ Ongoing	
	Completed	Completed	Completed	

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Have the EEO Officer interview questions in with the Director of Hum to ensure they are EEO-co related, and required necessity. The CFB plans on implem the and of this fiscal year	collaborationInstartedan ResourcesDelayedompliant, job-Deferredby businessOngoingInstartedCompleted	 Planned Not started Delayed Deferred Ongoing Completed 	 ☑ Planned □ Not started □ Delayed □ Deferred □ Ongoing □ Completed 	
the end of this fiscal year Have the EEO Offic interviews, where possible The CFB plans on implem the end of this fiscal year Have the EEO Officer and provide feedback to the his after the completion of	cerobserveImage: Plannede.Image: Not startedenting this byImage: DeferredImage: DeferredImage: OngoingImage: DeferredImage: CompletedImage: DeferredImage: Deferred	 ☑ Planned □ Not started □ Delayed □ Deferred □ Ongoing □ Completed ☑ Planned □ Not started □ Delayed 	 Planned Not started Delayed Deferred Ongoing Completed Planned Not started Delayed 	
The CFB plans on implem the end of this fiscal year Have the EEO Officer ass manager if a accommodation is required the interview.	enting this by sist the hiring reasonable ested during Completed Deferred Delayed Deferred Ongoing Completed	 □ Deferred □ Ongoing □ Completed □ Planned □ Not started □ Delayed □ Deferred ⊠ Ongoing □ Completed 	□ Deferred □ Ongoing □ Completed □ Planned □ Not started □ Delayed □ Deferred ⊠ Ongoing □ Completed	

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

VII. TRAINING

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

VIII. <u>REASONABLE ACCOMMODATION</u>

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: <u>https://mspwva-dcslnx01.csc.nycnet/Login.aspx</u>

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.

There were no new R/A requests in the current quarter, but earlier requests were closed in this quarter. All information has been updated in the DCAS Citywide Tracking System.

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 guide 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.

Risk 4: Isolated Workplaces:

N/A. The CFB is at low risk for sexual harassment due to isolated workplaces in our agency because the CFB does not normally operate in isolated workplaces. Under normal circumstances, the CFB has one central office space and a satellite office, which are both 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).

Aside from the current work-from-home situation, employees rarely work in an isolated environment. 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.

Risk 5: Decentralized Workplaces:

N/A. Like Risk 4, the CFB is at very low risk of sexual harassment due to decentralized workplaces because our employees nearly all work at one location, with a satellite office for our systems staff. As mentioned in the Risk 4 section, the CFB is offices are structured so that 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

- 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 as they occur.

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: https://mspwva-dcsInx01.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 <u>NOT</u> 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	n <mark>ges this Quarter:</mark> 🛛 No	Number of Additions:	Number of Deletions:	
Employee's Name				
Nature of change	Addition Deletion	Addition Deletion	Addition Deletion	
Start/Terminat ion date of EEO Function	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: OR Termination Date:	
report	tach CV/Resume of new staff to this			
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

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Proportion of Time Spent on EEO Duties	□ 100%	☑ Other: (specify %): 20%	□ 100%	☑ Other: (specify %): 1%	□ 100% □ Other: (s	specify %): 1%	□ 100% □ Other: (specify %): 10%
Attended EEO Professional On-Boarding at DCAS	🛛 Yes	🗆 No	Counselors sessions m but have b	■ No as tried to enroll its EEO s in the DCAS onboarding pultiple times in the past een told there was not ace for EEO Counselors.	EEO Counse onboarding times in the	No s tried to enroll its elors in the DCAS sessions multiple e past but have been was not enough space unselors.	□ Yes	🖾 No
Completed Trainings: EEO Diversity & Inclusion								
lgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias	⊠ Yes ⊠ Yes ⊠ Yes ⊠ Yes	□ No □ No □ No	⊠ Yes ⊠ Yes ⊠ Yes ⊠ Yes	□ No □ No □ No □ No	⊠ Yes ⊠ Yes ⊠ Yes ⊠ Yes	□ No □ No □ No □ No	⊠ Yes ⊠ Yes ⊠ Yes ⊠ Yes ⊠ Yes	□ No □ No □ No □ No
Sexual Harassment Prevention Training Source(s):	⊠ DCAS	⊠ Agency⊠ Other	DCAS	⊠ Agency□ Other	☑ DCAS □ Other	☑ Agency	⊠ DCAS ⊠ Other	□ Agency

B. <u>CONTACT INFORMATION (Please list ALL current EEO professionals)</u>

DIVERSITY AND EEO STAFFING AT CAMPAIGN FINANCE BOARD AS OF 2nd QUARTER FY 2020								
Name	Civil Service Title	EEO\Diversity Role	<u>% of Time Devoted to</u> <u>EEO & Diversity</u> <u>Functions</u>	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			