

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: CAMPAIGN FINANCE BOARD

- 1st Quarter (July -September), due December 13, 2019
- 2nd Quarter (October - December), due January 30, 2020
- 3rd Quarter (January -March), due May 15, 2020 (formerly April 30, 2020)
- 4th Quarter (April -June), due July 30, 2020

Prepared by:

Danica S. You

EEO Officer

212-409-1856

Name

Title

Telephone No.

Date Submitted: May 14, 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? Yes, On (Date): September 11, 2019 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:

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

* 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 **No**

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.**

Yes , On (Date): May 8, 2020 **No**

The review was conducted together with: **Human Resources** **General Counsel**
 Agency Head **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 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 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

List the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 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
<p>The CFB is proud of the diversity in its workplace and strives to continuously improve its employment and equal opportunity practices and procedures.</p> <p>The CFB will maintain and support a diverse, high-performing workforce by cultivating an inclusive workplace that enables full participation through strategic outreach, educational measures, and other policies and practices that will support the recruitment, promotion, and retention of staff with diverse experiences and attributes.</p>	<p><i>Ensure that the pool of staff considered for promotions is diverse.</i></p> <p>In Q3 of FY2020, 1 staff member (who identifies as female and Latinx) was selected for promotion.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed
<p>As part of its efforts to maintaining a diverse workforce, the CFB makes every attempt to identify and encourage growth of its employees.</p>	<p><i>Institute coaching, mentoring, and cross-training programs.</i></p> <p>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.</p>	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed

	<p><i>Identify best practices to retain mature employees.</i></p> <p>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.</p>	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed
	<p><i>Implement initiatives to improve the development and training of employees.</i></p> <p>See Section B for additional details.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed
	<p><i>Promote employee involvement by supporting Employee Resource and Affinity Groups (such as the Diversity and Inclusion Committee)</i></p> <p>See Section B for additional details.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed
	<p><i>Ensure employees receive Diversity and Inclusion training.</i></p> <p>The CFB is diligent about ensuring that new employees receive Diversity and Inclusion training within their first 30</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed

	<p>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.</p> <p>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.</p>				
	<p><i>Conduct workforce planning and forecasting.</i></p> <p>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</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>

	<p>additional workforce planning and forecasting as well.</p>				
	<p><i>Integrate succession planning in agency activities to develop a pipeline and facilitate a seamless transition and continuity of service.</i></p> <p>The CFB frequently promotes employees to new positions, creating a strong pipeline for the agency.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>
	<p><i>Encourage agency employees to take promotional service examinations by providing information on the agency intranet.</i></p> <p>The CFB posts information about promotional service examinations whenever new exam information is provided by DCAS.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>
<p>Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.</p>					
<p>Underutilization was identified through the quarterly workforce report: specifically, in the Managers category (-5, Black employees) and the Management Specialists category (-7, Black employees). The EEO Officer will reach out to DCAS to obtain more information about the Management Specialists category and other details that will help the agency better understand these figures. The CFB will address underutilization by enhancing internal and external application pools as possible and employ other available tools to guide recruitment.</p>					

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: Proactive Strategies to Enhance Diversity, EEO 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 an inclusive work environment and to increase employee job satisfaction by creating action plans based on results of	<i>Provide hiring managers and staff with a role in the hiring process with structured interview/unconscious bias training to best ensure fairness in the</i>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<ul style="list-style-type: none"> ● Recognize and respect a wide range of expertise and experience within the agency ● Engage our colleagues across agency functions to accomplish shared goals <p>The CFB remains engaged in its efforts to achieve this commitment.</p>	<p>skills, in-house trainings to enhance knowledge of the agency and its mission, trainings on other skills such as management, communication, and leadership, as well as trainings to enhance diversity 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 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.</p> <p>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</p>				
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	<p>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.</p> <p>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 (EEOC) 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.</p>				
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	<p>History Month, Holi, International Women’s Day, Irish American Heritage Month, and National Developmental Disabilities Month.</p> <p>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.</p> <p>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.</p>				
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Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.

This quarter, the CFB's Diversity and Inclusion Committee recognized 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 lesson 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.

	<p>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.</p> <p>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.</p> <p>Of the testimonies, nearly all brought attention to the inequitable</p>				
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	<p>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.</p> <p>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</p>				
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	<p>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.</p> <p>As part of the youth-centered campaign, this quarter, on February 21, 2020, the CFB held a CUNY 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.</p> <p>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</p>				
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	<p>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).</p> <p>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.</p> <p>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</p>				
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	<p>unregistered voters, hold 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 in-person outreach (including to foreign-language press and other organizations), and building more strategic partnerships.</p> <p>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</p>				
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	<p>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).</p> <p>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.</p> <p>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.</p>				
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	<ul style="list-style-type: none"> ● Recognize and account for the diversity of the city when developing and communicating about our programming ● Establish a presence in neighborhoods across the city <p>Seek new ways to promote New Yorkers’ participation in their democracy</p> <ul style="list-style-type: none"> ● Use technology to increase voter registration and voting ● Encourage and facilitate issue-based dialogue among the community and the candidates and the government ● Educate, engage, and energize citizens to participate in the political process as voters, candidates, and small-dollar contributors. <p>These pledges are a part of the agency’s current and future work.</p>				
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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 Interns	2	White	M ___ F <u>2</u> N-B ___ O ___ U ___
6. None <input checked="" type="checkbox"/>			

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

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.

	<p><i>Have the EEO Officer review the hiring package prior to final review and approval by the Agency Head.</i></p> <p>The CFB plans on implementing this by the end of this fiscal year.</p>	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<p><i>Adjust agency outreach and recruitment efforts where necessary.</i></p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<p><i>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.</i></p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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://mstpwa-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.

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

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

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

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