



CITY OF NEW YORK
CONFLICTS OF INTEREST BOARD

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August 20, 2012

Cesar A. Perez, Esq.
Chair
Equal Employment Practices Commission
253 Broadway, Suite 602
New York, NY 10007

Re: Resolution #12/21-312/Preliminary Determination Pursuant to the Audit of the Conflicts of Interest Board Equal Employment Opportunity Program from January 1, 2009 through December 31, 2011

Dear Mr. Perez:

On July 26, 2012, the Equal Employment Practices Commission ("EEPC") sent the Conflicts of Interest Board (the "Board") a preliminary determination of EEPC's audit of the Board's Equal Employment Opportunity ("EEO") Program for the period January 1, 2009, to December 31, 2011. The EEPC, in its preliminary determination, found that the Board was not in compliance in two areas and recommended a corrective action plan.

The Board has taken the following measures to implement the EEPC's corrective action plan:

1. Issuance, Distribution, and Posting of Equal Employment Opportunity Policy Statement – "Although the COIB posted an agency policy statement, it did not include the name and telephone of the EEO professionals."

The Board's EEO Policy Statement now includes a list of its EEO professionals and their telephone and email contact information. The updated EEO Policy Statement is attached.

2. Appointment and Training of EEO Officer – “Although, the agency has appointed an EEO officer, its organization chart does not include this title or its reporting relationship.”

The Board’s organization chart has been updated to include the EEO officer title and its reporting relationship. The updated organization chart is attached.

The Board expresses its appreciation to the EEPB Board and its staff for its courtesy and professionalism during this audit process.

Very truly yours,



Mark Davies
Executive Director

cc: Varuni Bhagwant
Sung Mo Kim
Shaquiea Sykes

Enclosures