


MEMORANDUM

To: Staff
From: Ronnie Lowenstein 
Date: January 23, 2013
Re: EEPC Audit Findings

The Equal Employment Commission (EEPC) recently concluded an audit of IBO's compliance with IBO and citywide EEO requirements and EEPC policies. EEPC requires the agency head to distribute a memorandum to all staff informing them of the changes that have been implemented in the agency's EEO program as a result of the audit findings.

The Commission's audit found that IBO was generally in compliance with EEO law and policies. The audit findings made two minor recommendations to improve the agency's compliance. The recommendations and IBO's response are summarized below.

Distribution of EEO Policy

As recommended, the IBO Director has issued a memorandum reiterating the agency's commitment to EEO which will be distributed to all employees during their EEO training. This memo also includes the names and contact information for the EEO Officer and Counselor.

Organizational Chart Updated to Reflect Reporting Relationship of EEO Officer to IBO Director

As recommended, IBO has updated the agency's organizational chart to show the titles of the EEO Officer and Counselor, as well as their reporting relationships to the IBO Director.

I want to reaffirm IBO's commitment to maintaining fair employment practices for all employees and job applicants. We are committed to EEO policy and principles, will continue to seek opportunities to diversify the agency's workforce, and will ensure that current and future staff members are aware of their rights and obligations under this policy. We will work to make certain that all IBO employees, regardless of race, ethnicity, gender, sexual orientation, age, physical challenge, or other protected class status, find IBO a welcoming and productive work environment. If you have any suggestions for improving IBO's efforts in this area, please reach out to me, Nashla, Paul or Doug.