



# EQUAL EMPLOYMENT PRACTICES COMMISSION

## SUMMARY COMPLIANCE REPORT

**Agency:** Board of Correction

**Agency Head:** Richard T. Wolf, Executive Director

**EEO Officer:** Cathy Potler

**Audit Period:** July 1, 2003 - December 31, 2004

Date of Preliminary Determination Letter:  
Date of Response Letter:  
Date of Final Determinations Letter:

*March 9, 2006*  
*March 29, 2006*  
*April 21, 2006*

Compliance Initiated:  
Compliance Completed:  
Covering Months:

*August 2006*  
*April 2007*  
*July 2006 - March 2007*

**Date:** April 12, 2007

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Audit of Compliance by the Board of Correction (BOC) with the City's Equal Employment Opportunity Policy (EEOP), EEPC initiated Audit Compliance with the BOC in August 2006. The BOC's final Monthly Compliance Report was submitted on April 4, 2007.

The BOC requested and was granted a three-month extension of the compliance period in order for the EEO Officer to complete the DCAS professionals training and develop a plan to conduct EEO training for staff.

Seven required actions were completed or accepted. Two required actions did not apply to the BOC. The following is a summary of the compliance reports:

1. **BOC should adopt the Citywide EEO Policy and Discrimination Complaint Procedure or issue EEO policies and a Discrimination Complaint Procedure that are consistent with the Citywide EEO Policy.**

The BOC stated that it has adopted the Citywide EEO Policy and Discrimination Complaint Procedure.

The required action was completed in September 2006.

2. **BOC should distribute the Citywide EEO Policy and Discrimination Complaint Procedure or the agency's EEO policies and Discrimination Complaint Procedure to all current and new employees. ("In accordance with EEPC's Revised Protocols: Distribute the EEO Handbook, *About EEO: What You May Not Know* (DCAS, 2003 with Addendums) to all current and new employees.")**

The BOC said it distributed the Citywide EEO Policy, Discrimination Complaint Procedure and EEO Handbook to all current and new employees. It submitted a copy of the acknowledgement sheet with employee signatures.

The required action was completed in March 2006.

3. **BOC should post the Citywide EEO Policy and Discrimination Complaint Procedure or the agency's EEO policies and the Discrimination Complaint Procedure on agency bulletin boards.**

The BOC stated that the Citywide EEO Policy, Discrimination Complaint Procedure and EEO Handbook are posted on bulletin boards and available on a table in the common areas of both its facilities.

The required action was completed in July 2006.

4. **The agency's EEO Officer should receive EEO training from either DCAS or another appropriate organization or school (such as the EEO Studies Program of Cornell University's School of Industrial and Labor Relations).**

The BOC stated that the EEO Officer attended the DCAS 5-day training for EEO professionals in May 2006, but was unable to attend one session. This session was made-up on March, 29, 2007. The BOC submitted a copy of the EEO Officer's certificate of completion.

The required action was completed in April 2007.

5. **BOC should provide EEO training to all current and new employees. That training may be provided by DCAS or another reputable organization or individual.**

The BOC submitted its plan, including a timeframe, to provide EEO training to all current and new employees.

The required action was completed in April 2007.

6. **BOC should conduct an underutilization analysis to determine if minorities and/or women are underrepresented in the agency's job categories. BOC may seek the assistance of DCAS or another reputable organization or individual in conducting such analysis.**

The required action does not apply to BOC because it is a non-mayoral with only 13 employees.

The results of the study would not be statistically significant because of the small sample representation.

7. **If the agency's review reveals underutilization of minorities and/or women, BOC should engage in targeted recruitment efforts to address the underutilization.**

The required action does not apply to BOC.

8. **BOC should include the EEO tag line in all job recruitment literature.**

The BOC submitted copies of job vacancy notices, which contain the EEO tag line.

The required action was completed in July 2006.

9. **BOC's Executive Director should disseminate an agency-wide memorandum to discuss audit findings.**

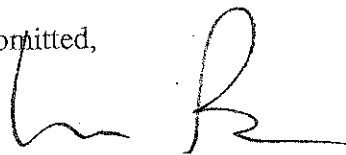
The attached memorandum from Executive Director Richard T. Wolf was distributed on July 27, 2006.

The required action was completed in July 2006.

### **Recommendation**

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Executive Directive Richard T. Wolf, informing him that the BOC has implemented the recommended corrective actions to the Commission's satisfaction.

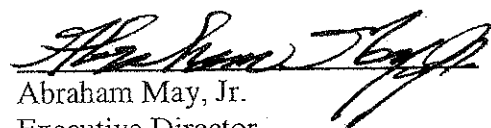
Respectfully Submitted,



Lisa Badner  
Counsel



Eric Matusewitch  
Deputy Director



Abraham May, Jr.  
Executive Director

Attachment