

OCT 23 2014 PM 2:10



**THE CITY OF NEW YORK
OFFICE OF THE CITY CLERK
141 WORTH STREET
NEW YORK, N.Y. 10013**

MICHAEL McSWEENEY
CITY CLERK, CLERK OF THE COUNCIL

JOSE L. GONZALEZ
CHIEF OF STAFF

TEL: (212) 669-8097
FAX: (212) 669-3300
E-MAIL: jgonzalez@cityclerk.nyc.gov

October 20, 2014

Charise L. Hendricks, PHR
Executive Director
NYC Equal Employment Practices Commission
253 Broadway, Suite 602
New York, New York 10007

Re: Preliminary Determination: Audit, Evaluation and Monitoring of the City Clerk's **Discrimination Complaint and Investigation Procedures** from January 1, 2012 to December 31, 2013.

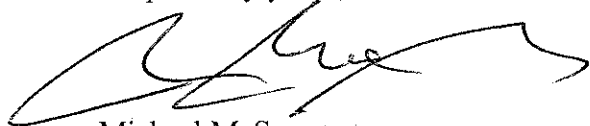
Dear Ms. Hendricks:

This is to acknowledge receipt of your preliminary findings with respect to the above-captioned audit. A memorandum from me reemphasizing our commitment to Equal Employment Opportunity Policies will be distributed to our employees on the first week of every calendar year.

In addition, on September 19, 2014 the agency established a formal procedure to record completion of EEO training for all new employees and staff members.

Finally, I acknowledge the thanks in your letter and would also like to thank you for the cooperation of you and your staff in this matter. Please continue to direct any further concerns to Jose Gonzalez.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Michael McSweeney', with a long horizontal flourish extending to the right.

Michael McSweeney
City Clerk, Clerk of the Council

c: Emily Nell, EEO Program Analyst