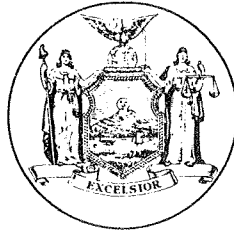


PUBLIC ADMINISTRATOR



08-02-07 (07) 9286

GARY D. GOTLIN
COMMISSIONER
PUBLIC ADMINISTRATOR

RICHMOND COUNTY

ARTHUR W. DECKER, ESQ.
COUNSEL

EVA-MARIE CUSACK, ESQ.
DEPUTY PUBLIC ADMINISTRATOR

130 STUYVESANT PLACE, SUITE 402
STATEN ISLAND, NEW YORK 10301-2486
(718) 876-7228
FAX (718) 876-8377

February 6, 2007

Mr. Manuel A. Mendez
Vice-Chair
Equal Employment Practices Commission
City of New York
40 Rector Street, 14th Floor
New York, New York 10006

RE: ***RICHMOND COUNTY PUBLIC ADMINISTRATOR (RCPA) RESPONSE TO:***
Resolution #07/01-945/Preliminary Determination Pursuant to the Desk Audit of the
Office of the Richmond County Public Administrator (RCPA) and its Compliance with
the Equal Employment Practices Commission's Minimum Equal Employment
Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees for the
Period Starting January 1, 2005 and ending June 30, 2006.

Dear Vice-Chair Mendez:

In response to your January 25, 2007 letter, the following are the corrective actions our office will take or has implemented to comply with the minimum standards established by the Equal Employment Practices Commission.

RESPONSE TO RECOMMENDATION NUMBER 1. - The RCPA should update its EEO Policy Statement to include all the protected classes under the New York State and New York City Human Rights Laws.

The RCPA has updated its EEO Policy Statement to include all the protected classes under the New York State and New York City Human Rights Laws. This updated version has been distributed to all employees and also posted in our office (copy enclosed).

RESPONSE TO RECOMMENDATION NUMBER 2. - The RCPA should provide appropriate EEO training (such as the 5-day basic training for EEO Professionals by the Department of Citywide Administrative Services or the EEO Studies Program of Cornell University's School of Industrial and Labor Relations) to its EEO Officer, or designate a trained EEO professional from another City agency to administer the EEO Program.

The RCPA has contacted the Department of Citywide Services requesting attendance at the next 5-day basic EEO training session. We have received a response dated December 19, 2006 (copy enclosed) indicating that the next EEO basic training class has not been scheduled yet and the RCPA will be put on the waiting list and notified when scheduled.

RESPONSE TO RECOMMENDATION NUMBER 3. - The RCPA should provide basic EEO training to all current and new employees.

The RCPA provided a basic EEO training session for all current employees on January 23, 2007.

The updated version of the Public Administrator of Richmond County Equal Employment Opportunity Program was reviewed and discussed which incorporated the up-to-date list of all "protected classes". (This updated version was distributed to all employees on December 27, 2006).

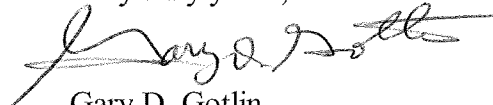
The contents of The City of New York EEO Policy which was distributed to all employees on August 3, 2006 was also reviewed.

Employees were again informed that the Office of the Richmond County Public Administrator is completely committed to all of the policies of the City of New York with respect to Equal Employment Opportunities.

A copy of the New York State and Federal Equal Employment Opportunity Law Posters for 2007 has been posted in our office.

If you need any additional information, please feel free to contact our office.

Very truly yours,



Gary D. Gotlin
Public Administrator

GDG:clg

Equal Employment Opportunity.wpd