



Angela Cabrera  
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253 Broadway  
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212. 615. 8939 tel.  
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## BY MAIL AND EMAIL

December 7, 2018

William Hall  
Chairperson  
Bronx Community Board No. 12  
4101 White Plains Road  
Bronx, NY 10466

Re: Determination Pursuant to Audit: Review, Evaluation and Monitoring of **Sexual Harassment Prevention and Response Practices of Bronx Community Board No. 12** for the period July 1, 2017 to June 30, 2018.

Dear Chairperson Hall:

On behalf of the members of the Equal Employment Practices Commission (EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit. This letter contains the EEPC's findings and determinations pursuant to our analysis for the period covering July 1, 2017 to June 30, 2018.

Chapter 36, Section 831(d)(5) of the New York City Charter (Charter) empowers the EEPC to audit and evaluate the employment practices and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity (EEO) for women and minority employees and applicants seeking employment. Charter Sections 831(d)(2) and 832(c) authorize the EEPC to make a determination that any agency's plan, program, procedure, approach, measure or standard does not provide equal employment opportunity, require appropriate corrective action, and monitor the implementation of the corrective action it prescribes.

Bronx Community Board No. 12, which may herein be referred to as "the agency," falls within the EEPC's purview under Charter Chapter 36, Section 831(a), which delineates city agency as any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."

The purpose of this audit and analysis is to evaluate the agency's EEO Program, not to issue findings of discrimination pursuant to the New York City Human Rights Law. The EEPC has adopted *Uniform Standards for EEPC Audits*<sup>1</sup> and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state, and local laws, regulations, policies, and procedures designed to increase equality of opportunity for municipal government employees and job applicants. These standards are founded upon, and consistent with, federal, state and local laws, regulations, procedures and policies including, but not limited to, the City of New York's *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies 2014* (Citywide EEO Policy); New York City Human Rights Law (NYC Administrative Code §§8-107(1)(a) and (d), 8-107.13, and 8-107.1); New York State Civil Service Law §55-a; and the equal employment opportunity requirements of the New York City Charter. Prescribed corrective actions are consistent with the aforementioned parameters.

The *Uniform Standards for EEPC Audits* require each agency to distribute the Citywide EEO Policy or its own EEO policy. As the Community Boards are comprised of members appointed by the respective Borough Presidents, under the *Minimum Equal Employment Opportunity Standards for Community Boards*, the expectation is that a Community Board adopts and distributes the Borough President's EEO Policy.

## Scope and Methodology

The EEPC has established ***Community Board Auditing Standards for Sexual Harassment Prevention and Response***. The EEPC's audit methodology includes the collection and analysis of the documents, records, and data the agency provides in response to the *Sexual Harassment Prevention and Response Preliminary Interview Questionnaire (PIQ) for Community Boards*, which is based on these standards. The EEPC may conduct follow-up requests or discussions for clarity. The PIQ was sent to Bronx Community Board No. 12 on October 1, 2018. The EEPC received Bronx Community Board No. 12's (hereinafter referred to as BxCB12) completed questionnaire on October 22, 2018. The following determination indicates where the Community Board's District Office has or has not complied, in whole or in part, with the EEPC's *Minimum Equal Employment Opportunity Standards for Community Boards*.

## Description of the Community Boards

Community Boards are local representative bodies. Each Community Board is comprised of up to fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the Community Board district. Each Community Board hires a full time, salaried District Manager and salaried support staff to administer its District Office, which works to resolve the service delivery problems of its residents and businesses. Community Boards also have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or

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<sup>1</sup> Corresponding audit/analysis standards are numbered throughout the document.



has a professional or other significant interest in the community is eligible for appointment to his/her Community Board. In addition to the Chairperson, the BxCB12's headcount consisted of a *District Manager*, and a *Community Coordinator*.

## DETERMINATION

Following are the corresponding audit standards for each subject area along with the EEPC's findings and required corrective actions, where appropriate:

### I. ISSUANCE, DISTRIBUTION AND POSTING OF EEO POLICIES

**Determination:** The agency is in non-compliance with the standards for this subject area.

1. Community Boards must distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
  - BxCB12 did not demonstrate that, during the period in review, it distributed or posted an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment. Corrective action required.

**Corrective Action #1:** Community Boards must distribute/post an annual policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Community Boards must follow, distribute, and post the Borough President's policy(ies) against sexual harassment.
  - BxCB12 did not demonstrate that, during the period in review, the Bronx Borough President's policy(ies) against sexual harassment was distributed. Corrective action required.

**Corrective Action #2:** Community Boards must follow, distribute, and post the Borough President's policy(ies) against sexual harassment.

### II. EEO TRAINING FOR AGENCY

**Determination:** The agency is in compliance with the standard for this subject area.

3. Community Boards must ensure that all individuals who work within the Board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.
  - BxCB12 did not demonstrate that, during the period in review, all individuals who work within the Board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities. Corrective action required.

NOTE: Certificates of completion demonstrate that, subsequent to the period in review, between July 17, 2018 and August 15, 2018, BxCB12's *District Manager* and *Community Coordinator* completed the Department of Citywide Administrative Services', "Sexual Harassment Prevention: What to Know About Unlawful and Inappropriate Behaviors in the Workplace" computer-based training.

### **III. COMPLAINT & INVESTIGATION PROCEDURES**

Summary of Complaint Activity: Bronx Community Board No. 12 reported no employment discrimination complaints were filed during the audit period.

**Determination: The agency is in partial compliance with the standards for this subject area.**

4. Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.
  - BxCB12 did not demonstrate that, during the period in review, all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures. **Corrective action required.**

**Corrective Action #3:** Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.

5. Community Boards must maintain a summary of annual complaint activity.

NOTE: BxCB12 reported no discrimination complaints were filed during the period in review. As compliance with the standard could not be meaningfully measured for the period in review, further evaluation of this area was impractical.

### **IV. RESPONSIBILITY FOR IMPLEMENTATION**

**Determination: The agency is in partial compliance with the standards for this subject area.**

6. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.
  - BxCB12 did not demonstrate that, during the period in review, employees were directed to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint. **Corrective action required.**

**Corrective Action #4:** Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.



7. Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

- BxCB12 did not demonstrate that, during the period in review, it consulted or cooperated with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints. **Corrective action required.**

**NOTE:** Subsequent to the period in review, the Director of Community Boards Unit and Legislative Affairs of the Bronx Borough President's Office and BxCB12's *District Manager* communicated via email regarding updated sexual harassment training requirements.

### SUMMARY OF REQUIRED CORRECTIVE ACTIONS

Pursuant to the Equal Employment Practices Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, **4 corrective actions are currently required.**

1. Community Boards must distribute/post an annual policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
2. Community Boards must follow, distribute, and post the Borough President's policy(ies) against sexual harassment.
3. Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.
4. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

### CONCLUSION

If no corrective action is required, a *Determination of Compliance* is attached and no response is required.

If corrective action(s) are required, pursuant to Charter Chapter 36, please respond to this *Determination* within 14 days from the date of this letter via mail or email to Executive Director, Charise L. Terry, PHR at [cterry@eepc.nyc.gov](mailto:cterry@eepc.nyc.gov). Your response should indicate (with attached documentation) what steps your agency has taken, or will take, to implement the corrective action(s).

Once your response is received, the EEPC will inform your agency in writing of its compliance status or assigned compliance monitoring period. For action(s) not implemented, a monthly compliance monitoring period will be assigned, where the EEPC will verify implementation of the



prescribed corrective action(s). Upon your agency's completion of the final corrective action, a *Determination of Compliance* will be issued.

*If your agency does not respond within 14 days and corrective action(s) are required, the EEPC will assign a monthly compliance monitoring period.*

**Because the Community Boards are comprised of members appointed by the respective Borough Presidents, please forward a copy of your response to this Determination to the Office of the Borough President's EEO Officer.**

In closing, thank you and your staff for the cooperation extended to the Equal Employment Practices Commission during the course of this audit.

Respectfully Submitted by,

A handwritten signature in blue ink, appearing to read "Imani Bowen", written over a horizontal line.

Imani Bowen, EEO Program Analyst

Approved by,

A handwritten signature in blue ink, appearing to read "Charise L. Terry", written over a horizontal line.

Charise L. Terry, PHR  
Executive Director

c: George Torres, District Manager  
Ruben Diaz Jr., Bronx Borough President  
Vivian Velez, Principal EEO Professional, Office of the Bronx Borough President  
Tom Lucania, Director of Community Boards Unit and Legislative Affairs



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Malini Cadambi Daniel  
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## BY MAIL AND EMAIL

January 3, 2019

William Hall  
Chairperson  
Bronx Community Board No. 12  
4101 White Plains Road  
Bronx, NY 10466

RE: Audit Resolution #2018AP/228-392-(2019): Final Determination Pursuant to the Review, Evaluation and Monitoring of the Bronx Community Board No. 12's Sexual Harassment Prevention and Response Practices from July 1, 2017 to June 30, 2018.

Dear Chairperson Hall:

On behalf of the members of the Equal Employment Practices Commission (EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit. Consistent with the powers and duties of agency heads, set forth in New York City Charter, this Commission requires the agency head to issue the response to this Final Determination.

As the EEPC did not receive the Bronx Community Board No. 12's response to our December 7, 2018 Preliminary Determination within 14 days from the date of its issuance, and consistent with the audit protocol referenced therein, the attached Determination is now Final.

As indicated in our Preliminary Determination, the EEPC has adopted uniform standards<sup>1</sup> to assess agencies' employment practices and programs for compliance with federal, state, and local laws, and regulations, policies, and procedures designed to increase equality of opportunity for municipal government employees and job applicants. The attached Determination contains the EEPC's findings and required corrective actions pertaining to the referenced review, evaluation, and monitoring of your agency's employment practices and procedures.

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<sup>1</sup> The EEPC's *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* are founded upon, and consistent with, federal, state, and local laws, and regulations, procedures, and policies including, but not limited to, the City of New York's *Equal Employment Opportunity Policy, Standards and Procedures to be Utilized by City Agencies 2014*; New York City Human Rights Law (NYC Administrative Code §§8-107(1)(a) and (d), 8-107.13, and 8-107.1); New York State Civil Service Law §55-a; and the equal employment opportunity requirements of the New York City Charter.





Chapter 36, Section 832(c) of the New York City Charter requires that: 1) the EEPC assign a compliance monitoring period of up to six months to monitor your agency's efforts to eliminate remaining required corrective actions; and 2) the agency provide a written response within 30 days from the date of this letter indicating corrective action taken.

The assigned compliance-monitoring period is: JANUARY 2019 to FEBRUARY 2019. Implementing all the corrective actions prior to the conclusion of the compliance monitoring period is highly encouraged and will serve to shorten the compliance monitoring period.

**If corrective actions remain:** Your agency's response should indicate what steps your agency has taken, or will take, to implement the corrective actions during the designated period. Documentation that supports the implementation of each corrective action shall be uploaded to TeamCentral, the EEPC's Automated Compliance Monitoring System. Your agency will be monitored until all corrective actions have been implemented. Instruction on how to access and navigate TeamCentral is attached. Upon your agency's completion of the final corrective action, the EEPC will issue a *Determination of Compliance*.

**If no corrective actions remain:** Your agency is exempt from the aforementioned monitoring period. A *Determination of Compliance* will be issued by the EEPC at its next meeting and no response is required.

If there are further questions regarding this Final Determination or the compliance monitoring process, please contact Jennifer Shaw, Esq., Executive Agency Counsel/ Director of Compliance at [jshaw@eepc.nyc.gov](mailto:jshaw@eepc.nyc.gov) or 212-615-8942.

Thank you and your staff for your continued cooperation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Charise L. Terry".

Charise L. Terry, PHR  
Executive Director

c: George Torres, District Manager  
Ruben Diaz Jr., Bronx Borough President  
Vivian Velez, Principal EEO Professional, Office of the Bronx Borough President  
Tom Lucania, Director of Community Boards Unit and Legislative Affairs

Enclosed: TeamCentral Agency Manual





FINAL DETERMINATION  
January 3, 2019

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Malini Cadambi Daniel  
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Arva R. Rice  
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## Scope and Methodology

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## DETERMINATION

Following are the corresponding audit standards for each subject area along with the EEPC's findings and required corrective actions, where appropriate:

### I. ISSUANCE, DISTRIBUTION AND POSTING OF EEO POLICIES

Determination: The agency is in non-compliance with the standards for this subject area.

1. Community Boards must distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
  - BxCB12 did not demonstrate that, during the period in review, it distributed or posted an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment. Corrective action required.

Corrective Action #1: Community Boards must distribute/post an annual policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

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  - BxCB12 did not demonstrate that, during the period in review, the Bronx Borough President's policy(ies) against sexual harassment was distributed. Corrective action required.

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### II. EEO TRAINING FOR AGENCY

Determination: The agency is in compliance with the standard for this subject area.

3. Community Boards must ensure that all individuals who work within the Board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.
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NOTE: Certificates of completion demonstrate that, subsequent to the period in review, between July 17, 2018 and August 15, 2018, BxCB12's *District Manager* and *Community Coordinator* completed the Department of Citywide Administrative Services', "Sexual Harassment Prevention: What to Know About Unlawful and Inappropriate Behaviors in the Workplace" computer-based training.

### III. COMPLAINT & INVESTIGATION PROCEDURES

Summary of Complaint Activity: Bronx Community Board No. 12 reported no employment discrimination complaints were filed during the audit period.

**Determination:** The agency is in partial compliance with the standards for this subject area.

4. Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.
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5. Community Boards must maintain a summary of annual complaint activity.

NOTE: BxCB12 reported no discrimination complaints were filed during the period in review. As compliance with the standard could not be meaningfully measured for the period in review, further evaluation of this area was impractical.

### IV. RESPONSIBILITY FOR IMPLEMENTATION

**Determination:** The agency is in partial compliance with the standards for this subject area.

6. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.
  - BxCB12 did not demonstrate that, during the period in review, employees were directed to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint. Corrective action required.

Corrective Action #4: Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

7. Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.
  - BxCB12 did not demonstrate that, during the period in review, it consulted or cooperated with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints. **Corrective action required.**

**NOTE:** Subsequent to the period in review, the Director of Community Boards Unit and Legislative Affairs of the Bronx Borough President's Office and BxCB12's *District Manager* communicated via email regarding updated sexual harassment training requirements.

### SUMMARY OF REQUIRED CORRECTIVE ACTIONS

Pursuant to the Equal Employment Practices Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, **4 corrective actions are currently required.**

1. Community Boards must distribute/post an annual policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
2. Community Boards must follow, distribute, and post the Borough President's policy(ies) against sexual harassment.
3. Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.
4. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

### CONCLUSION

If no corrective action is required, a *Determination of Compliance* is attached and no response is required.

If corrective action(s) are required, pursuant to Charter Chapter 36, please respond to this Determination within 14 days from the date of this letter via mail or email to Executive Director, Charise L. Terry, PHR at [cterry@eepc.nyc.gov](mailto:cterry@eepc.nyc.gov). Your response should indicate (with attached documentation) what steps your agency has taken, or will take, to implement the corrective action(s).

Once your response is received, the EEPCC will inform your agency in writing of its compliance status or assigned compliance monitoring period. For action(s) not implemented, a monthly compliance monitoring period will be assigned, where the EEPCC will verify implementation of the



FINAL DETERMINATION  
January 3, 2019

prescribed corrective action(s). Upon your agency's completion of the final corrective action, a *Determination of Compliance* will be issued.

*If your agency does not respond within 14 days and corrective action(s) are required, the EEPC will assign a monthly compliance monitoring period.*

**Because the Community Boards are comprised of members appointed by the respective Borough Presidents, please forward a copy of your response to this Determination to the Office of the Borough President's EEO Officer.**

In closing, thank you and your staff for the cooperation extended to the Equal Employment Practices Commission during the course of this audit.

Respectfully Submitted by,

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Imani Bowen, EEO Program Analyst

Approved by,

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Charise L. Terry, PHR  
Executive Director

c: George Torres, District Manager  
Ruben Diaz Jr., Bronx Borough President  
Vivian Velez, Principal EEO Professional, Office of the Bronx Borough President  
Tom Lucania, Director of Community Boards Unit and Legislative Affairs



**RESOLUTION NO.**  
**2018AP/228-392-(2019)**  
**Bronx Community Board No. 12**  
**Chairperson William Hall**  
**Sexual Harassment Prevention and Response Practices**  
**DETERMINATION: FINAL**

**SYNOPSIS**

<b>Corrective Action(s):</b>	<b>Total: 4</b>	
<b>Period Audit Covered:</b>	July 1, 2017 to June 30, 2018	
	December 7,	
<b>Preliminary Determination Issued:</b>	2018	No Response Received
<b>Final Determination Issued:</b>	January 3, 2019	Response Due February 4, 2019
<b>Compliance-Monitoring:</b>	Required	January 3, 2019 to February 28, 2019

**Whereas**, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter "entities") and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

**Whereas**, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities' practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC's determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

**Whereas**, the EEPC conducted an audit, review, and evaluation of the Bronx Community Board No. 12's Sexual Harassment Prevention and Response Practices; and

**Whereas**, pursuant to the audit, review, and evaluation of the Bronx Community Board No. 12's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated December 7, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Community Boards must distribute/post an annual policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
2. Community Boards must follow, distribute, and post the Borough President's policy(ies) against sexual harassment.



3. Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.
4. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

**Whereas**, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on January 3, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, and 4; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from January 3, 2019 to February 28, 2019, to determine whether the entity eliminated areas of non-compliance, if any; and


**Whereas**, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

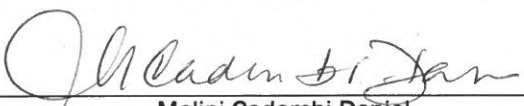
**Whereas**, in accordance with Charter Chapter 36, Section 832(c), on February 4, 2019, the entity was required to issue a response to the EEPC's Final Determination; Now Therefore,


**Be It Resolved**, that pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the EEPC approves the issuance of this Final Determination to Chairperson William Hall to assign compliance-monitoring.

Approved unanimously on March 14, 2019.

  
\_\_\_\_\_  
Angela Cabrera  
Commissioner

  
\_\_\_\_\_  
Arva R. Rice  
Commissioner

  
\_\_\_\_\_  
Malini Cadambi Daniel  
Commissioner

  
\_\_\_\_\_  
Elaine S. Reiss, Esq.  
Commissioner

[REDACTED]

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**From:** [REDACTED]  
**Sent:** Thursday, January 03, 2019 1:17 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** EEO Policy and Guidelines  
**Attachments:** BxBP's EEO Sexual Harassment Policy.pdf; NYC EEO Policy 2014.pdf; Addendum to EEO Policy (10-5-17) (2).docx

Dear [REDACTED] and Community Board 12 Staff,

As per NYC guidelines, Community Board 12 follows the Borough President's guidance on EEO & Sexual Harassment. Please find the Borough President's 2018 Statement against Sexual Harassment and Statement of Discrimination/ Sexual Harassment Complaint Procedure and the EEO Policy. If you have any EEO complaints please direct them to the EEO Officer at the Borough President's Office. [REDACTED] is the EEO Officer and she can be reached at [REDACTED]

Best,  
[REDACTED]

**Torres, George (CB)**

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**From:** Microsoft Outlook  
**To:** Greene, Ursula (CB)  
**Sent:** Thursday, January 03, 2019 1:17 PM  
**Subject:** Delivered: EEO Policy and Guidelines

**Your message has been delivered to the following recipients:**

[Greene, Ursula \(CB\) \(UGreene@cb.nyc.gov\)](mailto:UGreene@cb.nyc.gov)

Subject: EEO Policy and Guidelines

**RESOLUTION NO.**  
**2018AP/228-392-(2019)C2**  
**Bronx Community Board No. 12**  
**Chairperson William Hall**  
**Sexual Harassment Prevention and Response Practices**  
**DETERMINATION: COMPLIANCE**

**SYNOPSIS**

<b>Corrective Action(s)</b>	Total: 4		
<b>Period Audit Covered</b>	July 1, 2017 to June 30, 2018		
<b>Preliminary Determination Issued</b>	December 7, 2018	No Response Received	
<b>Final Determination Issued</b>	January 3, 2019	Response Received	February 14, 2019
<b>Compliance-Monitoring</b>	Required	January 3, 2019 to February 28, 2019 without extension	

**Whereas**, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter "entities") and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

**Whereas**, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities' practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC's determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

**Whereas**, the EEPC conducted an audit, review, and evaluation of the Bronx Community Board No. 12's Sexual Harassment Prevention and Response Practices; and

**Whereas**, pursuant to the audit, review, and evaluation of the Bronx Community Board No. 12's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated December 7, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Community Boards must distribute/post an annual policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
2. Community Boards must follow, distribute, and post the Borough President's policy(ies) against sexual harassment.

3. Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.
4. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

**Whereas**, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on January 3, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, and 4; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from January 3, 2019 to February 28, 2019, to determine whether the entity eliminated areas of non-compliance, if any; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), on February 14, 2019, the entity issued a response to the EEPC's Final Determination; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), the Bronx Community Board No. 12 was monitored until February 14, 2019; Now Therefore,

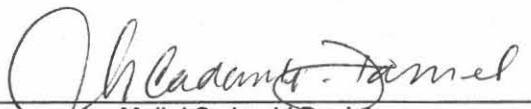
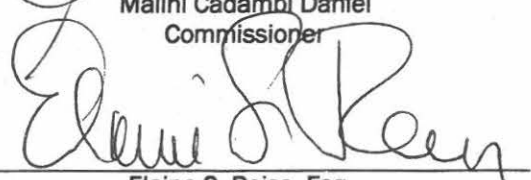
**Be It Resolved**, that the Bronx Community Board No. 12 has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and

**Be It Resolved**, that the EEPC's Board of Commissioners approves the issuance of this Determination of Compliance to Chairperson William Hall of the Bronx Community Board No. 12.

Approved unanimously on March 14, 2019.

  
\_\_\_\_\_  
Angela Cabrera  
Commissioner

ABSENT  
\_\_\_\_\_  
Arva R. Rice  
Commissioner

  
\_\_\_\_\_  
Malini Cadambi Daniel  
Commissioner  
  
\_\_\_\_\_  
Elaine S. Reiss, Esq.  
Commissioner





Vacant  
Chair

Angela Cabrera  
Malini Cadambi Daniel  
Elaine S. Reiss, Esq.  
Arva R. Rice  
Commissioners

Charise L. Terry, PHR  
Executive Director

Judith Garcia Quiñonez, Esq.  
Executive Agency Counsel/  
Director of Learning and Development

Jennifer Shaw, Esq.  
Executive Agency Counsel/  
Director of Compliance

253 Broadway  
Suite 602  
New York, NY 10007

212. 615. 8939 tel.  
212. 676. 2724 fax

BY MAIL AND EMAIL

March 14, 2019

William Hall  
Chairperson  
Bronx Community Board No. 12  
4101 White Plains Road  
Bronx, NY 10466

Re: Resolution #2018AP/228-392-(2019)C2  
DETERMINATION: Compliance

Dear Chairperson Hall:

On behalf of the members of the Equal Employment Practices Commission (EEPC), I write to inform you that pursuant to New York City Charter Chapter 35, Section 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity (EEO) for minority group members and women, the EEPC's Board of Commissioners has approved the attached Determination.

Thank you and District Manager George Torres for the cooperation extended to the EEPC during the course of our review, evaluation, and monitoring of your agency's employment and EEO-related practices.

Sincerely,

A handwritten signature in black ink, appearing to read "Malini Cadambi Daniel".

Malini Cadambi Daniel  
Commissioner

C: George Torres, District Manager  
Vivian Velez, Principal EEO Professional, Office of the Bronx  
Borough President  
Tom Lucania, Director of Community Boards Unit and Legislative  
Affairs



EEPC

EQUAL EMPLOYMENT PRACTICES COMMISSION

This

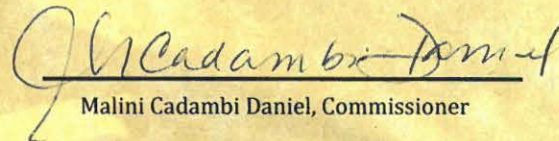
# Determination of Compliance

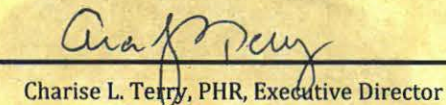
is issued to

## Bronx Community Board No. 12

for its compliance with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Community Boards from July 1, 2017 to this date.

On this 14<sup>th</sup> day of March in the year 2019,

  
Malini Cadambi Daniel, Commissioner

  
Charise L. Terry, PHR, Executive Director

In care of Chairperson William Hall  
and District Manager George Torres