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MEMO

To: Commissioners and Staff  
From: Jeff Mulligan, Executive Director  
Re: Audit, Discrimination Complaint Investigation Procedures  
Date: July 28, 2014

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The Equal Employment Practices Commission (EEOC) has completed its audit of the Board's Discrimination Complaint and Investigation Procedures from January 1, 2012 to December 31, 2013. The EEOC identified the following one corrective action for the Board:

*Identify the reporting relationship between the principal EEO Professional and the agency head by including the title in the agency's organizational chart, EEO Policy and Annual EEO Plan.*

Attached is the corrected organization chart.

The Board is committed to preventing illegal discrimination by ensuring that all employees are aware of their rights and obligations under the EEO Policy, by maintaining fair employment practices for all of our employees, and by encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of appreciation for the diversity reflected in our staff.