



CITY OF NEW YORK
CONFLICTS OF INTEREST BOARD

2 Lafayette Street, Suite 1010

New York, New York 10007

(212) 442-1400

Fax: (212) 442-1407 TDD: (212) 442-1443

To: All Employees

From: Mark Davies
Executive Director

Date: August 30, 2012

Re: Findings of the January 1, 2009, to December 31, 2011, audit by the Equal Employment Practices Commission

The Equal Employment Practices Commission ("EEPC") conducts audits of City agencies to ensure that the City's Equal Employment Opportunity ("EEO") policies are being implemented.

The EEPC recently completed an audit of the Conflicts of Interest Board for the period stated above and made the following recommendations in a report dated July 26, 2012:

1. Issuance, Distribution, and Posting of Equal Employment Opportunity Policy Statement – "Although the COIB posted an agency policy statement, it did not include the name and telephone of the EEO professionals."
2. Appointment and Training of EEO Officer – "Although, the agency has appointed an EEO officer, its organization chart does not include this title or its reporting relationship."

The Board has taken the following measures to implement the EEPC's corrective action plan:

1. The Board's EEO Policy Statement now includes a list of its EEO professionals and their telephone and email contact information.
2. The Board's organization chart has been updated to include the EEO officer title and its reporting relationship.

I reaffirm the agency's commitment to the agency's EEO program and to establishing measures and programs, to effectuate fair and effective employment practices for all employees.

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