



**BROOKLYN COMMUNITY BOARD 13**  
1201 Surf Avenue – 3<sup>rd</sup> Fl., Brooklyn, NY 11224  
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**ERIC ADAMS**  
Borough President

**STEPHEN MORAN**  
Chairperson

**CHUCK REICHENTHAL**  
District Manager

Sept. 3, 2014

Cesar A. Perez, Esq.  
Chair, NYC EEPCC  
253 Broadway  
Suite 602  
New York, N.Y. 10007

Dear Mr. Perez:

In reference to the e-mail I received from Ilacia Zuell in reference to the Determination Letter of August 13, 2014, I never received this letter and it was never brought to my attention by our Chairperson Stephen Moran.

Copies of Equal Employment Opportunity Policy, as prepared for then-Borough President Marty Markowitz, are held by each of the three members on staff. Policies included: General Anti-Discrimination Protections; Sexual Harassment Policy; Disabilities Policy; 55-a Program; and Anti-Retaliation Policy. Included are forms for Complaint of Discrimination.

The number in workforce remains the same: 2 Caucasian; 1 African-American; 2 females, 1 male. All have been with the Board, and have received instruction for the last 14 years. There has been no change in staff since that time. The Policy form that the office received from Borough President Markowitz is noted 'as of February, 2007'. A copy of the EEO Policy is posted on the wall as well as in the individuals' desks. The discussion about any questions re this policy were held with staff of the Borough President's office several years ago.

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Should you need any further assistance in answering questions on the implementation of EEO Policy, please do not hesitate to contact me.

Sincerely,

Chuck Reichenthal  
District Manager  
Community Board #13

Cc: Ilacia Zuell  
Ama Dwimoh  
Melody Ruiz