



# EQUAL EMPLOYMENT PRACTICES COMMISSION

## SUMMARY COMPLIANCE REPORT

**Agency:** Richmond County Public Administrator

**Agency Head:** Gary D. Gotlin, Commissioner

**EEO Officer:** Eva-Marie Cusack

**Audit period:** **January 1, 2005 – June 30, 2006**

Date of Preliminary Determination Letter:	<i>December 20, 2006</i>
Date of Response Letter:	<i>December 27, 2006</i>
Date of Final Determinations Letter:	<i>February 14, 2007</i>
Date of Response Letter:	<i>March 7, 2007</i>
Compliance Initiated:	<i>October 2007</i>
Compliance Completed:	<i>October 2007</i>
Covering Month:	<i>October 2007</i>

**Date:** **November 14, 2007**

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Audit of Compliance by the Richmond County Public Administrator (RCPA) EEO Program starting January 1, 2005 and ending June 30, 2006, EEPC initiated Audit Compliance with the RCPA in October 2007. The RCPA's final Monthly Compliance Report was submitted on October 19, 2007.

Documentation confirming the implementation of required actions #1 and #2 were provided at the October 8, 2007 compliance initiation meeting. (See attachment) The two remaining required actions were completed. The following is a summary of the compliance report:

**3. The RCPA should provide basic EEO training to all current and new employees.**

Ms. Cusack conducted EEO training to all RCPA employees on October 2, 2007. A copy of the EEO training syllabus was provided in RCPA's final monthly compliance report.

The required action was completed in October 2007.

**4. The RCPA should disseminate an agency-wide memorandum to discuss audit findings.**

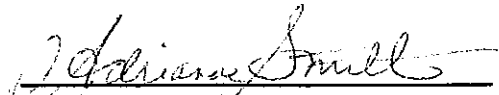
The RCPA Commissioner distributed a memorandum to all RCPA employees to discuss the EEPC audit and the audit findings. A copy of the October 18, 2007 memorandum was attached to the final monthly compliance report.

The required action was completed in October 2007.

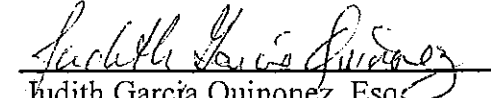
**Recommendation**

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Commissioner Gary D. Gotlin, informing him that the RCPA has implemented the recommended corrective actions to the Commission's satisfaction.

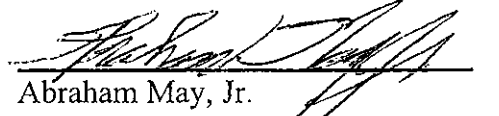
Respectfully Submitted,

  
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Adrienne Smith  
EEO Auditor/Compliance Officer

  
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Judith Garcia Quinonez, Esq.  
Counsel/Compliance Director

  
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Abraham May, Jr.  
Executive Director

Attachment