

EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT



Agency: Civilian Complaint Review Board

Agency Head: Joan Thompson, Executive Director

Co-EEO Officers: Tahira Delaine

Marcos Soler

Audit period: January 1, 2005 – December 31, 2006

Preliminary Determination Letter:

June 19, 2008

Agency Response Letter:

July 25, 2008

Final Determination Letter:

August 11, 2008

Compliance Initiated:

November 2008

Compliance Completed:

January 2009

Covering Months:

December 2008

Date: January 15, 2009

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Audit of Compliance by the Civilian Complaint Review Board (CCRB) with the City's Equal Employment Opportunity Policy from January 1, 2005 through December 31, 2006, the EEPC initiated Audit Compliance with the CCRB in November 2008. The CCRB's final Monthly Compliance Report was submitted on January 7, 2009.

All ten required actions were completed and accepted. The following is a summary of the compliance reports:

1. Only individuals who have received the DCAS EEO training for professionals should investigate discrimination complaints. (Sect. III, EEOP)

The CCRB only authorized individuals that have received the DCAS EEO training to investigate discrimination complaints. Copies of the certificate of completion were provided on December 17, 2008.

The required action was completed in December 2008.

2. To ensure that there are at least two EEO professionals of different genders available to receive and investigate discrimination complaints, the CCRB should appoint an EEO counselor (or co-EEO officer) of a different gender from the EEO officer.

The required action was completed in July 2008.

The CCRB sent a memo dated July 3, 2008 to the EEO team outlining the changes in the procedure including the procedure that the Executive Director must sign off on all confidential written reports concerning EEO complaints. A copy of the memo was submitted with the agency's response to the EEP's Preliminary Determination Letter.

6. The CCRB should sign-off on all confidential written reports concerning EEO complaints to indicate that they have been reviewed and whether the recommendations, if any, have been approved and adopted. (Sect. VB, EEO and DCPIG, Sect. 12(b))

The required action was completed in December 2008.

The CCRB created a Discrimination Complaint Intake Form. A memo to the EEO team dated July 2, 2008, outlining the changes in the procedure, was submitted with the agency's response to the EEP's Preliminary Determination Letter. A copy of the intake form was submitted to the EEP on December 17, 2008.

5. All internal discrimination complaint files should contain a Discrimination Complaint Intake Form. (DCPIG, Sect. 12(b))

The required action was completed in July 2008.

The CCRB removed the director of personnel as EEO counselor and appointed another individual. A copy of the memo dated July 25, 2008 identifying the new EEO counselor was provided with the agency's response to the EEP's Preliminary Determination letter.

4. Due to conflicts of interest, the director of personnel should not serve as an EEO professional.

The required action was completed in September 2008.

The co-EEO officer attended the DCAS EEO training in September 2008. A copy of his Certificate of Completion was provided on December 17, 2008.

3. The new EEO counselor (or co-EEO officer) should attend the next available DCAS training session for EEO professionals or enroll in training conducted by another appropriate agency or school, such as the EEO Studies Program of Cornell University's School of Industrial and Labor Relations. The EEO counselor (or co-EEO officer) should obtain the certificate or otherwise complete the program at the institution selected by the CCRB. (Sect. VB, EEO)

The required action was completed in July 2008.

The CCRB appointed a male co-EEO officer. A copy of an agency-wide memo dated July 25, 2008 identifying him as the co-EEO officer, was provided with the agency's response to the EEP's Preliminary Determination.

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Chair Franklin Stone, Esq. and

Recommendation

The required action was completed in July 2008.

On July 25, 2008, the agency head distributed a memorandum to the CCRB staff informing them of the changes that are being implemented in the agency's EEO program pursuant to the EEPFC audit (attached).

10. The agency head should disseminate an agency-wide memorandum informing staff about the changes that are being implemented in the CCRB's EEO program pursuant to the audit and re-emphasizing the agency's head's commitment to the agency's EEO program.

The required action was accepted in December 2008.

The agency head informed the EEO officer's supervisor of the EEO officer's responsibilities and provided the EEO officer with a desktop printer and internet access. In addition, the agency-wide memo dated July 25, 2008, indicated that the EEO officer has been assured that when additional administrative staff is needed, the Executive Director should be made aware of the need and additional staff will be provided.

9. The agency head should ensure that the new EEO officer has adequate administrative staff so that the EEO officer can devote sufficient time to his/her EEO duties.

The required action was accepted in December 2008.

The CCRB agreed to implement this action. A copy of a memo to file from the EEO officer documenting her meeting with the agency head regarding program operational decisions was submitted to the EEPFC on December 17, 2008.

8. It is the Commission's position that appropriate documentation of meetings and other communications between the EEO officer and the agency head regarding EEO program operational decisions should be maintained.

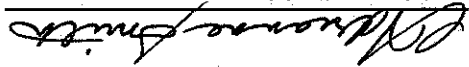
The required action was completed in July 2008.

The CCRB sent a memo dated July 3, 2008 to the EEO team outlining the changes in the procedure including the procedure that all confidential written reports should be divided into three sections and should be marked confidential. A copy of the memo was submitted with the agency's response to the EEPFC's Preliminary Determination Letter.

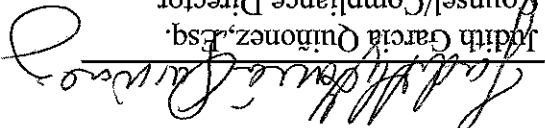
7. All confidential written reports should be divided into three sections (Section 1: Finding of Facts, Section 2: Discussion and Conclusion, and Section 3: Recommendation) and be labeled "confidential" in large bold print. (DCPIG, Sect. 12b)

Executive Director Joan Thompson informing them that the Civilian Complaint Review Board has implemented all of the recommended corrective actions to the Commission's satisfaction.

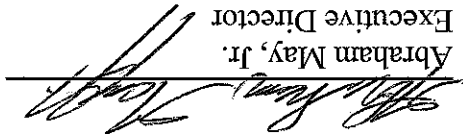
Respectfully Submitted,



Adrienne Smith
EEO Auditor/Compliance Officer



Judith Garcia Quinonez, Esq.
Counsel/Compliance Director



Abraham May, Jr.
Executive Director

Attachment