

NEW YORK CITY DEPARTMENT OF  
HEALTH AND MENTAL HYGIENE  
Mary T. Bassett, MD, MPH  
*Commissioner*

SEP 5 2014 PM 2:49

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September 2, 2014

Charise Hendricks  
Executive Director, PHR  
253 Broadway, Suite 602  
New York, NY 10007

Re: DOHMH Response to Equal Employment Practices Commission Audit

Dear Ms. Hendricks,


The Equal Employment Practices Commission ("EEPC") recently completed an audit of the Department of Health and Mental Hygiene's ("DOHMH" or "the Agency") Discrimination Complaint and Investigation Procedures. The audit specifically addressed the period from January 1, 2012, through December 31, 2013.

After a review and evaluation of the documents, records and data provided by DOHMH, EEPC had only one area that required corrective action. DOHMH's Office of Diversity and Equal Employment Opportunity ("DEEO") has since reviewed its practices and affirmed its commitment to implementing the corrective action.

On August 25, 2014, I issued an Agency-wide message to all employees informing them of the changes implemented in DEEO pursuant to the EEPC's audit/analysis and reemphasizing my commitment to the Diversity and Equal Employment Opportunity.

Please find annexed hereto, a copy of DOHMH's August 25<sup>th</sup> Agency-wide message to its employees regarding the EEPC Preliminary Determination, covering the audit period January 1, 2012, through December 31, 2013. Thank you.

Sincerely,

  
Mary T. Bassett, MD, MPH  
Commissioner

MTB/jv

Attachment

**From:** Commissioner Bassett  
**Sent:** Monday, August 25, 2014 4:36 PM  
**To:** Commissioner Bassett  
**Subject:** Equal Employment Practices Commission Audit

The Equal Employment Practices Commission ("EEPC") recently completed an audit of the Department of Health and Mental Hygiene's ("DOHMH" or "the Agency") Discrimination Complaint and Investigation Procedures. The audit specifically addressed the period from January 1, 2012 through December 31, 2013.

After a review and evaluation of the documents, records and data provided by DOHMH, EEPC had only one area that required corrective action. Specifically, EEPC required that the Agency issue and maintain written confirmation when complaints are withdrawn or resolved upon agreement of the parties involved. DOHMH's Office of Diversity and Equal Employment Opportunity has since reviewed its practices and affirmed its commitment to implementing the corrective action.

As Commissioner of Health, I affirm this Agency's strong commitment to maintaining fair employment practices for all employees and job applicants. It is essential that DOHMH prevents discrimination and ensures that all employees are aware of their rights and obligations under the City's Equal Employment Opportunity Policy, available at <http://www.nyc.gov/html/dcas/downloads/pdf/misc/eeo.pdf>.

All employees are encouraged to utilize the resources available within DOHMH and to address any concerns to the Chief Diversity Officer & Equal Employment Opportunity Director, James L. Hallman, at 347-396-6549.

**\*\*Please do not reply to this email.\*\***

Sent from the New York City Department of Health & Mental Hygiene. This email and any files transmitted with it may contain confidential information and are intended solely for the use of the individual or entity to whom they are addressed. This footnote also confirms that this email message has been swept for the presence of compute