



Cesar A. Perez, Esq.
Chair

January 24, 2013

Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Edna Wells Handy, Commissioner
Department of Citywide Administrative Services
One Centre Street, 17th Floor
New York, NY 10007

Charise L. Hendricks, PHR
Executive Director

Judith Garcia Quiñonez, Esq.
Agency Counsel

Re: Resolution #13/05-868C: Implementation of Corrective Actions Pursuant to the Audit of the Department of Citywide Administrative Services' Equal Employment Opportunity Program

253 Broadway
Suite 602
New York, NY 10007

Dear Commissioner Wells Handy:

212. 615. 8938 tel.
212. 615. 8931 fax

On behalf of the members of the Equal Employment Practices Commission (EEPC), I want to formally inform you that the Department of Citywide Administrative Services (DCAS) has implemented all recommended corrective actions pursuant to our audit of your agency's Equal Employment Opportunity Program to the Commission's satisfaction.

Pursuant to Section 832 of Chapter 36 of the New York City Charter, the EEPC was required to determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified in the preliminary determination.

The DCAS submitted its response to the EEPC's preliminary determination in which it agreed to implement the corrective actions. In addition, in response to the EEPC's request pursuant to Section 815.a.(19) of the New York City Charter, and as documentation of implementation, the DCAS submitted a copy of your memorandum informing your staff of the corrective actions your office has implemented in response to the EEPC's audit.

This Commission has determined that the DCAS has implemented the recommended corrective actions as required by Chapters 35 and 36 of the New York City Charter, to the Commission's satisfaction. The Department of Citywide Administrative Services is now in compliance with the requirements of the City's Equal Employment Opportunity Policy and the Commission's positions.



On behalf of this Commission, I want to thank you and EEO Officer, Norma D. Martin, for the cooperation extended to the EEPC Audit and Compliance Units during the compliance-monitoring period.

Sincerely,

A handwritten signature in black ink, appearing to read "Cesar A. Perez". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Cesar A. Perez, Esq.
Chair

C: Norma D. Martin, Diversity/ EEO Officer, DCAS

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/05-868: Determination of implementation by the Department of Citywide Administrative Services of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Department of Citywide Administrative Services' compliance with the Citywide Equal Employment Opportunity Policy from January 1, 2009 to December 31, 2011.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 35, Section 814(a) (12) of the New York City Charter, the City established the Citywide Equal Employment Opportunity Policy, a set of uniform standards and procedures designed to insure equality of opportunity for municipal government employees and job applicants, and, consistent with federal, state and local laws, identified other groups for protection from discrimination in employment; and

Whereas, pursuant to its audit of the Department of Citywide Administrative Services (DCAS), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 23, 2012, setting forth its findings and recommended corrective actions; and

Whereas, the DCAS submitted its response to the EEPC's preliminary determination letter, on November 16, 2012; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on November 27, 2012, including such recommended corrective action as the Commission deemed appropriate; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified in the preliminary determination; and

Whereas, at the EEPC's request, pursuant to Section 815.a.(19) of the New York City Charter, on January 23, 2013, the DCAS submitted a copy of the agency head's memorandum to staff, which outlined the corrective actions implemented in response to the EEPC's audit; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the City's Equal Employment Opportunity Policy; and

Whereas, the members of this Commission have determined that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,

that the Department of Citywide Administrative Services has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the Department of Citywide Administrative Services Commissioner Edna Wells Handy, formally informing her that the DCAS has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on January 24, 2013,

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair