

## MEMORANDUM

**To:** All Richmond County Public Administrator Employees

**From:** Commissioner Gary D. Gotlin *gds*

**Date:** October 18, 2007

**Re:** Desk Audit of the Office of the Richmond County Public Administrator (RCPA) and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Non-Mayoral Agencies With Less Than 15 Employees

This office was recently audited by the Equal Employment Practice Commission ("EEPC") pursuant to a mandate by the City Charter. The purpose of the EEPC audit was to ensure our adherence to the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Non-Mayoral Agencies with Less Than 15 Employees. The results of the Audit are discussed below:

- (1) The audit found that the office EEO Policy Statement did not fully reflect the recent changes to the New York City and New York State Human Rights Laws because the office policy did not list the updated protected classes of: gender (including gender identity); predisposing genetic characteristics (not "generic predisposition or carrier status"); and status as a victim or witness of domestic violence, sexual offenses and stalking. To address this finding, I updated our policy to reflect these changes by adding all the protected classes under the New York State and New York City Human Rights Laws in accordance with the Addendum to Equal Employment Opportunity Policy Standards and Procedures to Be Utilized by City Agencies (2005) dated December 14, 2006. A copy of our updated policy is enclosed.
- (2) The audit found that the office should provide appropriate EEO training (to its EEO Officer or the office should designate a trained EEO professional from another City agency to administer the EEO Program. To address this finding, Deputy Public Administrator Eva-Marie Cusack, Esq. completed the Department of Citywide Administrative Services (DCAS) Basic Training for EEO Representatives on June 14, 2007.
- (3) The audit also recommended that after the EEO Officer received the five-day training for EEO professionals from the Department of Citywide Administrative Services (DCAS), she should provide EEO refresher training to the RCPA employees based on the EEO training standards established by DCAS. On October 2, 2007, Deputy Public Administrator Eva-Marie Cusack, Esq. conducted EEO refresher training for all RCPA employees based on the EEO training standards established by DCAS.

We will report to the EEPC for a six-month period until March 31, 2008 following this audit to ensure our compliance. If you have any questions concerning this audit or the RCPA EEO policy or procedures, please ask myself, your EEO Officer Eva-Marie Cusack, Esq., or your office manager Carol Lee Guinta.