

EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Queens County Public Administrator's Office

Agency Head: Lois M. Rosenblatt, Queens County Public Administrator

EEO Officer: Susan Brown

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

Date of Preliminary Determination Letter: *April 26, 2007*
Date of Response Letter: *May 18, 2007*
Date of Final Determination Letter: *June 14, 2007*

Compliance Initiated: *October 2007*
Compliance Completed: *October 2008*
Covering Months: *October 2007 - October 2008*

Date: October 23, 2008

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEOC) Audit of Compliance by the Queens County Public Administrator (QCPA) with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees, the EEOC initiated Audit Compliance with the QCPA in March 2008. The QCPA's final Monthly Compliance Report was submitted on October 21, 2008.

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

1. **The QCPA should provide appropriate EEO training (such as the 5-day basic training for EEO Professionals by the Department of Citywide Administrative Services or the EEO Studies Program of Cornell University's School of Industrial Labor Relations) to its EEO Officer, or designate a trained EEO professional from another City agency to administer the EEO Program.**

The QCPA said that the EEO officer completed the 4-day Basic Training for EEO Professionals

by the DCAS. It submitted copies of the sign in sheets verifying her attendance.

The required action was completed in September 2008.

2. The QCPA should provide basic EEO training to all current and new employees.

The QCPA said that staff attended the Queens District Attorney's Sexual Harassment Prevention seminar on July 9 and 16, 2008. It submitted copies of their attendance certificates.

The QCPA has also developed a plan to train staff on EEO. It provided a copy of the training agenda. The EEO officer will conduct the training in four sessions, which will occur on November 7th, 14th, November 21st. The date of the last session will be announced. The QCPA also provided a copy of the memorandum that was sent to staff informing them of the training.

The response to the required action was accepted in October 2008.

3. The Queens County Public Administrator should disseminate an agency-wide memorandum to discuss audit findings.

The attached memorandum from the Queens County Public Administrator was distributed on November 14, 2007.

The required action was completed in November 2007.

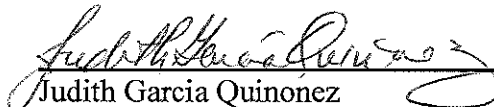
Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to the Queens County Public Administrator, Lois Rosenblatt, informing her that the QCPA has implemented the recommended corrective actions to the Commission's satisfaction.

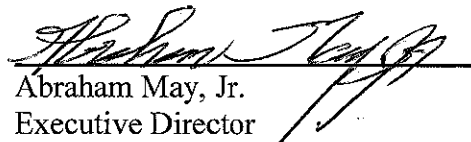
Respectfully Submitted,



Michelle Marecheau-Antoine
Senior Auditor/ Compliance Officer



Judith Garcia Quinonez
Counsel



Abraham May, Jr.
Executive Director

Attachment