

EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Brooklyn Borough President's Office

Agency Head: Honorable Marty Markowitz, President

EEO Officer: Sandra Chapman

Audit Period: **January 1, 2005 - June 30, 2006**

Date of Preliminary Determination Letter: *April 26, 2007*

Date of Response Letter: *May 25, 2007*

Date of Final Determination Letter: *June 5, 2007*

Compliance Initiated: *August 2007*

Compliance Completed: *August 2007*

Covering Months: *July 2007*

Date: **September 6, 2007**

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEOC) Audit of Compliance by the Brooklyn Borough President's Office (BBPO) with the City's Equal Employment Opportunity Policy (EEO), EEOC initiated Audit Compliance with the BBPO in August 2007. The BBPO's final Monthly Compliance Report was submitted on August 7, 2007.

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

- 1. The BBPO should officially appoint a disability rights coordinator and notify staff about that individual.**

The BBPO said that on April 24, 2007 staff was notified through memorandum of the appointment of the disability rights coordinator who is also the EEO officer.

Documentation was received at the Compliance Initiation Meeting in July 2007.

- 2. In keeping with the EEO's Discrimination Complaint Procedure Implementation**

Guidelines, the agency head should sign all confidential reports, which contain the agency's findings and recommendations.

The BBPO stated that the agency head will sign all future confidential reports, which contain the agency's findings and recommendations. It reported that no complaints were filed during the audit period.

The response to the required action was accepted in August 2007.

- 3. The BBPO should follow Section IV of its EEO Policy (Training Standards and Plans") and develop a plan to train all existing and new employees who have not already received EEO training.**

The BBPO said that all employees including managers and supervisors received EEO training provided by the Department of Citywide Administrative Services/ Office of Citywide Equal Employment Opportunity. Managers and supervisors were trained separately. It provided copies of the sign-in sheets.

Documentation was received at the Compliance Initiation Meeting in July 2007.

- 4. It is the Commission's position that appropriate documentation of meetings and other communications between the EEO officer and the agency head or direct report to the agency head regarding EEO decisions should be maintained.**

The BBPO stated that appropriate documentation of meetings and other communications between the EEO officer and the chief of staff, direct report to the agency head, regarding EEO decisions are maintained. It submitted a copy of the April 24, 2007 meeting minutes.

The required action was completed in April 2007.

- 5. The EEO officer should be involved in developing recruitment strategies and selecting recruitment media, including newspapers and other publications.**

The BBPO submitted a copy of a memorandum from Chief of Staff Greg Atkins directing the human resources director to include the EEO officer in developing recruitment strategies and selecting recruitment media.

The required action was completed in July 2007.

- 6. The BBPO should develop a plan to provide structured interview training to personnel involved in the recruitment and hiring process.**

The BBPO said that it provided structured interview training to personnel involved in recruitment and hiring process on May 23, June 12 and August 2, 2007. It provided copies of sign-in sheets.

The required action was completed in August 2007.

7. **The BBPO should post its job vacancy notices on bulletin boards or keep a binder with postings in a central location.**

The BBPO stated that its job vacancy postings are posted on the bulletin board and kept in a binder in the Human Resources Department. They are also posted on the agency's website. It stated that employees were notified of the information by memorandum.

The required action was completed in July 2007.

8. **The Brooklyn Borough President should disseminate an agency-wide memorandum to discuss audit findings.**


The attached memorandum from President Marty Markowitz was distributed on May 25, 2007.


Documentation was received at the Compliance Initiation Meeting in July 2007.

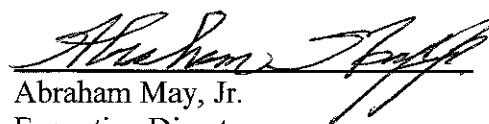
Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Brooklyn Borough President Marty Markowitz, informing him that the BBPO has implemented the recommended corrective actions to the Commission's satisfaction.

Respectfully Submitted,


Michelle Marecheau-Antoine
Sr. Auditor/ Compliance Officer


Eric Matusewitch
Deputy Director


Abraham May, Jr.
Executive Director

Attachment