



COMMISSION ON HUMAN RIGHTS

40 RECTOR STREET, NEW YORK, NY 10006

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PATRICIA L. GATLING

Commissioner and Chair

10397

September 20, 2010

The Hon. Cesar A. Perez
Chair, NYC Equal Employment Opportunity Commission
40 Rector Street
New York, NY 10006

RE: EEPD Audit Determination to the Audit of the New York City
Commission on Human Rights.

Dear Mr. Perez:

I have reviewed the EEPD Audit Determination regarding the above referenced matter and have the following comments:

1. As demonstrated by the Commission's diverse staff, we are an Equal Employment Opportunity Employer; however, we will include such information in all future advertisements.
2. I, as agency head, review all EEO matters. I will sign off on future reports.
3. The agency will ensure that all respondents get written notices of complaints.
4. The EEO Officer will ensure that all files contain the appropriate paperwork.
5. The EEO Officer will ensure that both complainants and respondents receive written notice of determinations and/or the outcome of complaints.
6. The Commission on Human Rights embraces the New York City Equal Employment Opportunity Policy and has successfully hired a diverse and culturally mixed staff that is representative of the City we serve. The Commission does not believe it is appropriate to favor one group of individuals over others when making hiring decisions, in fact, such an action would be considered a violation of the NYC Human Rights Law.
7. In July 2004, the Commission appointed Emile St. Cyr as the agency career counselor. As recently as last year the Commission sent a memo to all employees reminding them about who the career counselor was. In addition, Mr. St. Cyr routinely reminds employees about his role in the agency.

8. The Managers of the Community Relations Bureau meet every two weeks. The meetings held at 40 Rector Street, cover all necessary operational matters of our community outreach. Mr. St. Cyr, our EEO Officer, Mr. Slaughter, EEO Counselor (Male) and Mr. Finkelstein, Disability Coordinator, are all members of that group. Mr. St. Cyr, on at least two or more occasions, in the past year, has spoken to Directors on EEO matters and reminded them to advise their staff of their right to file an EEO complaint. Mr. St. Cyr has answered all questions posed by Directors during those meetings and routinely checks on the posting of the Policy during his visits to the Commission's Borough Offices.
9. The EEO Officer will create and maintain documentation regarding meetings with the Agency Head.
10. The agency's organizational chart, when recreated, will reflect a direct report of the EEO Officer to the Agency Head.

Very truly yours,



Patricia L. Gatling
Commissioner, Chair