



Board of Standards and Appeals

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MEENAKSHI SRINIVASAN
Chair/Commissioner

MEMO

To: Commissioners and staff

From: Meenakshi Srinivasan, Chair

Date: October 30, 2008

Re: Equal Employment Practices Commission Audit

As you know, the Board was audited by the Equal Employment Practices Commission (EEPC) for its compliance with the City's Equal Employment Opportunity (EEO) policy for the period between January 1, 2006 and December 31, 2007. The Board has been involved in a six month compliance period since May 1, 2008. Five monthly compliance reports have been issued to the EEPC. The Board has implemented seven of the required actions, as follows:

- Distributed a general EEO policy statement to all employees
- Appointed Roy Starrin, EEO Officer, as the disabilities rights coordinator
- Appointed Kevin Finegan, DCAS Director of Human Resources, as the career counselor
- Documented meetings between the EEO officer and the Board chair
- Documented staff meetings in which the agency's commitment to EEO policies and the right of each employee to file a discrimination complaint with the EEO officer
- The Board chair directed the executive director to involve the EEO officer in selecting recruitment media and developing recruitment strategy
- Advertised job vacancies in periodicals with large minority and female readership, and sent vacancy notices to professional and community organizations serving minorities, women and persons with disabilities.

The Board will also be fully implementing the following two remaining required actions:

- Provide training for all managerial and non-managerial staff, including commissioners, who have not been trained in the last three years. We are partnering with the Department of Finance to receive training through Finance's

EEO division. Based on discussions with Finance, we intend to participate in the training by the end of 2008.

- Employees will receive annual performance evaluations. The chair and executive director have developed tasks and standards; all staff will meet with the executive director on the tasks and standards by the end of 2008, allowing for the performance evaluation period to begin at the beginning of 2009.

I reiterate to all that the Board of Standards and Appeals is committed to preventing illegal discrimination by maintaining fair employment practices for all of our employees, and by encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of appreciation for the diversity reflected in our staff.

I again encourage all employees to access the EEO resources available within the Board and DCAS and to address any concerns you have to Roy Starrin, the Board's EEO officer, and Mireille Milfort, the agency EEO counselor.

Please feel free to contact me or Jeff Mulligan, Executive Director, if you have any questions about the Board's compliance with the EEPC.