

SUMMARY COMPLIANCE REPORT

**Agency:** Richmond County Public Administrator  
**Agency Head:** Gary D. Gotlin  
**EEO Officers:** Michael Fusco  
**Audit Period:** January 1, 2008 – December 31, 2010  
**Agency Census as of December 2010:** 5

*Date of Preliminary Determination Letter:* September 9, 2011  
*Date EEPC Final Determination Letter:* October 11, 2011  
*Date of Response Letter:* November 16, 2011

*Compliance Initiated:* May 11, 2012  
*Compliance Completed:* December, 2012  
*Covering Months:* May, 2012 to October, 2012

**Date:** January 3, 2013

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (Commission or EEPC) Audit of Compliance by Richmond County Public Administrator (RCPA) with its Equal Employment Opportunity Policy, EEPC initiated Audit Compliance with the RCPA on July 19, 2012. The RCPA submitted its final Monthly Compliance Report for October, 2012 on November 28, 2012.

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

**1. The agency should designate at least one EEO professional of each gender to receive and investigate discrimination complaints. Each EEO professional should also be trained and authorized to investigate internal discrimination complaints. (Sect. VB, EEOP and EEPC/Sect. 831, City Charter)**

The RCPA entered into an agreement with Richmond County District Attorney's Office through their respective EEO Officers to make available the RCDA's female EEO counselor for discrimination complaint intake and investigation. The RCPA provided a copy of this agreement.

The implementation of the required action was accepted November, 2012.

**2. Because the EEO Officer should report directly to the agency head (or to a direct report to the agency head), the agency should update its organizational chart to reflect this reporting relationship. (EEPC/Sect. 831, City Charter)**

The agency updated its Organizational chart to indicate the reporting relationship between the Public Administrator and the EEO Officer. The agency provided a copy of the organization chart.

The implementation of the required action was accepted in September, 2012.

**3. Since the Charter and the EEOP require the agency head to ensure and promote equal employment opportunity, after implementation of the above recommendations, the agency head should distribute a memorandum to all staff informing them of the changes that have been implemented in the agency's EEO program pursuant to the EEPC's audit. This memorandum should re-emphasize the agency head's commitment to the agency's Equal Employment Opportunity Program.**

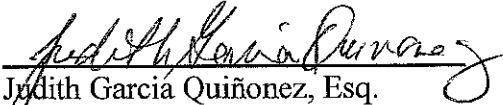
The Public Administrator issued the RCPA EEO Policy Compliance Memorandum to all staff to inform them of the changes implemented to the agency's EEO program as a result of the EEPC audit and reaffirming the agency's commitment to the policies of the City of New York with respect to EEO. A copy of the memo is attached.

The required action was implemented on December 26, 2012.

### **Recommendation**

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Public Administrator, Gary D. Gotlin, informing her that the Richmond County Public Administrator's office has implemented the recommended corrective actions to the Commission's satisfaction.

Respectfully Submitted,

  
Judith Garcia Quiñonez, Esq.  
Agency Counsel  
Director of Compliance

  
Charise L. Hendricks, PHR  
Executive Director

Attachment