



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Independent Budget Office

Agency Head: Ronnie Lowenstein, Director

EEO Officer: Nashla Salas

Audit period: July 1, 2005 – June 30, 2007

Agency Census as of June 30, 2007: 31

Preliminary Determination Letter:

December 18, 2008

Agency Response Letter:

January 13, 2009

Final Determination Letter:

January 26, 2009

Compliance Initiated:

February 2009

Compliance Completed:

November 2009

Covering Months:

February 2009 – July 2009

Date: December 10, 2009

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Audit of Compliance by the Independent Budget Office (IBO) with the City's Equal Employment Opportunity Policy from July 1, 2005 through June 30, 2007, the EEPC initiated Audit Compliance with the IBO in February 2009. The IBO's final Monthly Compliance Report was submitted on September 14, 2009.

All 5 required actions were completed and accepted. The following is a summary of the compliance reports:

1. **The agency's EEO Policy should be revised to include all of the protected classes under the New York City and New York State Human Rights Laws.**

The IBO revised the General Anti-Discrimination Protections section of its EEO Policy to include all of the protected classes. A copy of the updated list of protected classes was provided to the EEPC during the Compliance Initiation meeting.

The required action was accepted in February 2009.

2. **The revised EEO Policy should be distributed to all current and new employees, and posted on the agency bulletin boards.**

The IBO's revised EEO Policy was distributed to all employees by email on August 21, 2009. In addition, the updated list of protected classes was posted on the agency bulletin

board. A copy of the email to the IBO staff attaching the EEO Policy was provided with the IBO's Monthly Compliance Report (MCR) # 6.

The required action was completed in August 2009.

3. **The EEO Officer should meet with the EEO Counselors at least at quarterly intervals to ensure that they are carrying out their EEO functions satisfactorily and are kept abreast of internal and external EEO developments. (Section VC, Citywide EEO Policy)**

The EEO Officer and EEO Counselor have been meeting at least once per quarter since the 4th quarter of 2008. A copy of a meeting log was provided with the IBO's MCR # 1.

The required action was accepted in March 2009.

4. **The IBO should ensure that all employees involved in job interviewing receive structured interview training, either from DCAS or another appropriate organization. (Section IV, Citywide EEO Policy)**

All of IBO's supervisory staff received structured interview training on October 6, 2008. A copy of the sign-in sheet and training handouts were provided with the IBO's MCR # 1.

The required action was accepted in March 2009.

5. **The agency head should disseminate an agency-wide memorandum informing staff about the changes that are being implemented in the IBO's EEO program pursuant to the audit and re-emphasizing the agency head's commitment to the agency's EEO program.**

The agency head distributed a memo dated September 14, 2009 to all staff informing them of the changes being implemented in the agency's EEO program and re-emphasizing her commitment to the agency's EEO program. A copy of the memo was provided with the IBO's MCR # 6. (Copy attached)

The required action was completed in September 2009.

The IBO appointed a new EEO counselor during the compliance period that required EEO training. On September 14, 2009, the IBO submitted a request for an extension of the audit compliance monitoring period in order for the EEO counselor to complete the DCAS Basic Training for EEO Professionals. The EEO counselor participated in the training program of November 16 – 18, 2009.

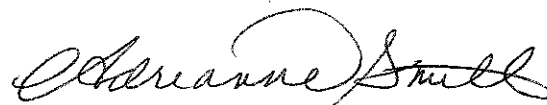
The IBO submitted a copy of the EEO Counselor's Certificate of Completion on November 20, 2009.

Recommendation

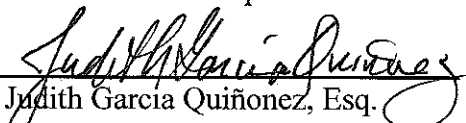
Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Director Ronnie Lowenstein

informing her that the Independent Budget Office has implemented all of the recommended corrective actions to the Commission's satisfaction.

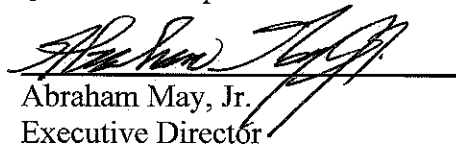
Respectfully Submitted,



Adrianne Smith
EEO Auditor/Compliance Officer



Judith Garcia Quiñonez, Esq.
Counsel/Compliance Director



Abraham May, Jr.
Executive Director

Attachment