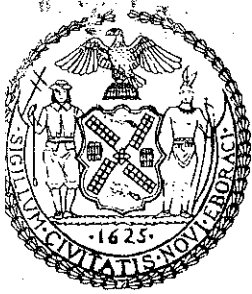


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Queens County Office of the Public Administrator

Lois M. Rosenblatt, Esq.
Public Administrator

Susan B. Brown
Deputy Public Administrator

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Counsel

January 13, 2012

Equal Employment Practices Commission
40 Rector Street, 14th floor
New York, NY 10006

Attention: Abraham May, Jr.
Executive Director

RE: EEOC Audit of Queens Public Administrator Offices
January 1, 2008 through December 31, 2010

Dear Director May:

In response to your Final Determination to the audit of the EEOC practices of this office dated December 22, 2011, please be advised that we have implemented the following which we believe will satisfy your Recommendation #4.

The entire Comprehensive EEO Policy CBT was printed, in separate sections, and provided to each employee who lacked access to the CBT. Each employee was given one section at a time by the Public Administrator to review and acknowledge by signing and dating a completion chart. I have enclosed copies of the charts for each employee. Please advise if this method satisfies your requirement.

I await your reply and remain,

Very truly yours,

SUSAN B. BROWN
DEPUTY PUBLIC ADMINISTRATOR
EEO OFFICER

Cc: Hon. Lois Rosenblatt, Public Administrator
Judith Quinonez, EEPC Counsel

88-11 Sutphin Boulevard, Room 61, Jamaica, New York 11435
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