



**ANNUAL REPORT
2014**

Message from the Chair



In 2014, the Equal Employment Practices Commission (EEPC) saw the results of prior years' ambitious efforts to automate and streamline audit processes, substantially furthering the agency's mission to audit and evaluate city agencies' employment practices, programs, policies, as required under the New York City Charter. The quality and reliability of our audits was augmented considerably.

The EEPC intends to further advance and improve as a resource for the City in implementation of equal employment opportunity goals, in 2015. Toward that end, the EEPC established Legal and Research Units to conduct research and publish reports on agencies' employment efforts; review and make recommendations regarding Citywide standards and programs; and make policy, legislative and budgetary recommendations to the Mayor, City Council, and the Department of Citywide Administrative Services.

Cesar A. Perez, Esq.

Cesar A. Perez, Esq.

Commissioners

Angela Cabrera
Mayoral Appointee



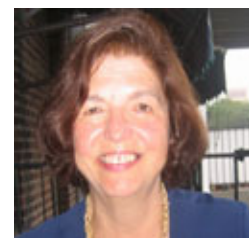
Malini Cadambi-Daniel
City Council Appointee



Arva Rice
City Council Appointee



Elaine Reiss, Esq.
Mayoral Appointee



Message from the Executive Director



Charise L. Terry

Charise L. Terry, PHR

The EEPC has continued the momentum of accomplishments commenced in 2013. In 2014, the Commission conducted audits focused on the Discrimination Complaint and Investigation Procedures of 40 agencies, of which 35 successfully demonstrated full compliance with our auditing standards, the vast majority without monitoring. Consequently, for 3 years in a row, this Commission has completed its greatest number of annual audits since its inception - thereby poised us to meet the quadrennial audit mandate delineated in the Charter.

The EEPC continued to increase efficiency and cut associated costs. Our efforts to optimize fiscal and human resources were so successful that we won approval to increase the agency headcount for the first time since 2003.

In the near future, due to these enhancements, the EEPC will devote time to fulfilling other crucial Charter-mandated responsibilities such as conducting its first public hearing in 7 years.

On behalf of the members of this Commission, I thank the city agencies that continue to extend their cooperation to this Commission.

Other Executive Staff



Judith Garcia Quiñonez, Esq.
Deputy Director & Executive Agency Counsel

Executive Summary

The Equal Employment Practices Commission (EEPC or Commission) is the City of New York's resource for instituting and maintaining well-founded non-discriminatory employment practices; procedures for investigating employment discrimination complaints; and programs focused on educating employees about equal employment opportunities. Over 140 City agencies and 168,830 employees are currently under the EEPC's jurisdiction.

Chapter 36 of the New York City Charter established this Commission as the independent monitor of the City's employment practices. In 2014, employment discrimination cases against City agencies prosecuted by the City Commission on Human Rights resulted in the City paying \$67,083.00 in monetary damages. According to the New York City Law Department, the City also paid \$5,239,698.00¹ for the adjudication or settlement of employment discrimination cases against City agencies. Combined, these cases cost the City of New York a total of \$5,306,781.00 in 2014. The City expended considerable and comparable resources defending other cases to avoid similar payouts. Sections 831(d)(2) and (5) and 832(c) of the Charter require this Commission to audit and evaluate city agencies' employment practices, procedures and efforts at least once every 4 years. Our work assists agencies with averting allegations of, and mitigating liability for, employment and EEO-related issues. We audit agencies to ensure effective equal employment opportunity for employees and applicants for employment, determine whether they provide equal employment opportunity, and monitor any resulting remedial action for up to 6 months. To fulfill these powers and responsibilities, the EEPC has developed, and utilizes uniform auditing standards for all agencies under its jurisdiction.

Auditing, Evaluating, and Monitoring Employment Practices

Last year, the EEPC implemented a new compliance-driven process to connect the analysis, evaluation and monitoring processes into one continuous sequence for each agency. Previously, these processes were bifurcated – which increased in-house caseloads. The new, continuous process now recognizes and eliminates corrective action from our determinations if remedial action is taken at any point during our evaluation. At the point when an agency demonstrates that all practices in question are in compliance with the Commission's audit standards, we issue a Determination of Compliance, and send a Certificate of Compliance to the agency.

In 2014, the Commission conducted audits focused on the Discrimination Complaint and Investigation Procedures of 40 agencies. Of the agencies audited, 12 received no corrective action; 15 avoided the assignment of a monitoring-period entirely by immediately implementing prescribed corrective actions independently; 7 agencies were monitored and successfully achieved a Determination of Compliance by implementing all of the corrective actions prescribed. One other agency successfully completed compliance by the end of 2014, but received a vote at the Commission's first 2015 meeting. Five agencies were undergoing monitoring at the end of the calendar year.

Automating Processes and Procedures

In fiscal year 2014, due to the departure of 3 employees, OMB approved a rollover of \$80,000 from Personnel Services to Other Than Personnel Services upon this Commission's request. Seeking more efficient ways to maximize our headcount and meet our City Charter mandate to audit the agencies under our jurisdiction quadrennially at minimum, we sought assistance from the Department of Information Technology and Telecommunications and its recommended vendor, Wolters-Kluwer, to acquire the TeamMate Audit Management Software program. Due to delays in the Request for Proposal process, OMB approved an additional rollover of these funds to fiscal year 2015. The TeamMate program, which is currently being implemented at the EEPC, will interface with agencies to facilitate data collection during the compliance-monitoring period; facilitate efficient exchanges with

¹ This number excludes amounts paid in cases against the Health and Hospitals Corporation.

agency EEO professionals; and generate evaluations and reports for the Commission's Analysts. It will also enable the Commission to effectively track availability, resources and progress across multiple audit projects. Once fully implemented, it will ensure institutional consistency, efficiency and sustainability in this Commission's audit and evaluation policies and procedures.

Establishment of Additional Units/ Augmentation of Headcount

In 2014, the Commission's successes in its persistent efforts to enhance efficiency, streamline processes and maximize human capital were recognized by the Office of Management and Budget (OMB). Historically, our headcount struggled to accommodate audit-related demands, and was not sufficient to address additional City Charter-mandated requirements such as examining and resolving employment-related issues of city agencies through advisory committees, investigations and public hearings. Hence, in FYs 2014 and 2015, the Commission requested and received 4 additional permanent positions (*Agency Attorney/Director of Compliance-Monitoring, Director of Research Initiatives & Public Hearings, and (2) EEO Analysts*) and 2 internship opportunities. For the first time since 2003, the Commission received approval for augmentation of our headcount. The Commission established both Legal and Research Units to further contribute to the progression, and evolution as a resource for the City. We will be seeking candidates in 2015.

As the numbers of agencies that undergo the evaluation and monitoring processes increase, the Legal Unit will fill the EEPC's current need to ensure that the EEPC's standards remain predicated in a current and robust legal framework. The Research Unit will address our City Charter responsibility to preside at, or conduct studies or investigations; establish appropriate advisory committees; and hold hearings for the purpose of ascertaining facts or determining whether agencies are in compliance with the equal employment opportunity requirements of the City Charter. Our Program Analysts will continue to conduct comprehensive and issue-specific analyses, audits, and evaluations of agencies' employment and EEO programs, which include findings and prescribed corrective actions that bring agencies into compliance with city, state, and federal EEO laws, regulations, procedures and policies.

The aforementioned hires will contribute to the Commission's Charter mandated responsibilities to recommend to DCAS, all city agencies, or any one or more particular agencies, procedures, approaches, measures, standards and programs to be utilized by such agencies in their efforts to ensure a fair and effective affirmative employment program of equal employment opportunity; advise and assist city agencies and the City as an employer in efforts to increase employment of minority group members and women who are employed by or who seek employment with city agencies; and establish appropriate advisory committees on prominent EEO issues.

Mission Statement

The Equal Employment Practices Commission (EEPC or Commission) audits, evaluates, and monitors the City of New York's employment programs, practices, policies and procedures to ensure that individual agencies and the City as an employer maintain a firm and effective affirmative employment program of equal opportunity for minority group members and women employed by, or seeking employment with, City government. The EEPC advises and assists City agencies in their efforts to establish affirmative plans, measures, and programs to provide, and educate employees about, equal employment opportunities; implement and maintain effective employment practices which are non-discriminatory; and utilize discrimination complaint investigation procedures that conform to federal, state and local laws, regulations, policies and procedures.

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About the EEPC

Created by the 1989 amendment to the New York City Charter, the Equal Employment Practices Commission (EEPC or Commission) is the independent monitor of the City of New York's employment practices. The Commission audits, evaluates, and monitors the employment programs, practices, and procedures of city agencies to ensure that they maintain effective equal employment opportunity (EEO) programs for all who are employed by or seek employment with New York City government. City agencies which meet the following criteria are subject to the Commission's audit, evaluation and monitoring:

- ✚ the majority of the board members are appointed by the Mayor;
- ✚ the majority of the board members serve by virtue of being city officers; or
- ✚ the agency is funded, in whole or in part, by the City treasury.

New York City Charter Chapter 36 authorizes the EEPC to ensure compliance with its standards, the City's Human Rights Law, state and federal anti-discrimination laws, and affirmative employment programs established by the City in order to promote effective equal employment opportunity in City employment.

The EEPC has a duty to:

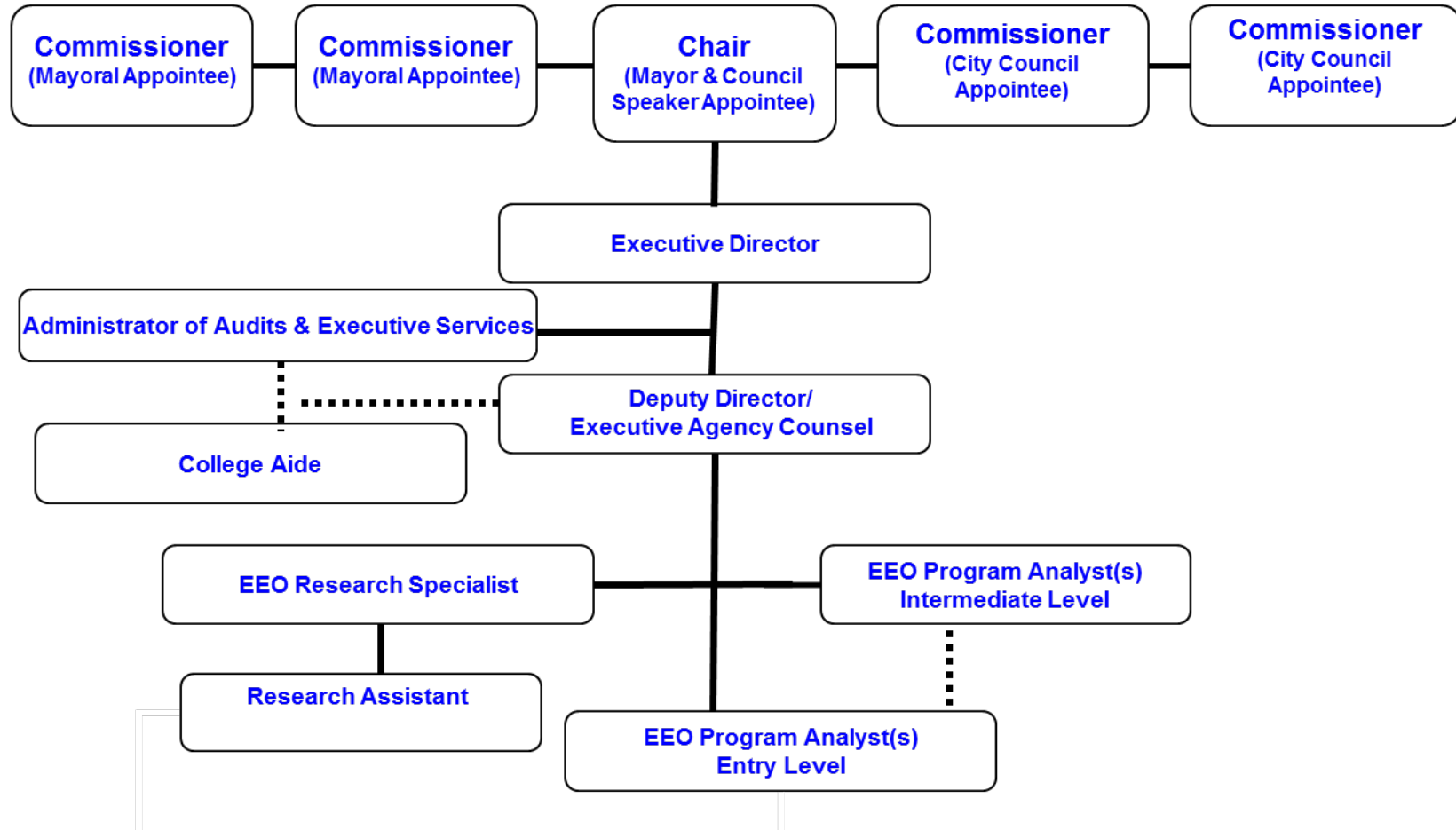
- ✚ review the standards, procedures, and programs established by the Department of Citywide Administrative Services to ensure a fair and effective affirmative employment plan of equal employment opportunity for city agencies;
- ✚ review the affirmative employment plan of each city agency and provide appropriate comments and suggestions;
- ✚ advise city agencies in their efforts to increase employment of minority group members and women who seek employment with city agencies;
- ✚ audit and evaluate the employment practices and procedures of each City

agency at least once every four years and whenever requested by the Civil Service Commission or City Human Rights Commission, and recommend procedures, standards, and programs to be utilized to ensure fair and effective programs of equal employment opportunity;

- ✚ establish a compliance procedure to monitor the implementation of all corrective actions;
- ✚ hold public and private hearings, compel the attendance of witnesses, and administer oaths for the purpose of ascertaining whether agencies are in compliance with equal employment opportunity requirements;
- ✚ establish advisory committees;
- ✚ serve as the city liaison to federal, state and local agencies responsible for compliance with equal employment opportunity for minority group members and women who are employed by or who seek to be employed by city agencies;
- ✚ publish a report to the Mayor and City Council on the effectiveness of each city agency's affirmative employment efforts and the efforts by the Department of Citywide Administrative Services to ensure equal employment opportunity ; and
- ✚ make policy, legislative and budgetary recommendations to the Mayor, City Council, and Department of Citywide Administrative Services necessary to ensure equal employment opportunity for minority group members;

Although the EEPC is not authorized to investigate individual complaints of employment discrimination, this Commission believes that without properly structured, efficiently administered Equal Employment Opportunity Programs that are in compliance with federal, state, and city equal employment opportunity requirements, the potential cost to the City for illegal employment discrimination will continue to be exorbitant. This Commission's audit and evaluation processes provide a mechanism to prevent errors in judgment or procedure from potentially becoming lawsuits.

EEOC Organizational Chart



EEPC Structure

The Commission

The Commission consists of 5 per diem members. The Mayor and the New York City Council appoint two members each. The fifth member – Chairperson of the Commission – is appointed jointly by the Mayor and the Speaker of the Council.

The Commission performs the following duties and responsibilities essential to the mandate:

- ✦ review and approve the annual audit plan;
- ✦ review the auditing standards used to ensure agencies' compliance with the City Charter, New York City Human Rights Law, and other relevant city, state, and federal EEO laws, regulations, procedures and policies
- ✦ review, approve, and adopt Resolutions pursuant to EEO Program Analysts' findings and issue Determination letters;
- ✦ review and approve agencies' implementation of corrective actions, adopt *Determinations of Compliance* or *Non-Compliance* at the end of the City Charter-mandated compliance-monitoring period, and issue relevant Resolutions;
- ✦ deliberate on issues and trends of employment practices pursuant to the audit and evaluation of agencies;
- ✦ publish an annual report to the Mayor and City Council on the activities of the Commission and the effectiveness of each city agency's affirmative employment efforts and the efforts by the Department of Citywide Administrative Services to ensure equal employment opportunity for employees and applicants for employment with city agencies;
- ✦ make budgetary, legislative and policy recommendations to improve the City's equal employment opportunity program;
- ✦ conduct public hearings on major EEO topics relevant to the City of New York; and
- ✦ when appropriate, compel the testimony of witnesses, and establish advisory committees.

Executive Director

The Executive Director performs the following duties and responsibilities essential to the mandate:

- ✦ develops the commission's annual audit plans;
- ✦ develops the Commission's audit, evaluation and monitoring standards to ensure agencies' compliance with the City Charter, New York City Human Rights Law, and other relevant city, state, and federal EEO laws, regulations, procedures and policies;
- ✦ formulates audit, evaluation and monitoring protocols according to the Commission's decisions and in conformance with the aforementioned laws and policies;
- ✦ manages the audit and evaluation processes for agencies under the Commission's jurisdiction;
- ✦ reports issues, presents audit Determinations/Resolutions, and advises the Commission in its deliberations;
- ✦ presents audit findings to agency heads;
- ✦ develops public hearings on topics of interest to the Commission; and
- ✦ testifies at relevant New York City Council hearings.

Deputy Director / Executive Agency Counsel

The Deputy Director / Executive Agency Counsel, who is also the Director of Compliance Monitoring, performs the following duties and responsibilities essential to the mandate:

- ✦ interprets legal issues relative to the administration of the responsibilities, duties and authority of the Commission;
- ✦ provides guidance to ensure audit and evaluation protocols are legally sound;
- ✦ conducts legal research and investigations relative to compliance within the legal framework of current federal, state and local EEO laws, regulations and judicial decisions;
- ✦ manages the City Charter-mandated compliance monitoring process by evaluating agencies' implementation of corrective actions; and
- ✦ informs the Commission whether agencies have taken appropriate and effective corrective actions to remedy non-compliance, and if not, whether further action is warranted under the City Charter.

EEO Program Analysts

EEO Program Analysts perform the following duties and responsibilities essential to the mandate:

- ✦ conduct comprehensive and issue-specific analyses, audits, and evaluations of agencies' employment and EEO programs at least once every 4 years;
- ✦ administer surveys, and conduct interviews with EEO personnel and others involved in employment and EEO program administration;
- ✦ analyze information and prepare audit Determinations – which include findings, and prescribe corrective action to bring agencies into compliance with city, state, and federal EEO laws, regulations, procedures and policies; and
- ✦ serve as a resource to the Executive Director and Commission for audit findings and conclusions.

Commission Meetings

The New York City Charter requires that the Commission meet at least once every eight weeks. Consequently, the Commission meets eight to ten times a year. Pursuant to the State Open Meetings Law, meetings are open to the public. Three Commissioners constitute a quorum for a meeting. Notices of the Commission's meetings are published in the City Record at least five days prior. Pursuant to Local Law 103 of 2013, Commission meetings are recorded and made available to the public online.

During meetings, the Commission adopts and approves audit-related Resolutions, which delineate corrective actions, and compliance-related Resolutions, which confirm agencies' implementation of such actions.

The Commission deliberates on whether issues and trends revealed through agency audits are appropriate for further investigation, for public hearings or – consistent with its role as monitor of the City's employment practices – for recommendation to improve the City's equal employment opportunity policy or program.

Authority

The EEPC audits, evaluates and monitors the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for employees and applicants seeking employment.

Chapter 36, Section 831(a) of the City Charter defines city agency as any “city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury...”

These include, but are not limited to, the offices of elected officials such as the Mayor, New York City Council, Borough Presidents, Comptroller, District Attorneys, Public Advocate; non-pedagogical employees of the Department of Education, the community colleges of the City University of New York, the Financial Services Corporation, the New York City Housing Authority, and the Retirement Systems.

For a comprehensive understanding of our mandate, Chapter 36 of the City Charter is provided in its entirety as an Appendix.

New York City Corporation Counsel's Opinion 11-90

The New York City Corporation Counsel issued Opinion No. 11-90 concerning whether provisions of the 1989 amendment to the City Charter – regarding conflicts of interest, administrative rule-making procedures, procurement, the budget process, equal employment and economic opportunity requirements, and audit by the Comptroller – may be applied to entities established by or pursuant to State law to perform a

governmental function or serve a governmental purpose in New York City.

The parameters of this Commission's jurisdiction are clarified by Opinion No. 11-90, which states that the EEO provisions of Chapter 36 are a central component of the City's personnel administration. The Opinion further cites the record of the 1989 Charter Revision Commission which expressed its intention to incorporate as broad a definition of “agency” as legally possible in order “to widen the effect of the City's anti-discrimination policies [...]” (1990 NYC Corp. Counsel LEXIS 11)

Opinion 11-90 discusses the EEPC's jurisdiction with respect to the following entities:

New York City Housing Authority (NYCHA)

The New York City Housing Authority is a public benefit corporation established pursuant to New York State Public Housing Law. NYCHA is required by law to conform to the personnel standards of the City of New York with regard to employment classifications, salaries, hours of work, and terms and conditions of employment. In fact, NYCHA hires employees from the same civil service lists as are used by City agencies. Based on these requirements, Opinion 11-90 concluded that the provisions of Chapter 36, apply to NYCHA.

Department of Education (DOE): Non-Pedagogues and Pedagogues

Opinion 11-90 recognized the clear distinction between non-pedagogical and pedagogical personnel in function and in employment as established in New York State Education Law. The hiring and promotion of the DOE's non-pedagogues is subject to City Charter Chapter 36 because the DOE is an entity funded in part from the City treasury, and because non-pedagogical employees are in the classified service within the jurisdiction of the City Civil Service Commission.

The Department of Education's pedagogical employees are hired and promoted pursuant to standards and tests prepared and

administered by the Chancellor and State Board Examiners. Therefore, employment practices regarding teachers and teaching supervisors are not subject to local authority, such as compliance with Chapter 36 of the City Charter.

Housing Development Corporation (HDC)

The New York City Housing Development Corporation is a public benefit corporation that is headed by two mayoral and two gubernatorial appointees. HDC is not paid from the City treasury and its employees are not city employees. However, Opinion 11-90 concluded that because HDC follows many of the same personnel standards as city agencies, Chapter 36 could be applied consistently. In recognition of the importance of promoting equal employment opportunity practices, the HDC consents to the EEPC's audit and evaluation of its EEO Program and consistently adopts and implements prescribed corrective actions, if any.

New York City Economic Development Corporation (EDC)

The New York City Economic Development Corporation is a public benefit corporation similar to the HDC, leading to the same conclusion. In recognition of the importance of promoting equal employment opportunity practices, the EDC also consents to the EEPC's audit and evaluation of its EEO Program and consistently adopts and implements prescribed corrective actions, if any.

New York City Health and Hospitals Corporation

The New York City Health and Hospitals Corporation (HHC) is a public benefit corporation that operates the citywide health and medical services system. The City Charter states the HHC is within the EEPC's jurisdiction; however, because the HHC has autonomy in its personnel administration, its employment practices are not subject to operational review by the EEPC.

Board of Elections (BOE)

Opinion 11-90 determined that although the

Board of Elections is paid entirely by the City and its employees are City employees, because the New York State Constitution requires that all local boards of elections have equal representation of both major political parties, its employment practices are not subject to the EEPC's review.

School Construction Authority (SCA)

The School Construction Authority was created and is governed by the New York State Public Authorities Law (PAL). The PAL specifically grants the SCA autonomy in personnel matters, including the autonomy to establish its own job titles and civil service lists. With respect to equal employment practices, the PAL states explicitly "no other agency shall have jurisdiction over the compliance by the Authority with the requirements of any [EEO] program."

New York City Water Board (WB) and Water Finance Authority (WFA)

The New York City Water Board (WB) and Water Finance Authority (WFA) were established by the PAL for financing expansion of the City's water supply and sewage systems. The seven members of the WB are appointed by the Mayor. All of WB's employees are employees of the New York City Department of Environmental Protection (DEP), with rights and responsibilities under its EEO Program; therefore, the EEPC does not conduct a separate audit and evaluation of the WB's employment practices.

A majority of the WFA's members are City officers or Mayoral appointees. The statute governing the WFA provides that WFA employees are neither city nor state employees during their employment, and that the qualifications, duties and compensation of the WFA employees are subject to the state civil service law and the rules of the Civil Service Commission. Therefore, WFA's employment practices are not subject to the EEPC's audit and evaluation.

EEO-Related Responsibilities Assigned by the City Charter

The New York City Charter ascribes EEO-related responsibilities to the head of each City agency. In addition, the Department of Citywide Administrative Services has specific responsibilities that play a role in the EEPC's audits.

Chapter 35 §812(a) states that the personnel policies and practices of the city government, in furtherance of the City Charter, the civil service law and rules and other applicable law, shall: (1) preserve and promote merit and fitness in city employment, (2) ensure that appointments and promotions in city service are made, and that wages are set, without regard to political affiliation, and without unlawful discrimination based on sex, race, color, religion, religious observance, national origin, disability, age, marital status, citizenship status or sexual orientation; and promote and support the efficient and effective delivery of services to the public.

City Charter Chapter 35 §814 assigns the following responsibilities to the Commissioner of the Department of Citywide Administrative Services (DCAS):

- ✦ establish and enforce uniform procedures and standards to be utilized by city agencies, such as the Citywide EEO Policy, for equal employment opportunity for minority group members and women who are employed by, or who seek employment with, city agencies;
- ✦ set the procedures for each agency to develop its Annual EEO plan; and
- ✦ review and provide comments and suggestions on each agency's draft EEO plan.

The DCAS Commissioner also has an annual responsibility to submit a report to the EEPC on:

- ✦ DCAS' activities to ensure equal employment opportunity for City

employees and those who seek employment with city agencies;

- ✦ an analysis of the city government workforce and applicants for such employment by agency;
- ✦ an analysis of the effectiveness of the city's efforts to provide fair and effective affirmative employment practices; and
- ✦ legislative, programmatic and budgetary recommendations for the development, implementation or improvement of such activities.

In addition, the DCAS Commissioner has a quarterly responsibility to submit a report to the Mayor, New York City Council, Civil Service Commission and EEPC on the:

- ✦ number of provisional employees specified by agency and by title;
- ✦ length of time such employees have served in their provisional positions; and
- ✦ actions taken by the city to reduce the number of employees serving in provisional positions.

City Chapter 35 §815 assigns the following powers and duties concerning personnel management to Agency Heads:

- ✦ ensure and promote equal opportunity for all persons in appointment, payment of wages, development and advancement;
- ✦ provide assistance to minority group members and women employed, or interested in being employed, by city agencies;
- ✦ ensure that minority group members and women benefit, to the maximum extent possible, from city employment and educational assistance programs; and
- ✦ ensure that their agencies do not discriminate against employees or applicants for employment as prohibited by federal, state and local law.

Toward those goals, Chapter 35 §815(h) requires the head of each city agency to:

- ✦ establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women who are employed by, or who seek employment with, the agency;
- ✦ adopt and implement an annual plan in accordance with the uniform procedures and standards established by DCAS;
- ✦ present a draft Annual EEO Plan for review by DCAS and the EEPC;
- ✦ file copies of the Annual EEO Plan with the Mayor, New York City Council, Civil Service Commission, DCAS and the EEPC; and
- ✦ submit quarterly reports on their agencies' efforts during the previous quarter to implement the Annual EEO Plan to the Mayor, New York City Council, DCAS, and the EEPC.

The EEPC considers the responsibilities that the City Charter has assigned to city agencies, the heads of agencies and the DCAS Commissioner, when developing its audit, evaluation and monitoring protocols. This information also plays a role in any policy, legislative and budgetary recommendation the EEPC may make to the Mayor, City Council, and Department of Citywide Administrative Services necessary to ensure equal employment opportunities for women and minority group members.

Jurisdiction

- ✦ Administrative Tax Appeals, Office of
- ✦ Administrative Trials & Hearings, Office of
- ✦ Aging, Dept. for the
- ✦ Borough President's Office, Bronx
- ✦ Borough President's Office, Brooklyn
- ✦ Borough President's Office, Manhattan
- ✦ Borough President's Office, Queens
- ✦ Borough President's Office, Staten Island
- ✦ Buildings, Dept. of
- ✦ Business Integrity Commission
- ✦ Campaign Finance Board
- ✦ Children's Services, Administration for
- ✦ City Clerk/Clerk of the Council
- ✦ City Commission on Human Rights
- ✦ City Comptroller, Office of
- ✦ City Council, New York
- ✦ City Planning, Dept. of
- ✦ Citywide Administrative Services, Dept. of
- ✦ Civil Service Commission
- ✦ Civilian Complaint Review Board
- ✦ Collective Bargaining, Office of
- ✦ Community Boards - Bronx (Nos. 1-12)
- ✦ Community Boards - Brooklyn (Nos. 1-18)
- ✦ Community Boards - Manhattan (Nos. 1-12)
- ✦ Community Boards - Queens (Nos. 1-14)
- ✦ Community Boards - Staten Island (Nos. 1-3)
- ✦ Community College, Borough of Manhattan
- ✦ Community College, Bronx
- ✦ Community College, Eugenio Maria De Hostos
- ✦ Community College, Fiorello H. LaGuardia
- ✦ Community College, Kingsborough
- ✦ Community College, Queensborough
- ✦ Conflicts of Interest Board
- ✦ Consumer Affairs, Dept. of
- ✦ Correction, Board of
- ✦ Correction, Dept. of
- ✦ Cultural Affairs, Dept. of
- ✦ Design & Construction, Dept. of
- ✦ District Attorney - Bronx County Office
- ✦ District Attorney - Kings County Office
- ✦ District Attorney - New York County Office
- ✦ District Attorney - Queens County Office
- ✦ District Attorney - Richmond County Office
- ✦ Economic Development Corporation, New York City (by consent)
- ✦ Education, Dept. of
- ✦ Education Retirement System, Board of
- ✦ Emergency Management, Office of
- ✦ Employees Retirement System, New York City
- ✦ Environmental Protection, Dept. of
- ✦ Finance, Dept. of
- ✦ Financial Information Services Agency
- ✦ Fire Department, New York
- ✦ Health & Mental Hygiene, Dept. of
- ✦ Homeless Services, Dept. of
- ✦ Housing Authority, New York City
- ✦ Housing Development Corporation (by consent)
- ✦ Housing Preservation & Development, Dept. of
- ✦ Human Resources Administration
- ✦ Independent Budget Office
- ✦ Information Technology & Telecomm., Dept. of
- ✦ Investigation, Dept. of
- ✦ Labor Relations, Office of
- ✦ Landmarks Preservation Commission
- ✦ Law Department, New York
- ✦ Management & Budget, Office of
- ✦ Mayor, Office of the
- ✦ Parks & Recreation, Dept. of
- ✦ Payroll Administration, Office of
- ✦ Police Department, New York
- ✦ Police Pension Fund, New York City
- ✦ Probation, Dept. of
- ✦ Public Administrator - Bronx County Office
- ✦ Public Administrator - Kings County Office
- ✦ Public Administrator - New York County Office
- ✦ Public Administrator - Queens County Office
- ✦ Public Administrator - Richmond County Office
- ✦ Public Advocate, Office of the
- ✦ Records & Information Services, Dept. of
- ✦ Sanitation, Dept. of
- ✦ Small Business Services, Dept. of
- ✦ Special Narcotics Prosecutor, Office of
- ✦ Standards & Appeals, Board of
- ✦ Taxi & Limousine Commission
- ✦ Teachers' Retirement System
- ✦ Transportation, Dept. of
- ✦ Youth & Community Development, Dept. of

Audits

The purpose of an EEPC audit is to analyze and evaluate an agency's employment practices and EEO Program to ensure that they fulfill the EEO-related responsibilities assigned by the New York City Charter. The EEPC does not issue findings of discrimination pursuant to the New York City Human Rights Law. The EEPC is not authorized to investigate individual complaints of employment discrimination. Rather the EEPC examines an agency's efforts to establish and maintain:

- ✚ affirmative plans, measures, and programs to provide equal opportunities for minority group members and women,
- ✚ a firm policy against discriminatory employment practices,
- ✚ a meaningful and responsive procedure for investigating discrimination complaints, and
- ✚ a program to educate employees about unlawful discriminatory practices.

This Commission has established uniform standards to audit, evaluate, and monitor agencies' EEO programs and policies for compliance with local, state and federal laws, regulations, policies and procedures which are designed to increase equal opportunity for municipal government employees and job applicants. These standards are founded upon and consistent with federal, state and local laws, regulations, procedures and policies including but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; the New York City Human Rights Law (NYC Administrative Code, §§8-107(1)(a) and (d), 8-107.13, and 8-107.1); the New York State Civil Service Law, §55-a; the Equal Employment Opportunity Commission's Instructions to Federal Agencies for EEO, Management Directive 715; the Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7); the Americans with Disabilities Act and its Accessibility Guidelines; and the equal employment

opportunity requirements of the New York City Charter. Prescribed corrective actions are consistent with the aforementioned parameters.

Subject Areas

A typical EEPC audit examines the following aspects of an agency's EEO program: Discrimination Complaint and Legal Activities; Issuance, Distribution and Posting of EEO Policies; EEO Training; Discrimination and Sexual Harassment Complaint and Investigation Procedures; Selection and Recruitment Systems (including Career Counseling, if applicable); EEO and Reasonable Accommodations Procedures for Employees and Applicants for Employment with Disabilities; Responsibility for EEO Plan Implementation (EEO Professionals, Supervisors, and Managers); and EEO-related Reporting Standards for Agency Heads.

Methodology

This Commission's audit and evaluation methodology includes the collection and analysis of documents, records and data that an agency provides in response to the EEPC Document and Information Request Form (which identifies the audit period); review of Annual EEO Plans and Quarterly EEO Reports; analysis of utilization data from the Citywide Equal Employment Database System (CEEDS); review of responses to interview questionnaires for EEO personnel and others involved in EEO program administration; and analysis of responses to the EEPC Employee Survey and the EEPC Supervisor/Manager Survey.

Employee and Supervisor/Manager Surveys

To encourage a robust response, the EEPC requests that the head of an agency send emails – which contain links to our surveys – to employees and to supervisors/managers. Both groups are given a 2- to 3-week window to complete their surveys. A minimum response rate of 20% is desired. Survey results are used to support audit findings and are attached to each audit as an appendix.

Interview Questionnaires

Personnel, including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, Section 55-a Program Coordinators, and others involved in employment and EEO program administration such as the Agency Counsel and Human Resources/Personnel Directors, are given two weeks to complete individual interview questionnaires regarding their role in their agency's employment practices and programs. EEO Program Analysts also conduct follow-up discussions or interviews with EEO personnel, when appropriate.

Citywide Equal Employment Database System (CEEDS) Reports

The Commission's EEO Program Analysts review data from the Citywide Equal Employment Database System (CEEDS) to understand the concentrations of race/gender groups within the agency's workforce, and imbalances between the number of employees in a particular job category and the number that would reasonably be expected when compared to their availability in the relevant labor market. Personnel transactions are also reviewed in order to ascertain the agency's employment practices. Where underutilization is revealed within an agency's workforce, EEO Program Analysts assess whether the agency has undertaken reasonable measures to address it.

Discrimination Complaints

The Commission's EEO Program Analysts review the complaint and investigation component of an agency's EEO Program to ascertain whether the agency has established effective and responsive procedures for investigating discrimination complaints. Analysts examine the number and types of complaints the agency has received; the availability of personnel for complaint intake and investigation; the complaint tracking and monitoring system; documentation of investigations conducted; communications between the agency and parties to a

complaint; and the roles and responsibilities of the EEO personnel, Agency Counsel and agency head in the complaint investigation process.

After a review and analysis of documents, records and data, the Commission issues its Preliminary and Final Determination Letters which delineate audit findings and corrective actions an agency should take to achieve compliance with city, state, federal EEO laws, regulations, policies and procedures.

Preliminary / Final Determination

If the EEPC makes a preliminary Determination that an agency (or DCAS) has adopted or utilized a plan, program, procedure, approach, measure or standard that does not provide equal employment opportunity; and/or an agency has not provided equal employment opportunity, the Commission notifies the agency in writing of its findings, prescribes appropriate corrective action, and provides an opportunity for the agency to respond.

The Commission then considers the agency's response and consults with the agency. If corrective actions taken or planned by the agency are not sufficient to correct the non-compliance identified in the preliminary Determination, the Commission issues a Final Determination on any remaining corrective action, to which the agency must respond within 30 days.

Merging of Audit, Evaluation and Compliance-Monitoring Procedures

Last year, the Commission implemented a new compliance-driven procedure which immediately eliminates findings of non-compliance if an agency demonstrates it has taken corrective activity during the audit. The EEPC issues a preliminary Determination after its initial EEO program audit and evaluation; the agency may issue an optional response; if the agency submits a response with attached documentation of corrective activity since the initial analysis, the EEPC revises or eliminates any corresponding corrective action. The

Commission votes on a Resolution to issue a Final Determination with contemporaneous findings/corrective action, if any, and assigns a 6-month period for monitoring. The agency is then monitored for a written reply and implementation of the remaining corrective action(s).

Agencies that demonstrate implementation all corrective actions prior to the issuance of or in response to a Final Determination are exempt from a period of monitoring for compliance.

Compliance -Monitoring Procedure

After receiving the agency's written reply, the Commission commences monitoring agency efforts to achieve compliance for up to 6-months. During this period, the agency submits *Monthly Compliance Monitoring Reports* on its progress implementing any remaining corrective action.

Determination of Compliance

Upon the agency's final compliance report, or at the end of the monitoring period, the Commission makes a *Determination of Compliance (or Non-Compliance)*. Each agency receives an assigned period of up to 6 months for compliance monitoring; however, implementing corrective actions immediately is encouraged.

In order for the Commission to determine that an agency has satisfactorily completed the compliance monitoring phase, the Commission requires that the head of the agency inform employees of the corrective actions that the agency received and implemented as a result of this Commission's audit.

Because the Charter mandates this Commission to recommend actions agencies should consider including in their Annual EEO Plans, the Commission also requires that an agency incorporate the corrective actions into prospective EEO Plans and its EEO Program .

Non-Compliance

After six months, if this Commission determines that an agency has not taken appropriate and effective corrective action, the agency will receive a *Determination of Agency Non-Compliance*, and is subject to another audit and evaluation in less than 4 years. Thereafter, this Commission will take appropriate steps as outlined in Charter, Chapter 36, Section §832(c) which includes notifying the agency in writing, and publishing a report of its findings and prescribed corrective action.

For mayoral agencies: In addition to the aforementioned, this Commission may recommend to the Mayor whatever appropriate corrective action it deems necessary to ensure that the agency's EEO Program provides equal employment opportunity to employees and applicants for employment.

Availability of Audit Determinations

Pursuant to Chapter 49, §1133(a) of the City Charter, the Commission forwards at least four copies of each agency's audit Determinations, responses, *Resolutions* (which includes the corrective actions the agency has implemented) and the agency head's memorandum to staff to the Department of Records and Information Services. Pursuant to Local Law 11, these documents are also transmitted electronically.

EEO Policies and Laws

City of New York's EEO Policy

The *Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies*, or Citywide EEOP, was established by the Department of Citywide Administrative Services (DCAS) to assist mayoral agencies in developing annual EEO plans, and other measures and programs to ensure consistency with the Mayor's directives for equal employment opportunity. It includes the city's anti-discrimination policies; and training, accountability, and reporting requirements for agency heads, managers, and supervisors.

City, state, and federal laws and regulations afford job applicants and employees equal opportunities to the various terms, conditions and privileges of employment. The EEPC evaluates agencies' compliance with all three sets of laws and regulations to ensure equal employment practices and policies for employees and applicants for employment in City agencies throughout the City of New York.

The city, state, and federal EEO laws that play a role in the EEPC's audits include, but are not limited to:

New York City's EEO Laws

New York City Human Rights Law

The New York City Human Rights Law (NYCHRL), prohibits an employer from discharging, refusing to hire/employ, or discriminating in compensation or in terms, conditions or privileges of employment based on: actual or perceived race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity and sexual harassment), sexual orientation, disability, marital status, partnership status, pregnancy, unemployment status and status as a victim of domestic violence, stalking, and sex offenses; or to deny employment due to arrest or conviction record. Discrimination based on a person's association with a member of a protected class; retaliation (for filing a complaint or otherwise opposing

discrimination); and bias-related harassment are also prohibited.

Under the NYCHRL, the City Commission on Human Rights is charged with receiving, investigating and making Determinations regarding complaints of discrimination and investigating group tensions, bias, or discrimination against persons or groups of persons. The CCHR has the authority to work with other government agencies, groups and organizations in an effort to reduce or eliminate prejudice and discrimination.

New York State's EEO Laws

New York State Human Rights Law

Under the New York State Human Rights Law (NYSHRL) it is an unlawful discriminatory practice for an employer to refuse to hire/employ, bar or discharge from employment, or discriminate against an individual in compensation or in terms, conditions or privileges of employment" because of an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, or status as a victim of domestic violence; or to deny employment due to arrest or conviction record.

The NYSHRL charges the State Division of Human Rights with the authority to investigate and resolve complaints of discrimination; promote human rights through affirmative measures; develop, articulate, and advocate human rights policy and legislation; and act as a resource to assist public and private entities in preventing or eliminating discrimination.

Federal EEO Laws

Federal laws require that state and local governments, educational institutions, labor organizations and private employers with fifteen or more employees provide equal opportunities to employees and applicants for employment.

To this end, discrimination is prohibited in recruitment, selection, promotion, layoffs, benefits, compensation, and other aspects of employment based on:

Race, Color, Religion, Sex, National Origin: Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

Individuals With Disabilities: Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability. Section 503 also requires that government agencies that work on or under federal contracts take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

Disabled, Recently Separated, Other Protected, and Armed Forces Service Medal Veterans: The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected

veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

Age: The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

Sex: In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

Genetics: Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

Retaliation: Federal EEO laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

Resources for Filing Complaints

The federal, state, and local agencies listed below investigate, and enforce laws against, individual claims of discrimination. The statutory time periods for filing of charges are also listed (starting from the date the alleged discriminatory action occurred):

New York City Commission on Human Rights

100 Gold Street
New York, NY 10038
(212) 306-7450

Statutory time period: One year (NYC Administrative Code, Title 8, Chapter 1).

New York State Division of Human Rights

One Fordham Plaza, 4th Floor
Bronx, NY, 10458

Phone: (888) 392-3644

TDD: 1-718-741-8300

Statutory time period: One year (New York Executive Law, Article 15 §297(5); see also §297(9)).

United States Equal Employment Opportunity Commission

New York District Office
33 Whitehall Street, 5th Floor
New York, NY 10004

Phone: 1-800-669-4000

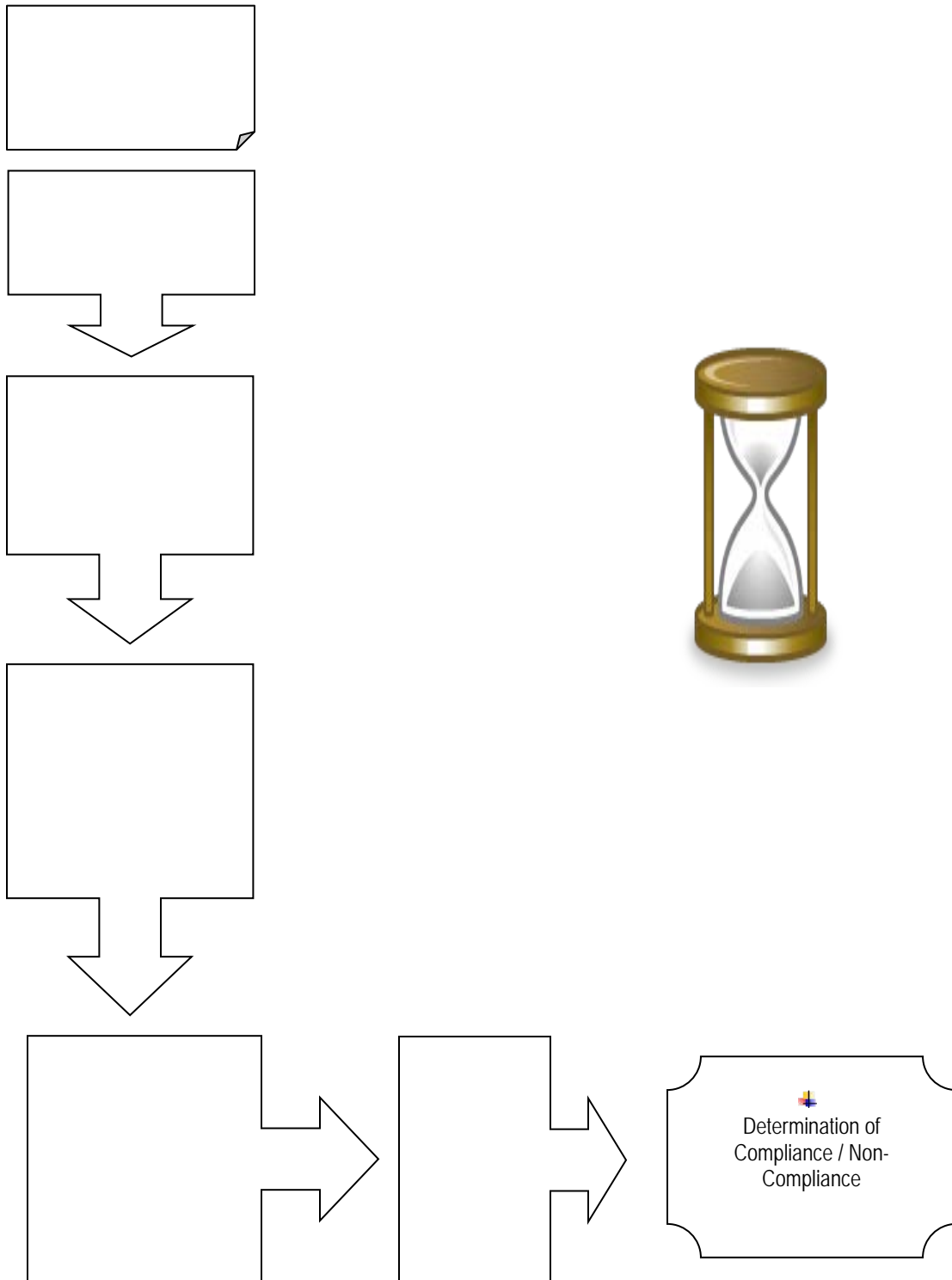
Fax: 212-336-3790

TTY: 1-800-669-6820

Statutory time period: 180 days, unless a proceeding involving the same act is instituted first before the SDHR or CCHR. In that case, filing with the EEOC must occur within 300 days (42 U.S.C. 2000e-5(e)).

City employees and applicants for city employment have the right to file a complaint of employment discrimination with their agency's EEO Personnel prior to contacting any of the federal, state, and local agencies.

Audit, Evaluation, and Monitoring Procedure



Audit Types

An audit is a methodical review and analysis for the purpose of evaluating the condition of an agency's employment practices (including EEO Program). It concludes upon the implementation of corrective action, if any. The EEPC has developed and uses various audit types as described below.

General Employment and EEO Program Audit

A general Employment and EEO Program audit is comprehensive in scope and assesses an agency's employment and EEO program, policies and/or practices for compliance with this Commission's standards and local, state and federal rules, regulations, laws and policies designed to increase equal opportunity for employees and job applicants.

Agencies with 150 or more employees

For agencies with 150 or more employees, the EEPC uses broad protocols that examine employment practices and EEO program including, but not limited to personnel, discrimination complaint and legal activities; issuance, distribution and posting of EEO policies and procedures; EEO training; discrimination and sexual harassment complaint and investigation procedures; recruitment and selection systems; career counseling; accessibility of facilities (if applicable); reasonable accommodations for employees/applicants for employment with disabilities; responsibility for EEO plan implementation (EEO professionals and supervisors/managers); and reporting standards for agency heads.

Agencies with fewer than 150 employees

Specific protocols are used for a general employment and EEO Program audit of city agencies with fewer than 150 employees. These smaller agencies are evaluated to ensure that they: issue, distribute, and post EEO policies and EEO Policy Statement; promote EEO in internal/external job

advertisements; provide EEO training to employees; appoint trained and appropriate EEO personnel for complaint intake/investigation (or secure such personnel through a memorandum of agreement with another agency); establish a procedure whereby employees may request and receive consideration for reasonable accommodations; and ensure that facilities are accessible to employees and applicants for employment with physical disabilities.

Community Boards (5 or fewer employees)

The Community Boards are comprised of members appointed by the respective Borough Presidents. Under the Commission's protocol for audits of Community Boards, the expectation is that each Community Board adopts and distributes the respective Borough President's EEO policies. (A Community Board may, however, adopt the Citywide EEO Policy.)

A typical audit and evaluation of a Community Board evaluates: the issuance distribution and posting of EEO Policies; consultation with the Borough President's EEO Officer on EEO issues; dissemination of EEO information/EEO training for employees; discrimination complaint system; posting of job vacancies; use of EEO tagline in advertising; and assessment of facilities for accessibility to applicants/employees with disabilities.

After reviewing a Community Board's responses to the requested information in the *EEPC Interview Questionnaire for Community Board* and having follow-up discussions with appropriate personnel, the EEPC issues a Determination with findings and prescribed corrective action, if necessary, for improving the Community Board's EEO program and/or employment procedures. EEO Program Analysts then verify the Community Board has implemented all corrective actions prescribed.

Issue-Specific Audits

The EEPC has also developed the following issue-specific audit and evaluation protocols:

Employment Practices Audit (EPA)

The EPA (former Selection and Recruitment

Audit) analyzes and evaluates an agency's workforce data and employment practices (i.e. recruitment, selection, and retention), policies, programs, and procedures to identify whether the agency affords equal opportunities in the terms and conditions of employment by establishing and utilizing tools that eliminate potential barriers.

The EEPC audits, evaluates and monitors whether the agency has conducted an assessment of its recruitment or selection procedures to determine if there is adverse impact upon any particular racial, ethnic, disability, or gender group; and the agency's development of plans to correct deficiencies (e.g. underutilization) within the agency's selection, recruitment, and retention systems. If underutilization or adverse impact is identified in titles where an agency has discretion in hiring, the EEPC examines the agency's efforts toward remedial measures.

Typical remedial measures would include identifying which particular job groups experience underutilization; targeting recruitment strategies; training personnel involved in the recruitment and selection processes to effectively recruit and identify the most capable candidates; and establishing and utilizing tools that afford equal opportunity (e.g. annual performance evaluation programs that assess employee and managerial performance and substantiate employment decisions made with regard to probation, promotion, assignments, incentives and training).

The EEPC also examines the agency's EEO obligations as a result of government grants and/or contracts and what, if any, corrective actions are required under court decrees and/or governmental audits.

Discrimination Complaint and Investigation Procedure Audit (DCIPA)

The DCIPA audits, evaluates and monitors the complaint and investigation component of an agency's EEO Program to ascertain whether the agency has established a meaningful and responsive procedure for investigating

discrimination complaints, in accordance with the City Human Rights Law. EEO Program Analysts examine the number and types of complaints the agency has received; the agency's complaint intake process, complaint investigation procedures, and complaint files; the timeliness with which complaints are investigated; the availability and training of personnel for complaint intake and investigation; and the roles and responsibilities of EEO and related personnel, Agency Counsel and agency head in the agency's complaint investigation process.

Although the EEPC may conduct a DCIPA in cases where an agency has received either excessive discrimination complaints or a saturation of a particular complaint type, these conditions are not prerequisites to this type of audit.

Disability, Accessibility & Reasonable Accommodation Audit (DARAA)

The DARAA examines the accessibility of facilities, reviews reasonable accommodation procedures and evaluates compliance with federal, state, and local laws, as well as City and agency policies pertaining to employees, and applicants for employment, with physical disabilities.

The DARAA reviews an agency's assessment of barriers within its facilities and the efforts the agency has taken, or will take, to remove barriers pursuant to the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.

For suggestions on additional audit types, send an email to mrmsukh@eepc.nyc.gov.

YEAR 2014

Determinations

During 2014, a total of **34** agencies each received a *Determination of Compliance* positioning this Commission to meet the quadrennial audit mandate specified in the City Charter.

Audit Determinations were issued for the following 35 agencies:

- ✦ Borough President's Office, Manhattan: Received 5 corrective actions.
- ✦ Buildings, Dept. of: Received 1 corrective action.
- ✦ Children's Services, Administration for: Received 5 corrective actions.
- ✦ Collective Bargaining, Office of: Received 11 corrective actions.
- ✦ Community Board – Brooklyn (No.4): Received 1 corrective action.
- ✦ Community Board – Brooklyn (No. 5): Received 1 corrective action.
- ✦ Community Board – Brooklyn (No. 6): Received 1 corrective action.
- ✦ Community Board – Brooklyn (No. 7): Received 1 corrective action.
- ✦ Community Board – Brooklyn (No. 11): Received 1 corrective action.
- ✦ Community Board – Brooklyn (No. 12): Received 1 corrective action.
- ✦ Community Board – Brooklyn (No. 13): Received 1 corrective action.
- ✦ Community Board – Brooklyn (No. 14): Received 1 corrective action.
- ✦ Community Board – Brooklyn (No. 15): Received 1 corrective action.
- ✦ Community Board – Brooklyn (No. 17): Received 1 corrective action.
- ✦ Consumer Affairs, Dept. of: Received 12 corrective actions.
- ✦ Cultural Affairs, Dept. of: Received 1 corrective action.

- ✦ Emergency Management, Office of: Received 9 corrective actions.
- ✦ Finance, Dept. of: Received 2 corrective actions.
- ✦ Health & Mental Hygiene, Dept. of: Received 1 corrective action.
- ✦ Human Resources Administration*: Received 8 corrective actions.
- ✦ Probation, Department of: Received 2 corrective actions.
- ✦ Small Business Services, Dept. of: Received 3 corrective actions.
- ✦ Standards & Appeals, Board of: Received 1 corrective action.

The following agencies were audited and received NO corrective actions:

- City Clerk/Clerk of the Council
- Community Board – Brooklyn (No. 1)
- Community Board – Brooklyn (No. 2)
- Community Board – Brooklyn (No. 3)
- Community Board – Brooklyn (No. 8)
- Community Board – Brooklyn (No. 9)
- Community Board – Brooklyn (No. 10)
- Community Board – Brooklyn (No. 16)
- Community Board – Brooklyn (No. 18)
- District Attorney - Richmond County Office
- Taxi & Limousine Commission
- Youth & Community Development, Dept. of

For specific information on the audit findings and corrective actions, please see Appendix II for Agency Resolutions or visit the EEPC's website at www.nyc.gov/eeepc and click on the agency's link.²

² Each agency's documents are made available upon the issuance of a Determination of Compliance/Non-Compliance.

Compliance Monitoring

The City Charter requires that this Commission monitor agencies for a period of up to 6 months to ensure implementation of prescribed corrective action.

The following 13 agencies were monitored for implementation of prescribed corrective actions:**

Agencies that Completed Compliance Monitoring in 2014:

- ✦ City Comptroller, Office of: Received/Implemented 12 corrective actions.
- ✦ Community Board – Bronx (No. 11): Received/Implemented 1 corrective action.
- ✦ Education Retirement System, Board of: Received/Implemented 8 corrective actions.
- ✦ Financial Information Services Agency: Received/Implemented 7 corrective actions.
- ✦ Homeless Services, Dept. of: Received/Implemented 2 corrective actions.
- ✦ Human Resources Administration*: Received/Implemented 8 corrective actions.
- ✦ Mayor, Office of the: Received/Implemented 13 corrective actions.
- ✦ Sanitation, Dept. of: Received/Implemented 4 corrective actions.

Agencies Undergoing Monitoring at the End of 2014:

- ✦ City Council, New York: Received 18 corrective actions.
 - ✦ Children’s Services, Administration for: Received 5 corrective actions.
 - ✦ Emergency Management, Office of: Received 9 corrective actions.
 - ✦ Finance, Dept. of: Received 2 corrective actions.
 - ✦ Probation, Dept. of: Received 2 corrective actions.
-

* The Human Resources Administration completed compliance monitoring in 2014, but did not receive a Commission vote until 2015 due to lack of a quorum.

**Two agencies (the Office of the New York City Comptroller and the Board of Education Retirement System) were granted extensions until 2014.

For specific information on the monitoring period, and the corrective actions implemented, see Appendix III or visit the EEPC’s website at www.nyc.gov/eeec and click on the agency’s link.

Compliance Without Monitoring

Final Determinations for the following 15 agencies noted that compliance had been accomplished. These agencies implemented prescribed corrective actions upon receiving a preliminary Determination and a *Determination of Compliance* was promptly issued.

The following agencies were exempt* from a compliance monitoring period:

- **Standards & Appeals, Board of:**
Implemented its 1 corrective action.
- **Buildings Dept. of:** Implemented its 1 Corrective action.
- **Collective Bargaining, Office of:**
Implemented its 11 corrective actions.
- **Community Board – Brooklyn (No.4):**
Implemented its 1 corrective action.
- **Community Board – Brooklyn (No. 5):**
Implemented its 1 corrective action.
- **Community Board – Brooklyn (No. 6):**
Implemented its 1 corrective action.
- **Community Board – Brooklyn (No. 7):**
Implemented its 1 corrective action.
- **Community Board – Brooklyn (No. 11):**
Implemented its 1 corrective action.
- **Community Board – Brooklyn (No. 12):**
Completed its 1 corrective action.
- **Community Board – Brooklyn (No. 13):**
Implemented its 1 corrective action.
- **Community Board – Brooklyn (No. 14):**
Implemented its 1 corrective action.
- **Community Board – Brooklyn (No. 15):**
Implemented its 1 corrective action.
- **Community Board – Brooklyn (No. 17):**
Implemented its 1 corrective action.
- **Health & Mental Hygiene Dept. of**
Implemented its 1 corrective action.
- **Small Business Services, Dept. of:**
Implemented its 3 corrective actions.

*In accordance with new procedure, the EEPC's Determinations note corrective activity accomplished during and/or after the audit period and immediately exempt the agency from a monitoring period.

Partial Non-Compliance

After monitoring an agency for implementation of prescribed corrective actions, the Commission may determine that full compliance had not been accomplished, and issue a *Determination of Partial Non-Compliance***:

- **No agency received a Determination of Partial / Non-Compliance in the year 2014.**

**Corrective action prescribed, but not implemented results in a Determination of Partial or Full Non-Compliance.

Meeting Calendar: 2014

8 meetings were held in 2014 on these dates:

Thursday, February 21, 2014
 Thursday, April 3, 2014
 Thursday, May 22, 2014
 Thursday, June 20, 2014
 Thursday, August 14, 2014
 Thursday, September 18, 2014
 Thursday, October 30, 2014
 Thursday, December 18th, 2014

Meetings typically commenced between 9:15 and 9:30 am and adjourned by 12:00pm. As required by Local Law 103 of 2013, starting on April 3rd, the Commission's meetings were recorded and made available to the public online at:
<https://www.youtube.com/channel/UCdgAeD4p-esdjymDTdGScfA>

Public notices of the Commission's meetings are published in the City Record for five successive days prior to the date of the meeting.

2015 and Beyond

The EEPC schedules audits based on a 4-year cycle. To meet our Charter mandate, Annual Audit Plans are developed to ensure agencies not audited within the previous 4 years receive priority.

Upcoming Audits:

- ✚ Campaign Finance Board
- ✚ City Commission on Human Rights
- ✚ Citywide Planning, Dept. of
- ✚ Civil Service Commission
- ✚ Community College, Bronx
- ✚ Community College, Eugenio Maria De Hostos
- ✚ Community College, Fiorello H. LaGuardia
- ✚ Community College, Kingsborough
- ✚ Community College, Queensborough
- ✚ Correction, Board of
- ✚ Correction, Dept. of
- ✚ Design & Construction, Dept. of
- ✚ District Attorney - Kings County Office
- ✚ District Attorney - Queens County Office
- ✚ Economic & Development Corporation, New York City
- ✚ Fire Department, New York
- ✚ Housing Development Corporation
- ✚ Housing Preservation & Development, Dept. of
- ✚ Landmarks Preservation Commission
- ✚ Management & Budget, Office of
- ✚ Payroll Administration, Office of
- ✚ Parks and Recreation, Dept. of
- ✚ Records & Information Services, Dept. of
- ✚ Teachers' Retirement System

Learn more about this Commission and its audits by visiting our website at: www.nyc.gov/eepc.

In addition, the EEPC participates in Basic Training for EEO Personnel administered by the Department of Citywide Administrative Services' Citywide Diversity and EEO. Contact DCAS-CDEEO for the next training session.

Meeting Calendar: 2015

8 meetings are scheduled for the following dates:

- Thursday, February 5th @ 9:15AM
- Thursday, March 12th @ 9:15AM
- Thursday, May 7th @ 9:15AM
- Thursday, June 11th @ 9:15AM
- Thursday, July 30th @ 9:15AM
- Thursday, September 17th @ 9:15 AM
- Thursday, November 5th @ 9:15AM
- Thursday, December 17th @ 9:15AM

This schedule is subject to change. Public notices of the Commission's meetings are published in the City Record for five successive days prior to the date of the meeting.

Public Hearings

When appropriate, the EEPC plans public hearings to discuss major EEO topics within the City of New York.

Summer/Spring 2015

To suggest a topic for an EEPC public hearing, or to volunteer for an Advisory Committee, send an email to mramsukh@eepc.nyc.gov.

Appendix I

Chapter 36 §830 of the New York City Charter [Equal Employment Practices Commission]*

- a. *There shall be an equal employment practices commission which shall review, evaluate and monitor the employment procedures, practices and programs of any city agency and the department of citywide administrative services to maintain an effective affirmative employment program of equal employment opportunity for minority group members and women who are employed by or who seek employment with city agencies.*
- b. *The commission shall consist of five members who, shall be compensated on a per diem basis. The mayor and the council shall each appoint two members. In addition, the mayor and the speaker of the council shall appoint a fifth member to serve as the chair of the commission for a term of four years.*
- c. *A vacancy in the commission shall not impair the right of the remaining members to exercise all the powers of the commission and three members thereof shall constitute a quorum.*
- d. *Members shall be appointed for four-year terms except that of the members first appointed, one of those appointed by the mayor and one of those appointed by the council shall serve for terms expiring on the thirtieth day of June, nineteen hundred ninety-two, one of those appointed by the mayor and one of those appointed by the council shall serve for terms expiring on the thirtieth day of June nineteen hundred ninety-five; and the chair shall serve for a term expiring on the thirtieth day of June, nineteen hundred ninety-four.*
- e. *The commission may, within the appropriations available therefor, appoint an executive director and such deputies, assistants, and other employees as may be needed for the performance of the duties prescribed herein.*
- f. *The commission may meet as necessary to implement the provisions of this chapter provided that the commission shall meet at least once every eight weeks.*

§ 831 Duties and powers of the New York City equal employment practices commission.

- a. *The commission: (i) shall monitor the employment policies, programs and practices of each city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury, including the board of education, city and community colleges, the financial services corporation, the health and hospital corporation, the public development corporation, and the city housing authority; and (ii) monitor the coordination and implementation of any city affirmative employment program of equal employment opportunity for minority group members and women who are employed by or who seek employment with city agencies, including the activities of the department of citywide administrative services, and the civil service commission, pursuant to chapter thirty-five, and any other agency designated by the mayor to assist in the implementation or coordination of such efforts, and all city agencies required by section eight hundred fifteen to establish agency programs*
- b. *The commission may request and shall receive from any city agency such information, other than information which is required by law to be kept confidential or which is privileged as attorney-client*

communications, attorney work products or material prepared for litigation, and such assistance as may be necessary to carry out the provisions of this chapter.

c. The commission shall communicate to the commission on human rights any information regarding suspected or alleged violations of chapter one of title eight of the administrative code.

d. The commission shall have the following powers and duties:

1. to review the uniform standards, procedures, and programs of the department of citywide administrative services pursuant to paragraphs twelve and fourteen of subdivision a of section eight hundred, fourteen, and to review the plans adopted by city agencies in accordance with the provisions of paragraph nineteen of subdivision a of section eight hundred fifteen, and to provide any such agency or the department of citywide administrative services with such comments and suggestions as the commission deems necessary and appropriate;

2. to recommend to the department of citywide administrative services, all city agencies, or any one or more particular agencies, procedures, approaches, measures, standards and programs to be utilized by such agencies in their efforts to ensure a fair and effective affirmative employment program of equal employment opportunity for minority group members and women who are employed by or seek employment with city agencies;

3. to recommend to any city agency actions which such agency should consider including in its next annual plan as required by paragraph nineteen of subdivision a of section eight hundred fifteen;

4. to advise and, if requested, assist city agencies in their efforts to increase employment of minority group members and women who are employed by or who seek employment with city agencies;

5. to audit and evaluate the employment practices and procedures of each city agency and their efforts to ensure fair and effective equal employment opportunity for minority group members and women at least once every four years and whenever requested by the civil service commission or the human rights commission or whenever otherwise deemed necessary by this commission;

6. to make such policy, legislative and budgetary recommendations to the mayor, council, the department of citywide administrative services or any city agency as the commission deems necessary to ensure equal employment opportunity for minority group members and women;

7. to publish by the fifteenth of February of each year a report to the mayor and the council on the activities of the commission and the effectiveness of each city agency's affirmative employment efforts and the efforts by the department of citywide administrative services to ensure equal employment opportunity for minority group members and women who are employed by or seek to be employed by city agencies;

8. to establish appropriate advisory committees;

9. to serve with such other agencies or officials as shall be designated by the mayor as the city liaison to federal, state and local agencies responsible for compliance with equal employment opportunity for minority group members and women who are employed by or who seek to be employed by city agencies; and

10. to take such other actions as are appropriate to effectuate the provisions and purposes of this chapter.

§ 832 Compliance Procedures.

a. The commission shall conduct such study or investigations and hold such hearings as may be necessary to determine whether agencies are in compliance with the equal employment opportunity requirements of this chapter and chapter thirty-five.

b. For the purpose of ascertaining facts in connection with any study or investigation authorized by this chapter, the commission shall have power to compel the attendance of witnesses, to administer oaths and to examine such persons as they may deem necessary. The commission or any agent or employee thereof duly designated in writing by them for such purposes may administer oaths or affirmations, examine witnesses in public or private hearing, receive evidence and preside at or conduct any such study or investigation.

c. If the commission makes a preliminary determination pursuant to subdivision d of section eight hundred thirty-one, that any plan, program, procedure, approach, measures or standard adopted or utilized by any city agency or the department of citywide administrative services does not provide equal employment opportunity; and/or if the commission makes a preliminary determination pursuant to this chapter and chapter thirty-five, that an agency has not provided equal employment opportunity, the commission shall notify the agency in writing of this determination and provide an opportunity for the agency to respond. If the commission, after consideration of any such response and after consulting with the agency, concludes that the corrective actions, if any, taken or planned by the agency are not sufficient to correct the non-compliance identified in the preliminary determination, it should make a final determination in writing, including such recommended corrective action as the commission may deem appropriate. The agency shall within thirty days thereafter respond to the commission on any corrective action it intends to make and shall make monthly reports to such commission on the progress of such corrective action. If the commission, after a period not to exceed six months, determines that the agency has not taken appropriate and effective corrective action, the commission shall notify the agency in writing of this determination and the commission may thereafter publish a report and recommend to the mayor whatever appropriate corrective action the commission deems necessary to ensure compliance with equal employment opportunity pursuant to the requirements of this chapter and chapter thirty-five. Within thirty days of such determination the agency shall submit a written response to the commission and the mayor. The mayor after reviewing the commission's findings and the agency's response, if any, shall order and publish such action as he or she deems appropriate.

Appendix II: Audit Resolutions

The following pages contain the Commission's 2014 Resolutions pursuant to the audit and evaluation of agencies' employment and EEO programs. The Commission reviews, approves, and adopts Resolutions of EEO Program Analysts' findings for each agency. An audit-related Resolution specifies the audit period, delineates the corrective action prescribed to an agency as a result of the EEPC's audit and evaluation, and authorizes the mailing of a Final Determination. The agencies are listed below in alphabetical order. Fifteen agencies implemented prescribed corrective actions upon receiving a preliminary Determination and a Determination of Compliance was promptly issued. These agencies appear in Appendix III. Resolutions also are placed on the EEPC's website at:

http://www.nyc.gov/html/eepc/html/about/eepc_jurisdiction.shtml.

- Children's Services, Administration for
- Consumer Affairs, Dept. of
- Emergency Management , Office of
- Finance, Dept. of
- Human Resources Administration
- Probation, Dept. of

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #14/067: Final Determination pursuant to the Audit, Evaluation and Monitoring of the Administration for Children's Services' Discrimination Complaint and Investigation Procedures, from January 1, 2012 to December 31, 2013

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Administration for Children's Services' (ACS) Discrimination Complaint and Investigation Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated October 24, 2014, setting forth findings and the following required corrective actions:

1. Include, or attach as addenda to the agency's policies: uniform and responsive procedures for investigating discrimination complaints and current contact information for the agency's EEO professionals.
2. Issue a Confidential Written Report within 90 days of the date the discrimination complaint was filed, although the investigation shall be commenced immediately.
3. In rare circumstances where the investigation cannot commence immediately, or where the confidential report cannot be issued within 90 days, a note should be made in the complaint file explaining the reason for the delay and projecting a time frame for completion of the report. The complainant and respondent should be notified of the delay in writing.
4. Ensure that the complaint procedure requires written communication informing the complainant and respondent of the conclusion and outcome of a complaint investigation.
5. Notify the complainant and respondent in writing when the investigation has been

transferred from the EEO Professional because of the filing of an external complaint.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on November 7, 2014 with documentation of its actions to rectify required corrective actions nos. 3, 4 and 5; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on December 18, 2014 which agreed and accepted documentation for implementation of the aforementioned corrective actions, and indicated that corrective action(s) nos. 1 and 2 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from January 2015 through June 2015, to determine whether it implemented the remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

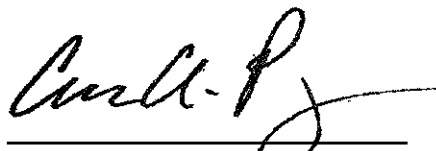
Be It Resolved,

that the Commission authorizes Chair Cesar A. Perez, Esq. to forward its Final Determination to Commissioner Gladys Carrión, Esq., of the Administration for Children's Services.

Approved unanimously on December 18, 2014.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/866: Final Determination pursuant to the Audit and Analysis of the Department of Consumer Affairs' Discrimination Complaint and Investigation Procedures from January 1, 2012 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Consumer Affairs' Discrimination Complaint and Investigation Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated November 25, 2014, setting forth findings and the following required corrective actions:

1. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination complaints in the distribution/posting of the policies.
2. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.
3. Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file. Word processed notes are preferred.
4. Issue a Confidential Written Report within 90 days of the date the discrimination complaint was filed, although the investigation shall commence immediately.
5. In circumstances where the investigation cannot commence immediately, or where the confidential report cannot be issued within 90 days, a note should be made in the complaint file explaining the reason for the delay and projecting a time frame for completion of the report. The complainant and respondent should be notified of the

delay in writing.

6. Generate a report labeled "Confidential" consisting of Facts, Analysis, Conclusion, Recommendation, and Agency Head's Review at the conclusion of each complaint investigation.
7. Institute a policy where the agency head reviews the EEO professional's report; promptly issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each final determination (via writing or electronically) to indicate it has been reviewed and adopted.
8. Ensure that the complaint procedure requires written communication informing the complainant and respondent of the conclusion and outcome of a complaint investigation.
9. Ensure that internal discrimination complaint files contain written indication of their outcomes and corrective action(s), where applicable.
10. Establish a complaint tracking and monitoring system that, in addition to the aforementioned, permits the agency to identify the location of the complaint and other information to analyze the complaint activity to identify trends.
11. Establish a procedure where the HR professional, EEO professional and General Counsel review an employee's record for prior incidents of discriminatory conduct as part of the external complaint process.
12. Indicate the reporting relationship between the principal EEO Professional and agency head (or a direct report other than the General Counsel) in the agency's organizational chart, EEO Policy and Annual EEO Plan.

Whereas, the agency did not submit an optional response to the EEPC's Preliminary Determination letter; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a Final Determination on December 18, 2014 that the aforementioned corrective actions require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from January 2015 through June 2015, to determine whether it implemented remaining required corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

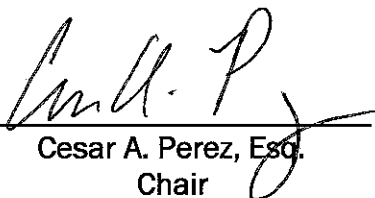
Be It Resolved,

that the Commission authorizes Chair Cesar A. Perez, Esq., to forward its Final Determination to Julie Menin, Commissioner of the Department of Consumer Affairs.

Approved unanimously on December 18, 2014.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/017: Final Determination pursuant to the Audit and Analysis of the Office of Emergency Management's Equal Employment Opportunity Program from January 1, 2012 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of Emergency Management (OEM) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated August 19, 2014, setting forth findings and the following required corrective actions:

1. Corrective Action #1: Update the agency head's EEO Policy statement or memo to advise employees of the names and contact information of agency EEO professionals. Re-issue the agency head's updated statement/memo.
2. Corrective Action #2: Include in the complaint file a Discrimination Complaint Form or a complaint that captures the facts (include pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the alleged discrimination.
3. Corrective Action #3: Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.
4. Corrective Action #4: Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file. Word processed notes are preferred.

5. Corrective Action #5: Generate a report labeled "Confidential" consisting of Facts, Analysis, Conclusion, Recommendation, and Agency Head's Review at the conclusion of each complaint investigation.
6. Corrective Action #6: Institute a policy where the agency head reviews the EEO professional's report; promptly issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each final determination (via writing or electronically) to indicate it has been reviewed and adopted.
7. Corrective Action #7: Issue written communication informing the respondent of the conclusion and outcome of a complaint investigation.
8. Corrective Action #8: Maintain EEO-related files in a secure area to ensure confidentiality.
9. Corrective Action #9: Ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio tape and/or Braille) upon request to employees and applicants for employment with disabilities.

Whereas, the agency did not submit an optional response to the EEPC's Preliminary Determination letter; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a Final Determination on September 18, 2014 indicates that corrective action(s) nos. 1, 3, 4 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from October through March 2015, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,

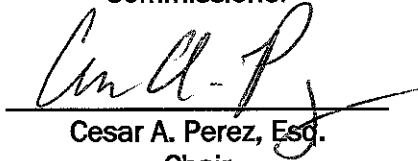
that the Commission authorizes Chair Cesar A. Perez, Esq. to forward its Final Determination to Commissioner Joseph Esposito of the Office of Emergency Management.

Approved unanimously on September 18, 2014.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/836: Final Determination pursuant to the Audit and Analysis of the Department of Finance's Discrimination Complaint and Investigation Procedures from January 1, 2012 to December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and evaluation of the Department of Finance's (DOF) Discrimination Complaint and Investigation Procedures in accordance with established protocols; and

Whereas, pursuant to its audit and analysis the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated August 4, 2014, setting forth findings and the following required corrective actions:

1. Establish a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the EEO complaint process, the issues and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.
2. Establish a procedure where the HR professional, EEO professional and General Counsel review an employee's record for prior incidents of discriminatory conduct as part of the external complaint process.

Whereas, the agency did not submit an optional response to the EEPC's Preliminary Determination letter; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a Final Determination on September 18, 2014 indicating that corrective action(s) nos. 1 and 2 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from October through March 2015, to determine whether it implemented required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,

that the Commission authorizes Chair Cesar A. Perez, Esq., to forward its Final Determination to Dr. Jacques Jiha, Ph.D., Commissioner of the Department of Finance.

Approved unanimously on September 18, 2014.

Elaine S. Reiss, Esq.
Commissioner

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/069: Final Determination pursuant to the Audit and Analysis of the Human Resources Administration's Discrimination Complaint and Investigation Procedures from January 1, 2012 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Human Resources Administration's (HRA) Discrimination Complaint and Investigation Procedure, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated October 10, 2014, setting forth findings and the following required corrective actions:

1. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.
2. Issue a Confidential Written Report within 90 days of the date the discrimination complaint was filed, although the investigation shall be commenced immediately.
3. In rare circumstances where the investigation cannot commence immediately, or where the confidential report cannot be issued within 90 days, a note should be made in the complaint file explaining the reason for the delay and projecting a time frame for completion of the report. The complainant and respondent should be notified of the delay in writing.
4. Generate a report labeled "Confidential" consisting of Facts, Analysis, Conclusion, recommendation, and Agency Head's Review at the conclusion of each complaint investigation.

5. Institute a policy where the agency head reviews the EEO professional's report; promptly issues a written/electronic determination (via writing or electronically) to indicate it has been reviewed and adopted.
6. Establish a complaint tracking and monitoring system that, in addition to the aforementioned, permits the agency to identify the location (unit or department where the allegations arose), and other information necessary to analyze complaint activity to identify trends.
7. Ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio tape and/or Braille) upon request to employees and applicants for employment with disabilities.
8. Establish a procedure in which the General Counsel tracks disposition of external complaints and reports trends, issues and problems to agency leadership for appropriate action.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on October 24, 2014 with documentation of its actions to rectify required corrective action no. 6; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on October 30, 2014 which agreed and accepted documentation for implementation of the aforementioned corrective action, and indicated that corrective action(s) nos. 1, 2, 3, 4, 5, 7 and 8 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from November 2014 through April 2015, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,
that the Commission authorizes Chair Cesar A. Perez, Esq., to forward its Final
Determination to Commissioner Steven Banks of the Human Resources Administration.

Approved unanimously on October 30, 2014.

Angela Cabrera
Commissioner

Arva R. Rice
Commissioner

A handwritten signature in black ink, appearing to read "Elaine S. Reiss", written over a horizontal line.

Elaine S. Reiss, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/781: Final Determination pursuant to the Audit and Analysis of the Department of Probation's Discrimination Complaint and Investigation Procedures from January 1, 2012 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Probation's Discrimination Complaint and Investigation Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated October 10, 2014, setting forth findings and the following required corrective actions:

1. Include in the agency's complaint investigation procedure a requirement to notify the complainant and respondent in writing when the investigation by the EEO professional has been transferred because of the filing of an external complaint.
2. Establish a complaint tracking and monitoring system that, in addition to the aforementioned, permits the agency to identify the location (i.e. department/ unit) where the allegation arose, and other information necessary to analyze complaint activity to identify trends.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on October 23, 2014; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on October 30, 2014 which agreed and indicated that corrective action(s) nos. 1 and 2 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the

EEPC is required to monitor the agency for a period not to exceed six months, from November 2014 through April 2015, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

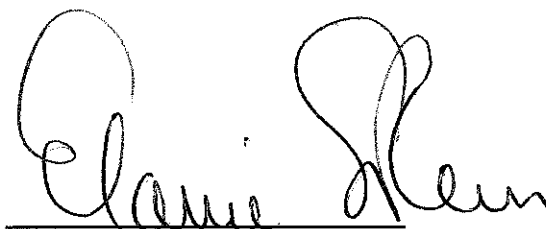
Be It Resolved,

that the Commission authorizes Chair Cesar A. Perez, Esq., to forward its Final Determination to Ana Bermudez, Commissioner of the Department of Probation.

Approved unanimously on October 30, 2014.-----

Angela Cabrera
Commissioner

Arva R. Rice
Commissioner

A handwritten signature in black ink, appearing to read "Elaine Reiss", written over a horizontal line.

Elaine S. Reiss, Esq.
Commissioner

Appendix III: Compliance Resolutions

Pursuant to the City Charter-mandated compliance procedure, the Commission considers, in consultation with the agency, whether programs, or procedures utilized by an agency are in compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter; and reviews, approves, and adopts a Determination of Compliance or Non-Compliance at the end of an assigned monitoring period. The following pages contain the Commission's 2014 Compliance Resolutions, which specify whether the agency required corrective action, whether the agency required monitoring, the compliance-monitoring period, the corrective actions implemented by the agency and the agency's status at the end of the period. Adoption of a Compliance Resolution authorizes the mailing of a Determination and Certificate of Determination of Compliance, if applicable, to the agency head. The agencies are listed below in alphabetical order. In addition, Resolutions are placed on the EEPC's website at: http://www.nyc.gov/html/eepc/html/about/eepc_jurisdiction.shtml.

- Buildings, Dept. of
- City Clerk/Clerk of the Council
- City Comptroller, Office of
- Collective Bargaining, Office of
- Community Board – Bronx (No. 11)
- Community Board – Brooklyn (Nos. 1-18)
- District Attorney - Richmond County Office
- Education Retirement System, Board of
- Financial Information Services Agency
- Health & Mental Hygiene, Dept. of
- Homeless Services, Dept. of
- Mayor, Office of the
- Sanitation, Dept. of
- Small Business Services, Dept. of
- Standards & Appeals, Board of
- Taxi & Limousine Commission
- Youth & Community Development, Dept. of

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/810C-28: Determination of Compliance (Monitoring Period Not Required) by the Department of Buildings with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and evaluation of its Discrimination Complaint and Investigation Procedures from January 1, 2012 through December 30, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Department of Buildings' (DOB) Discrimination Complaint and Investigation Procedures in accordance with established protocols, and issued a preliminary determination letter, dated September 8, 2014, setting forth findings and the following required corrective action:

1. Establish a complaint tracking and monitoring system that permits the agency - in addition to identifying the location, status, and length of time elapsed in the EEO complaint process, the issues and the bases of the complaints, and the aggrieved individuals - to identify the specific departments/units where the allegations arose in order to analyze complaint activity and recognize trends within the agency.

Whereas, the DOB submitted its response to the EEPC's preliminary determination letter, on September 11, 2014, with documentation of its actions to rectify the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and accepted documentation for implementation of the aforementioned corrective action; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the DOB submitted a copy of the agency head's memorandum to staff dated

September 15, 2014, which outlined the corrective action implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Department of Buildings has implemented the required corrective action deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

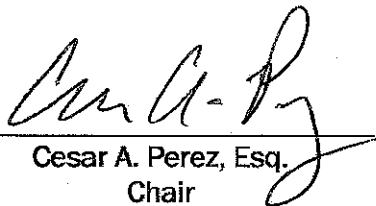
Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Rick D. Chandler, P.E., Commissioner of the New York City Department of Buildings.

Approved unanimously on September 18, 2014.

Elaine S. Reiss, Esq.
Commissioner

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/103C-31: Determination of Compliance (No Corrective Action Required) pursuant to the Audit and Evaluation of the Discrimination Complaint and Investigation Procedures of the Office of the City Clerk for the period January 1, 2012 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and evaluation of the Office of the City Clerk's Discrimination Complaint and Investigation Procedures in accordance with established protocols; and

Whereas, pursuant to its audit and analysis of the Office of the City Clerk's (OCC) Discrimination Complaint and Investigation Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination dated October 6, 2014; and

Whereas, the OCC submitted its response to the EEPC's Preliminary Determination on October 20, 2014; and

Whereas, in accordance with Chapter 36, Sections 831(d)(2) and 832(c), this Commission may make a determination that any agency's plan, program, procedure, approach, measure or standard does not provide equal employment opportunity, require appropriate corrective action and monitor the implementation of the prescribed action. Now, Therefore,

Be It Resolved,
that pursuant to the audit and evaluation of the Office of the City Clerk's Complaint and Investigation Procedures, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

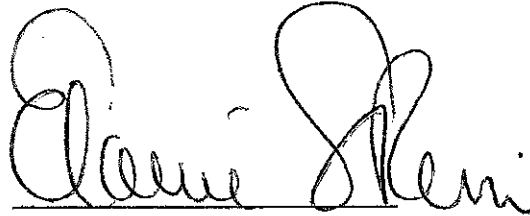
The agency's Discrimination Complaint and Investigation Procedures adhered to the standards required to establish compliance; therefore, no corrective action is required at this time.

Be It Finally Resolved,
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Michael McSweeney, City Clerk of the Office of the City Clerk.

Approved unanimously on October 30, 2014.

Angela Cabrera
Commissioner

Arva R. Rice
Commissioner

A handwritten signature in black ink, appearing to read "Elaine S. Reiss". The signature is written in a cursive style with large, looping letters.

Elaine S. Reiss, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/015C-01: Determination of Compliance (Monitoring Period Required) by the Office of the Comptroller with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from July 1, 2009 through June 30, 2012.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of the Comptroller's (CO) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated December 13, 2012, setting forth the following findings and required

1. Each complaint file should include a Discrimination Complaint Form or a complaint that captures: the facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the alleged discrimination.
2. The EEO Officer/Counselor should serve the respondent with a notice of complaint (or another document that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice) along with a copy of the complaint. The EEO Officer should keep receipts regarding the service of notice on the respondent in the complaint file.
3. In rare circumstances where the investigation cannot commence immediately, or where the confidential report cannot be issued within 90 days, a note should be made in the complaint file explaining the reason for the delay and projecting a time frame for completion of the report. The complainant and respondent should be notified of the delay in writing.
4. The agency head, or a direct report, should review the EEO Officer's report and promptly

issue a written/electronic determination adopting, rejecting, or modifying the recommended action. The agency head, or a direct report, should sign (in writing or electronically) each final determination to indicate that it has been reviewed and adopted.

5. The agency's HR/Personnel division should use and maintain an applicant log – which, at minimum, includes the Position, Applicants' Names, Security or Identification Number, Ethnicity, Gender, Disability or Veteran Status, Interview Date, Interviewers' Names, Result, Reason Selected/Not Selected, and Recruitment Source – for all discretionary appointments.
6. The agency's HR/Personnel Officer should re-distribute the identity of the agency Career Counselor and ensure that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings.
7. The agency head should appoint at least one EEO Representative of each gender to receive discrimination complaints and conduct investigations.
8. The agency should update its EEO policy to include the identity and contact information for the EEO professionals.
9. To ensure that all employees know the identity of the person responsible for handling reasonable accommodation requests, the agency should re-distribute and post – on its electronic bulletin boards, intranet site, and at each site where it conducts business – the name, location, and contact information of the Disability Rights Coordinator.
10. The agency's managerial performance evaluation form should be revised to include a rating for EEO (which covers responsibilities and processes for assuring that people are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner).
11. The agency head should direct managers and supervisors to emphasize their commitment to the EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office at least once a year during staff meetings. These meetings should be documented.
12. Since the Charter requires 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.

Whereas, the CO submitted its response to the EEPC's preliminary determination letter, on February 8, 2013, with documentation of its actions to rectify required corrective actions #2, #6, #7, #8, #9, #10 and #11; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on February 21, 2013, which agreed and accepted documentation for implementation of the aforementioned corrective actions, with corrective actions #1, #3, #4, and #5, remaining;

Whereas, the CO submitted its response to the EEPC's final determination letter, on March 20, 2013; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the implementation of the remaining corrective actions from June 2013 to November 2013 with no extension of the monitoring period;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the CO submitted a copy of the agency head's memorandum to staff dated December 22, 2013, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,

that the Office of the Comptroller has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

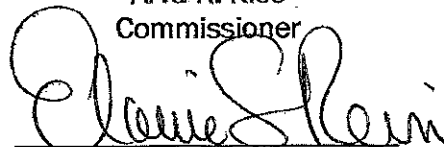
that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Comptroller Scott M. Stringer, the New York City Comptroller.

Approved unanimously on February 21, 2014.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner



Elaine S. Reiss, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/313C- 35: Determination of **Compliance** (Monitoring Period Not Required) by the Office of Collective Bargaining with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Discrimination Complaint and Investigation Procedures from January 1, 2012 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of Collective Bargaining's (OCB) Discrimination Complaint and Investigation Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination dated November 10, 2014, setting forth findings and the following required corrective actions:

1. Include in the agency's EEO Policy current contact information for federal, state and local agencies that enforce laws against discrimination.
2. Include in the complaint file a *Discrimination Complaint Form* or a complaint that captures the facts (including pertinent dates) that identify the respondent(s) with reasonable specificity.
3. Include in the agency's complaint and investigation procedures a requirement to serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.
4. Include in the agency's complaint and investigation procedures a requirement to issue and maintain written confirmation when a complaint is withdrawn or resolved by agreement of the parties.

6. * Include in the agency's complaint and investigative procedure a requirement that the EEO Professional generates a confidential written report consisting of Facts, Analysis, Conclusion, and Recommendation for the agency head's review at the conclusion of each complaint investigation.
7. Include in the agency's complaint and investigation procedures a requirement that the agency head reviews the EEO professional's report; promptly issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each final determination (via writing or electronically) to indicate it has been reviewed and adopted.
8. Include in the agency's complaint and investigation procedures a requirement that communication informing the complainant and respondent of the conclusion and outcome of a complaint investigation be in writing.
9. Include in the agency's complaint and investigation procedures a requirement to notify the complainant and respondent in writing when the investigation by the EEO professional has been transferred because of the filing of an external complaint.
10. Ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio tape and/or Braille) upon request to employees and applicants for employment with disabilities.
11. Indicate the reporting relationship between the principal EEO Professional and agency head (or a direct report other than the General Counsel) in the agency's organizational chart, EEO Policy and Annual EEO Plan.

Whereas, the OCB submitted its response to the EEPC's Preliminary Determination on November 24, 2014 with documentation of its actions to rectify all of the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and accepted documentation for implementation of the aforementioned corrective actions and no corrective actions were remaining;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the OCB submitted a copy of the agency head's memorandum to staff dated December 15, 2014, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job

*No number 5 in the original document.

applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

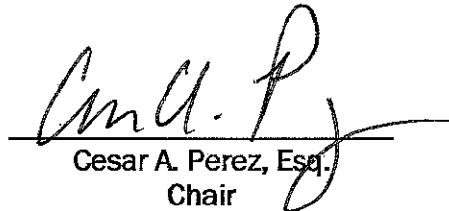
Be It Resolved, that the Office of Collective Bargaining has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Susan J. Panepento, Deputy Chair for Dispute Resolution of the Office of Collective Bargaining.

Approved unanimously on December 18, 2014.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2013/391C-08: Determination of Compliance (Monitoring Period Not Required) by the Office of the Bronx Community Board No. 11 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2008 through December 31, 2012.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Bronx Community Board No. 11 EEO Program, the Equal Employment Practices Commission (EEPC) issued a Determination dated May 9, 2013, setting forth setting forth the following findings and required corrective actions:

1. When advertising job vacancies Community Board No. 11 must use the EEO tagline

Whereas, the Bronx Community Board No. 11 submitted its response to the EEPC's Preliminary Determination on December 27, 2013 with documentation of its actions to rectify all of the required corrective actions;

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and agreed and accepted documentation for implementation of the aforementioned corrective action and no corrective actions were remaining;

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Office of Bronx Community Board No. 11 has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

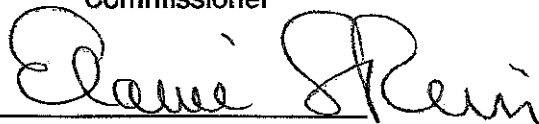
Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Chairperson Anthony Vitalino.

Approved unanimously on February 21, 2014.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

A handwritten signature in cursive script, reading "Elaine S. Reiss". The signature is written in black ink and is positioned above a horizontal line.

Elaine S. Reiss, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/471C-03: Determination of **Compliance** (Monitoring Period Not Required) pursuant to the Audit and Analysis of the EEO Program of Brooklyn Community Board No. 1 for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Brooklyn Community Board No. 1's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of Brooklyn Community Board No. 1's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

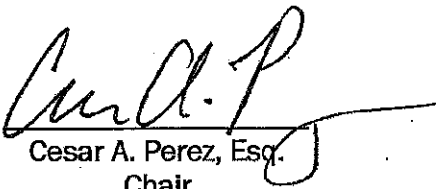
Brooklyn Community Board No. 1 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. **No corrective action is required.**

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Christopher H. Olechowski.

Approved unanimously on May 22, 2014.

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/472C-04: Determination of **Compliance** (Monitoring Period Not Required) pursuant to the Audit and Analysis of the EEO Program of Brooklyn Community Board No. 2 for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits and Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Brooklyn Community Board No. 2's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of Brooklyn Community Board No. 2's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Brooklyn Community Board No. 2 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Shirley A. McRae.

Approved unanimously on May 22, 2014.

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner

A handwritten signature in black ink, appearing to read 'C.A.P.', with a long horizontal flourish extending to the right.

Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/473C-11: Determination of **Compliance** (Monitoring Period Not Required) pursuant to the Audit and Analysis of the EEO Program of Brooklyn Community Board No. 3 for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits and Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Brooklyn Community Board No. 3's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of Brooklyn Community Board No. 3's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

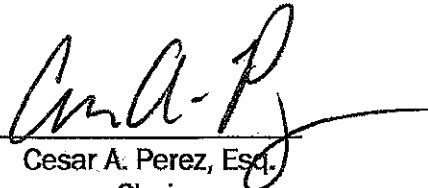
Brooklyn Community Board No. 3 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. **No corrective action is required.**

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Tremaine Wright.

Approved unanimously on May 22, 2014.

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/474C-20: Determination of Compliance (Monitoring Period Required) by Brooklyn Community Board No. 4 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPD Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Brooklyn Community Board No. 4's EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated May 22, 2014, setting forth findings and the following required corrective actions:

1. Ensure that all individuals employed within the Community Board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities. Documentation of training must be maintained.

Whereas, Community Board No. 4 submitted its response to the EEPC's preliminary determination letter, on August 4, 2014, with documentation of its actions to rectify the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and accepted documentation for implementation of the aforementioned corrective action,

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Community Board No. 4 has implemented the required corrective action deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Chairperson Julie Dent.

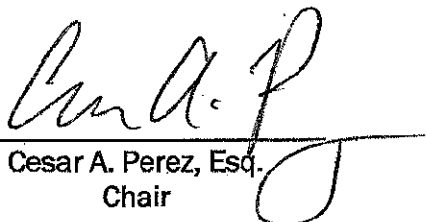
Approved unanimously on August 14, 2014.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/475C-21: Determination of Compliance (Monitoring Period Required) by Brooklyn Community Board No. 5 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Brooklyn Community Board No. 5's EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated May 22, 2014, setting forth findings and the following required corrective actions:

1. Ensure that all individuals employed within the Community Board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities. Documentation of training must be maintained.

Whereas, Community Board No. 5 submitted its response to the EEPC's preliminary determination letter, on August 4, 2014, with documentation of its actions to rectify the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and accepted documentation for implementation of the aforementioned corrective action,

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Community Board No. 5 has implemented the required corrective action deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Chairperson Andre T. Mitchell.

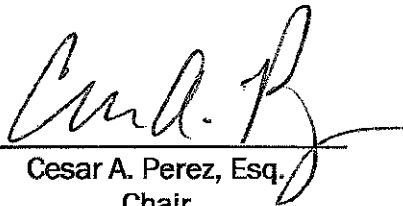
Approved unanimously on August 14, 2014.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/476C-29: Determination of Compliance (Monitoring Period Required) by Brooklyn Community Board No. 6 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits and Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Brooklyn Community Board No. 6's EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated June 11, 2014, setting forth findings and the following required corrective action:

1. Ensure that all individuals employed within the Community Board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities. Documentation of training must be maintained.

Whereas, Community Board No. 6 submitted its response to the EEPC's preliminary determination letter, on October 8, 2014, with documentation of its actions to rectify the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and accepted documentation for implementation of the aforementioned corrective action,

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Community Board No. 6 has implemented the required corrective action deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Daniel Kummer, Chairperson of Brooklyn Community Board No. 6.

Approved unanimously on October 30, 2014.

Angela Cabrera
Commissioner

Arva R. Rice
Commissioner

A handwritten signature in black ink, appearing to read "Elaine S. Reiss". The signature is written in a cursive, flowing style with large loops and is positioned above a horizontal line.

Elaine S. Reiss, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/487C-23: Determination of Compliance (Monitoring Period Required) by Brooklyn Community Board No. 7 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Brooklyn Community Board No. 7's EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated June 11, 2014, setting forth findings and the following required corrective actions:

1. Ensure that all individuals employed within the Community Board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities. Documentation of training must be maintained.

Whereas, Community Board No. 7 submitted its response to the EEPC's preliminary determination letter, on August 6, 2014, with documentation of its actions to rectify the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and accepted documentation for implementation of the aforementioned corrective action,

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Community Board No. 7 has implemented the required corrective action deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Chairperson Dan Murphy.

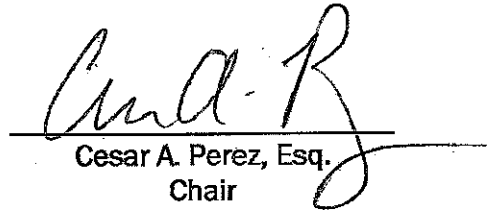
Approved unanimously on August 14, 2014.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair
r

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/478C-05: Determination of **Compliance** (Monitoring Period Not Required) pursuant to the Audit and Analysis of the EEO Program of Brooklyn Community Board No. 8 for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Brooklyn Community Board No. 8's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of Brooklyn Community Board No. 8's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

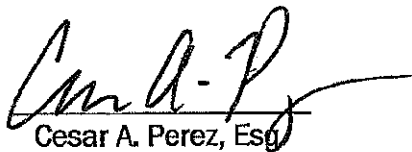
Brooklyn Community Board No. 8 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. **No corrective action is required.**

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Nizjoni Granville.

Approved unanimously on May 22, 2014.

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner

A handwritten signature in black ink, appearing to read 'Cesar A. Perez', written over a horizontal line.

Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/479C-06: Determination of **Compliance** (Monitoring Period Not Required) pursuant to the Audit and Analysis of the EEO Program of Brooklyn Community Board No. 9 for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Brooklyn Community Board No. 9's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of Brooklyn Community Board No. 9's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:


Brooklyn Community Board No. 9 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. **No corrective action is required.**

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Jacob Z. Goldstein.

Approved unanimously on May 22, 2014.

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner

A handwritten signature in black ink, appearing to read 'Cesar A. Perez', with a long horizontal flourish extending to the right.

Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/480C-07: Determination of **Compliance** (Monitoring Period Not Required) pursuant to the Audit and Analysis of the EEO Program of Brooklyn Community Board No. 10 for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits and Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Brooklyn Community Board No. 10's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of Brooklyn Community Board No. 10's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

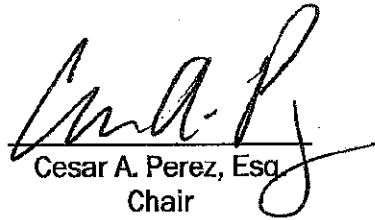
Brooklyn Community Board No. 10 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. **No corrective action is required.**

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Brian Kieran.

Approved unanimously on May 22, 2014.

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/481C-14: Determination of Compliance (Monitoring Period Not Required) by Brooklyn Community Board No. 11 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Brooklyn Community Board No. 11's EEO Program, the Equal Employment Practices Commission (EEPC) issued a Determination dated May 22, 2014, setting forth the following finding and required corrective action:

1. Ensure that all individuals employed within the board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities. Documentation of training must be maintained.

Whereas, Brooklyn Community Board No. 11 submitted its response to the EEPC's Determination on June 11, 2014 with documentation of its actions to rectify the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response, and agreed and accepted documentation for implementation of the aforementioned corrective action and no corrective actions were remaining; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to

increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

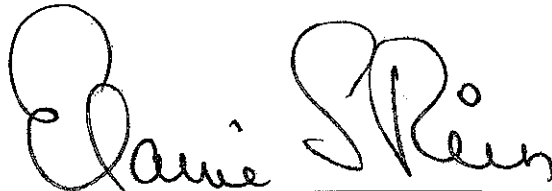
Be It Resolved, that Brooklyn Community Board No. 11 has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Chairperson William Guarinello.

Approved unanimously on June 26, 2014.

Arva R. Rice
Commissioner

Malini Cadambi Daniel
Commissioner

A handwritten signature in black ink, appearing to read "Elaine S. Reiss". The signature is written in a cursive, flowing style with large loops and is positioned above a horizontal line.

Elaine S. Reiss, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/482C-16: Determination of Compliance (Monitoring Period Not Required) by Brooklyn Community Board No. 12 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Brooklyn Community Board No. 12's EEO Program, the Equal Employment Practices Commission (EEPC) issued a Determination dated May 22, 2014, setting forth the following finding and required corrective action:

1. Use the EEO tagline when advertising job vacancies.

Whereas, Brooklyn Community Board No. 12 submitted its response to the EEPC's Determination on June 25, 2014 with documentation of its actions to rectify the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response, and agreed and accepted documentation for implementation of the aforementioned corrective action and no corrective actions were remaining; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal

government; Now Therefore,

Be It Resolved, that Brooklyn Community Board No. 12 has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Chairperson Yidel Perlstein.

Approved unanimously on June 26, 2014.

Arva R. Rice
Commissioner

Malini Cadambi Daniel
Commissioner



Elaine S. Reiss, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/483C-08: Determination of Compliance (Monitoring Period Not Required) by Brooklyn Community Board No. 13 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Brooklyn Community Board No. 13's EEO Program, the Equal Employment Practices Commission (EEPC) issued a Determination dated August 13, 2014, setting forth the following finding and required corrective action:

1. Ensure that all individuals employed within the board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities. Documentation of training must be maintained.

Whereas, Brooklyn Community Board No. 13 submitted its response to the EEPC's Determination on September 4, 2014 with documentation of its actions to rectify the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response, and agreed and accepted documentation for implementation of the aforementioned corrective action and no corrective actions were remaining; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Brooklyn Community Board No. 13 has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

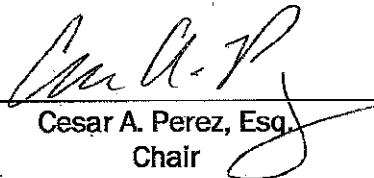
Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Chairperson Stephen Moran.

Approved unanimously on September 18, 2014.

Elaine S. Reiss, Esq.
Commissioner

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/484C-13: Determination of Compliance (Monitoring Period Not Required) by Brooklyn Community Board No. 14 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Brooklyn Community Board No. 14's EEO Program, the Equal Employment Practices Commission (EEPC) issued a Determination dated May 22, 2014, setting forth the following finding and required corrective action:

1. Use the EEO tagline when advertising job vacancies.

Whereas, Brooklyn Community Board No. 14 submitted its response to the EEPC's Determination on June 11, 2014 with documentation of its actions to rectify the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response, and agreed and accepted documentation for implementation of the aforementioned corrective action and no corrective actions were remaining; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in

employment within municipal government; Now Therefore,

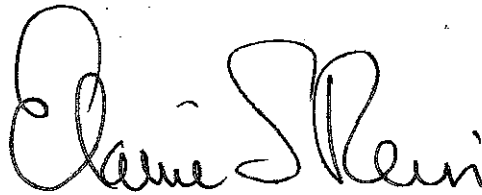
Be It Resolved, that Brooklyn Community Board No. 14 has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Chairperson Alvin M. Berk.

Approved unanimously on June 26, 2014.

Arva R. Rice
Commissioner

Malini Cadambi Daniel
Commissioner

A handwritten signature in cursive script, reading "Elaine S. Reiss". The signature is written in black ink and is positioned above a horizontal line.

Elaine S. Reiss, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/485C-12: Determination of Compliance (Monitoring Period Not Required) by Brooklyn Community Board No. 15 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Brooklyn Community Board No. 15's EEO Program, the Equal Employment Practices Commission (EEPC) issued a Determination dated May 22, 2014, setting forth the following findings and required corrective actions:

1. Post job vacancies in the Community Board's office in addition to the Borough President's office
2. Use the EEO tagline when advertising and maintain copies of job vacancies notices.

Whereas, Brooklyn Community Board No. 15 submitted its response to the EEPC's Determination on June 10, 2014 with documentation of its actions to rectify all of the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and agreed and accepted documentation for implementation of the aforementioned corrective action and no corrective actions were remaining; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

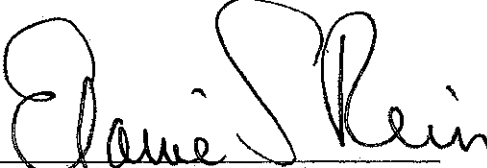
Be It Resolved, that Brooklyn Community Board No. 15 has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Chairperson Theresa Scavo.

Approved unanimously on June 26, 2014.

Arva R. Rice
Commissioner

Malini Cadambi Daniel
Commissioner

A handwritten signature in black ink, appearing to read "Elaine S. Reiss". The signature is written in a cursive, flowing style with large, connected letters.

Elaine S. Reiss, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/486C-09: Determination of **Compliance** (Monitoring Period Not Required) pursuant to the Audit and Analysis of the EEO Program of Brooklyn Community Board No. 16 for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits and Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Brooklyn Community Board No. 16's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of Brooklyn Community Board No. 16's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

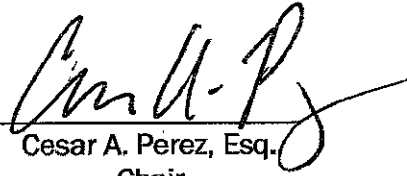
Brooklyn Community Board No. 16 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. **No corrective action is required.**

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Bettie Kollock-Wallace.

Approved unanimously on May 22, 2014.

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/487C-23: Determination of Compliance (Monitoring Period Required) by Brooklyn Community Board No. 17 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits and Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Brooklyn Community Board No. 17's EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated May 22, 2014, setting forth findings and the following required corrective actions:

1. Ensure that all individuals employed within the Community Board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities. Documentation of training must be maintained.

Whereas, Community Board No. 17 submitted its response to the EEPC's preliminary determination letter, on August 4, 2014, with documentation of its actions to rectify the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and accepted documentation for implementation of the aforementioned corrective action,

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Community Board No. 17 has implemented the required corrective action deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Chairperson Gail Reed-Barnet.

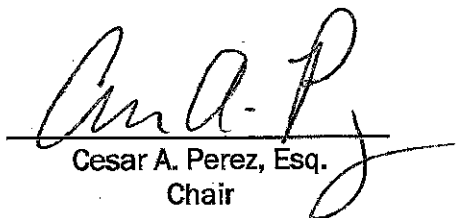
Approved unanimously on August 14, 2014.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/488C-10: Determination of **Compliance** (Monitoring Period Not Required) pursuant to the Audit and Analysis of the EEO Program of Brooklyn Community Board No. 18 for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits and Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Brooklyn Community Board No. 18's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of Brooklyn Community Board No. 18's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

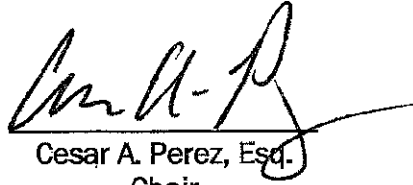
Brooklyn Community Board No. 18 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. **No corrective action is required.**

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Saul Needle.

Approved unanimously on May 22, 2014.

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner

A handwritten signature in black ink, appearing to read 'Cesar A. Perez', with a long horizontal flourish extending to the right.

Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/905C-15: Determination of Compliance (No Corrective Action Required) pursuant to the Audit and Evaluation of the Discrimination Complaint and Investigation Procedures of the Office of the Richmond County District Attorney.

Whereas, pursuant to Chapter 36, Section 831(d)(5) of the New York City Charter, the Equal Employment Practices Commission (EEOC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEOC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and evaluation of the Office of the Richmond County District Attorney's Discrimination Complaint and Investigation Procedures in accordance with established protocols; and

Whereas, in accordance with Chapter 36, Section 832(c), this Commission may make a determination that any agency's plan, program, procedure, approach, measure or standard does not provide equal employment opportunity, require appropriate corrective action and monitor the implementation of the prescribed action. Now, Therefore,

Be It Resolved, that pursuant to the audit and evaluation of the Office of the Richmond County District Attorney's Complaint and Investigation Procedures, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

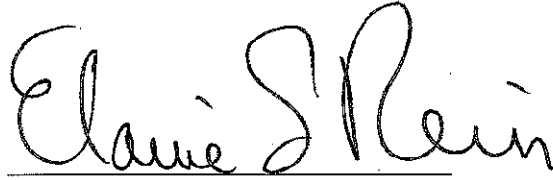
The agency's Discrimination Complaint and Investigation Procedures adhered to the standards required to establish compliance; therefore, no corrective action is required at this time.

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to the Honorable Daniel M. Donovan, Jr., Richmond County District Attorney.

Approved unanimously on June 26, 2014.

Arva R. Rice
Commissioner

Malini Cadambi Daniel
Commissioner

A handwritten signature in black ink, reading "Elaine S. Reiss". The signature is written in a cursive style with a horizontal line underneath the name.

Elaine S. Reiss, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/BERSC-12: Determination of **Compliance** (Monitoring Period Required) by the Board of Education Retirement System with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2011.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Board of Education Retirement System's (BERS) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated September 13, 2012, setting forth the following findings and required corrective actions:

1. The agency should establish its own EEO Policy (EEOP) or adopt and distribute the Citywide EEOP – in paper or electronic copy – to legal, human resources and EEO representatives, as well as managers and supervisors. At minimum, the agency's EEOP should include, or attach as addenda: a policy against sexual harassment; uniform complaint and reasonable accommodation procedures that conform to Federal, City and State laws regarding discrimination in employment; contact information for the EEO Professionals; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for federal, state and local agencies that enforce laws against discrimination.
2. The agency should use the distribution of the EEO Policy as an opportunity to issue a general EEO Policy statement or memo reiterating her commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO Personnel, and providing employees pertinent electronic links to the EEO Policy/Handbook/ Addenda.
3. 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.

4. Because EEO representatives should be trained in federal, state, and city EEO laws and procedures and know how to carry out their responsibilities under the agency's EEO Policy, the EEO Officer should attend the next available DCAS training session for EEO professionals or enroll in training conducted by another appropriate agency or school. The EEO Officer should obtain a certificate of completion.
5. The agency should develop an EEO training plan to ensure that all individuals who work within the agency, including managers and supervisors, are trained concerning EEO-related policies, rights and responsibilities.
6. The agency head should appoint at least two EEO Representatives, who may not be of the same gender, to receive discrimination complaints and conduct investigations, or secure per agreement between the agency and another City agency, an employee of each gender for complaint intake/investigation.
7. The agency should develop a plan to demonstrate it is accessible to and usable by employees/applicants for employment with physical disabilities. The plan should identify the accessibility status of its restrooms; identify barriers and the efforts the agency has taken to determine whether removal of barriers is readily achievable, and if so, to remove them; identify the agency responsible (if not the auditee) for rendering each non-accessible facility accessible; and state whether the agency has applied to the Commissioner of the Department of Buildings for a waiver of the requirements for the alteration of existing buildings to render each non-accessible facility accessible for employees/applicants for employment with physical disabilities. The agency's plan will be reviewed during the compliance period. The agency should determine if its facilities are exempt from these requirements.
8. Since the Charter requires 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.

Whereas, the BERS submitted its response to the EEPC's preliminary determination letter, on October 16, 2012; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on November 27, 2012; and

Whereas, the BERS did not submit a response to the EEPC's final determination letter; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City

Charter, the EEPC monitored the implementation of the remaining corrective actions from April 2013 to September 2013; and

Whereas, at the BERS' request, the Commission granted an extension of the monitoring period; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the BERS submitted a copy of the agency head's memorandum to staff dated April 17, 2014, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated her commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

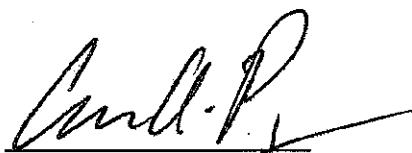
Be It Resolved,
that the Board of Education Retirement System has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,
that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Christine Bailey, the Executive Director of the Board of Education Retirement System.

Approved unanimously on May 22, 2014.

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/127C-32: Determination of Compliance (Monitoring Period Required) by the Financial Information Services Agency with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2011 through June 30, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPCC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Financial Information Services Agency's (FISA) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated November 18, 2013, setting forth findings and the following required corrective actions:

1. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
2. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
3. Ensure that the selection process avoids the appearance of bias, by delegating the responsibility for recording this information to an individual other than the hiring manager.
4. Re-distribute the identity of the Career Counselor to remind employees of the identity

and type of career guidance available.

5. Re-distribute the identity and responsibilities of the Disability Rights Coordinator to ensure that employees are aware of this information.
6. Establish and implement an annual managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.
7. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on December 5, 2013; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on December 19, 2013 which indicated that all corrective actions required compliance monitoring; and

Whereas, the FISA submitted its response to the EEPC's final determination letter, on December 31, 2013; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the required corrective actions from January, 2014 to October, 2014; and

Whereas, on September 22, 2013 the agency requested an extension of the compliance monitoring period in order to complete implementation of outstanding corrective actions; and

Whereas, on September 23, 2013 the EEPC granted the agency's request for an extension of the compliance monitoring period; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the FISA submitted a copy of the agency head's memorandum to staff dated October 17, 2014, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

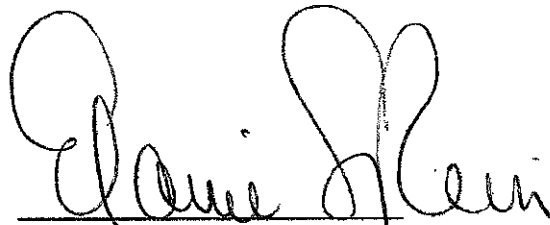
Be It Resolved, that the Financial Information Services Agency has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Rose-Ellen Myers First Deputy Executive Director of the Financial Information Services Agency.

Approved unanimously on October 30, 2014.

Angela Cabrera
Commissioner

Arva R. Rice
Commissioner

A handwritten signature in black ink, appearing to read "Elaine Reiss", written over a horizontal line.

Elaine S. Reiss, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/816C-25: Determination of Compliance (Monitoring Period Not Required) by the Department of Health and Mental Hygiene with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and evaluation of its Discrimination Complaint and Investigation Procedures from January 1, 2012 through December 30, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPCC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Health and Mental Hygiene's (DoHMH) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated July 25, 2014, setting forth findings and the following required corrective action:

1. Issue and maintain written confirmation when a complaint is withdrawn or resolved by agreement of the parties.

Whereas, the DoHMH submitted its response to the EEPC's preliminary determination letter, on September 5, 2014, with documentation of its actions to rectify the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and accepted documentation for implementation of the aforementioned corrective actions; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the DoHMH submitted a copy of the agency head's memorandum to staff dated August 25, 2014, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with,

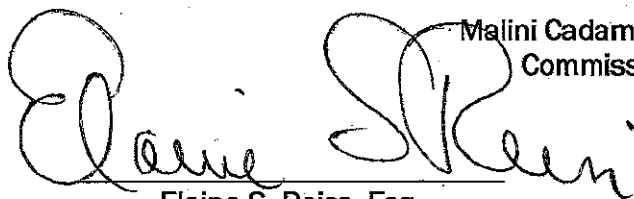
federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Department of Health and Mental Hygiene has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Dr. Mary Travis Bassett, Commissioner of the New York City Department of Health and Mental Hygiene.

Approved unanimously on September 18, 2014.

Angela Cabrera
Commissioner

A handwritten signature in black ink, appearing to read 'Elaine S. Reiss', written over a horizontal line.

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/071C-18: Determination of Compliance (Monitoring Period Required) by the Department of Homeless Services with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2011 through June 30, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPCC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Homeless Services' (DHS) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated November 26, 2013, setting forth findings and the following required corrective actions:

1. At a minimum, indicate the agency is an equal opportunity employer in recruitment literature.
2. Develop and implement a plan to demonstrate accessibility for facilities where accessibility is undetermined: identify the number of locations that are accessible/non-accessible; the distribution of the agency's accessible facilities throughout the City; the distribution of job titles among accessible/non-accessible facilities; barriers in non-accessible facilities and the efforts the agency has taken to determine whether removal of barriers is readily achievable, and if so, to remove them; the agency responsible for rendering non-accessible facilities accessible. State whether the agency has applied to Department of Buildings for a waiver of the requirements for the alteration of existing facilities or if facilities are exempt.

Whereas, the DHS submitted its response to the EEPC's preliminary determination letter, on December 18, 2013; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on

December 19, 2013; and

Whereas, the DHS submitted its response to the EEPC's final determination letter, on January 17, 2014; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the corrective actions from January to June 2014 with no extension of the monitoring period;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the DHS submitted a copy of the agency head's memorandum to staff dated —, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,
that the Department of Homeless Services has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,
that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Gilbert Taylor, Commissioner of the Department of Homeless Services.

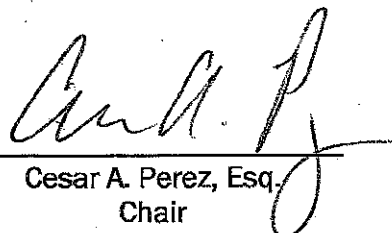
Approved unanimously on August 14, 2014.

Angela Cabrera
Commissioner

Arva R. Rice
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/002C-27: Determination of Compliance (Monitoring Period Required) by the Office of the Mayor with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from July 1, 2009 through June 30, 2012.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of the Mayor's (OTM) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 15, 2013, setting forth findings and the following required corrective actions:

1. Include in the complaint file a *Discrimination Complaint Form* or a *complaint* that captures the facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the alleged discrimination.
2. Issue/maintain written confirmation when a complaint is withdrawn or resolved by agreement of the parties.
3. Ensure the principal EEO Professional, HR Professional and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.
4. Assess the manner in which candidates are selected for employment, to determine

whether there is adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

5. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
6. Ensure that human resources professionals, managers, supervisors, and other personnel involved in the recruitment and hiring process are trained in EEO, and interviewing, selection, and hiring skills to enable such individuals to correctly identify the most capable candidates (i.e. structured interview training or guide).
7. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition), and recruitment source. Ensure that the process is nondiscriminatory, by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.
8. Ensure that the Human Resources Professional distributes the identity of the agency Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; ensures that all new employees are advised of the EEO policies, their rights and responsibilities under such policies and the discrimination complaint procedures; informs the principal EEO Professional of the number of 55-a program participants and efforts the agency has made to employ, promote or accommodate qualified individuals with disabilities; involves the principal EEO Professional in EEO-related matters; and promptly consults with the principal EEO Professional if informed of, or suspects that a violation of the EEO Policy has occurred.
9. Since agencies are responsible for ensuring compliance with all federal, state, and local laws pertaining to persons with disabilities, develop and implement a plan to demonstrate accessibility for facilities where accessibility is undetermined: identify the number of locations that are accessible/non-accessible; the distribution of the agency's accessible facilities throughout the City; the distribution of job titles among accessible/non-accessible facilities; barriers in non-accessible facilities and the efforts the agency has taken to determine whether removal of barriers is readily achievable, and if so, to remove them; and the agency responsible for rendering non-accessible facilities accessible. State whether the agency has applied to Department of Buildings for a waiver of the requirements for the alteration of existing facilities or if facilities are exempt.

10. Indicate the reporting relationship between the principal EEO Professional and agency head (or a direct report other than the Agency Counsel) in the agency's organizational chart, EEO Policy and Annual EEO Plan.
11. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the Agency Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.
12. Develop and implement a plan, which includes a timetable, to conduct annual performance evaluations for all managerial and non-managerial employees.
13. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner), and that managers are informed that this is an expectation or performance standard upon which they would be evaluated.

Whereas, the OTM submitted its response to the EEPC's preliminary determination letter, on November 8, 2013, with documentation of its actions to rectify required corrective actions #1, #2, #7, #8, and #10; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on November 21, 2013, which agreed and accepted documentation for implementation of the aforementioned corrective actions, with corrective actions #3, #4, #5, #6, #9, #11, #12, and #13 remaining;

Whereas, the OTM submitted its response to the EEPC's final determination letter, on December 20, 2013; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the remaining corrective actions from January 2014 through June 2014 with an informal extension of the monitoring period until September 2014;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the OTM submitted a copy of the agency head's memorandum to staff, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated her commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal

government; Now Therefore,

Be It Resolved,
that the Office of the Mayor has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

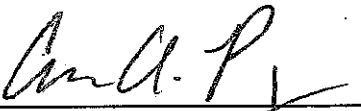
Be It Finally Resolved,
that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Laura Santucci, Chief of Staff and administrative agency head of the Office of the Mayor.

Approved unanimously on September 18, 2014.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/827-19C: Determination of Compliance (Monitoring Period Required) by the Department of Sanitation with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2012 through June 30, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Sanitation's (DSNY) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated November 7, 2013, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.
2. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
3. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in

minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

4. Ensure that human resources professionals, managers, supervisors, and other personnel involved in the recruitment and hiring process are trained in EEO and interviewing, selection, and hiring skills to enable such individuals to correctly identify the most capable candidates (i.e. structured interview training or guide).

Whereas, the DSNY submitted its response to the EEPC's preliminary determination letter, on November 26, 2013; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on December 19, 2013; and

Whereas, the DSNY submitted its response to the EEPC's final determination letter, on January 17, 2014; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the corrective actions from January to June 2014 with no extension of the monitoring period; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the DSNY submitted a copy of the agency head's memorandum to staff dated July 25, 2014, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,

that the Department of Sanitation has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Kathryn Garcia, the Commissioner of the Department of Sanitation.

Approved unanimously on August 14, 2014.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/801C-30: Determination of Compliance (Monitoring Period Not Required) by the Department of Small Business Services with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Discrimination Complaint and Investigation Procedures Program from January 1, 2012 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPCC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Small Business Services' (SBS) Discrimination Complaint and Investigation Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination dated September 18, 2014, setting forth findings and the following required corrective actions:

1. In addition to the aforementioned, serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations. Maintain in the complaint file documentation regarding the service of notice on the respondent.
2. Issue and maintain written confirmation when a complaint is withdrawn or resolved by agreement of the parties.
3. Establish a complaint procedure which requires the issuance of a Confidential Written Report within 90 days of the date the discrimination complaint was filed.

Whereas, the SBS submitted an informal response to the EEPC's Preliminary Determination on September 29, 2014 with documentation of its actions to rectify all of the required corrective actions;

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Determination on October

30, 2014 which agreed and accepted documentation for implementation of the aforementioned corrective actions and no corrective actions were remaining;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the SBS submitted a copy of the agency head's memorandum to staff dated October 16, 2014, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

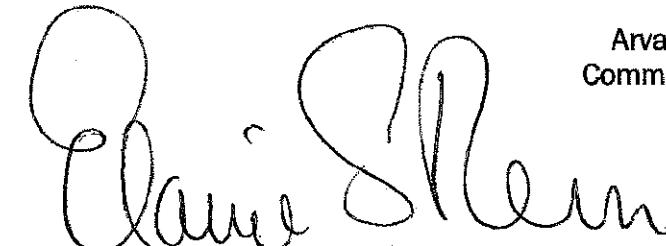
Be It Resolved, that the Department of Small Business Services has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Maria Torres-Springer Commissioner, of the Department of Small Business Services.

Approved unanimously on October 30, 2014.

Angela Cabrera
Commissioner

Arva R. Rice
Commissioner

A handwritten signature in black ink, appearing to read "Elaine S. Reiss", written over a horizontal line.

Elaine S. Reiss, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/059C-17: Determination of Compliance (Monitoring Period Not Required) by the Board of Standards and Appeals (BSA) with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and Evaluation of the Discrimination Complaint and Investigation Procedures of the from January 1, 2012 through December 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of the Board of Standards and Appeals (BSA) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination dated June 27, 2014, setting forth findings and the following required corrective action:

1. Indicate the reporting relationship between the principal EEO Professional and Agency Head by including the title in the agency's organizational chart, EEO Policy and Annual EEO Plan.

Whereas, the BSA did not respond to the EEPC's preliminary determination and, consistent with the Commission's audit protocols, the EEPC's preliminary determination became its final determination; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the BSA submitted a copy of the agency head's memorandum to staff dated July 30, 2014, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job

applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Board of Standards and Appeals has implemented the required corrective action deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Jeff Mulligan, Executive Director.

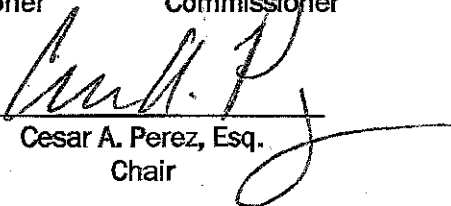
Approved unanimously on August 7, 2014.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/156C-24: Determination of Compliance (No Corrective Action Required) pursuant to the Audit and Evaluation of the Discrimination Complaint and Investigation Procedures of the Taxi and Limousine Commission.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and evaluation of the Taxi and Limousine Commission's Discrimination Complaint and Investigation Procedures in accordance with established protocols; and

Whereas, in accordance with Chapter 36, Sections 831(d)(2) and 832(c), this Commission may make a determination that any agency's plan, program, procedure, approach, measure or standard does not provide equal employment opportunity, require appropriate corrective action and monitor the implementation of the prescribed action. Now, Therefore,

Be It Resolved, that pursuant to the audit and evaluation of the Taxi and Limousine Commission's Complaint and Investigation Procedures, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

The agency's Discrimination Complaint and Investigation Procedures adhered to the standards required to establish compliance with the equal employment opportunity standards of this Commission; therefore, no corrective action is required at this time.

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to the Conan Freud Commissioner/Chief Operating Officer of the Taxi and Limousine Commission.

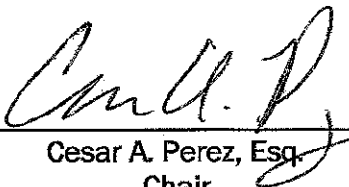
Approved unanimously on August 14, 2014.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #2014/261C-25C: Determination of Compliance (No Corrective Action Required) pursuant to the Audit and Evaluation of the Discrimination Complaint and Investigation Procedures of the Department of Youth and Community Development.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and evaluation of the Department of Youth and Community Development's Discrimination Complaint and Investigation Procedures in accordance with established protocols; and

Whereas, in accordance with Chapter 36, Sections 831(d)(2) and 832(c), this Commission may make a determination that any agency's plan, program, procedure, approach, measure or standard does not provide equal employment opportunity, require appropriate corrective action and monitor the implementation of the prescribed action. Now, Therefore,

Be It Resolved, that pursuant to the audit and evaluation of the Department of Youth and Community Development's Complaint and Investigation Procedures, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

The agency's Discrimination Complaint and Investigation Procedures adhered to the standards required to establish compliance; therefore, no corrective action is required at this time.

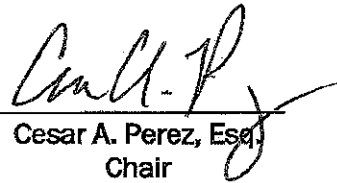
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Commissioner Bill Chong, Department of Youth and Community Development.

Approved unanimously on September 18, 2014.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

