



Vacant
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Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Charise L. Terry
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BY MAIL AND EMAIL

April 26, 2019

Patricia Baker
Chairperson
Brooklyn Community Board No. 9
890 Nostrand Avenue
Brooklyn, NY 11225

Re: Brooklyn Community Board No. 9
Evaluation of Sexual Harassment Prevention and Response Practices
Audit Period: January 1, 2018 to December 31, 2018
Determination: **PRELIMINARY**

Dear Chairperson Baker:

On behalf of the members of the Equal Employment Practices Commission (EEPC), thank you and your agency for the cooperation extended to our staff thus far. This letter contains the EEPC's evaluation and preliminary determinations pursuant to the Brooklyn Community Board No. 9's Sexual Harassment Prevention and Response Practices for the period covering January 1, 2018 to December 31, 2018.

Purpose

Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter) authorize the EEPC to audit, review, evaluate, and monitor the employment practices, procedures, and programs of city agencies and other municipal entities, hereinafter "entities," and their efforts to ensure fair and effective equal employment opportunity (EEO) for women and minority employees and applicants. Charter Sections 831(d)(2) and 832(c) authorize the EEPC to make a determination that any plan, program, procedure, approach, measure, or standard does not provide equal employment opportunity, require appropriate corrective action, and monitor the implementation of the corrective action prescribed.

The Brooklyn Community Board No. 9, hereinafter simply termed "agency" or "entity," falls within the EEPC's purview under Chapter 36, Sections 830(a) and 831(a) of the Charter, to review, evaluate, and monitor the coordination and implementation of affirmative employment programs of equal employment opportunity for 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..."

The purpose of this audit and analysis is to evaluate the subject matter referenced, not to issue findings of discrimination pursuant to the New York City Human Rights Law.

Scope

The EEPC has adopted uniform standards for auditing municipal entities¹ and minimum standards for auditing Community Boards (collectively “Standards”) to review, evaluate, and monitor entities’ employment and EEO-related practices, procedures, approaches, measures, standards, and programs. These standards are founded upon, and consistent with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination. Corrective actions prescribed are consistent with the aforementioned parameters including, but not limited to, the City of New York’s *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies 2014*, as amended (Citywide EEO Policy); the New York City Human Rights Law (New York City Administrative Code Title 8); New York State Human Rights Law (New York Executive Law, Article 15); the New York State Civil Service Law §55-a; and the equal employment opportunity requirements of the New York City Charter.

Policy and Plan Requirements

The aforementioned Standards require, at minimum, that mayoral entities distribute the Citywide EEO Policy; non-mayoral entities establish or adopt a comprehensive EEO policy; and Community Boards, which are comprised of members appointed by the respective Borough Presidents, adopt and distribute the corresponding Borough President’s EEO Policy.

Because the EEPC is authorized to review and recommend actions that each entity should consider including in its annual plan of measures and programs to provide equal employment opportunity, or Annual EEO Plan, entities are also required to incorporate the EEPC’s corrective actions in prospective Annual EEO Plans and programs.

Methodology

The EEPC communicates with EEO professionals (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, and 55-a Program Coordinators) and other employees identified as having involvement in EEO program administration such as the Principal Human Resources Professional and relevant Counsel.

The EEPC’s audit methodology includes review of the agency’s Annual EEO Plans and Quarterly EEO Reports; analysis of workforce and utilization data; and the collection and analysis of documents, records, and data an entity and its representatives provide in response to the Sexual Harassment Prevention and Response Preliminary Interview Questionnaires (PIQ) for Community Boards. All PIQs contain requests to attach supporting documentation for the answer options selected.

EEO Professionals designated for online interviews are assigned a three-week deadline to complete and return the PIQs. The EEPC’s PIQ(s)/requests were sent to the Brooklyn Community Board No. 9 on February 11, 2019; the completed PIQ(s) were returned on March 1, 2019. Supporting documentation was attached. Additional requests for information were made on March 4, 2019 and March 28, 2019.

The following determination indicates where the Brooklyn Community Board No. 9 has or has not complied, in whole or in part, with the established Standards.

Description of the Agency

Community Boards are local representative bodies. Each of the 59 Community Boards is comprised of up

¹ Corresponding audit/analysis standards are numbered throughout the document.

to 50 unsalaried members, appointed by the Borough President in consultation with the City Council Members who represent any part of the Board district. The Boards play an advisory role in zoning and other land-use issues, in community planning, in the city budget process, and in the coordination of municipal services. Any person with a residence, business, professional or other significant interest in a given area is eligible for appointment to the Community Board serving that area. Each Board hires a full time District Manager and other staff to run a district office that receives and works to resolve residents' service delivery problems. In addition to the Chairperson, Brooklyn Community Board 9 (BkCB9) had a headcount of 2 at the conclusion of the audit period, which consisted of 1 Community Coordinator and 1 Community Associate.

PRELIMINARY DETERMINATIONS AFTER AUDIT AND ANALYSIS

Following are the corresponding audit standards for each subject area along with the EEPC's findings and required corrective actions, where appropriate:

I. Issuance, Distribution and Posting of EEO Policies

Determination: The agency is in non-compliance with the standards for this subject area.

1. Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

➤ BkCB9 did not distribute/post an annual policy statement or memorandum by the Chairperson that reiterated a commitment to the prevention of sexual harassment. **Corrective Action Required.**

Corrective Action #1: Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Follow, distribute and post the Borough President's policy(ies) against sexual harassment.

➤ BkCB9 did not demonstrate that it followed, distributed and posted the Borough President's policies against sexual harassment. **Corrective Action Required.**

Corrective Action #2: Follow, distribute and post the Borough President's policy(ies) against sexual harassment.

II. Agency-wide Training

Determination: The agency is in compliance with the standards for this subject area.

3. Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.

- ✓ Training records indicated that all BkCB9 employees completed the Department of Citywide Administrative Services' *Sexual Harassment Prevention: What to Know About Unlawful and Inappropriate Behaviors in the Workplace* training between July and August of 2018.

III. Complaint and Investigation Procedures

Summary of Complaint Activity: The agency reported 0 internal and 0 external complaints were filed during the period in review.

Determination: The agency is in non-compliance with the standards for this subject area.

4. Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.

➤ BkCB9 did not demonstrate that all employees received information regarding the Borough President's complaint investigation procedures. **Corrective Action Required.**

Corrective Action #3: Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.

5. Maintain a summary of annual complaint activity.

NOTE: BkCB9 reported no employment discrimination complaints were filed during the period in review. As compliance with the standard could not be meaningfully measured for the period in review, further evaluation of this area was impractical.

IV. Responsibility for Implementation

Determination: The agency is in non-compliance with the standards for this subject area.

6. Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

➤ BkCB9 did not direct employees to utilize the Borough President's EEO Office to file an internal complaint. **Corrective Action Required.**

Corrective Action #4: Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

7. Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

➤ BkCB9 did not demonstrate that it consulted and cooperated with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints. **Corrective Action Required.**

Corrective Action #5: Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

V. Reporting Standard for Agency Head

Determination: The agency is required to comply with the standards for this subject area.

8. Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators to the EEO program, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring. This final action is required to conclude the audit and monitoring process.

FINAL ACTION: Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators to the EEO program, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring. This final action is required to conclude the audit and monitoring process.

Summary of Corrective Actions:

The Brooklyn Community Board No. 9 has 6 required corrective action(s) at this time. This includes the aforementioned final action.

Conclusion

Pursuant to Charter Chapter 36, the Brooklyn Community Board No. 9 has the *option* to respond to this Preliminary Determination, but must respond to our Final Determination if corrective action is required. **Any response must be signed by the agency head and submitted to the EEPC's Executive Director.**

Optional Response to Preliminary Determination: If submitted, the Brooklyn Community Board No. 9's optional response to the EEPC's Executive Director should indicate, with attached documentation, what steps have been or will be taken to correct outstanding areas of non-compliance, and must be received in our office within 14 days from the date of this letter. No extensions will be granted for the *option* to respond to the Preliminary Determination.

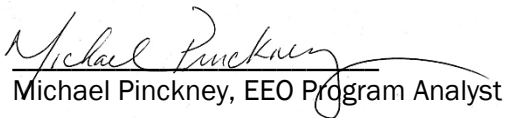
(Optional Conference) If requested, at the Optional Conference the EEPC will discuss the immediate steps that should be taken to correct outstanding areas of non-compliance and address questions regarding the Brooklyn Community Board No. 9's implementation of the prescribed corrective action(s).

(No Response Option) If the Brooklyn Community Board No. 9 does not respond to this Preliminary Determination within 14 days, it will become the EEPC's Final Determination.

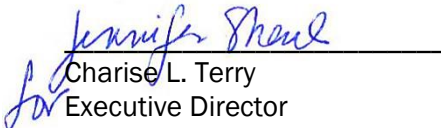
Mandatory Response to Final Determination: Following this Preliminary Determination, the EEPC will issue a Final Determination where we may modify or eliminate the corrective action(s) based on verified information submitted as part of the response to the Preliminary Determination; identify remaining corrective action(s) that require further monitoring to ensure implementation; and assign a mandatory compliance-monitoring period of up to 6 months for this purpose. Pursuant to Charter Chapter 36, upon receipt, the Brooklyn Community Board No. 9 must submit a response, signed by the agency head, to our Final Determination within 30 days. Your response to the Final Determination will initiate the compliance-monitoring period.

In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's EEO Program Analysts during the course of our audit and analysis.

Respectfully Submitted by,


Michael Pinckney, EEO Program Analyst

Approved by,


Charise L. Terry
Executive Director

c: Ama Dwimoh, Esq., EEO Officer, Office of the Brooklyn Borough President
Melody Ruiz, EEO Officer, Office of the Brooklyn Borough President
William B. Peterson, Manager, Labor Relations Analysis and Audit



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BY MAIL AND EMAIL

May 15, 2019

Patricia Baker
Chairperson
Brooklyn Community Board No. 9
890 Nostrand Avenue
Brooklyn, NY 11225

Re: Resolution #2019AP/230-479-(2019)
Brooklyn Community Board No. 9
Evaluation of Sexual Harassment Prevention and Response Practices
Audit Period: January 1, 2018 to December 31, 2018
Determination: **FINAL**

Dear Chairperson Baker:

On behalf of the members of the Equal Employment Practices Commission (EEPC), thank you for the continued cooperation extended to our staff. This document serves as a follow-up evaluation and Final Determination to the following:

Preliminary Determination Issued on: April 26, 2019
No Response Received.

Purpose

Chapter 35, Sections 815(a)(15) and (19) of the New York City Charter (Charter) calls for agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity (EEO) for minority group members and women.

Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5) authorize the EEPC to audit, review, evaluate, and monitor the employment practices, procedures, and programs of city agencies and other municipal entities, hereinafter "entities," and their efforts to ensure fair and effective EEO for women and minority employees and applicants. Charter Sections 831(d)(2) and 832(c) authorize the EEPC to make a determination that any plan, program, procedure, approach, measure, or standard does not provide equal employment opportunity, require appropriate corrective action, and

monitor the implementation of the corrective action prescribed. The attachment contains the EEPC's final determination regarding the audit, review, and evaluation of the Brooklyn Community Board No. 9's Sexual Harassment Prevention and Response Practices.

As the Brooklyn Community Board No. 9 falls within the EEPC's purview under Charter Chapter 36, Section 831(a), the EEPC is authorized to review, evaluate, and monitor the coordination and implementation of its affirmative employment programs of EEO and related practices. As indicated in our Preliminary Determination, the EEPC has adopted uniform standards¹ to this end. The purpose of this Final Determination, as authorized by Charter Chapter 36, Section 832(c), is to determine the sufficiency of the Brooklyn Community Board No. 9's actions taken or planned thus far to correct areas of non-compliance identified in the EEPC's Preliminary Determination. Further, Chapter 36, Section 832(c) requires that: (1) the EEPC assign a compliance-monitoring period of up to six (6) months to monitor efforts taken to eliminate areas of non-compliance, if any; and (2) the agency respond in thirty (30) days and submit a report each month during this period on the progress of efforts taken to correct outstanding areas of non-compliance.

Next Steps

The assigned compliance-monitoring period is: June 1, 2019 to July 31, 2019. Correcting all outstanding areas of non-compliance without delay is highly encouraged and will serve to shorten this period.

If corrective actions remain: Corrective actions will be listed under the *Monitoring Required* section of the attached Final Determination. The EEPC requires that the agency head submit a signed response to this Final Determination. The signed response should indicate what steps the Brooklyn Community Board No. 9 has taken, or will take, to correct outstanding areas of non-compliance during the designated compliance-monitoring period. The Brooklyn Community Board No. 9 will be monitored monthly until all outstanding areas of non-compliance have been sufficiently corrected. The Brooklyn Community Board No. 9 is required to submit documentation that supports the implementation of each corrective action via TeamCentral, the EEPC's Automated Compliance-Monitoring System. Instruction on how to access and navigate TeamCentral is attached.

Final Memorandum: Upon the Brooklyn Community Board No. 9's implementation of the final corrective action, if any, the EEPC requires that the Brooklyn Community Board No. 9 submit a final memorandum, signed by the agency head, that recognizes the EEPC's audit and reiterates commitment to equal employment practices. **Upon receipt of this final memorandum, the EEPC will issue a *Determination of Compliance*.**

If no corrective actions remain: In lieu of a response to this Final Determination, the Brooklyn Community Board No. 9 must submit a final memorandum (See Next Steps, Final Memorandum). Upon the EEPC's receipt of the final memorandum, the Brooklyn Community Board No. 9 will be exempt from the abovementioned compliance-monitoring period.

Conclusion

¹ The EEPC's uniform standards for auditing municipal entities and minimum standards for auditing community boards (collectively "Standards") are founded upon, and consistent with, federal, state, and local laws and regulations, and policies and procedures, including, but not limited to, the City of New York's *Equal Employment Opportunity Policy, Standards and Procedures to be Utilized by City Agencies 2014*; New York City Human Rights Law (NYC Administrative Code § 8); New York State Human Rights Law (New York Executive Law, Article 15); New York State Civil Service Law § 55-a; and the equal employment opportunity requirements of the New York City Charter.

This is the EEPc's Final Determination. Questions regarding next steps may be addressed to Jennifer Shaw, Esq., Executive Agency Counsel/Director of Compliance at jshaw@eepc.nyc.gov or 212-615-8942.

Thank you and your staff for your continued cooperation.

Sincerely,



Charise L. Terry
Executive Director

c: Ama Dwimoh, Esq., EEO Officer, Office of the Brooklyn Borough President
Melody Ruiz, EEO Officer, Office of the Brooklyn Borough President
William B. Peterson, Manager, Labor Relations Analysis and Audit

Enclosed: TeamCentral Agency Manual

FINAL DETERMINATION

A response indicating progress of Brooklyn Community Board No. 9's efforts to correct outstanding areas of non-compliance, with supporting documentation, is due within 30 days.

The Equal Employment Practices Commission's findings and corrective actions required to remedy areas of non-compliance are based on the audit methodology, which included collection and analysis of the documents, records, and data provided; the EEPC's *Preliminary Interview Questionnaires* (PIQs) for EEO professionals and others involved in EEO program administration; and, if applicable, the *EEPC Employee Survey*; the *EEPC Supervisor/Manager Survey*; the *Annual EEO Plans* and *Quarterly EEO Reports* of the audited entity; and workforce data from the *Citywide Equal Employment Database System*. Additional research and follow-up discussions or interviews were conducted as appropriate.

After reviewing the optional response² (if applicable) to the EEPC's Preliminary Determination, our Final Determination is as follows:

Monitoring Required

The agency's implementation of the following required corrective actions will be monitored during the assigned compliance-monitoring period.

Corrective Action#1:

Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

Agency Response:

No optional response received.

EEPC Response:

Implementation of this corrective action will be monitored during the compliance monitoring period.

Corrective Action#2:

Follow, distribute and post the Borough President's policy(ies) against sexual harassment.

Agency Response:

No optional response received.

EEPC Response:

Implementation of this corrective action will be monitored during the compliance monitoring period.

Corrective Action#3:

Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.

Agency Response:

No optional response received.

² Excerpts are italicized.



EEPC Response:

Implementation of this corrective action will be monitored during the compliance monitoring period.

Corrective Action#4:

Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

Agency Response:

No optional response received.

EEPC Response:

Implementation of this corrective action will be monitored during the compliance monitoring period.

Corrective Action#5:

Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

Agency Response:

No optional response received.

EEPC Response:

Implementation of this corrective action will be monitored during the compliance monitoring period.

FINAL ACTION:

Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators to the EEO program, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring. This final action is required to conclude the audit and monitoring process.

The EEPC thanks you and your staff for your continued cooperation.



**RESOLUTION NO.
2019AP/230-479-(2019)
Brooklyn Community Board No. 9
Chairperson Patricia Baker
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL**

SYNOPSIS

Corrective Action(s):	Total: 5	
Period Audit Covered:	January 1, 2018 to December 31, 2018	
Preliminary Determination Issued:	April 26, 2019	No Response Received
Final Determination Issued:	May 15, 2019	Response Due June 15, 2019
Compliance-Monitoring :	Required	June 1, 2019 to July 31, 2019

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter "entities") and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities' practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC's determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Brooklyn Community Board No. 9's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 9's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 26, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating

commitment to the prevention of sexual harassment.

2. Follow, distribute and post the Borough President's policy(ies) against sexual harassment.
3. Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.
4. Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.
5. Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 15, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, and 5; and

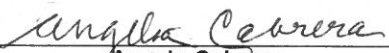
Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to July 31, 2019, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

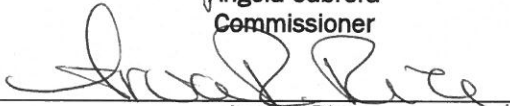
Whereas, in accordance with Charter Chapter 36, Section 832(c), on May 15, 2019, the entity was required to issue a response to the EEPC's Final Determination; Now Therefore,

Be It Resolved, that pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and 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, the EEPD approves the issuance of this Final Determination to Chairperson Patricia Baker to assign compliance-monitoring.

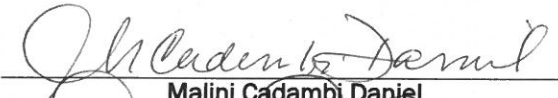
Approved unanimously on May 21, 2019.



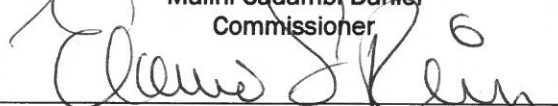
Angela Cabrera
Commissioner



Arva R. Rice
Commissioner



Malini Cadambi Daniel
Commissioner



Elaine S. Reiss, Esq.
Commissioner



COMMUNITY BOARD NO. 9

Memorandum

Eric Adams
Borough President

Patricia Baker
Chair

To: Charise L. Terry, Executive Director NYC EEP
From: Patricia Baker, Chair, Brooklyn Community Board 9
cc: Michael Pinckney, Program Analyst, EEO
Date: June 14, 2019
Re: Brooklyn Community Board 9

Our office is in receipt of the preliminary determination After Audit and Analysis and are taking the following corrective steps:

- The Chairperson will be redistributing a memorandum reaffirming Community Board 9's commitment to the prevention of sexual-harassment in the workplace.
- The Chairperson will be redistributing/post the Borough President's policy(ies) against sexual harassment.
- The Chairperson has confirmed that all Brooklyn Community Board 9 employees have completed their sexual harassment training and obtained verification of completion certificates.
- The Chairperson has confirmed that all staff has been made aware of the complaint filing procedure.
- To date, Brooklyn Community Board 9 has no sexual harassment complaints on file. Moving forward, a file will be created to accept any that may arise.
- The Chairperson will advise staff to refer any complaints and the Borough President's Equal Employment Opportunity (EEO) office.

If you have further questions or concerns will regard the intended course of action, please feel free to contact me directly at (917) 576-9977 or (718) 778-9279.

Regards,

Patricia Baker
Chair

Memo

Patricia Baker, CB9 Chair

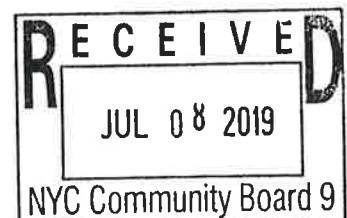
TO: All Employees
FROM: Equal Employment Practices Commission
DATE: 7/8/2019
RE: Sexual Harassment Prevention and Response Practices
Brooklyn Community Board No. 9

The New York City Charter requires the Equal Employment Practices Commission (EEPC) to conduct an audit once every four years to ensure each City agency or municipal entity (collectively "agency") complies with federal, state, and local laws and regulations, and policies and procedures that increase equal opportunity for employees and applicants.

The EEPC recently concluded an audit and evaluation of the Brooklyn Community Board No. 9's practices and procedures for compliance with city, state, and federal equal employment opportunity laws and regulations, and identified enhancement by means of the following:

- **Corrective Action #1:** Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
- **Corrective Action #2:** Follow, distribute and post the Borough President's policy(ies) against sexual harassment.
- **Corrective Action #3:** Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.
- **Corrective Action #4:** Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.
- **Corrective Action #5:** Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

Through successful completion of the EEPC's audit, evaluation, and monitoring processes and the aforementioned enhancements Chairperson Baker reaffirms the commitment to ensuring that the Brooklyn Community Board No. 9's employment practices encourage and maintain a workplace free from unlawful discrimination and sexual harassment, and that all employees are aware of their rights and obligations under the agency's equal employment opportunity policies.



RESOLUTION NO.
2019AP/232-479-(2019)C24
Brooklyn Community Board No. 9
Chairperson Patricia Baker
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 5		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	April 26, 2019	No Response Received	
Final Determination Issued	May 15, 2019	Response Received	June 14, 2019
Compliance-Monitoring	Required	June 1, 2019 to July 31, 2019	

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter "entities") and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities' practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC's determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Brooklyn Community Board No. 9's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 9's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 26, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

Corrective Action #1: Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

Corrective Action #2: Follow, distribute and post the Borough President's policy(ies) against sexual harassment.

Corrective Action #3: Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.

Corrective Action #4: Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

Corrective Action #5: Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 15, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, and 5; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to July 31, 2019, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), on June 14, 2019, the entity issued a response to the EEPC's Final Determination; and

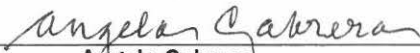
Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 9 was monitored until July 8, 2019; and

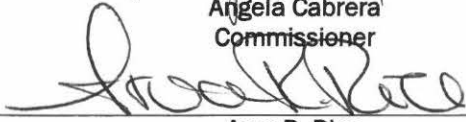
Whereas, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Chairperson submitted a copy of a memorandum to staff dated July 9, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 9's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 9 has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and


Be It Resolved, that the EEPC's Board of Commissioners approves the issuance of this Determination of Compliance to Chairperson Patricia Baker of the Brooklyn Community Board No. 9.

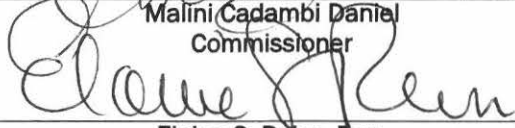
Approved unanimously on July 11, 2019.



Angela Cabrera
Commissioner


Arva R. Rice
Commissioner



Malini Cadambi
Commissioner


Elaine S. Reiss, Esq.
Commissioner



BY MAIL AND EMAIL

Vacant
Chair

July 11, 2019

Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Patricia Baker
Chairperson
Brooklyn Community Board No. 9
895 Nostrand Avenue
Brooklyn, NY 11225

Charise L. Terry, PHR
Executive Director

Judith Garcia Quiñonez, Esq.
Executive Agency Counsel/
Director of Learning and Development

Re: Resolution #2019AP/232-479-(2019)C24
DETERMINATION: Compliance

Jennifer Shaw, Esq.
Executive Agency Counsel/
Director of Compliance

Dear Chairperson Baker:

253 Broadway
Suite 602
New York, NY 10007

On behalf of the members of the Equal Employment Practices Commission (EEPC), I write to inform you that pursuant to New York City Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity (EEO) for minority group members and women, the EEPC's Board of Commissioners has approved the attached Determination.

212. 615. 8939 tel.
212. 676. 2724 fax

Thank you for the cooperation extended to the EEPC during the course of our review, evaluation, and monitoring of your agency's employment and EEO-related practices.

Sincerely,

A handwritten signature in black ink, appearing to read "Malini Cadambi Daniel".

Malini Cadambi Daniel
Commissioner



EQUAL EMPLOYMENT PRACTICES COMMISSION

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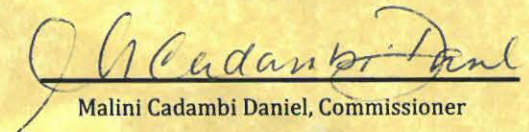
Determination of Compliance

is hereby issued to

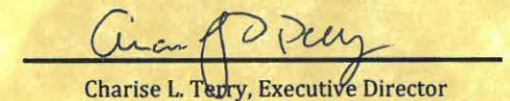
Brooklyn Community Board No. 9

*for successful implementation of 5 of 5 required corrective action(s),
thereby achieving compliance with the Equal Employment Practices Commission's
Sexual Harassment Prevention and Response Practices
from January 1, 2018 to this date.*

On this 11th day of July in the year 2019,


Malini Cadambi Daniel, Commissioner

In care of Chairperson Patricia Baker


Charise L. Terry, Executive Director