

CITY OF NEW YORK  
CONFLICTS OF INTEREST BOARD

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*AMJ*

August 8, 2008

Mr. Abraham May, Jr.  
Executive Director  
Equal Employment Practices Commission  
40 Rector Street, 14<sup>th</sup> Floor  
New York, NY 10006

Re: Resolution #08/12-312/Preliminary Determination Pursuant to the Audit of the Conflicts of Interest Board Equal Employment Opportunity Program from January 1, 2003 through December 31, 2006

Dear Mr. May:

On June 23, 2008, the Equal Employment Practices Commission ("EEPC") sent the Conflicts of Interest Board (the "Board") a preliminary determination of EEPC's audit of the Board's Equal Employment Opportunity ("EEO") Program for the period January 1, 2003, to December 31, 2006. The EEPC, in its preliminary determination, found that the Board was not in compliance in ten areas and recommended a corrective action plan.

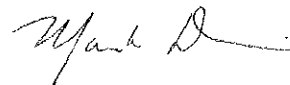
The Board has taken or will take the following measures to implement the EEPC's corrective action plan:

1. Plan Dissemination -- Internally: The Board's EEO Policy will be revised to include all of the protected classes under the New York City and New York State Human Rights Laws.
2. Plan Dissemination -- Internally: The revised EEO Policy will be distributed to all current and new employees and posted on the Board's EEO bulletin board and on the Board's Intranet.
3. EEO and Reasonable Accommodations for Persons with Disabilities: The Board will make the Board's EEO Policy available in alternate formats for persons with disabilities (i.e., large print and audio tape).
4. EEO and Reasonable Accommodations for Persons with Disabilities: The Board will appoint Sung Mo Kim, the Board's EEO officer, as the disabilities rights coordinator.

5. EEO Complaint and Investigation System: The Board's EEO counselors will complete the Department of Citywide Administrative Services basic training for EEO professionals as soon as the counselors' and the training schedules permit.
6. EEO Complaint and Investigation System: The Board's EEO officer will meet quarterly with EEO counselors to discuss EEO matters.
7. EEO Training: The Board will establish a plan to provide non-sexual harassment EEO training, in addition to its current sexual harassment training.
8. Recruitment and Selection: The Board will consider giving employees involved in job interviewing structured interview training.
9. Recruitment and Selection: The Board will include the EEO officer in the development of recruitment strategies and the selection of recruitment media.
10. EEO Officer Reporting Arrangement: The EEO officer will begin keeping a log with regard to his meetings with the agency head regarding EEO matters.

The Board expresses its appreciation to the EEPC Board and its staff for its courtesy and professionalism during this audit process.

Very truly yours,



Mark Davies  
Executive Director

cc: Ute O'Malley  
Sung Mo Kim  
Adrienne Smith