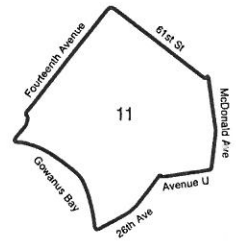


Tel. (718) 266-8800
Fax (718) 266-8821



WILLIAM R. GUARINELLO
Chairman

**THE CITY OF NEW YORK
COMMUNITY BOARD No. 11**
2214 BATH AVENUE
BROOKLYN, NEW YORK 11214



MARNEE ELIAS-PAVIA
District Manager

June 11, 2014

Llacia N. Zuell, EEO Program Analyst
NYC Equal Employment Practices Commission
253 Broadway Suite 602
New York, New York 10007

Re: Determination Pursuant to Audit and Evaluation of Equal Employment Opportunity
Program-Brooklyn Community Board 11

Dear Ms. Zuell,

I am writing to you in response to the Determination pursuant to the Desk Audit of
Brooklyn Community Board 11 and its compliance with the Equal Opportunity Training
for the Agency.

The summary of recommended corrective action called for ensuring 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

Inadvertently, we omitted that question in the audit, however, in a letter dated August
23, 2010 (copy enclosed) all employees were sent a copy of the EEO policy by Borough
President Marty Markowitz.

If any further information is need please contact our office.

Respectfully submitted,

William R. Guarinello
Chairman



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

August 23, 2010

Dear Employees:

I am committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations and by encouraging a work environment that tolerates and appreciates differences among employees. The Equal Employment Opportunity Policy of the Brooklyn Borough President's Office reflects the federal, state and local laws that prohibit discrimination in employment and the City of New York's Equal Employment Opportunity (EEO) Policy.

As Borough President, I reaffirm this agency's strong commitment to maintaining fair employment practices for all its employees and job applicants. All personnel are required to work to maintain an atmosphere of appreciation of the diversity reflected in our staff and to comply with the letter and the spirit of the policy. Managers and supervisors are directed to make all employment decisions in accordance with the agency's Equal Employment Opportunity Policy and to exercise their authority in the workplace in not only a fair but also a transparent manner. I encourage all employees of the Borough President's Office and staff of the 18 Brooklyn Community Districts to access the resources available within the Brooklyn Borough President's Office to address any issues and complaints of illegal discrimination they may have.

The implementation of the enclosed EEO Policy is one of my highest priorities and has my full support. Employees may find additional EEO resources such as the downloadable booklet titled "About EEO: What You May Not Know," by accessing the City of New York's website at www.nyc.gov/html/dcas/html/resources/eeo.shtml. I encourage all of Borough Hall employees and those of the 18 Brooklyn Community Districts to contact Sandra Chapman or Richard Bearak, at the telephone numbers listed in the policy, to address any issues and complaints of illegal discrimination.

Sincerely,

Marty Markowitz

Enc.