



JAMES P. MOLINARO
PRESIDENT

CITY OF NEW YORK
PRESIDENT
OF THE
BOROUGH OF STATEN ISLAND

BOROUGH HALL, STATEN ISLAND, N.Y. 10301

MEMORANDUM

JPM
From: James P. Molinaro
To: All staff members
Date: June 24, 2009
Re: Resolutions of Equal Employment Practices Commission
2008 audit

I would like to take this opportunity to bring you up to date on how this office, over the past six months, has complied with the recommendations from last year's Equal Employment Practices Commission (EECP) compliance audit.

There were a total of 8 recommended items from the Commission, and these are the actions this office has taken to implement the recommendations:

1. By clicking on an icon, the Equal Employment Opportunity (EEO) Policy is now available to everyone from their office desktop computer.
2. As changes are made to the EEO policy, I will notify everyone, via a paper memo to be included with their paystub, that an update exists to the EEO policy and, more importantly, where they can find it in the document.
3. The Borough President's office is participating in the Section 55-A Program.
4. Both EEO officers report to the Chief-of-Staff.
5. Any and all documentations/communications concerning EEO issues are now kept in a locked filing system with Ms. Jillian Gambino.
6. An organization chart has been revised showing the arrangement of how the EEO officers report to the Chief-of-Staff.
7. I have informed the head of personnel that our two EEO officers are to be included in developing job recruitment strategies and selecting recruitment media whenever we will hire in the future.
8. The two EEO officers have performed a structured training session with the individuals responsible for recruitment/interviewing.

As I stated at the end of last year, this office remains committed to the EEO policies of the City of New York. I will report to all of you on the results of the final compliance review from the EECP.

Thank you.