



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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May 19, 2003

Ronnie Lowenstein
Director
Independent Budget Office
110 Williams Street, 14th Floor
New York, NY 10038

Re: Final Letter of Determination Pursuant to the Audit of the Independent Budget Office's (IBO) Equal Employment Opportunity Program from January 1, 2000 to June 30, 2002.

Dear Ms. Lowenstein:

Thank you for your April 29, 2003 response to our Letter of Preliminary Determination pursuant to the audit of the Independent Budget Office's Equal Employment Opportunity Program from January 1, 2000 to June 30, 2002. After reviewing your response, our Final Determination is as follows:

Agree

We agree with your responses to the following EEPC recommendations:

Recommendation #1

IBO should ensure that its EEO policies are available in formats accessible to applicants and employees with disabilities, e.g., audiocassette and Braille. (Citywide EEO Policy, Sect. VIII)

Recommendation #2

IBO should ensure that its EEO policies are clearly posted on agency bulletin boards. (Citywide EEO Policy, Section VIII)

Recommendation #3

IBO should develop a plan, which includes a timeframe, to train all existing and new employees who have not already received training. (Citywide EEO Policy, Section IV)

Recommendation #4

Appropriate documentation of meetings between the Co-EEO Officers and the agency head should be maintained. (Citywide EEO Policy, Sect. VII)

Recommendation #5

The Chief of Staff should notify the Co-EEO Officers of which recruitment strategies are implemented. The Co-EEO Officers should then review the strategy to determine its effectiveness and revise the strategy accordingly. (Citywide EEO Policy, Sect. VII)

Recommendation #6

IBO should supplement its current recruitment strategies by participating in additional minority-oriented career and recruitment events.

Recommendation #7

IBO should expand its list of women and minority professional associations by securing and utilizing a list of minority-oriented professional associations from other city agencies. (e.g. Office of the Comptroller, Administration for Children's Services, and the Office of Management and Budget).

Recommendation #8

IBO should expand its recruitment by participating in the citywide job posting process.

Recommendation #9

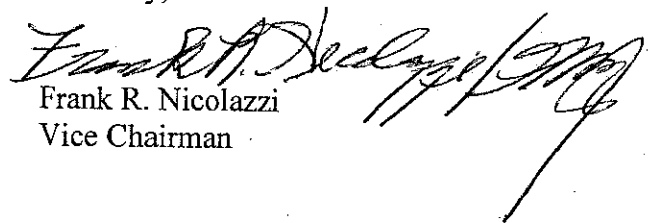
IBO's Co-EEO Officers should each devote 50% of their time to EEO matters.

Conclusion

Pursuant to section 832 of the New York City Charter, this Commission will initiate an audit compliance procedure not to exceed six months. However, you may respond to the aforementioned determinations prior to the initiation of audit compliance. If you choose to issue a written response, please do so within thirty days. If you choose not to issue a written response, we will initiate audit compliance shortly thereafter. Please have your EEO officer contact our Executive Director, Mr. Abraham May Jr., in seven days to inform us of your intentions.

In closing, we want to thank you and your staff for your cooperation during the audit process. We look forward to a mutually satisfactory compliance process.

Sincerely,


Frank R. Nicolazzi
Vice Chairman