



CIVILIAN COMPLAINT REVIEW BOARD
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MICHAEL R. BLOOMBERG
MAYOR

JOAN M. THOMPSON
EXECUTIVE DIRECTOR

MEMORANDUM

To: All Staff
From: Joan M. Thompson
Date: July 25, 2008
Re: **Equal Employment Practices Commission Audit**

The Equal Employment Practices Commission (EEPC) is empowered to audit and evaluate the Equal Employment Opportunity Programs of all New York city agencies. The EEPC completed an audit of our agency's EEO program covering the period of January 1, 2005 through December 31, 2006. The EEPC recommended the following actions that the CCRB has included into its EEO program.

EEPC Recommendation #1: Only individuals who have received the DCAS EEO training for professionals should investigate discrimination complaints.

Correspondence was sent to DCAS requesting two slots in their next upcoming EEO training. CCRB's EEO counselor has already received training from DCAS.

EEPC Recommendation #2: To ensure that there are at least two EEO professionals of different genders available to receive and investigate discrimination complaints, the CCRB should appoint an EEO counselor (or co-EEO officer) of a different gender from the EEO officer.

Tahira Delaine has been named EEO Officer, Marcos Soler as co- EEO Officer and Denise Alvarez as EEO Counselor.

EEPC Recommendation #3: The new EEO counselor (or co-EEO officer) should attend the next available DCAS training session for EEO professionals or enroll in training conducted by another appropriate agency or school, such as the EEO Studies Program of Cornell University's School of Industrial and Labor Relations. The EEO counselor (or co-EEO officer) should obtain the certificate or otherwise complete the program at the institution selected by the CCRB.

Please see response to Recommendation #1.

EEPC Recommendation #4: Due to conflicts of interest, the director of personnel should not serve as an EEO professional.

Beth Thompson, CCRB's Director of Personnel has been replaced. Denise Alvarez will now serve as the EEO Counselor for the CCRB.

EEPC Recommendation #5: All internal discrimination complaint files should contain a Discrimination Complaint Intake Form.

EEPC Recommendation #6: The CCRB agency head should sign off on all confidential written reports concerning EEO complaints to indicate that they have been reviewed and whether the recommendations, if any, have been approved and adopted.

EEPC Recommendation #7: All confidential written reports should be divided into three sections (Section 1: Findings of Facts, Section 2: Discussion and Conclusion, and Section 3: Recommendation) and be labeled "confidential" in large bold print.

EEPC Recommendation #8: It is the Commission's position that appropriate documentation of meetings and other communications between the EEO officer and the agency head regarding EEO program operational decisions should be maintained.

CCRB agrees to comply with the EEPC's Recommendations 5-8. A memorandum was sent to the CCRB's EEO team outlining the changes in the procedure that were to be followed. The changes were effective immediately.

EEPC Recommendation #9: The agency head should ensure that the new EEO officer has adequate administrative staff so that the EEO officer can devote sufficient time to his/her EEO duties.

The EEO Officer has been assured that at any point when additional administrative staff is needed in the carrying out of the duties of the EEO Officer, the Executive Director should be made aware of the need and additional staff will be provided immediately.

I reaffirm the agency's strong commitment to maintaining fair employment practices for all CCRB employees. The CCRB is committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under the EEO policy and by encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of respect and appreciation for the diversity reflected in our staff.

I encourage all employees to review the EEO policy and to address any concerns to the EEO Officer, Tahira Delaine at (212) 442-8830 or co- EEO Officer, Marcos Soler at (212) 442-8736 or EEO Counselor, Denise Alvarez at (212) 442-8811.