


MEMORANDUM

To: Staff
From: Ronnie Lowenstein 
Date: September 14, 2009
Re: EEPC Audit Findings

As you may know, the Equal Employment Practices Commission (EEPC) conducted an audit of IBO's compliance with IBO and citywide EEO requirements and EEPC policies; the compliance period concluded this summer. The EEPC found that IBO was generally in compliance with EEO law and policies and had several recommendations for additional steps that IBO should take. Their recommendations, and IBO's response, is summarized below. Please see me or IBO's EEO officer, Nashla Rivas Salas, or our EEO counselor, Paul Lopatto, if you have any questions.

Plan Dissemination (Internal)

As recommended, IBO has revised the agency's EEO policy to include the current list of "protected classes" under New York City and New York State Human Rights Laws. We distributed the new updated policy to all current employees and will provide a copy for all future hires.

EEO Complaint and Investigation System

As recommended, IBO's EEO officer will conduct quarterly meetings with the EEO counselor to ensure that the EEO functions are being properly carried out and to review internal and external EEO developments.

Training for IBO Employees involved in the Recruitment and Hiring Process

IBO's most recent staff wide EEO training, conducted in October, 2008, included a training session limited to senior staff members. During this session, EEO policy as it relates to interviewing and hiring decisions was discussed and reviewed. IBO will continue to provide staff involved in hiring, recruiting and interviewing with an annual review of related EEO policy and correct EEO practices.

I am personally committed to the principles of Equal Employment Opportunity. As an agency, IBO will continue to seek opportunities to diversify our workforce and ensure that any current and future staff members, regardless of race, ethnicity, sex, sexual orientation, age, physical challenge, or other protected

class status, will find IBO a welcoming and productive environment. If any staff member has suggestions or wishes to help in this effort, they should please see me, Nashla, Paul or Doug.