



**Equal Employment  
Practices Commission**

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May 22, 2014

Theresa Scavo  
Chairperson  
Brooklyn Community Board No. 15  
2001 Oriental Boulevard Rm C124  
Brooklyn, NY 11235

Re: Determination Pursuant to Audit and Evaluation of Equal  
Employment Opportunity Program - Brooklyn Community Board  
No. 15

Dear Chairperson Scavo:

On behalf of the members of the Equal Employment Practices  
Commission (Commission or EEPC), thank you and your agency for  
the cooperation extended to our staff during the course of this  
audit. This letter contains the Commission's findings and  
determinations pursuant to our analysis for the period covering  
January 1, 2009 through December 31, 2013.

Chapter 36, Section 831(d)(5) of the New York City Charter  
empowers this Commission to audit and evaluate the employment  
practices and procedures of city agencies and their efforts to  
ensure fair and effective equal employment opportunity for  
women and minority employees and applicants seeking  
employment. Sections 831(d)(2) and 832(c) authorize this  
Commission to make a determination that any agency's plan,  
program, procedure, approach, measure or standard does not  
provide equal employment opportunity, require appropriate  
corrective action and monitor the implementation of the corrective  
action it prescribes.

Brooklyn Community Board No. 15, which may herein be referred  
to as "the agency," falls within the Commission's purview under  
Chapter 36, Section 831(a) of the New York City Charter, which  
delineates city agency as any "city, county, borough or other office,  
administration, board, department, division, commission, bureau,  
corporation, authority, or other agency of government where the  
majority of the board members of such agency are appointed by



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the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury...”

The purpose of this audit and analysis is to evaluate the agency’s EEO Program, not to issue findings of discrimination pursuant to the New York City Human Rights Law. This Commission has adopted *Uniform Standards for EEOC Audits*<sup>1</sup> and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies’ EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for municipal government employees and job applicants. These standards are founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; the New York City Human Rights Law (NYC Administrative Code, §§8-107(1)(a) and (d), 8-107.13, and 8-107.1); the New York State Civil Service Law §55-a; the Equal Employment Opportunity Commission’s Instructions to Federal Agencies for EEO, Management Directive 715; the Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7); the Americans with Disabilities Act and its Accessibility Guidelines; and the equal employment opportunity requirements of the New York City Charter. Prescribed corrective actions are consistent with the aforementioned parameters.

The *Uniform Standards for EEOC Audits* requires each agency to distribute the Citywide EEO Policy or its own. As the Community Boards are comprised of members appointed by the respective Borough Presidents, under the *Minimum Equal Employment Opportunity Standards for Community Boards* the expectation is that a Community Board adopts and distributes the Borough President’s EEO Policy. The Community Board may, however, adopt the Citywide EEO Policy.

Since this Commission is empowered to review the plans adopted by city agencies and to recommend actions which such agencies should consider including in their annual plans, the agency should incorporate the required corrective actions in its EEO Program and prospective Annual EEO Plans.

### **Scope and Methodology**

Audit methodology included an analysis of the Community Board’s responses to the EEOC’s *Interview Questionnaire for Community Boards* (Attachment). The questionnaire was sent to Community Board No. 15 on March 20, 2014. The completed questionnaire was received on April 15, 2014. The following determination indicates where the Community Board’s District Office has or has not complied, in whole or in part, with our *Minimum Equal Employment Opportunity Standards for Community Boards*.

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<sup>1</sup> Corresponding audit/analysis standards are numbered throughout the document.



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### Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Each Community Board hires a full time, salaried District Manager and salaried support staff to administer its district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community is eligible for appointment to his/her Community Board.

### DETERMINATION

Following are the corresponding audit standards for each subject area along with the EEPC's findings and required corrective actions, where appropriate:

#### I. ISSUANCE, DISTRIBUTION AND POSTING OF EEO POLICIES:

**Determination:** The agency is in compliance with the standards for this subject area.

1. Community Boards must follow the Borough President's Equal Employment Opportunity Policy.
  - ✓ Community Board No. 15 has adopted the Brooklyn Borough President's EEO Policy.
2. Community Boards must post the Borough President's Equal Employment Opportunity Policy Statement in their offices.
  - ✓ Community Board No. 15 posted the Brooklyn Borough President's EEO Policy in its main office.
3. Community Board Chairpersons, or their designees, must consult with the Office of the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.
  - ✓ In accordance with the Borough President's EEO Policy, whenever appropriate, Community Board No. 15 consulted with the Brooklyn Borough President's Office for guidance on EEO matters.

II. EEO TRAINING FOR AGENCY:

Determination: The agency is in compliance with the standard for this subject area.

4. Community Boards must ensure 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.
  - ✓ Community Board No. 15 ensured that all individuals employed within the board, including managers and supervisors, received training and/or a guide on EEO laws and their related rights and responsibilities. The Community Board conducted EEO training annually; on the first Monday of each year of the audit period.

III. DISCRIMINATION /SEXUAL HARRASSMENT COMPLAINT & INVESTIGATION PROCEDURES:

Summary of Complaint Activity: Community Board No. 15 reported no employment discrimination complaints were filed during the audit period.

5. To file an internal complaint of discrimination, Community Board employees should use the Borough President's EEO Office.
  - ✓ Community Board No. 15 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office. To file an internal complaint of discrimination, employees of Community Board No. 15 use the Brooklyn Borough President's EEO Office.

IV. SELECTION AND RECRUITMENT SYSTEM:

(See Attachment for Workforce Data Summary)

6. Community Boards must post job vacancies in their offices and the Borough President's Office.
  - Community Board No. 15 advertised one Community Assistant position during the audit period. Although the vacancy was posted at the Borough President's office, Community Board No. 15 did not post the job vacancy notice in its office. Corrective action is required.

Corrective action: Post job vacancies in the Community Board's office in addition to the Borough President's office.

7. Community Boards must use the EEO tag line when advertising job vacancies.



- Community Board No. 15 did not provide documentation that it indicated it was an equal opportunity employer by using the EEO tagline when advertising the above mentioned position. Corrective action is required.

Corrective action: Use the EEO tagline when advertising and maintain copies of job vacancies notices.

**V. EEO AND REASONABLE ACCOMMODATIONS FOR EMPLOYEES/ APPLICANTS FOR EMPLOYMENT WITH DISABILITIES:**

**Determination:** The agency is in compliance with the standards for this subject area.

8. Community Boards must assess whether facilities are accessible to and useable by applicants/employees with disabilities.
  - ✓ Community Board No. 15 assessed its facility (2001 Oriental Boulevard Rm C124, Brooklyn, New York 11235) and indicated that it is accessible to, and useable by, employees/applicants for employment with disabilities via the following: street accessible entrance, ramp access, wide restroom stall(s), grab bar(s) in restroom(s), and low sink(s) or bathroom fixture(s).

**SUMMARY OF REQUIRED CORRECTIVE ACTIONS:**

1. Post job vacancies in the Community Board's office in addition to the Borough President's office
2. Use the EEO tagline when advertising and maintain copies of job vacancies notices.

Pursuant to the Equal Employment Practices Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, **2 corrective actions are currently required.**

**CONCLUSION**

If no corrective action is required, a *Determination of Compliance* is attached and no response is required.

If corrective actions are required, pursuant to Chapter 36 of the New York City Charter, please respond to this Determination within 21 days from the date of this letter via mail or email to [izuell@eeepc.nyc.gov](mailto:izuell@eeepc.nyc.gov). Your response should indicate (with attached documentation) what steps your agency has taken, or will take, to implement the corrective actions.



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Once your response is received, the EEPC will inform your agency in writing of its compliance status or assigned compliance-monitoring period. For action(s) not implemented, a monthly compliance-monitoring period will be assigned, where the EEPC will verify implementation of the prescribed corrective action(s). Upon your agency's completion of the final corrective action, a *Determination of Compliance* will be issued.

*If your agency does not respond within 21 days and corrective action is required, the EEPC will assign a monthly compliance-monitoring period.*

Since the Community Boards are comprised of members appointed by the respective Borough Presidents, please forward a copy of your response to the Office of the Borough President's EEO Officer.

In closing, thank you and your staff for the cooperation extended to the Equal Employment Practices Commission during the course of this audit.

Respectfully Submitted by,

Ilacia N. Zuell, EEO Program Analyst

Approved by,

Charise L. Hendricks, PHR  
Executive Director

Attachment

c: Pearl Burg, District Manager  
Ama Dwimoh, Principal EEO Professional, Office of the Brooklyn Borough President

ATTACHMENT

COMMUNITY BOARD 15'S WORKFORCE COMPOSITION  
Beginning and End of Audit Period\*

Gender/Ethnicity: BEGINNING OF AUDIT PERIOD						
Caucasian	African Am.	Hisp.	Asian	Native Am.	Total	# of Females
<u>3</u>	—	—	—	—	<u>3</u>	<u>3</u>

Gender/Ethnicity: END OF AUDIT PERIOD						
Caucasian	African Am.	Hisp.	Asian	Native Am.	Total	# of Females
<u>2</u>	<u>1</u>	—	—	—	<u>3</u>	<u>3</u>

\*Data provided by the Community Board