



**ANNUAL REPORT
2013**

Message from the Chair



In 2013, the Equal Employment Practices Commission (EEPC) continued to build on many of the first time accomplishments it achieved in 2012.

This past year again saw the EEPC meet the number of annual audits required under the New York City Charter. With Charise Hendricks in her first full year as Executive Director, the EEPC pushed an ambitious agenda to automate audit processes, reallocate auditing functions, and otherwise improve internal efficiencies. With two new hires in 2013, the EEPC intends to more comprehensively examine and analyze statistical data to help city agencies address and resolve issues that may be impacting their equal employment opportunity goals.

Cesar A. Perez, Esq.

Cesar A. Perez, Esq.

Commissioners

Angela Cabrera
Mayoral Appointee



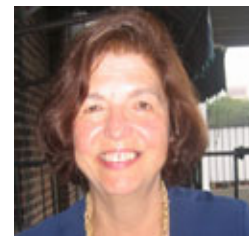
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Message from the Executive Director



Last year, the EEPC exceeded the annual number of audit Determinations issued for all previous years. In 2013 the EEPC again made milestone accomplishments. A growing number of agencies have been interested in immediately correcting non-compliant areas. As a result, the EEPC introduced a new procedure to combine its analysis, evaluation and compliance-monitoring processes. The new procedure recognizes and records observed remedial efforts prior to assigning a compliance-monitoring period. Many agencies took advantage of the new procedure and immediately corrected non-compliant areas; 7 were entirely exempt from a compliance-monitoring period.

In the near future, as we seek to further examine the evolution of employment-related issues that continue to impact city agencies, we will be seeking agency volunteers for pilot programs (i.e. an electronic audit management program), advisory committees, and public hearings.

On behalf of the members of this Commission, I thank the city agencies that continue to extend their cooperation to this Commission.

Charise L. Hendricks

Charise L. Hendricks, PHR

Other Executive Staff



Judith Garcia Quiñonez, Esq.
Deputy Director & Agency Counsel

Executive Summary

Chapter 36 of the New York City Charter requires that this Commission audit, evaluate, and monitor the employment programs, practices and procedures of each city agency and their efforts to ensure fair and effective equal employment opportunity for minority group members and women at least once every four years, whenever requested by the civil service commission or the human rights commission, and whenever otherwise deemed necessary by this Commission. As part of our audit and evaluation process, this Commission advises and assists each agency in its efforts to increase employment of minority group members and women by prescribing – and monitoring – appropriate action.

Annual Accomplishments

Thirty-nine audit-related Determinations and 36 compliance-related Determinations were issued by the end of 2013. Audited agencies included the Manhattan, Bronx and Staten Island Community Boards; the Offices of the Mayor, New York City Public Advocate, Bronx Borough President, Labor Relations, and Administrative Trials & Hearings; the Departments of Sanitation, Homeless Services, Transportation, Investigation, and Environmental Protection; the Financial Information Services Agency and the New York City Council. A total of 7 agencies implemented corrective actions immediately after receiving a preliminary Determination and were exempt from an assigned monitoring period.

In a concurrent process, the EEPC monitored a total of 37 agencies (including some of those aforementioned) for compliance with corrective actions prescribed as a result of our audit and evaluation. In 2013, the Commission initiated use of the *Determination of Compliance Certificate*, which was issued to agencies upon successfully implementing all corrective actions prescribed. A total of 34 agencies received a *Determination of Compliance Certificate* – the greatest number of agencies to successfully complete the compliance-monitoring period per annum since the EEPC's inception. In addition, one agency received a *Determination of Partial Non-Compliance* and 2 agencies received an extension of the compliance-monitoring period until February 2014.

Combining Audit, Evaluation, and Monitoring Processes

Because a growing number of agencies expressed interest in immediately correcting non-compliant areas at the preliminary Determination stage, the EEPC introduced a new process to connect the analysis, evaluation and compliance-monitoring stages of an audit. Under the new process, if an agency submits a response with attached documentation of corrective activity during or since the initial analysis, the EEPC revises or eliminates the corresponding corrective action in its Final Determination. The agency is subsequently monitored – for a written reply and implementation of remaining corrective action(s), if any.

The aforementioned process introduced a new level of efficiency in addressing and correcting areas of non-compliance. By immediately eliminating corrective actions from the preliminary and/or Final Determination at the point when an agency completes it, the agency has a greater possibility of achieving exemption from a month-to-month compliance-monitoring period. This compliance-driven strategy is responsible for a marked increase in the number of agencies that have successfully achieved compliance with prescribed corrective action without a monitoring period.

As a result of our recent achievements, starting in 2014, the EEPC will endeavor to fulfill other crucial Charter-mandated responsibilities, which include conducting research and trend analyses; publishing reports on agencies' compliance with EEO laws; establishing advisory committees; and holding public hearings. In addition, the EEPC has a duty to review and make recommendations regarding the standards, procedures, and programs of the Department

of Citywide Administrative Services (DCAS) and to make policy, legislative and budgetary recommendations to the Mayor, City Council, and DCAS to ensure equal employment opportunity for minority group members and women. We will continue to explore additional enhancements to ensure that these other responsibilities are also efficiently addressed.

Aligning In-House Titles

The City Charter assigns agency heads powers, duties and responsibilities for personnel management required to administer agencies effectively and perform Charter-mandated duties. Toward this end, the EEPCC continued to examine ways to effectively augment its human capital. Many of the EEPCC's auditing standards are predicated on compliance with Section 8-107 of the NYC Human Rights Law¹. After close examination and research, the Commission determined that the civil service title Human Rights Specialist reflects the functions of the EEPCC's audit staff, and thus requested that DCAS assign this civil service title to the EEPCC. Because this did not happen, the Commission enhanced the former responsibilities and in-house title of EEO Auditor to create the new title EEO Program Analyst. Subsequently, the Commission hired an EEO Program Analyst and Research Specialist to develop and conduct issue specific research and trend analysis which will ascertain the types of issues that affect agencies and influence decisions that pertain to citywide policies.

The successes in 2013 and the year prior were directly tied to our continued efforts to enhance efficiency by streamlining processes and maximizing human capital. These hires will contribute to the Commission's other Charter mandated responsibilities to recommend to DCAS, all city agencies, or any one or more particular agencies, procedures, approaches, measures, standards and programs to be utilized by such agencies in their efforts to ensure a fair and effective affirmative employment program of equal employment opportunity; advise and assist city agencies and the City as an employer in efforts to increase employment of minority group members and women who are employed by or who seek employment with city agencies; and establish appropriate advisory committees on prominent EEO issues.

¹ §8-107.1(a) regarding protected classes; §8-107.13(d)(1)(i) regarding discrimination complaint procedures and (ii) regarding establishing EEO Policies; §8-107.13(d)(1)(iii) regarding establishing an EEO training program/curriculum; §8-107.1(d) regarding EEO in recruitment and interviewing.

Mission Statement

The Equal Employment Practices Commission (EEPC or Commission) audits, evaluates, and monitors the City of New York's employment programs, practices, policies and procedures to ensure that individual agencies and the City as an employer maintain a firm and effective affirmative employment program of equal opportunity for minority group members and women employed by, or seeking employment with, City government. The EEPC advises and assists City agencies in their efforts to establish affirmative plans, measures, and programs to provide, and educate employees about, equal employment opportunities; implement and maintain effective employment practices which are non-discriminatory; and utilize discrimination complaint investigation procedures that conform to federal, state and local laws, regulations, policies and procedures.

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About the EEPC

Created by the 1989 amendment to the New York City Charter, the Equal Employment Practices Commission (EEPC or Commission) is the independent monitor of the City of New York's employment practices. The Commission audits, evaluates, and monitors the employment programs, practices, and procedures of city agencies to ensure that they maintain effective equal employment opportunity (EEO) programs for all who are employed by or seek employment with New York City government. City agencies which meet the following criteria are subject to the Commission's audit, evaluation and monitoring:

- ✚ the majority of the board members are appointed by the Mayor;
- ✚ the majority of the board members serve by virtue of being city officers; or
- ✚ the agency is funded, in whole or in part, by the City treasury.

New York City Charter Chapter 36 authorizes the EEPC to ensure compliance with its standards, the City's Human Rights Law, state and federal anti-discrimination laws, and affirmative employment programs established by the City in order to promote effective equal employment opportunity in City employment.

The EEPC has a duty to:

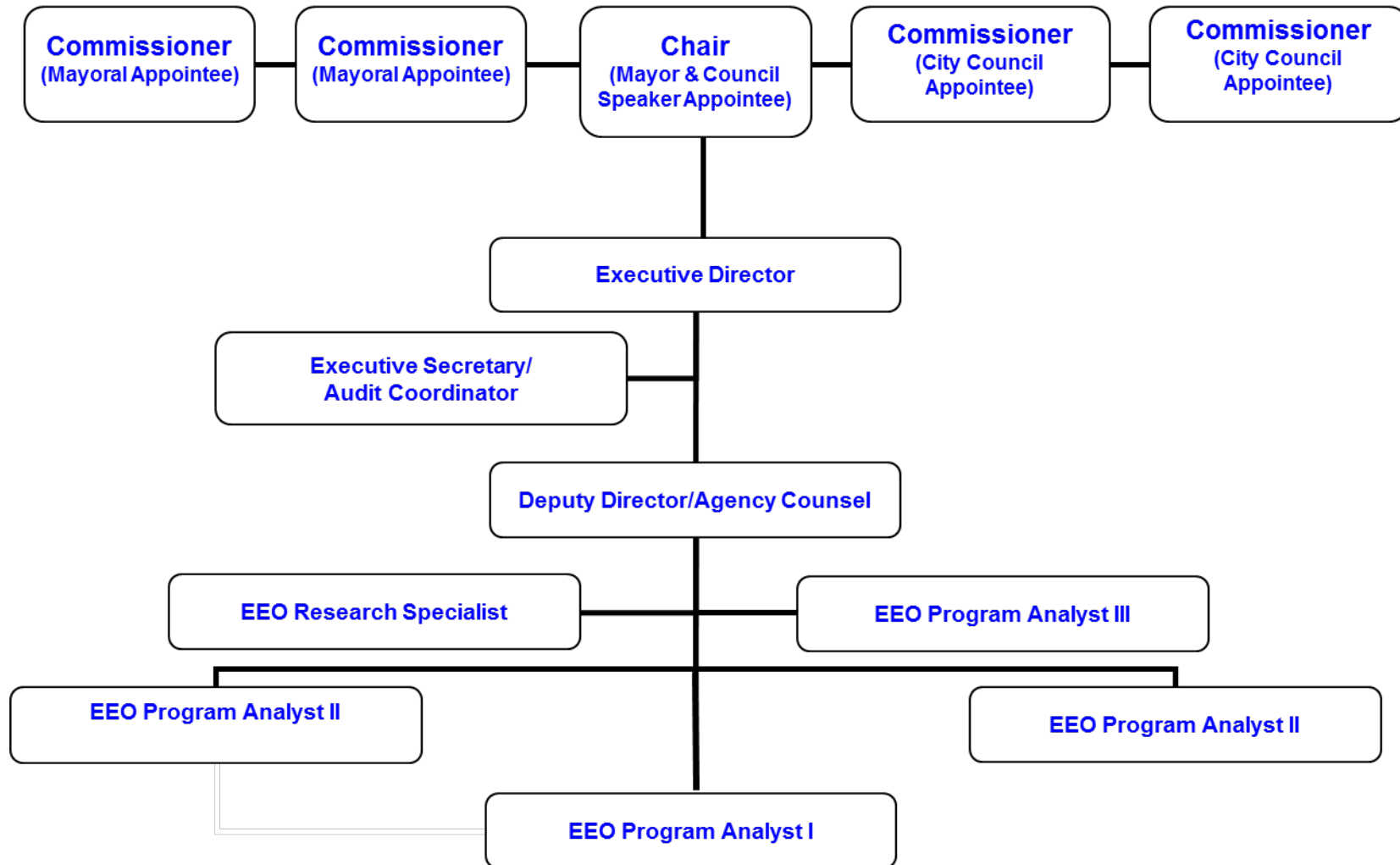
- ✚ review the standards, procedures, and programs established by the Department of Citywide Administrative Services to ensure a fair and effective affirmative employment plan of equal employment opportunity for city agencies;
- ✚ review the affirmative employment plan of each city agency and provide appropriate comments and suggestions;
- ✚ advise city agencies in their efforts to increase employment of minority group members and women who seek employment with city agencies;
- ✚ audit and evaluate the employment practices and procedures of each City

agency at least once every four years and whenever requested by the Civil Service Commission or City Human Rights Commission, and recommend procedures, standards, and programs to be utilized to ensure fair and effective programs of equal employment opportunity;

- ✚ establish a compliance procedure to monitor the implementation of all corrective actions;
- ✚ hold public and private hearings, compel the attendance of witnesses, and administer oaths for the purpose of ascertaining whether agencies are in compliance with equal employment opportunity requirements;
- ✚ establish advisory committees;
- ✚ serve as the city liaison to federal, state and local agencies responsible for compliance with equal employment opportunity for minority group members and women who are employed by or who seek to be employed by city agencies;
- ✚ publish a report to the Mayor and City Council on the effectiveness of each city agency's affirmative employment efforts and the efforts by the Department of Citywide Administrative Services to ensure equal employment opportunity ; and
- ✚ make policy, legislative and budgetary recommendations to the Mayor, City Council, and Department of Citywide Administrative Services necessary to ensure equal employment opportunity for minority group members;

Although the EEPC is not authorized to investigate individual complaints of employment discrimination, this Commission believes that without properly structured, efficiently administered Equal Employment Opportunity Programs that are in compliance with federal, state, and city equal employment opportunity requirements, the potential cost to the City for illegal employment discrimination will continue to be exorbitant. This Commission's audit and evaluation processes provide a mechanism to prevent errors in judgment or procedure from potentially becoming lawsuits.

EEPC Organizational Chart



EEPC Structure

The Commission

The Commission consists of 5 per diem members. The Mayor and the New York City Council appoint two members each. The fifth member – Chairperson of the Commission – is appointed jointly by the Mayor and the Speaker of the Council.

The Commission performs the following duties and responsibilities essential to the mandate:

- ✦ review and approve the annual audit plan;
- ✦ review the auditing standards used to ensure agencies' compliance with the City Charter, New York City Human Rights Law, and other relevant city, state, and federal EEO laws, regulations, procedures and policies
- ✦ review, approve, and adopt Resolutions pursuant to EEO Program Analysts' findings and issue Determination letters;
- ✦ review, approve, and adopt *Determination of Compliance or Non-Compliance* Resolutions of agencies' implementation of corrective actions prescribed pursuant to the City Charter-mandated compliance procedure, and issue relevant correspondence;
- ✦ deliberate on issues and trends of employment practices pursuant to the audit and evaluation of agencies;
- ✦ publish an annual report to the Mayor and City Council on the activities of the Commission and the effectiveness of each city agency's affirmative employment efforts and the efforts by the Department of Citywide Administrative Services to ensure equal employment opportunity for employees and applicants for employment with city agencies;
- ✦ make budgetary, legislative and policy recommendations to improve the City's equal employment opportunity program;
- ✦ conduct public hearings on major EEO topics relevant to the City of New York; and
- ✦ when appropriate, compel the testimony of witnesses, and establish advisory committees.

Executive Director

The Executive Director performs the following duties and responsibilities essential to the mandate:

- ✦ develops the commission's annual audit plans;
- ✦ develops the Commission's audit, evaluation and monitoring standards to ensure agencies' compliance with the City Charter, New York City Human Rights Law, and other relevant city, state, and federal EEO laws, regulations, procedures and policies;
- ✦ formulates audit, evaluation and monitoring protocols according to the Commission's decisions and in conformance with the aforementioned laws and policies;
- ✦ manages the audit and evaluation processes for agencies under the Commission's jurisdiction;
- ✦ reports issues, presents audit Determinations/Resolutions, and advises the Commission in its deliberations;
- ✦ presents audit findings to agency heads;
- ✦ develops public hearings on topics of interest to the Commission; and
- ✦ testifies at relevant New York City Council hearings.

Deputy Director / Agency Counsel

The Deputy Director / Agency Counsel, who is also the Director of Compliance Monitoring, performs the following duties and responsibilities essential to the mandate:

- ✦ interprets legal issues relative to the administration of the responsibilities, duties and authority of the Commission;
- ✦ provides guidance to ensure audit and evaluation protocols are legally sound;
- ✦ conducts legal research and investigations relative to compliance within the legal framework of current federal, state and local EEO laws, regulations and judicial decisions;
- ✦ manages the City Charter-mandated compliance monitoring process by evaluating agencies' implementation of corrective actions; and
- ✦ informs the Commission whether agencies have taken appropriate and effective corrective actions to remedy non-compliance, and if not, whether further action is warranted under the City Charter.

EEO Program Analysts

EEO Program Analysts perform the following duties and responsibilities essential to the mandate:

- ✦ conduct comprehensive and issue-specific analyses, audits, and evaluations of agencies' employment and EEO programs at least once every 4 years;
- ✦ administer surveys, and conduct interviews with EEO personnel and others involved in employment and EEO program administration;
- ✦ analyze information and prepare audit Determinations – which include findings, and prescribe corrective action to bring agencies into compliance with city, state, and federal EEO laws, regulations, procedures and policies; and
- ✦ serve as a resource to the Executive Director and Commission for audit findings and conclusions.

Commission Meetings

The New York City Charter requires that the Commission meet at least once every eight weeks. Consequently, the Commission meets eight to ten times a year. Pursuant to the State Open Meetings Law, meetings are open to the public. Three Commissioners constitute a quorum for a meeting. Notices of the Commission's meetings are published in the City Record at least five days prior.

During meetings, the Commission adopts and approves audit-related Resolutions which delineate corrective actions, and compliance-related Resolutions which confirm agencies' implementation of such actions.

The Commission deliberates on whether issues and trends revealed through agency audits are appropriate for further investigation, for public hearings or – consistent with its role as monitor of the City's employment practices – for recommendation to improve the City's equal employment opportunity policy or program.

Authority

The EEPC audits, evaluates and monitors the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for employees and applicants seeking employment.

Chapter 36, Section 831(a) of the City Charter defines 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 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...”

These include, but are not limited to, the offices of elected officials such as the Mayor, New York City Council, Borough Presidents, Comptroller, District Attorneys, Public Advocate; non-pedagogical employees of the Department of Education, the community colleges of the City University of New York, the Financial Services Corporation, the New York City Housing Authority, and the Retirement Systems.

For a comprehensive understanding of our mandate, Chapter 36 of the City Charter is provided in its entirety as an Appendix.

New York City Corporation Counsel’s Opinion 11-90

The New York City Corporation Counsel issued Opinion No. 11-90 concerning whether provisions of the 1989 amendment to the City Charter – regarding conflicts of interest, administrative rule-making procedures, procurement, the budget process, equal employment and economic opportunity requirements, and audit by the Comptroller – may be applied to entities established by or pursuant to State law to perform a

governmental function or serve a governmental purpose in New York City.

The parameters of this Commission’s jurisdiction are clarified by Opinion No. 11-90, which states that the EEO provisions of Chapter 36 are a central component of the City’s personnel administration. The Opinion further cites the record of the 1989 Charter Revision Commission which expressed its intention to incorporate as broad a definition of “agency” as legally possible in order “to widen the effect of the City’s anti-discrimination policies [...]” (1990 NYC Corp. Counsel LEXIS 11)

Opinion 11-90 discusses the EEPC’s jurisdiction with respect to the following entities:

New York City Housing Authority (NYCHA)

The New York City Housing Authority is a public benefit corporation established pursuant to New York State Public Housing Law. NYCHA is required by law to conform to the personnel standards of the City of New York with regard to employment classifications, salaries, hours of work, and terms and conditions of employment. In fact, NYCHA hires employees from the same civil service lists as are used by City agencies. Based on these requirements, Opinion 11-90 concluded that the provisions of Chapter 36, apply to NYCHA.

Department of Education (DOE): Non-Pedagogues and Pedagogues

Opinion 11-90 recognized the clear distinction between pedagogical and non-pedagogical personnel in function and in employment as established in New York State Education Law. The hiring and promotion of the DOE’s non-pedagogues is subject to City Charter Chapter 36 because the DOE is an entity funded in part from the City treasury, and because non-pedagogical employees are in the classified service within the jurisdiction of the City Civil Service Commission.

The Department of Education’s pedagogical employees are hired and promoted pursuant to standards and tests prepared and

administered by the Chancellor and State Board Examiners. Therefore, employment practices regarding teachers and teaching supervisors are not subject to local authority, such as compliance with Chapter 36 of the City Charter.

Housing Development Corporation (HDC)

The New York City Housing Development Corporation is a public benefit corporation that is headed by two mayoral and two gubernatorial appointees. HDC is not paid from the City treasury and its employees are not city employees. However, Opinion 11-90 concluded that because HDC follows many of the same personnel standards as city agencies, Chapter 36 could be applied consistently. In recognition of the importance of promoting equal employment opportunity practices, the HDC consents to the EEPC's audit and evaluation of its EEO Program and consistently adopts and implements the resulting corrective actions prescribed.

New York City Economic Development Corporation (EDC)

The New York City Economic Development Corporation is a public benefit corporation similar to the HDC. In recognition of the importance of promoting equal employment opportunity practices, the EDC also consents to the EEPC's audit and evaluation of its EEO Program and consistently adopts and implements the resulting corrective actions prescribed.

New York City Health and Hospitals Corporation

The New York City Health and Hospitals Corporation (HHC) is a public benefit corporation that operates the citywide health and medical services system. The City Charter states the HHC is within the EEPC's jurisdiction; however, because the HHC has autonomy in its personnel administration, its employment practices are not subject to operational review by the EEPC.

Board of Elections (BOE)

Opinion 11-90 determined that although the Board of Elections is paid entirely by the City

and its employees are City employees, because the New York State Constitution requires that all local boards of elections have equal representation of both major political parties, its employment practices are not subject to the EEPC's review.

School Construction Authority (SCA)

The School Construction Authority was created and is governed by the New York State Public Authorities Law (PAL). The PAL specifically grants the SCA autonomy in personnel matters, including the autonomy to establish its own job titles and civil service lists. With respect to equal employment practices, the PAL states explicitly "no other agency shall have jurisdiction over the compliance by the Authority with the requirements of any [EEO] program."

New York City Water Board (WB) and Water Finance Authority (WFA)

The New York City Water Board (WB) and Water Finance Authority (WFA) were established by the PAL for financing expansion of the City's water supply and sewage systems. The seven members of the WB are appointed by the Mayor. All of WB's employees are employees of the New York City Department of Environmental Protection (DEP), with rights and responsibilities under its EEO Program; therefore, the EEPC does not conduct a separate audit and evaluation of the WB's employment practices.

A majority of the WFA's members are City officers or Mayoral appointees. The statute governing the WFA provides that the qualifications, duties and compensation of the WFA employees are subject to the state civil service law and the rules of the Civil Service Commission. Since the WFA employees are neither city nor state employees during their employment, the EEPC does not audit and evaluate the WFA's employment practices.

EEO-Related Responsibilities Assigned by the City Charter

The New York City Charter ascribes EEO-related responsibilities to the head of each City agency. In addition, the Department of

Citywide Administrative Services has specific responsibilities that play a role in the EEPC's audits.

Chapter 35 §812(a) states that the personnel policies and practices of the city government, in furtherance of the City Charter, the civil service law and rules and other applicable law, shall: (1) preserve and promote merit and fitness in city employment, (2) ensure that appointments and promotions in city service are made, and that wages are set, without regard to political affiliation, and without unlawful discrimination based on sex, race, color, religion, religious observance, national origin, disability, age, marital status, citizenship status or sexual orientation; and promote and support the efficient and effective delivery of services to the public.

City Charter Chapter 35 §814 assigns the following responsibilities to the Commissioner of the Department of Citywide Administrative Services (DCAS):

- ✦ establish and enforce uniform procedures and standards to be utilized by city agencies, such as the Citywide EEO Policy, for equal employment opportunity for minority group members and women who are employed by, or who seek employment with, city agencies;
- ✦ set the procedures for each agency to develop its Annual EEO plan; and
- ✦ review and provide comments and suggestions on each agency's draft EEO plan.

The DCAS Commissioner also has an annual responsibility to submit a report to the EEPC on:

- ✦ DCAS' activities to ensure equal employment opportunity for City employees and those who seek employment with city agencies;
- ✦ an analysis of the city government workforce and applicants for such employment by agency;

- ✦ an analysis of the effectiveness of the city's efforts to provide fair and effective affirmative employment practices; and
- ✦ legislative, programmatic and budgetary recommendations for the development, implementation or improvement of such activities.

In addition, the DCAS Commissioner has a quarterly responsibility to submit a report to the Mayor, New York City Council, Civil Service Commission and EEPC on the:

- ✦ number of provisional employees specified by agency and by title;
- ✦ length of time such employees have served in their provisional positions; and
- ✦ actions taken by the city to reduce the number of employees serving in provisional positions.

City Chapter 35 §815 assigns the following powers and duties concerning personnel management to Agency Heads:

- ✦ ensure and promote equal opportunity for all persons in appointment, payment of wages, development and advancement;
- ✦ provide assistance to minority group members and women employed, or interested in being employed, by city agencies;
- ✦ ensure that minority group members and women benefit, to the maximum extent possible, from city employment and educational assistance programs; and
- ✦ ensure that their agencies do not discriminate against employees or applicants for employment as prohibited by federal, state and local law.

Toward those goals, Chapter 35 §815(h) requires the head of each city agency to:

- ✦ establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women who are employed

by, or who seek employment with, the agency;

- ✦ adopt and implement an annual plan in accordance with the uniform procedures and standards established by DCAS;
- ✦ present a draft Annual EEO Plan for review by DCAS and the EEPC;
- ✦ file copies of the Annual EEO Plan with the Mayor, New York City Council, Civil Service Commission, DCAS and the EEPC; and
- ✦ submit quarterly reports on their agencies' efforts during the previous quarter to implement the Annual EEO Plan to the Mayor, New York City Council, DCAS, and the EEPC.

The EEPC considers the responsibilities that the City Charter has assigned to city agencies, the heads of agencies and the DCAS Commissioner, when developing its audit, evaluation and monitoring protocols. This information also plays a role in any policy, legislative and budgetary recommendation the EEPC may make to the Mayor, City Council, and Department of Citywide Administrative Services necessary to ensure equal employment opportunities for women and minority group members.

Jurisdiction

- ✦ Administrative Tax Appeals, Office of
- ✦ Administrative Trials & Hearings, Office of
- ✦ Aging, Dept. for the
- ✦ Borough President's Office, Bronx
- ✦ Borough President's Office, Brooklyn
- ✦ Borough President's Office, Manhattan
- ✦ Borough President's Office, Queens
- ✦ Borough President's Office, Staten Island
- ✦ Buildings, Dept. of
- ✦ Business Integrity Commission
- ✦ Campaign Finance Board
- ✦ Children's Services, Administration for
- ✦ City Clerk/Clerk of the Council
- ✦ City Commission on Human Rights
- ✦ City Comptroller, Office of
- ✦ City Council, New York
- ✦ City Planning, Dept. of
- ✦ Citywide Administrative Services, Dept. of
- ✦ Civil Service Commission
- ✦ Civilian Complaint Review Board
- ✦ Collective Bargaining, Office of
- ✦ Community Boards - Bronx (Nos. 1-12)
- ✦ Community Boards - Brooklyn (Nos. 1-18)
- ✦ Community Boards - Manhattan (Nos. 1-12)
- ✦ Community Boards - Queens (Nos. 1-14)
- ✦ Community Boards - Staten Island (Nos. 1-3)
- ✦ Community College, Borough of Manhattan
- ✦ Community College, Bronx
- ✦ Community College, Eugenio Maria De Hostos
- ✦ Community College, Fiorello H. LaGuardia
- ✦ Community College, Kingsborough
- ✦ Community College, Queensborough
- ✦ Conflicts of Interest Board
- ✦ Consumer Affairs, Dept. of
- ✦ Correction, Board of
- ✦ Correction, Dept. of
- ✦ Cultural Affairs, Dept. of
- ✦ Design & Construction, Dept. of
- ✦ District Attorney - Bronx County Office
- ✦ District Attorney - Kings County Office
- ✦ District Attorney - New York County Office
- ✦ District Attorney - Queens County Office
- ✦ District Attorney - Richmond County Office
- ✦ Economic Development Corporation, New York City (by consent)
- ✦ Education, Dept. of
- ✦ Education Retirement System, Board of
- ✦ Emergency Management, Office of
- ✦ Employees Retirement System, New York City
- ✦ Environmental Protection, Dept. of
- ✦ Finance, Dept. of
- ✦ Financial Information Services Agency
- ✦ Fire Department, New York
- ✦ Health & Mental Hygiene, Dept. of
- ✦ Homeless Services, Dept. of
- ✦ Housing Authority, New York City
- ✦ Housing Development Corporation (by consent)
- ✦ Housing Preservation & Development, Dept. of
- ✦ Human Resources Administration
- ✦ Independent Budget Office
- ✦ Information Technology & Telecomm., Dept. of
- ✦ Investigation, Dept. of
- ✦ Labor Relations, Office of
- ✦ Landmarks Preservation Commission
- ✦ Law Department, New York
- ✦ Management & Budget, Office of
- ✦ Mayor, Office of the
- ✦ Parks & Recreation, Dept. of
- ✦ Payroll Administration, Office of
- ✦ Police Department, New York
- ✦ Police Pension Fund, New York City
- ✦ Probation, Dept. of
- ✦ Public Administrator - Bronx County Office
- ✦ Public Administrator - Kings County Office
- ✦ Public Administrator - New York County Office
- ✦ Public Administrator - Queens County Office
- ✦ Public Administrator - Richmond County Office
- ✦ Public Advocate, Office of the
- ✦ Records & Information Services, Dept. of
- ✦ Sanitation, Dept. of
- ✦ Small Business Services, Dept. of
- ✦ Special Narcotics Prosecutor, Office of
- ✦ Standards & Appeals, Board of
- ✦ Taxi & Limousine Commission
- ✦ Teachers' Retirement System
- ✦ Transportation, Dept. of
- ✦ Youth & Community Development, Dept. of

Audits

The purpose of an EEPC audit is to analyze and evaluate an agency's employment practices and EEO Program to ensure that they fulfill the EEO-related responsibilities assigned by the New York City Charter. The EEPC does not issue findings of discrimination pursuant to the New York City Human Rights Law. The EEPC is not authorized to investigate individual complaints of employment discrimination. Rather the EEPC examines an agency's efforts to establish and maintain:

- ✦ affirmative plans, measures, and programs to provide equal opportunities for minority group members and women,
- ✦ a firm policy against discriminatory employment practices,
- ✦ a meaningful and responsive procedure for investigating discrimination complaints, and
- ✦ a program to educate employees about unlawful discriminatory practices.

This Commission has established uniform standards to audit, evaluate, and monitor agencies' EEO programs and policies for compliance with local, state and federal laws, regulations, policies and procedures which are designed to increase equal 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.

Subject Areas

A typical EEPC audit examines the following aspects of an agency's EEO program: Discrimination Complaint and Legal Activities; Issuance, Distribution and Posting of EEO Policies; EEO Training; Discrimination and Sexual Harassment Complaint and Investigation Procedures; Selection and Recruitment Systems (including Career Counseling, if applicable); EEO and Reasonable Accommodations Procedures for Employees and Applicants for Employment with Disabilities; Responsibility for EEO Plan Implementation (EEO Professionals, Supervisors, and Managers); and EEO-related Reporting Standards for Agency Heads.

Methodology

This Commission's audit and evaluation methodology includes the collection and analysis of documents, records and data that an agency provides in response to the EEPC Document and Information Request Form (which identifies the audit period); review of Annual EEO Plans and Quarterly EEO Reports; analysis of utilization data from the Citywide Equal Employment Database System (CEEDS); review of responses to interview questionnaires for EEO personnel and others involved in EEO program administration; and analysis of responses to the EEPC Employee Survey and the EEPC Supervisor/Manager Survey.

Employee and Supervisor/Manager Surveys

To encourage a robust response, the EEPC requests that the head of an agency send emails – which contain links to our surveys – to employees and to supervisors/managers. Both groups are given a 2- to 3-week window to complete their surveys. A minimum response rate of 20% is desired. Survey results are used to support audit findings and are attached to each audit as an appendix.

Interview Questionnaires

Personnel, including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, Section 55-a Program Coordinators, and others involved in employment and EEO program administration such as the Agency Counsel and Human Resources/Personnel Directors, are given two weeks to complete and return individual interview questionnaires. EEO Program Analysts also conduct follow-up discussions or interviews with EEO personnel, when appropriate.

Citywide Equal Employment Database System (CEEDS) Reports

The Commission's EEO Program Analysts review data from the Citywide Equal Employment Database System (CEEDS) to understand the concentrations of race/gender groups within the agency's workforce, and imbalances between the number of employees in a particular job category and the number that would reasonably be expected when compared to their availability in the relevant labor market. Personnel transactions are also reviewed in order to ascertain the agency's employment practices. Where underutilization is revealed within an agency's workforce, EEO Program Analysts assess whether the agency has undertaken reasonable measures to address it.

Discrimination Complaints

The Commission's EEO Program Analysts review the complaint and investigation component of an agency's EEO Program to ascertain whether the agency has established effective and responsive procedures for investigating discrimination complaints. Analysts examine the number and types of complaints the agency has received; the availability of personnel for complaint intake and investigation; the complaint tracking and monitoring system; documentation of investigations conducted; communications between the agency and parties to a complaint; and the roles and responsibilities

of the EEO personnel, Agency Counsel and agency head in the complaint investigation process.

After a review and analysis of documents, records and data, the Commission issues its Preliminary and Final Determination Letters which delineate audit findings and corrective actions an agency should take to achieve compliance with city, state, federal EEO laws, regulations, policies and procedures.

Preliminary / Final Determination

If the EEPC makes a preliminary Determination that an agency (or DCAS) has adopted or utilized a plan, program, procedure, approach, measure or standard that does not provide equal employment opportunity; and/or an agency has not provided equal employment opportunity, the Commission notifies the agency in writing of its findings, prescribes appropriate corrective action, and provides an opportunity for the agency to respond.

The Commission then considers the agency's response and consults with the agency. If corrective actions taken or planned by the agency are not sufficient to correct the non-compliance identified in the preliminary Determination, the Commission issues a Final Determination on any remaining corrective action, to which the agency must respond within 30 days.

Merging of Audit, Evaluation and Compliance-Monitoring Procedures

A new compliance-driven procedure immediately eliminates corrective actions from the preliminary and/or Final Determination upon the agency's demonstration of corrective activity. The EEPC issues a preliminary Determination after its initial EEO program audit and evaluation; the agency may issue an optional response; if the agency submits a response with attached documentation of corrective activity since the initial analysis, the EEPC revises or eliminates any corresponding corrective action. The Commission votes on a Resolution to issue a

Final Determination with contemporaneous findings/corrective action, if any, and assigns a period for monitoring. The agency is then monitored for a written reply and implementation of the remaining corrective action(s).

Compliance -Monitoring Procedure

After receiving the agency's written reply, the Commission designates a compliance-monitoring period of up to 6-months to determine whether an agency has implemented any remaining corrective action. During this period, the agency submits *Monthly Compliance Monitoring Reports* on its progress.

Determination of Compliance

At the end of the monitoring period, the Commission makes a *Determination of Compliance* (or *Non-Compliance*). Each agency receives an assigned period of up to 6 months for compliance monitoring; however, implementing corrective actions immediately is encouraged. Agencies that demonstrate implementation all corrective actions prior to the issuance of a Final Determination are exempt from a period of monitoring for compliance.

In order for the Commission to determine that an agency has satisfactorily completed the compliance monitoring phase, the Commission requires that the head of the agency inform employees of the corrective actions that the agency received and implemented as a result of this Commission's audit.

Because the Charter mandates this Commission to recommend actions agencies should consider including in their Annual EEO Plans, the Commission also requires that an agency incorporate the corrective actions into prospective EEO Plans and its EEO Program .

Non-Compliance

After six months, **if this Commission determines that an agency has not taken appropriate and effective corrective action,**

the agency will receive a *Determination of Agency Non-Compliance*, and is subject to another audit and evaluation in less than 4 years. Thereafter, this Commission will take appropriate steps as outlined in Charter, Chapter 36, Section §832(c) which includes notifying the agency in writing, and publishing a report of its findings and prescribed corrective action.

For mayoral agencies: In addition to the aforementioned, this Commission may recommend to the Mayor whatever appropriate corrective action it deems necessary to ensure that the agency's EEO Program provides equal employment opportunity to employees and applicants for employment.

Availability of Audit Determinations

Pursuant to Chapter 49, §1133(a) of the City Charter, the Commission forwards at least four copies of each agency's audit Determinations, responses, *Resolutions* (which includes the corrective actions the agency has implemented) and the agency head's memorandum to staff to the Department of Records and Information Services. Pursuant to Local Law 11, these documents are also transmitted electronically.

EEO Policies and Laws

City of New York's EEO Policy

The *Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies*, or Citywide EEOP, was established by the Department of Citywide Administrative Services (DCAS) to assist mayoral agencies in developing annual EEO plans, and other measures and programs to ensure consistency with the Mayor's directives for equal employment opportunity. It includes the city's anti-discrimination policies; and training, accountability, and reporting requirements for agency heads, managers, and supervisors.

City, state, and federal laws and regulations afford job applicants and employees equal opportunities to the various terms, conditions

and privileges of employment. The EEPC evaluates agencies' compliance with all three sets of laws and regulations to ensure equal employment practices and policies for employees and applicants for employment in City agencies throughout the City of New York.

The city, state, and federal EEO laws that play a role in the EEPC's audits include, but are not limited to:

New York City's EEO Laws

New York City Human Rights Law

The New York City Human Rights Law (NYCHRL), prohibits an employer from discharging, refusing to hire/employ, or discriminating in compensation or in terms, conditions or privileges of employment based on: actual or perceived race, color, creed, age, national origin, alienage or citizenship status, gender (including gender identity and sexual harassment), sexual orientation, disability, marital status, partnership status, pregnancy, arrest or conviction record, unemployment status and status as a victim of domestic violence, stalking, and sex offenses. Discrimination based on a person's association with a member of a protected class; retaliation (for filing a complaint or otherwise opposing discrimination); and bias-related harassment are also prohibited.

Under the NYCHRL, the City Commission on Human Rights is charged with receiving, investigating and making Determinations regarding complaints of discrimination and investigating group tensions, bias, or discrimination against persons or group of persons. The CCHR has the authority to work with other government agencies, groups and organizations in an effort to reduce or eliminate prejudice and discrimination.

New York State's EEO Laws

New York State Human Rights Law

Under the New York State Human Rights Law (NYSHRL) it is an unlawful discriminatory practice for an employer to refuse to hire/employ, bar or discharge from

employment, or discriminate against an individual in compensation or in terms, conditions or privileges of employment" because of an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, or status as a victim of domestic violence.

The NYSHRL charges the State Division of Human Rights with the authority to investigate and resolve complaints of discrimination; promote human rights through affirmative measures; develop, articulate, and advocate human rights policy and legislation; and act as a resource to assist public and private entities in preventing or eliminating discrimination.

Federal EEO Laws

Federal laws require that state and local governments, educational institutions, labor organizations and private employers with fifteen or more employees provide equal opportunities to employees and applicants for employment.

To this end, discrimination is prohibited in recruitment, selection, promotion, layoffs, benefits, compensation, and other aspects of employment based on:

Race, Color, Religion, Sex, National Origin: Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

Individuals With Disabilities: Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe

benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability. Section 503 also requires that government agencies that work on or under federal contracts take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

Disabled, Recently Separated, Other Protected, and Armed Forces Service Medal Veterans: The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

Age: The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

Sex: In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs

that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

Genetics: Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

Retaliation: Federal EEO laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

Resources for Filing Complaints

The federal, state, and local agencies listed below investigate, and enforce laws against, individual claims of discrimination. The statutory time periods for filing of charges are also listed (starting from the date the alleged discriminatory action occurred):

New York City Commission on Human Rights

40 Rector Street
New York, NY 10006
(212) 306-7450

Statutory time period: One year (NYC Administrative Code, Title 8, Chapter 1).

New York State Division of Human Rights

One Fordham Plaza, 4th Floor
Bronx, NY, 10458
Phone: (718) 741-8400
TDD: 1-718-741-8300

Statutory time period: One year (New York Executive Law, Article 15 §297(5); see also §297(9)).

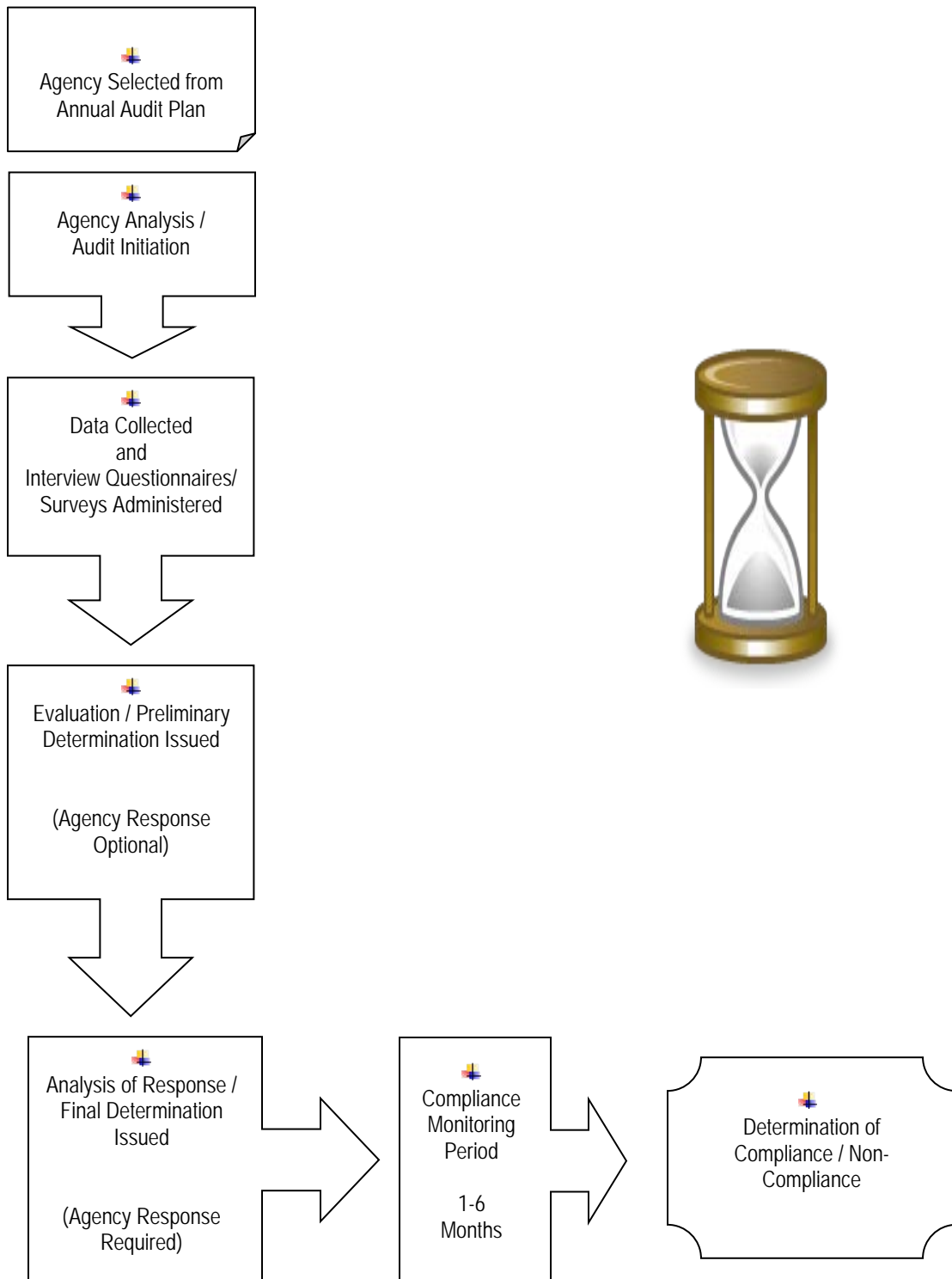
United States Equal Employment Opportunity Commission

New York District Office
33 Whitehall Street, 5th Floor
New York, NY 10004
Phone: 1-800-669-4000
Fax: 212-336-3790
TTY: 1-800-669-6820

Statutory time period: 180 days, unless a proceeding involving the same act is instituted first before the SDHR or CCHR. In that case, filing with the EEOC must occur within 300 days (42 U.S.C. 2000e-5(e)).

City employees and applicants for city employment have the right to file a complaint of employment discrimination with their agency's EEO Personnel prior to contacting any of the federal, state, and local agencies.

Audit, Evaluation, and Monitoring Procedure



Audit Types

An audit is a methodical review and analysis for the purpose of evaluating the condition of an agency's employment practices (including EEO Program). It concludes upon the implementation of corrective action, if any. The EEPC has developed and uses various audit types as described below.

General Employment and EEO Program Audit

A general Employment and EEO Program audit is comprehensive in scope and assesses an agency's employment and EEO program, policies and/or practices for compliance with this Commission's standards and local, state and federal rules, regulations, laws and policies designed to increase equal opportunity for employees and job applicants.

Agencies with 150 or more employees

For agencies with 150 or more employees, the EEPC uses broad protocols that examine employment practices and EEO program including, but not limited to personnel, discrimination complaint and legal activities; issuance, distribution and posting of EEO policies and procedures; EEO training; discrimination and sexual harassment complaint and investigation procedures; recruitment and selection systems; career counseling (if applicable); accessibility of facilities; reasonable accommodations for employees/applicants for employment with disabilities; responsibility for EEO plan implementation (EEO professionals and supervisors/managers); and reporting standards for agency heads.

Agencies with 150 or fewer employees

Specific protocols are used for a general employment and EEO Program audit of city agencies with fewer than 150 employees. These smaller agencies are evaluated to ensure that they: issue, distribute, and post EEO policies and EEO Policy Statement; promote EEO in internal/external job

advertisements; provide EEO training to employees; appoint trained and appropriate EEO personnel for complaint intake/investigation (or secure such personnel through a memorandum of agreement with another agency); establish a procedure whereby employees may request and receive consideration for reasonable accommodations; and ensure that facilities are accessible to employees and applicants for employment with physical disabilities.

Community Boards (5 or fewer employees)

The Community Boards are comprised of members appointed by the respective Borough Presidents. Under the Commission's protocol for audits of Community Boards, the expectation is that each Community Board adopts and distributes the respective Borough President's EEO policies. (A Community Board may, however, adopt the Citywide EEO Policy.)

A typical audit and evaluation of a Community Board evaluates: the issuance distribution and posting of EEO Policies; consultation with the Borough President's EEO Officer on EEO issues; dissemination of EEO information/EEO training for employees; discrimination complaint system; posting of job vacancies; use of EEO tagline in advertising; and assessment of facilities for accessibility to applicants/employees with disabilities.

After reviewing a Community Board's responses to the requested information in the *EEPC Interview Questionnaire for Community Board* and having follow-up discussions with appropriate personnel, the EEPC issues a Determination with findings and prescribed corrective action, if necessary, for improving the Community Board's EEO program and/or employment procedures. EEO Program Analysts then verify the Community Board has implemented all corrective actions prescribed.

Issue-Specific Audits

The EEPC has also developed the following issue-specific audit and evaluation protocols:

Employment Practices Audit (EPA)

The EPA (former Selection and Recruitment

Audit) analyzes and evaluates an agency's workforce data and employment practices (i.e. recruitment, selection, and retention), policies, programs, and procedures to identify whether the agency affords equal opportunities in the terms and conditions of employment by establishing and utilizing tools that eliminate potential barriers.

The EEPC audits, evaluates and monitors whether the agency has conducted an assessment of its recruitment or selection procedures to determine if there is adverse impact upon any particular racial, ethnic, disability, or gender group; and the agency's development of plans to correct deficiencies (e.g. underutilization) within the agency's selection, recruitment, and retention systems. If underutilization or adverse impact is identified in titles where an agency has discretion in hiring, the EEPC examines the agency's efforts toward remedial measures.

Typical remedial measures would include identifying which particular job groups experience underutilization; targeting recruitment strategies; training personnel involved in the recruitment and selection processes to effectively recruit and identify the most capable candidates; and establishing and utilizing tools that afford equal opportunity (e.g. annual performance evaluation programs that assess employee and managerial performance and substantiate employment decisions made with regard to probation, promotion, assignments, incentives and training).

The EEPC also examines the agency's EEO obligations as a result of government grants and/or contracts and what, if any, corrective actions are required under court decrees and/or governmental audits.

Discrimination Complaint and Investigation Procedure Audit (DCIPA)

The DCIPA audits, evaluates and monitors the complaint and investigation component of an agency's EEO Program to ascertain whether the agency has established a meaningful and responsive procedure for investigating

discrimination complaints, as required by the City Human Rights Law. EEO Program Analysts examine the number and types of complaints the agency has received; the agency's complaint intake process, complaint investigation procedures, and complaint files; the timeliness with which complaints are investigated; the availability and training of personnel for complaint intake and investigation; and the roles and responsibilities of EEO and related personnel, Agency Counsel and agency head in the agency's complaint investigation process.

Although the EEPC may conduct a DCIPA in cases where an agency has received either excessive discrimination complaints or a saturation of a particular complaint type, these conditions are not prerequisites to this type of audit.

Disability, Accessibility & Reasonable Accommodation Audit (DARAA)

The DARAA examines the accessibility of facilities, reviews reasonable accommodation procedures and evaluates compliance with federal, state, and local laws, as well as City and agency policies pertaining to employees, and applicants for employment, with physical disabilities.

The DARAA reviews an agency's assessment of barriers within its facilities and the efforts the agency has taken, or will take, to remove barriers pursuant to the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities and Local Law 58.

For suggestions on additional audit types, send an email to mrmsukh@eeepc.nyc.gov.

YEAR 2013

Determinations

Productivity levels continued to increase. The benefits of streamlining and enhancing audit, evaluation and monitoring procedures became evident when, for the second time, the Commission exceeded its annual goal.

Audit Determinations were issued for the following 39 agencies:

- ✚ Administrative Trials and Hearings, Office of: Received 3 corrective actions.
- ✚ Borough President's Office, Bronx: Received 1 corrective action.
- ✚ City Council, New York: Received 12 corrective actions.
- ✚ Community Board – Bronx # 6: Received 1 corrective action.
- ✚ Community Board – Bronx # 9: Received 1 corrective action.
- ✚ Community Board – Bronx # 11: Received 1 corrective action.
- ✚ Community Board – Manhattan # 1: Received 1 corrective action.
- ✚ Community Board – Manhattan # 3: Received 1 corrective action.
- ✚ Community Board – Manhattan # 4: Received 1 corrective action.
- ✚ Community Board – Manhattan # 6: Received 2 corrective actions.
- ✚ Community Board – Manhattan # 8: Received 1 corrective action.
- ✚ Community Board – Manhattan # 10: Received 1 corrective action.
- ✚ Community Board – Manhattan # 12: Received 1 corrective action.
- ✚ Community Board – Staten Island # 3: Received 1 corrective action.
- ✚ Environmental Protection, Department of: Received 4 corrective actions.
- ✚ Financial Information Services Agency: Received 7 corrective actions.

- ✚ Homeless, Department of: Received 2 corrective actions.
- ✚ Investigation, Department of: Received 4 corrective actions.
- ✚ Labor Relations, Office of: Received 2 corrective actions.
- ✚ Mayor, Office of the: Received 8 corrective actions.
- ✚ Public Advocate, Office of the: Received 2 corrective actions.
- ✚ Sanitation, Department of: Received 4 corrective actions.
- ✚ Transportation, Department of: Received 4 corrective actions.

The following agencies were audited and received NO corrective actions:

- Community Board – Bronx # 1
- Community Board – Bronx # 2
- Community Board – Bronx # 3
- Community Board – Bronx # 4
- Community Board – Bronx # 5
- Community Board – Bronx # 7
- Community Board – Bronx # 8
- Community Board – Bronx # 10
- Community Board – Bronx # 12
- Community Board – Manhattan # 2
- Community Board – Manhattan # 5
- Community Board – Manhattan # 7
- Community Board – Manhattan # 9
- Community Board – Manhattan #11
- Community Board – Staten Island # 1
- Community Board – Staten Island # 2

For specific information on the audit findings and corrective actions, please see Appendix II for Agency Resolutions or visit the EEP's website at www.nyc.gov/eeepc and click on the agency's link.²

² Each agency's documents are made available upon the issuance of a Determination of Compliance/Non-Compliance.

Compliance Monitoring

The City Charter requires that this Commission monitor agencies for a period of up to 6 months to ensure implementation of prescribed corrective action. During 2013, a total of 34 agencies each received a *Determination of Compliance* – the greatest number of agencies to successfully complete the compliance-monitoring period per annum since the EEPC's inception.

The following 28* agencies were monitored for implementation of prescribed corrective actions:

- ✦ Administrative Tax Appeals [period ending 12/31/11]: Received/Implemented 1 corrective action.
- ✦ Aging, Department for the: Received/Implemented 7 corrective actions.
- ✦ Borough President, Staten Island: Received/Implemented 4 corrective actions.
- ✦ Citywide Administrative Services, Department of: Received/Implemented 2 corrective actions.
- ✦ Community Board – Bronx # 6: Received/Implemented 1 corrective action.
- ✦ Community Board – Bronx # 9: Received/Implemented 1 corrective action.
- ✦ Community Board – Manhattan # 1: Received/Implemented 1 corrective action.
- ✦ Community Board – Manhattan # 3: Received/Implemented 1 corrective action.
- ✦ Community Board – Manhattan # 4: Received/Implemented 1 corrective action.
- ✦ Community Board – Manhattan # 6: Received/Implemented 2 corrective action.
- ✦ Community Board – Manhattan # 8: Received/Implemented its 1 corrective action.
- ✦ Community Board – Manhattan # 10: Received/Implemented 1 corrective action.
- ✦ Community Board – Manhattan # 12: Received/Implemented 1 corrective action.
- ✦ Community Board – Staten Island # 3: Received/Implemented 1 corrective action.

- ✦ Community College, Borough of Manhattan: Received/Implemented 5 corrective actions.
- ✦ Community College, Kingsborough: Received/Implemented 4 corrective actions.
- ✦ Correction, Department of: Received/Implemented 5 corrective actions.
- ✦ District Attorney - New York County Office: Received/Implemented 4 corrective actions.
- ✦ Education, Department of: Received/Implemented 4 corrective actions.
- ✦ Employees' Retirement System, New York City: Received/Implemented 5 corrective actions.
- ✦ Housing Authority, New York City: Received/Implemented 6 corrective actions.
- ✦ Housing Development Corp., New York City: Received/Implemented 4 corrective actions.
- ✦ Independent Budget Office: Received/Implemented 2 corrective actions.
- ✦ Information Technology and Telecommunication, Department of: Received 8 corrective actions; 1 corrective action was not implemented.
- ✦ Law Department, New York: Received/Implemented 4 corrective actions.
- ✦ Police Department, New York: Received/Implemented 5 corrective actions.
- ✦ Public Administrator - Kings County Office: Received/Implemented 6 corrective actions.
- ✦ Special Narcotics Prosecutor, Office of: Received/Implemented 4 corrective actions.

*Two additional agencies (the Office of the New York City Comptroller and the Board of Education Retirement System) were granted extensions until early 2014; this will be noted in the 2014 report.

For specific information on the monitoring period, and the corrective actions implemented, see Appendix III or visit the EEPC's website at www.nyc.gov/eeepc and click on the agency's link.

Compliance Without Monitoring

Final Determinations for the following 7 agencies noted that compliance had been accomplished. These agencies implemented prescribed corrective actions upon receiving a preliminary Determination and a *Determination of Compliance* was promptly issued.

The following agencies were exempt* from a compliance monitoring period:

- **Administrative Trials and Hearings, Office of:** Completed its 3 corrective actions.
- **Borough President's Office, Bronx:** Completed its 1 corrective action.
- **Environmental Protection, Department of:** Completed its 4 corrective actions.
- **Investigation, Department of:** Completed its 4 corrective actions.
- **Labor Relations, Office of:** Completed its 2 corrective actions.
- **Public Advocate, Office of the:** Completed its 2 corrective actions.
- **Transportation, Department of:** Completed its 4 corrective actions.

*In accordance with new procedure, the EEPC's Determinations note corrective activity accomplished during and/or after the audit period and immediately remove it from a monitoring period.

Partial Non-Compliance

After monitoring one other agency for implementation of prescribed corrective actions, the Commission determined that full compliance had not been accomplished.

The following agency received a *Determination of Partial Non-Compliance***:

- **Information Technology and Telecommunication, Department of:** Completed 7 corrective actions; 1 corrective action was not implemented.

**Corrective action prescribed, but not implemented results in a Determination of Partial or Full Non-Compliance.

Meeting Calendar: 2013

8 meetings were held in 2013 on these dates:

Thursday, January 24th, 2013
 Thursday, March 14th, 2013
 Thursday, May 9th, 2013
 Thursday, June 20th, 2013
 Thursday, September 5th, 2013
 Thursday, October 10th, 2013
 Thursday, November 14th, 2013
 Thursday, December 19th, 2013

Meetings typically commenced between 9:15 and 10:15 am and adjourned by 12:00pm.

Public notices of the Commission's meetings are published in the City Record for five successive days prior to the date of the meeting.

2014 and Beyond

The EEPCC schedules audits based on a 4-year cycle. To meet our Charter mandate, Annual Audit Plans are developed to ensure agencies not audited within the previous 4 years receive priority.

Upcoming Audits:

- ✦ Standards & Appeals, Board of
- ✦ Fire Department, New York
- ✦ City Planning, Dept. of
- ✦ Landmarks Preservation Commission
- ✦ Cultural Affairs, Dept. of
- ✦ Children's Services, Administration for
- ✦ Finance, Dept. of
- ✦ Buildings, Dept. of
- ✦ Collective Bargaining, Office of
- ✦ Taxi & Limousine Commission
- ✦ Youth & Community Development, Dept. of
- ✦ Probation, Dept. of
- ✦ District Attorney-Richmond
- ✦ Human Resources Admin.
- ✦ City Clerk/Clerk of the Council
- ✦ Emergency Management, Office of
- ✦ Borough President's Office, Manhattan
- ✦ Small Business Services, Dept. of
- ✦ Health & Mental Hygiene, Dept. of
- ✦ Community Boards - Brooklyn (Nos. 1 - 18)

Learn more about this Commission and its audits by visiting our website at: www.nyc.gov/eecc.

In addition, the EEPCC participates in Basic Training for EEO Personnel administered by the Department of Citywide Administrative Services' Citywide Diversity and EEO. Contact DCAS-CDEEO for the next training session.

Meeting Calendar: 2014

8 meetings are scheduled for the following dates:

- Thursday, February 21st @ 9:15AM
- Thursday, April 3rd @ 9:15AM
- Thursday, May 22nd @ 9:15AM
- Thursday, June 26th @ 9:15AM
- Thursday, August 7th @ 9:15AM
- Thursday, September 18th @ 9:15 AM
- Thursday, October 30th @ 9:15AM
- Thursday, December 18th @ 9:15AM

This schedule is subject to change. Public notices of the Commission's meetings are published in the City Record for five successive days prior to the date of the meeting.

Public Hearings

When appropriate, the EEPCC plans public hearings to discuss major EEO topics within the City of New York.

To suggest a topic for an EEPCC public hearing, or to volunteer for an Advisory Committee, send an email to mramsukh@eecc.nyc.gov.

Appendix I

Chapter 36 §830 of the New York City Charter [Equal Employment Practices Commission]*

- a. *There shall be an equal employment practices commission which shall review, evaluate and monitor the employment procedures, practices and programs of any city agency and the department of citywide administrative services to maintain an effective affirmative employment program of equal employment opportunity for minority group members and women who are employed by or who seek employment with city agencies.*
- b. *The commission shall consist of five members who, shall be compensated on a per diem basis. The mayor and the council shall each appoint two members. In addition, the mayor and the speaker of the council shall appoint a fifth member to serve as the chair of the commission for a term of four years.*
- c. *A vacancy in the commission shall not impair the right of the remaining members to exercise all the powers of the commission and three members thereof shall constitute a quorum.*
- d. *Members shall be appointed for four-year terms except that of the members first appointed, one of those appointed by the mayor and one of those appointed by the council shall serve for terms expiring on the thirtieth day of June, nineteen hundred ninety-two, one of those appointed by the mayor and one of those appointed by the council shall serve for terms expiring on the thirtieth day of June nineteen hundred ninety-five; and the chair shall serve for a term expiring on the thirtieth day of June, nineteen hundred ninety-four.*
- e. *The commission may, within the appropriations available therefor, appoint an executive director and such deputies, assistants, and other employees as may be needed for the performance of the duties prescribed herein.*
- f. *The commission may meet as necessary to implement the provisions of this chapter provided that the commission shall meet at least once every eight weeks.*

§ 831 Duties and powers of the New York City equal employment practices commission.

- a. *The commission: (i) shall monitor the employment policies, programs and practices of each 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 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, including the board of education, city and community colleges, the financial services corporation, the health and hospital corporation, the public development corporation, and the city housing authority; and (ii) monitor the coordination and implementation of any city affirmative employment program of equal employment opportunity for minority group members and women who are employed by or who seek employment with city agencies, including the activities of the department of citywide administrative services, and the civil service commission, pursuant to chapter thirty-five, and any other agency designated by the mayor to assist in the implementation or coordination of such efforts, and all city agencies required by section eight hundred fifteen to establish agency programs*
- b. *The commission may request and shall receive from any city agency such information, other than information which is required by law to be kept confidential or which is privileged as attorney-client*

communications, attorney work products or material prepared for litigation, and such assistance as may be necessary to carry out the provisions of this chapter.

c. The commission shall communicate to the commission on human rights any information regarding suspected or alleged violations of chapter one of title eight of the administrative code.

d. The commission shall have the following powers and duties:

1. to review the uniform standards, procedures, and programs of the department of citywide administrative services pursuant to paragraphs twelve and fourteen of subdivision a of section eight hundred, fourteen, and to review the plans adopted by city agencies in accordance with the provisions of paragraph nineteen of subdivision a of section eight hundred fifteen, and to provide any such agency or the department of citywide administrative services with such comments and suggestions as the commission deems necessary and appropriate;

2. to recommend to the department of citywide administrative services, all city agencies, or any one or more particular agencies, procedures, approaches, measures, standards and programs to be utilized by such agencies in their efforts to ensure a fair and effective affirmative employment program of equal employment opportunity for minority group members and women who are employed by or seek employment with city agencies;

3. to recommend to any city agency actions which such agency should consider including in its next annual plan as required by paragraph nineteen of subdivision a of section eight hundred fifteen;

4. to advise and, if requested, assist city agencies in their efforts to increase employment of minority group members and women who are employed by or who seek employment with city agencies;

5. to audit and evaluate the employment practices and procedures of each city agency and their efforts to ensure fair and effective equal employment opportunity for minority group members and women at least once every four years and whenever requested by the civil service commission or the human rights commission or whenever otherwise deemed necessary by this commission;

6. to make such policy, legislative and budgetary recommendations to the mayor, council, the department of citywide administrative services or any city agency as the commission deems necessary to ensure equal employment opportunity for minority group members and women;

7. to publish by the fifteenth of February of each year a report to the mayor and the council on the activities of the commission and the effectiveness of each city agency's affirmative employment efforts and the efforts by the department of citywide administrative services to ensure equal employment opportunity for minority group members and women who are employed by or seek to be employed by city agencies;

8. to establish appropriate advisory committees;

9. to serve with such other agencies or officials as shall be designated by the mayor as the city liaison to federal, state and local agencies responsible for compliance with equal employment opportunity for minority group members and women who are employed by or who seek to be employed by city agencies; and

10. to take such other actions as are appropriate to effectuate the provisions and purposes of this chapter.

§ 832 Compliance Procedures.

a. The commission shall conduct such study or investigations and hold such hearings as may be necessary to determine whether agencies are in compliance with the equal employment opportunity requirements of this chapter and chapter thirty-five.

b. For the purpose of ascertaining facts in connection with any study or investigation authorized by this chapter, the commission shall have power to compel the attendance of witnesses, to administer oaths and to examine such persons as they may deem necessary. The commission or any agent or employee thereof duly designated in writing by them for such purposes may administer oaths or affirmations, examine witnesses in public or private hearing, receive evidence and preside at or conduct any such study or investigation.

c. If the commission makes a preliminary determination pursuant to subdivision d of section eight hundred thirty-one, that any plan, program, procedure, approach, measures or standard adopted or utilized by any city agency or the department of citywide administrative services does not provide equal employment opportunity; and/or if the commission makes a preliminary determination pursuant to this chapter and chapter thirty-five, that an agency has not provided equal employment opportunity, the commission shall notify the agency in writing of this determination and provide an opportunity for the agency to respond. If the commission, after consideration of any such response and after consulting with the agency, concludes that the corrective actions, if any, taken or planned by the agency are not sufficient to correct the non-compliance identified in the preliminary determination, it should make a final determination in writing, including such recommended corrective action as the commission may deem appropriate. The agency shall within thirty days thereafter respond to the commission on any corrective action it intends to make and shall make monthly reports to such commission on the progress of such corrective action. If the commission, after a period not to exceed six months, determines that the agency has not taken appropriate and effective corrective action, the commission shall notify the agency in writing of this determination and the commission may thereafter publish a report and recommend to the mayor whatever appropriate corrective action the commission deems necessary to ensure compliance with equal employment opportunity pursuant to the requirements of this chapter and chapter thirty-five. Within thirty days of such determination the agency shall submit a written response to the commission and the mayor. The mayor after reviewing the commission's findings and the agency's response, if any, shall order and publish such action as he or she deems appropriate.

Appendix II: Audit Resolutions

The following pages contain the Commission's 2013 Resolutions pursuant to the audit and evaluation of agencies' employment and EEO programs. The Commission reviews, approves, and adopts Resolutions of EEO Program Analysts' findings for each agency. An audit-related Resolution specifies the audit period, delineates the corrective action prescribed to an agency as a result of the EEPC's audit and evaluation, and authorizes the mailing of a Determination. Seven agencies implemented prescribed corrective actions upon receiving a preliminary Determination and a Determination of Compliance was promptly issued. These agencies appear in Appendix III. The order is listed below. Resolutions also are placed on the EEPC's website at: http://www.nyc.gov/html/eeepc/html/about/eeepc_jurisdiction.shtml.

- City Council, New York
- Community Board – Bronx # 1
- Community Board – Bronx # 2
- Community Board – Bronx # 3
- Community Board – Bronx # 4
- Community Board – Bronx # 5
- Community Board – Bronx # 6
- Community Board – Bronx # 7
- Community Board – Bronx # 8
- Community Board – Bronx # 9
- Community Board – Bronx # 10
- Community Board – Bronx # 11
- Community Board – Bronx # 12
- Community Board – Manhattan # 1
- Community Board – Manhattan # 2
- Community Board – Manhattan # 3
- Community Board – Manhattan # 4
- Community Board – Manhattan # 5
- Community Board – Manhattan # 6
- Community Board – Manhattan # 7
- Community Board – Manhattan # 8
- Community Board – Manhattan # 9
- Community Board – Manhattan # 10
- Community Board – Manhattan #11
- Community Board – Manhattan # 12
- Community Board – Staten Island # 1
- Community Board – Staten Island # 2
- Community Board – Staten Island # 3
- Financial Information Services Agency
- Homeless, Department of
- Mayor, Office of the
- Sanitation, Department of

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/32-102: Final Determination pursuant to the audit and analysis of the New York City Council's Equal Employment Opportunity Program from July 1, 2009 through June 31, 2012.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the New York City Council's (NYCC) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 18, 2013, setting forth the following findings and required corrective actions:

1. Include in the complaint file a *Discrimination Complaint Form* or a *complaint* that captures: the facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the alleged discrimination.
2. Generate a report labeled "Confidential" consisting of *Facts, Analysis, Conclusion, Recommendation, and Agency Head's Review* at the conclusion of each complaint investigation.
3. Ensure that internal discrimination complaint files contain written indication of their outcomes and corrective action(s) taken as a result of the determination made in its complaint investigation.
4. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where agencies may otherwise use discretion in hiring.

5. [Ensure] the principal EEO Professional, HR Professional and General Counsel review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.
6. Assess the manner in which candidates are selected for employment to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.
7. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
8. Demonstrate that human resources professionals, managers, supervisors, and other personnel involved in the recruitment and hiring process are trained in EEO and interviewing, selection, and hiring skills to enable such individuals to correctly identify the most capable candidates (i.e. structured interview training or guide).
9. Promote employees' awareness of opportunities for promotion and transfer within the agency, and ensure that employees are considered for such opportunities.
10. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the *position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition)* of each applicant, and *recruitment source*. Ensure that the process is nondiscriminatory, by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.
11. Re-distribute the identity and responsibilities of the Disability Rights Coordinator to ensure that employees are aware of this information.
12. Ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio tape and/or Braille) upon request to employees and applicants for employment with disabilities.
13. Establish guidelines for accessibility of the satellite or district offices and implement a plan that will ensure incumbents and new council members receive and adhere to the Council's guidelines, as well as its reasonable accommodation procedures.
14. Indicate the reporting relationship between the principal EEO Professional and agency head (or a direct report other than the Agency Counsel) in the agency's organizational chart, EEO

Policy and Annual EEO Plan.

15. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.
16. Require that managers and supervisors emphasize the agency's commitment to the EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office. Document this requirement and its implementation.
17. Develop and implement a plan, which includes a timetable, to conduct annual performance evaluations of all managerial and non-managerial employees.
18. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Whereas, the NYCC submitted its response to the EEPC's preliminary determination letter, on November 8, 2013 with documentation of its actions to rectify required corrective actions nos. 1, 2, 3, 4, 11 and 12; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on December 19, 2013 which agreed and accepted documentation for implementation of the aforementioned corrective actions, and indicated that corrective action(s) nos. 5, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, and 18 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor NYCC for a period not to exceed six months, from January 2014 through June 2014, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,

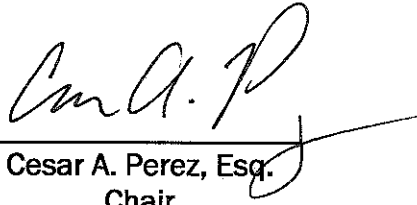
that the Commission authorizes Chair Cesar Perez to forward its Final Determination to Charles Meara, Chief of Staff of the New York City Council.

Approved unanimously on December 19, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/04-381: Determination Pursuant to the Audit and Analysis of the EEO Program of Bronx Community Board No. 1 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 1's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 1's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 1 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson George Rodriguez.

Approved unanimously on May 9, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

A handwritten signature in black ink, appearing to read 'Cesar A. Perez', written over a horizontal line.

Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/27-382: Determination Pursuant to the Audit and Analysis of the EEO Program of Bronx Community Board No. 2 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 2's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 2's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 2 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

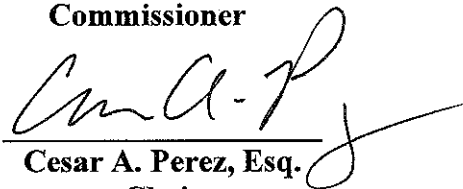
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Dr. Ian Amritt.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/02-383: Determination Pursuant to the Audit and Analysis of the EEO Program of Bronx Community Board No. 3 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government and *Minimum Equal Employment Opportunity Standards for Community Boards*; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of Community Board No. 3's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 3's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 3 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. **No corrective action is required.**

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Gloria Alston.

Approved unanimously on May 9, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/01-384: Determination Pursuant to the Audit and Analysis of the EEO Program of Bronx Community Board No. 4 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Community Board No. 4's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 4's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 4 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Wenzell Jackson.

Approved unanimously on May 9, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/03-385: Determination Pursuant to the Audit and Analysis of the EEO Program of Bronx Community Board No. 5 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of Community Board No. 5's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 5's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 5 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. **No corrective action is required.**

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Bola Omotosho.

Approved unanimously on May 9, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/06-386: Determination Pursuant to the Audit and Analysis of the EEO Program of Bronx Community Board No. 6 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Community Board No. 6's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 6's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

1. Community Board No. 6 must ensure that all individuals who work within the board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities.

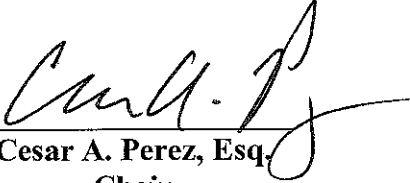
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson, Wendy Rodriguez.

Approved unanimously on May 9, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/05-387: Determination Pursuant to the Audit and Analysis of the EEO Program of Bronx Community Board No. 7 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Community Board No. 7's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 7's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 7 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Paul Foster.

Approved unanimously on May 9, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

A handwritten signature in black ink, appearing to read 'C.A. Perez', with a long horizontal stroke extending to the right.

Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/10-388: Determination Pursuant to the Audit and Analysis of the EEO Program of Bronx Community Board No. 8 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Community Board No. 8's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 8's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 8 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

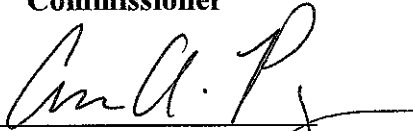
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Robert Fanuzzi.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/11-389: Determination Pursuant to the Audit and Analysis of the EEO Program of Bronx Community Board No. 9 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Community Board No. 9's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 9's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

1. Community Board No. 9 must use the EEO tag line when advertising job vacancies.


Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Cheryl Marrow.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/07-390: Determination Pursuant to the Audit and Analysis of the EEO Program of Bronx Community Board No. 10 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Community Board No. 10's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 10's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 10 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson, John Marano.

Approved unanimously on May 9, 2013.

**Angela Cabrera
Commissioner**

**Malini Cadambi Daniel
Commissioner**

**Elaine S. Reiss, Esq.
Commissioner**

A handwritten signature in black ink, appearing to read 'Cesar A. Perez', written over a horizontal line.

**Cesar A. Perez, Esq.
Chair**

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/08-391: Determination Pursuant to the Audit and Analysis of the EEO Program of Bronx Community Board No. 11 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Community Board No. 11's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 11's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

1. When advertising job vacancies, Community Board No. 11 must indicate it is an equal opportunity employer.

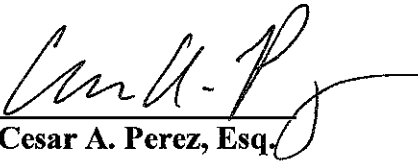
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Anthony Vitalino.

Approved unanimously on May 9, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

A handwritten signature in black ink, appearing to read "Cesar A. Perez", written over a horizontal line.

Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/09-392: Determination Pursuant to the Audit and Analysis of the EEO Program of Bronx Community Board No. 12 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 12's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 12's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 12 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

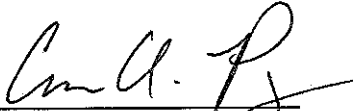
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson George Rodriguez.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/12-341: Determination Pursuant to the Audit and Analysis of the EEO Program of Manhattan Community Board No. 1 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 1's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 1's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Manhattan Community Board No. 1 must post job vacancies in their office and the Borough President's Office

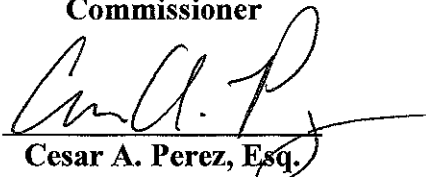
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Catherine McVey- Hughes.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/13-342: Determination Pursuant to the Audit and Analysis of the EEO Program of Manhattan Community Board No. 2 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 2's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 2's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 2 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

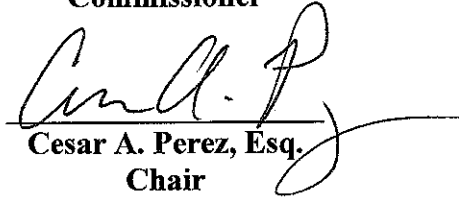
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson David Gruber.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner


Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/14-343: Determination Pursuant to the Audit and Analysis of the EEO Program of Manhattan Community Board No. 3 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 3's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 3's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

1. Community Board No. 3 must use the EEO tag line when advertising job vacancies.

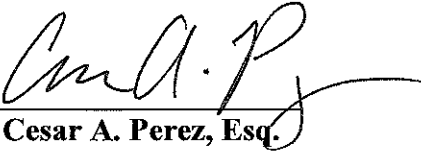
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Gigi Li.

Approved unanimously on June 20, 2013.

**Angela Cabrera
Commissioner**

**Elaine S. Reiss, Esq.
Commissioner**

**Arva R. Rice
Commissioner**



**Cesar A. Perez, Esq.
Chair**

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/15-344: Determination Pursuant to the Audit and Analysis of the EEO Program of Manhattan Community Board No. 4 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 4's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 4's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Manhattan Community Board No. 4 must post job vacancies in their offices and the Borough President's Office

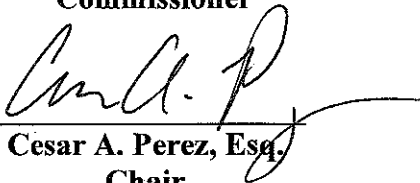
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Corey Johnson.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner


César A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/16-345: Determination Pursuant to the Audit and Analysis of the EEO Program of Manhattan Community Board No. 5 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 5's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 5's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 5 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. **No corrective actions are required.**

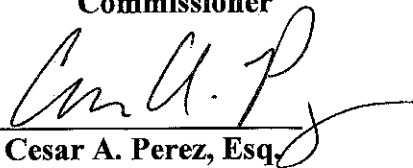
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Vikki Babero.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner

A handwritten signature in black ink, appearing to read 'Cesar A. Perez', written over a horizontal line.

Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/17-346: Determination Pursuant to the Audit and Analysis of the EEO Program of Manhattan Community Board No. 6 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 6's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 6's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

1. Community Board No. 6 must post job vacancies in its office and the Manhattan Borough President's Office.
2. Community Board No. 6 must ensure that all individuals who work within the board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities.

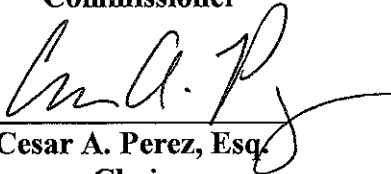
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Sandro Sherrod.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/18-347: Determination Pursuant to the Audit and Analysis of the EEO Program of Manhattan Community Board No. 7 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 7's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 7's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 7 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***


Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Mark N. Diller.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/19-348: Determination Pursuant to the Audit and Analysis of the EEO Program of Manhattan Community Board No. 8 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 8's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 8's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

1. Community Board No. 8 must use the EEO tag line when advertising job vacancies.

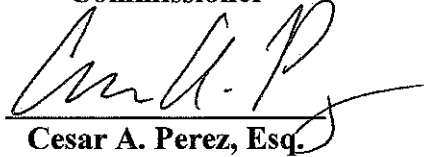
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Nicholas Viest.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner


Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/20-349: Determination Pursuant to the Audit and Analysis of the EEO Program of Manhattan Community Board No. 9 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 9's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 9's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 9 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

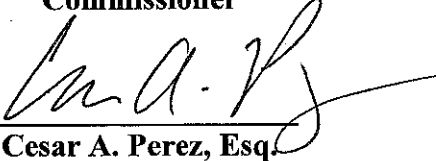
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Georgiette Morgan-Thomas.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/21-350: Determination Pursuant to the Audit and Analysis of the EEO Program of Manhattan Community Board No. 10 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 10's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 10's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

1. Community Board No. 10 must use the EEO tag line when advertising job vacancies.

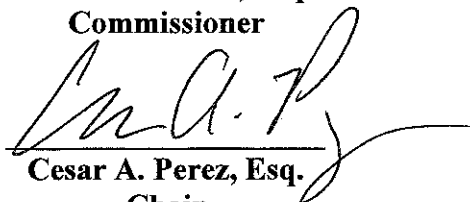
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Henrietta Lyle .

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner


Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/22-351: Determination Pursuant to the Audit and Analysis of the EEO Program of Manhattan Community Board No. 11 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 11's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 11's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 11 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

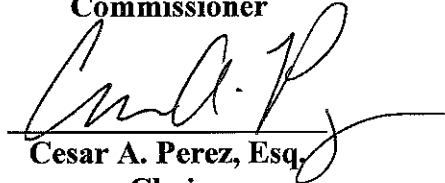
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Matthew Washington.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner


Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/23-352: Determination Pursuant to the Audit and Analysis of the EEO Program of Manhattan Community Board No. 12 for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis the Community Board No. 12's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 12's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

1. Since agencies are responsible for ensuring compliance with all federal, state, and local laws pertaining to persons with disabilities, Community Board No. 12 should demonstrate its accessibility by identifying any barriers in its facilities, detailing the efforts the Community Board has taken, or will take, to remove barriers and identify the agency (if not the Community Board) responsible for rendering facilities accessible to employees/applicants for employment with disabilities. This will be reviewed during the compliance monitoring period.

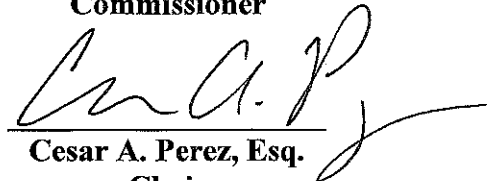
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson George Fernandez.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/24-491: Determination Pursuant to the Audit and Analysis of the EEO Program of Staten Island Community Board No. 1 for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Staten Island Community Board No. 1's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Staten Island Community Board No. 1's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 1 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

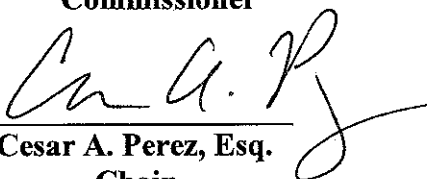
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Leticia Remauro.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/25-492: Determination Pursuant to the Audit and Analysis of the EEO Program of Staten Island Community Board No. 2 for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Community Board No. 2's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Staten Island Community Board No. 2's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 2 has established EEO compliance per the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

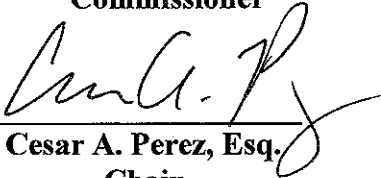
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Dana T. Magee.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/26-493: Determination Pursuant to the Audit and Analysis of the EEO Program of Staten Island Community Board No. 3 for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Community Board No. 3's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Community Board No. 3's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Community Board No. 3 must ensure that all individuals who work within the board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities.

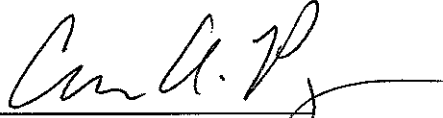
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this determination to Chairperson Frank Morano.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/30-127: Final Determination pursuant to the audit and analysis of the Financial Information Services Agency's Equal Employment Opportunity Program from January 1, 2011 through June 31, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Financial Information Services Agency's (FISA) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated November 18, 2013, setting forth findings and the following required corrective actions:

1. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
2. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
3. [Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition) of each applicant, and recruitment source.] Ensure that the selection process avoids the appearance of bias, by delegating the responsibility for recording this information to an individual other than the hiring manager.
4. Re-distribute the identity of the Career Counselor to remind employees of the identity and type

of career guidance available.

5. Re-distribute the identity and responsibilities of the Disability Rights Coordinator to ensure that employees are aware of this information.
6. Establish and implement an annual managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.
7. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Whereas, FISA submitted its response to the EEPC's preliminary determination letter, on December 5, 2013, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on December 19, 2013 which agreed and indicated that all corrective actions require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor FISA for a period not to exceed six months, from January 2014 through June 2014, to determine whether it implemented the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

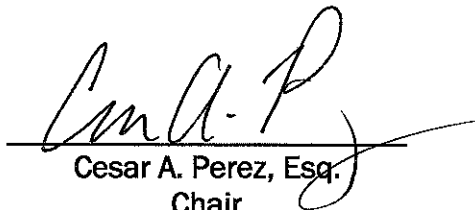
Be It Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward its Final Determination to Executive Director Robert W. Townsend of the Financial Information Services Agency.

Approved unanimously on December 19, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

Resolution #13/31-071: Final Determination pursuant to the Audit and Analysis of the Department of Homeless Services' Equal Employment Opportunity Program from January 1, 2011 to June 30, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPCC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Homeless Services' (DHS) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated November 26, 2013, setting forth findings and the following required corrective actions:

1. At minimum, indicate the agency is an equal opportunity employer in recruitment literature.
2. Develop and implement a plan to demonstrate accessibility for facilities where accessibility is undetermined: identify the number of locations that are accessible/non-accessible; the distribution of the agency's accessible facilities throughout the City; the distribution of job titles among accessible/non-accessible facilities; barriers in non-accessible facilities and the efforts the agency has taken to determine whether removal of barriers is readily achievable, and if so, to remove them; the agency responsible for rendering non-accessible facilities accessible. State whether the agency has applied to Department of Buildings for a waiver of the requirements for the alteration of existing facilities or if facilities are exempt.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on December 18, 2013; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on

December 19, 2013 which indicated that corrective actions nos.1 and 2 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from January 2014 through June 2014, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,

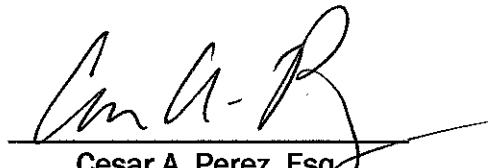
that the Commission authorizes Chair Cesar A. Perez, Esq., to forward its Final Determination to Commissioner Michelle Ovesey of the Department of Homeless Services.

Approved unanimously on December 19, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/28-002: Final Determination pursuant to the audit and analysis of the Office of the Mayor's Equal Employment Opportunity Program from July 1, 2009 through June 31, 2012.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of the Mayor's (OTM) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 15, 2013, setting forth the following findings and required corrective actions:

1. Include in the complaint file a *Discrimination Complaint Form* or a *complaint* that captures: the facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the alleged discrimination.
2. Issue/maintain written confirmation when a complaint is withdrawn or resolved by agreement of the parties.
3. [Ensure that] the principal EEO Professional, HR Professional and General Counsel, review the agency's statistical information (i.e., workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.
4. Assess the manner in which candidates are selected for employment, to determine

whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact

5. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
6. Ensure that human resources professionals, managers, supervisors, and other personnel involved in the recruitment and hiring process are trained in EEO and interviewing, selection, and hiring skills to enable such individuals to correctly identify the most capable candidates (i.e., structured interview training or guide).
7. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' *names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition), and recruitment source*. Ensure that the process is nondiscriminatory, by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.
8. Ensure that the Human Resources Professional distributes the identity of the agency Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; ensures that all new employees are advised of the EEO policies, their rights and responsibilities under such policies and the discrimination complaint procedures; informs the principal EEO Professional of the number of 55-a program participants and efforts the agency has made to employ, promote or accommodate qualified individuals with disabilities; involves the principal EEO Professional in EEO-related matters; and promptly consults with the principal EEO Professional if informed of, or suspects that a violation of the EEO Policy has occurred.
9. Since agencies are responsible for ensuring compliance with all federal, state, and local laws pertaining to persons with disabilities, develop and implement a plan to demonstrate accessibility for facilities where accessibility is undetermined: identify the number of locations that are accessible/non-accessible; the distribution of the agency's accessible facilities throughout the City; the distribution of job titles among accessible/non-accessible facilities; barriers in non-accessible facilities and the efforts the agency has taken to determine whether removal of barriers is readily achievable, and if so, to remove them; and the agency responsible for rendering non-accessible facilities accessible. State whether the agency has applied to [the] Department of Buildings for a waiver of the requirements for the alteration of existing facilities or if facilities are exempt.

10. Indicate the reporting relationship between the principal EEO Professional and agency head (or a direct report other than the Agency Counsel) in the agency's organizational chart, EEO Policy and Annual EEO Plan.
11. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the Agency Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.
12. Develop and implement [a] plan, which includes a timetable, to conduct annual performance evaluations to all managerial and non-managerial employees.
- [13.] Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner), and that managers are informed that this is an expectation or performance standard upon which they would be evaluated.

Whereas, the OTM submitted its response to the EEPC's preliminary determination letter, on November 8, 2013 with documentation of its actions to rectify required corrective actions nos. 1, 2, 7, 8 and 10; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on November 14, 2013 which agreed and accepted documentation for implementation of the aforementioned corrective actions, and indicated that corrective action(s) nos. 3, 4, 5, 6, 9, 11, 12 and 13 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor OTM for a period not to exceed six months, from January 2014 through June 2014, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

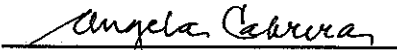
Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,
that the Commission authorizes Commissioner Angela Cabrera to forward its Final Determination to Honorable Patricia E. Harris, Deputy Mayor for Administration of the Office of the Mayor.

Approved unanimously on November 14, 2013.

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Angela Cabrera
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/29-827: Final Determination pursuant to the audit and analysis of the NYC Department of Sanitation's Equal Employment Opportunity Program from January 1, 2012 through June 30, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPCC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the NYC Department of Sanitation's (DSNY) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated November 07, 2013, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.
2. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
3. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

4. Issue Ensure that human resources professionals, managers, supervisors, and other personnel involved in the recruitment and hiring process are trained in EEO and interviewing, selection, and hiring skills to enable such individuals to correctly identify the most capable candidates (i.e. structured interview training or guide).

Whereas, the DSNY submitted its response to the EEPC's Preliminary Determination letter, on November 26, 2013; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on December 19, 2013 which indicated that all corrective action(s) require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor DSNY for a period not to exceed six months, from January 2014 through June 2014, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,

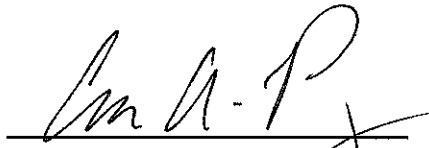
that the Commission authorizes Chair Cesar A. Perez, Esq. to forward its Final Determination to Commissioner John J. Doherty, Department of Sanitation.

Approved unanimously on December 19, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

Appendix III: Compliance Resolutions

Pursuant to the City Charter-mandated compliance procedure, the Commission reviews, approves, and adopts a Determination of Compliance or Non-Compliance at the end of an assigned monitoring period. The following pages contain the Commission's 2013 compliance-monitoring Resolutions, which specify the compliance-monitoring period, the corrective actions implemented by an agency and the agency's status at the end of the period. Adoption of a Resolution authorizes the mailing of a Determination. The order is listed below. In addition, Resolutions are placed on the EEPC's website at: http://www.nyc.gov/html/eepc/html/about/eepc_jurisdiction.shtml.

- Administrative Tax Appeals
- Administrative Trials and Hearings, Office of
- Aging, Department for the
- Borough President's Office, Bronx
- Borough President, Staten Island
- Citywide Administrative Services, Dept.
- Community Board – Bronx # 6
- Community Board – Bronx # 9
- Community Board – Manhattan # 1
- Community Board – Manhattan # 3
- Community Board – Manhattan # 4
- Community Board – Manhattan # 6
- Community Board – Manhattan # 8
- Community Board – Manhattan # 10
- Community Board – Manhattan # 12
- Community Board – Staten Island # 3
- Community College, Borough of Manhattan
- Community College, Kingsborough
- Correction, Department of
- District Attorney - New York County Office
- Education, Department of
- Environmental Protection, Department of
- Employees' Retirement System, New York City
- Housing Authority, New York City
- Housing Development Corp., New York City
- Independent Budget Office
- Investigation, Department of
- Information Technology & Telecomm., Dept. of
- Labor Relations, Office of
- Law Department, New York
- Police Department, New York
- Public Administrator - Kings County Office
- Public Advocate, Office of the
- Special Narcotics Prosecutor, Office of
- Transportation, Department of

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/021C: Determination of **Compliance** (Monitoring Period Not Required) by the Office of Administrative Tax Appeals with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2011.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of Administrative Tax Appeals' (OATA) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination dated September 13, 2012, setting forth the following finding and required corrective action:

1. Because the EEO Officer should report directly to the agency head (or to a direct report to the agency head), the agency should update its organizational chart to reflect this reporting relationship.

Whereas, the OATA submitted its response to the EEPC's Preliminary Determination on October 9, 2012 with documentation of its action to rectify all of the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on November 21, 2012 which agreed and accepted documentation for implementation of the aforementioned corrective action; and

Whereas, the EEPC's corrective action was required by, or consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government;
Now Therefore,

Be It Resolved, that the Office of Administrative Tax Appeals implemented the required corrective action deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

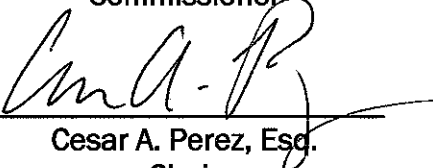
Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to President Glenn Newman of the Office of Administrative Tax Appeals.

Approved unanimously on December 19, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/31-820C: Determination of **Compliance** (Monitoring Period Not Required) by the Office of Administrative Trials and Hearings with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2011 through June 30, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of Administrative Trials and Hearings (OATH) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination dated November 26, 2013, setting forth findings and the following required corrective actions:

1. Re-distribute the identity of the Career Counselor to remind employees of the identity and type of career guidance available.
2. Re-distribute the identity and responsibilities of the Disability Rights Coordinator to ensure that employees are aware of this information.
3. Indicate the reporting relationship between the Principal EEO Professional and agency head (or a direct report other than the General Counsel) in the agency's organizational chart, EEO Policy and Annual EEO Plan.

Whereas, the OATH submitted its response to the EEPC's Preliminary Determination on December 12, 2013 with documentation of its actions to rectify all of the required corrective actions;

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on December 19, 2013 which agreed and accepted documentation for implementation of the

aforementioned corrective actions and no corrective actions were remaining;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the OATH submitted a copy of the agency head's memorandum to staff dated December 18, 2013, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Office of Administrative Trials and Hearings has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

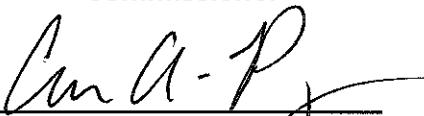
Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Commissioner, Honorable Suzanne A. Beddoe.

Approved unanimously on December 19, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/16-125C: Determination of **Compliance** by the Department for the Aging with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department for the Aging's (DFTA) EEO Program, the Equal Employment Practices Commission (EEPC or Commission) issued a preliminary determination letter, dated October 23, 2012, setting forth its findings and required corrective actions; and

Whereas, the DFTA submitted its response to the EEPC's preliminary determination letter, on November 29, 2012 with documentation of its actions to rectify the areas of non-compliance identified in the preliminary determination; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on December 11, 2012, including such recommended corrective action as the Commission deemed appropriate; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the DFTA for a period not to exceed six months, from January, 2013 through June, 2013, to determine whether it implemented the aforementioned required corrective actions; and

Whereas, the DFTA implemented Corrective Action #1, which states: To ensure that all employees are aware of the person responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities, the HR/Personnel Officer should re-distribute the identity of the Disability Rights Coordinator; and

Whereas, the DFTA implemented Corrective Action #2, which states: Each complaint file should include a Discrimination Complaint Form or a complaint that captures: the facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the alleged discrimination; and

Whereas, the DFTA implemented Corrective Action #3, which states: The EEO Officer/ Counselor should serve the respondent with a notice of complaint (or another document that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice) along with a copy of the complaint. The EEO Officer should keep receipts regarding the service of notice on the respondent in the complaint file; and

Whereas, the DFTA implemented Corrective Action #4, which states: At the conclusion of an investigation, the agency head should review the EEO Officer's determination (which should consist of Facts, Analysis, Conclusion, Recommendations and a label of "Confidential") and promptly issue a written/electronic determination adopting, rejecting, or modifying the recommended action. The agency head should sign (in writing or electronically) each final determination to indicate that it has been reviewed and adopted; and

Whereas, the DFTA implemented Corrective Action #5, which states: The agency should develop a plan, which includes a timetable, to provide annual performance evaluations to all managerial and non-managerial employees in the agency; and

Whereas, the DFTA implemented Corrective Action #6, which states: The HR/Personnel Officer should re-distribute the identity of the agency's Career Counselor to remind employees of the identity and type of guidance available and ensure that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; and

Whereas, the DFTA implemented Corrective Action #7, which states: Staff meetings during which managers and supervisors emphasize their commitment to the EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office (at least once per year) should be documented.

Whereas, since Section 815.a.(15) of the New York City the Charter requires the agency head to ensure and promote equal employment opportunity, after implementation of the above recommendations, on June 21, 2013, the agency head distributed a memorandum to all staff informing them of the changes that have been implemented in the agency's EEO program pursuant to the EEPC's audit. This memorandum re-emphasized the agency head's commitment to the agency's Equal Employment Opportunity Program; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,

that the New York City Department for the Aging has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

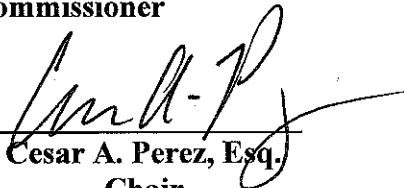
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Lilliam Barrios-Paoli, Commissioner for the Department for the Aging.

Approved unanimously on August 15, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/011C: Determination of Compliance (Monitoring Period Not Required) by the Office of the Bronx Borough President with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2011 through June 30, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of the Bronx Borough President's (BxBPO) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination dated October 15, 2013, setting forth the following findings and required corrective actions:

1. Include or attach as addenda to the EEO Policy, a section against sexual harassment.

Whereas, the BxBPO submitted its response to the EEPC's Preliminary Determination on October 31, 2013 with documentation of its actions to rectify all of the required corrective actions;

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on November 14, 2013 which agreed and accepted documentation for implementation of the aforementioned corrective actions and no corrective actions were remaining;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the BxBPO submitted a copy of the agency head's memorandum to staff dated October 28, 2013, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with,

federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,


Be It Resolved, that the Office of the Bronx Borough President has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Bronx Borough President, Ruben Diaz Jr.

Approved unanimously on November 14, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Angela Cabrera
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/14-014C: Determination of **Compliance** by the Office of the Staten Island Borough President with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of the Staten Island Borough President's (SIBP) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated December 13, 2012, setting forth its findings and required corrective actions; and

Whereas, the SIBP submitted its response to the EEPC's preliminary determination letter, on February 25, 2013 with documentation of its actions to rectify the areas of non-compliance; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on March 15, 2013; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the SIBP for a period not to exceed six months, from June 2013 through November 2013, to determine whether it implemented the aforementioned required corrective actions; and

Whereas, at the EEPC's request, pursuant to Section 815.a.(15) of the New York City Charter, on February 21, 2013, the SIBP submitted a copy of the agency head's memorandum to staff regarding the SIBP's EEO Program; and

Whereas, the SIBP implemented Corrective Action #1, which states: The agency head should use the distribution of the EEO Policy as an opportunity to issue a general EEO Policy statement or memo reiterating his commitment to EEO declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information

of EEO Personnel, and providing employees pertinent electronic links to the EEO Policy/Handbook/Addenda; and

Whereas, the SIBP implemented Corrective Action #2, which states: The agency should distribute a copy of the EEO Policy Handbook, *About EEO: What You May Not Know* or its own EEO Policy to current/new employees and/or ensure that a copy is available via its website; and

Whereas, the SIBP implemented Corrective Action #3, which states: Because the EEO Officer should report directly to the agency head (or to a direct report to the agency head), the agency should update its organizational chart to reflect this reporting relationship; and

Whereas, the SIBP implemented Corrective Action #4, which states: The agency should develop an EEO training plan to ensure that all individuals who work within the agency, including managers and supervisors, are trained concerning EEO-related policies, rights, and responsibilities; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,

that the Office of the Staten Island Borough President has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

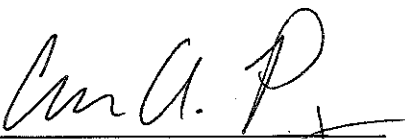
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to James P. Molinaro, Staten Island Borough President.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/05-868: Determination of implementation by the Department of Citywide Administrative Services of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Department of Citywide Administrative Services' compliance with the Citywide Equal Employment Opportunity Policy from January 1, 2009 to December 31, 2011.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 35, Section 814(a) (12) of the New York City Charter, the City established the Citywide Equal Employment Opportunity Policy, a set of uniform standards and procedures designed to insure equality of opportunity for municipal government employees and job applicants, and, consistent with federal, state and local laws, identified other groups for protection from discrimination in employment; and

Whereas, pursuant to its audit of the Department of Citywide Administrative Services (DCAS), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 23, 2012, setting forth its findings and recommended corrective actions; and

Whereas, the DCAS submitted its response to the EEPC's preliminary determination letter, on November 16, 2012; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on November 27, 2012, including such recommended corrective action as the Commission deemed appropriate; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified in the preliminary determination; and

Whereas, at the EEPC's request, pursuant to Section 815.a.(19) of the New York City Charter, on January 23, 2013, the DCAS submitted a copy of the agency head's memorandum to staff, which outlined the corrective actions implemented in response to the EEPC's audit; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the City's Equal Employment Opportunity Policy; and

Whereas, the members of this Commission have determined that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,

that the Department of Citywide Administrative Services has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the Department of Citywide Administrative Services Commissioner Edna Wells Handy, formally informing her that the DCAS has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on January 24, 2013,

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/06-386C: Determination of **Compliance** by Bronx Community Board No. 6 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Community Board No. 6's EEO Program, the Equal Employment Practices Commission issued a determination letter, dated May 9, 2013, setting forth its findings and required corrective actions; and

Whereas, Community Board No. 6 submitted its response to the EEPC's determination letter, on May 17, 2013 with documentation of its actions to rectify the areas of non-compliance; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to consider Community Board No. 6's response to the determination, and determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified; and

Whereas, Community Board No. 6 has implemented Corrective Action #1, which states: Community Board No. 6 must ensure that all individuals who work within the board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Bronx Community Board No. 6 has implemented the required

corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

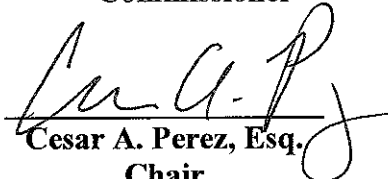
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Chairperson Wendy Rodriguez.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/11-389C: Determination of **Compliance** by Bronx Community Board No. 9 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its EEO Program for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Bronx Community Board No. 9's EEO Program, the Equal Employment Practices Commission issued a determination letter, dated June 20, 2013, setting forth its findings and required corrective actions; and

Whereas, Bronx Community Board No. 9 submitted its response to the EEPC's determination letter, on July 22, 2013 with documentation of its actions to rectify the areas of non-compliance; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to consider Bronx Community Board No. 9's response to the determination, and determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified; and

Whereas, Bronx Community Board No. 9 has implemented Corrective Action #1, which states: Community Board No. 9 must use the EEO tag line when advertising job vacancies; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Bronx Community Board No. 9 has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

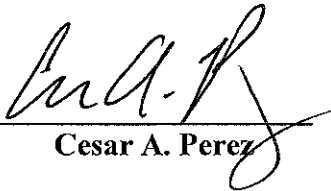
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Chairperson Cheryl Marrow.

Approved unanimously on August 15, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner


Cesar A. Perez

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/12-341C: Determination of **Compliance** by Manhattan Community Board No. 1 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its EEO Program for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Community Board No. 1's EEO Program, the Equal Employment Practices Commission issued a determination letter, dated June 20, 2013, setting forth its findings and required corrective actions; and

Whereas, Community Board No. 1 submitted its response to the EEPC's determination letter, on July 9, 2013 with documentation of its actions to rectify the areas of non-compliance; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to consider Community Board No. 1's response to the determination, and determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified; and

Whereas, Community Board No. 1 has implemented Corrective Action #1, which states: Manhattan Community Board No. 1 must post job vacancies in its office and the Manhattan Borough President's Office; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Manhattan Community Board No. 1 has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

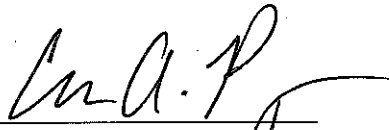
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Chairperson Catherine McVey- Hughes.

Approved unanimously on August 15, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner


Cesar A. Perez

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/14-343C: Determination of **Compliance** by Manhattan Community Board No. 3 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its EEO Program for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Community Board No. 3's EEO Program, the Equal Employment Practices Commission issued a determination letter, dated June 20, 2013, setting forth its findings and required corrective actions; and

Whereas, Community Board No. 3 submitted its response to the EEPC's determination letter, on June 25, 2013 with documentation of its actions to rectify the areas of non-compliance; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to consider Community Board No. 3's response to the determination, and determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified; and

Whereas, Community Board No. 3 has implemented Corrective Action #1, which states: Manhattan Community Board No. 3 must use the EEO tag line when advertising job vacancies; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Manhattan Community Board No. 3 has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

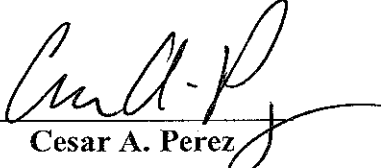
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Chairperson Gigi Li.

Approved unanimously on August 15, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner


Cesar A. Perez

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/15-344C: Determination of **Compliance** by Manhattan Community Board No. 4 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its EEO Program for Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity for Community Boards.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Community Board No. 4's EEO Program, the Equal Employment Practices Commission issued a determination letter, dated June 20, 2013, setting forth its findings and required corrective actions; and

Whereas, Community Board No. 4 submitted its response to the EEPC's determination letter, on August 6, 2013 with documentation of its actions to rectify the areas of non-compliance; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to consider Community Board No. 4's response to the determination, and determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified; and

Whereas, Community Board No. 4 has implemented Corrective Action #1, which states: Manhattan Community Board No. 4 must post job vacancies in its office and the Manhattan Borough President's Office; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Manhattan Community Board No. 4 has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

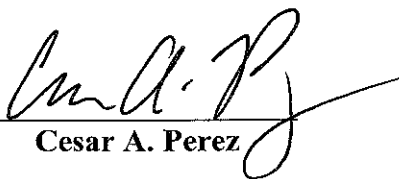
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Chairperson Corey Johnson.

Approved unanimously on August 15, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner


Cesar A. Perez

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/17-346C: Determination of **Compliance** by Manhattan Community Board No. 6 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its EEO Program for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Community Board No. 6's EEO Program, the Equal Employment Practices Commission issued a determination letter, dated June 20, 2013, setting forth its findings and required corrective actions; and

Whereas, Community Board No. 6 submitted its response to the EEPC's determination letter, on July 17, 2013 with documentation of its actions to rectify the areas of non-compliance; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to consider Community Board No. 6's response to the determination, and determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified; and

Whereas, Community Board No. 6 has implemented Corrective Action #1, which states: Community Board No. 6 must post job vacancies in its office and the Manhattan Borough President's Office; and

Whereas, Community Board No. 6 has implemented Corrective Action #2, which states: Community Board No. 6 must ensure that all individuals who work within the board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities, and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Manhattan Community Board No. 6 has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

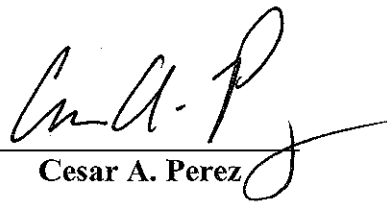
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Chairperson Sandra Sherrod.

Approved unanimously on August 15, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner


Cesar A. Perez

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/19-348C: Determination of **Compliance** by Manhattan Community Board No. 8 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its EEO Program for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Community Board No. 8's EEO Program, the Equal Employment Practices Commission issued a determination letter, dated June 20, 2013, setting forth its findings and required corrective actions; and

Whereas, Community Board No. 8 submitted its response to the EEPC's determination letter, on July 17, 2013 with documentation of its actions to rectify the areas of non-compliance; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to consider Community Board No. 8's response to the determination, and determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified; and

Whereas, Community Board No. 8 has implemented Corrective Action #1, which states: Community Board No. 8 must use the EEO tag line when advertising job vacancies; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Manhattan Community Board No. 8 has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.


Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Chairperson Nicholas Viest.

Approved unanimously on August 15, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/21-350C: Determination of **Compliance** by Manhattan Community Board No. 10 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its EEO Program for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Community Board No. 10's EEO Program, the Equal Employment Practices Commission issued a determination letter, dated June 20, 2013, setting forth its findings and required corrective actions; and

Whereas, Community Board No. 10 submitted its response to the EEPC's determination, on August, 5, 2013 with documentation of its actions to rectify the areas of non-compliance; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to consider Community Board No. 10's response to the determination, and determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified; and

Whereas, Community Board No. 10 has implemented Corrective Action #1, which states: Community Board No. 10 must use the EEO tag line when advertising job vacancies; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Manhattan Community Board No. 10 has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Chairperson Henrietta Lyle.

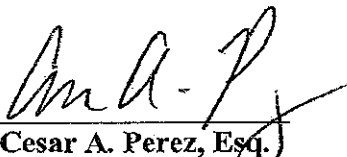
Approved unanimously on October 10, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/23-352C: Determination of **Compliance** by Manhattan Community Board No. 12 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its EEO Program for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Community Board No. 12's EEO Program, the Equal Employment Practices Commission issued a determination letter, dated June 20, 2013, setting forth its findings and required corrective actions; and

Whereas, Community Board No. 12 submitted its response to the EEPC's determination letter, on July 18, 2013 with documentation of its actions to rectify the areas of non-compliance; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to consider Community Board No. 12's response to the determination, and determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified; and

Whereas, Community Board No. 12 has implemented Corrective Action #1, which states: since agencies are responsible for ensuring compliance with all federal, state, and local laws pertaining to persons with disabilities, Community Board No. 12 should demonstrate accessibility for facilities by identifying any barriers in its facilities, detailing the efforts the Community Board has taken, or will take, to remove barriers and identify the agency (if not the Community Board) responsible for rendering its facilities accessible to employees/applicants for employment with disabilities. This assessment will be reviewed during the compliance period; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Manhattan Community Board No. 12 has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.


Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Chairperson George Fernández.

Approved unanimously on August 15, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/26-493C: Determination of **Compliance** by Staten Island Community Board No. 3 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its EEO Program for Compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards*.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of Staten Island Community Board No. 3's EEO Program, the Equal Employment Practices Commission issued a determination letter, dated June 20, 2013, setting forth its findings and required corrective actions; and

Whereas, Staten Island Community Board No. 3 submitted its response to the EEPC's determination letter, on July 30, 2013 with documentation of its actions to rectify the areas of non-compliance; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to consider Staten Island Community Board No. 3's response to the determination, and determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified; and

Whereas, Staten Island Community Board No. 3 has implemented Corrective Action #1, which states: Community Board No. 3 must ensure that all individuals who work within the board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Staten Island Community Board No. 3 has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Chairperson Frank Morano.

Approved unanimously on August 15, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/15-466C: Determination of **Compliance** by the Borough of Manhattan Community College with the Equal Employment Practices Commission's recommended corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Borough of Manhattan Community College's (BMCC) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated December 15, 2011, setting forth its findings and recommended corrective actions; and

Whereas, the BMCC submitted its response to the EEPC's preliminary determination letter, on January 23, 2012 with documentation of its action to rectify the areas of non-compliance identified in the preliminary determination; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the BMCC for a period not to exceed six months, from November 2012 through May 2013, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the BMCC implemented Corrective Action #1, which states: The College should develop an AA/EEO and Diversity training plan to ensure that all individuals who work within the campus, including managers and supervisors, are trained concerning AA/EEO and Diversity-related policies, rights, and responsibilities; and

Whereas, the BMCC implemented Corrective Action #2, which states: The complainant should be informed in writing that an investigation is being commenced, that interviews of the accused and possibly other people shall be conducted, and that the President shall determine what action, if any, to take after the investigation is complete; and

Whereas, the BMCC implemented Corrective Action #3, which states: The accused should be advised that a complaint of discrimination has been received, that an investigation has begun, which may include interviews with third parties, and that the President shall determine what action, if any, to take after the investigation is completed. The accused should be given a copy of the complaint and an opportunity to respond; and

Whereas, the BMCC implemented Corrective Action #4, which states: Because the AA/CDO should report directly to the President (or to a direct report to the President), it is the Commission's position that appropriate documentation of meetings and other communications between the AA/CDO and the President regarding decisions that impact the administration of the college's EEO program be maintained; and

Whereas, the BMCC implemented Corrective Action #5, which states: Since it is the Commission's position that the college is responsible for ensuring compliance with all federal, state, and local laws, as well as City and college policies, pertaining to persons, (i.e., employees) with disabilities, the college should develop a plan to demonstrate accessibility compliance for the three facilities. This plan should identify barriers and detail the efforts the college has taken to remove barriers. This plan will be reviewed during the compliance period; and

Whereas, since Section 815.a.(15) of the New York City the Charter requires the agency head to ensure and promote equal employment opportunity, after implementation of the above recommendations, on July 18, 2013, the College President distributed a memorandum to all staff informing them of the changes that have been implemented in the College's EEO program pursuant to the EEPC's audit. This memorandum re-emphasized the College President's commitment to the College's Equal Equal Employment Opportunity Program; and

Whereas, all of the EEPC's recommended corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,
that the Borough of Manhattan Community College has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

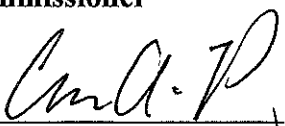
Be It Finally Resolved,
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Dr. Antonio Perez, President of the Borough of Manhattan Community College.

Approved unanimously on August 15, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/03-465C: Determination of implementation by the Kingsborough Community College of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Kingsborough Community College's compliance with the City University of New York's Equal Employment Opportunity Program from July 1, 2007 to June 30, 2010.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to the Administrative Code of the City of New York, Title 8, as amended, the City established the New York City Human Rights Law, which identified other groups for protection from discrimination in employment; and

Whereas, pursuant to its audit of the Kingsborough Community College's (KCC) Equal Employment Opportunity Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated February 24, 2012, setting forth its findings and recommended corrective actions; and

Whereas, the KCC submitted its response to the EEPC's preliminary determination letter, on April 16, 2012; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a letter in lieu of a final determination on May 1, 2012, confirming the KCC's agreement with all audit recommendations; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the KCC for a period not to exceed six months, from July, 2012 to December, 2012, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Kingsborough Community College submitted its Final Compliance Report on January 7, 2013; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the City University of New York's Equal Employment Opportunity Policy; and

Whereas, the members of this Commission have reviewed a Compliance Summary Report prepared by EEPC staff, affirming that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,

that the Kingsborough Community College has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

that the Commission authorizes the Chair, Cesar A. Perez, to forward a letter to the Kingsborough Community College President, Dr. Regina S. Peruggi, formally informing her that the Kingsborough Community College has implemented the recommended corrective actions to the Commission's satisfaction.

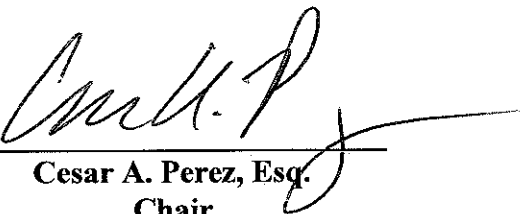
Approved unanimously on January 24, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/06-072C: Determination of implementation by the Department of Correction of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Department of Correction's compliance with the Citywide Equal Employment Opportunity Policy from July 1, 2008 to June 30, 2011.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 35, Section 814(a) (12) of the New York City Charter, the City established the Citywide Equal Employment Opportunity Policy, a set of uniform standards and procedures designed to insure equality of opportunity for municipal government employees and job applicants, and, consistent with federal, state and local laws, identified other groups for protection from discrimination in employment; and

Whereas, pursuant to its audit of the Department of Correction (DOC), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated September 13, 2012, setting forth its findings and recommended corrective actions; and

Whereas, the DOC submitted its response to the EEPC's preliminary determination letter, on November 14, 2012; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on December 4, 2012, including such recommended corrective action as the Commission deemed appropriate; and

Whereas, the DOC submitted its response to the EEPC's final determination letter, on December 28, 2012; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified in the preliminary determination; and

Whereas, the Department of Correction submitted its Final Compliance Report on March 8, 2013, and provided supplemental documentation on March 11, 2013; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the City's Equal Employment Opportunity Policy; and

Whereas, at the EEPC's request, pursuant to Section 815.a.(19) of the New York City Charter, on March 8, 2013, the DOC submitted a copy of the agency head's memorandum to staff, which outlined the corrective actions implemented in response to the EEPC's audit; and

Whereas, the members of this Commission have determined that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,
that the Department of Correction has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the Department of Correction Commissioner Dora B. Schiro, formally informing her that the DOC has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on March 13, 2013,

**Angela Cabrera
Commissioner**

**Malini Cadambi Daniel
Commissioner**

**Elaine S. Reiss, Esq.
Commissioner**



**Cesar A. Perez, Esq.
Chair**

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/08-901C: Determination of implementation by the Office of the District Attorney of New York County of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Office of the District Attorney of New York County's compliance with its Equal Employment Opportunity Program from July 1, 2007 through June 30, 2010.

Whereas, pursuant to Chapter 36, Section 831(d) (2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to the Administrative Code of the City of New York, Title 8, as amended, the City established the New York City Human Rights Law, which identified other groups for protection from discrimination in employment; and

Whereas, pursuant to its audit of the Office of the District Attorney of New York County's (DANY) Equal Employment Opportunity Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated November 10, 2011, setting forth its findings and recommended corrective actions; and

Whereas, the DANY submitted its response to the EEPC's preliminary determination letter, on March 27, 2012; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the DANY for a period not to exceed six months, from May 2012 through October 2012, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Office of the District Attorney of New York County submitted its Final Compliance Report on March 13, 2013; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the Office of the District Attorney of New York County's Equal Employment Opportunity Policy; and

Whereas, the members of this Commission have reviewed a Compliance Summary Report prepared by EEPC staff, affirming that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,
that the Office of the District Attorney of New York County has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

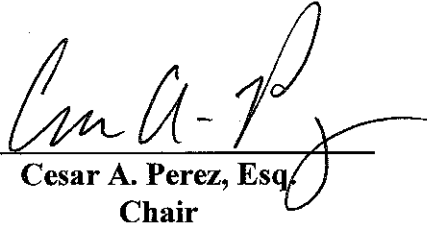
that the Commission authorizes the Chair, Cesar A. Perez, to forward a letter to the District Attorney of New York County, Cyrus Vance, Jr., formally informing him that the DANY has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on March 14, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/17-740C: Determination of **Compliance** by the New York City Department of Education with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the New York City Department of Education's (DOE) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 24, 2012, setting forth its findings and required corrective actions; and

Whereas, the DOE responded to the EEPC's preliminary determination letter, during an Audit Completion Meeting on December 27, 2012, with its intentions to rectify the areas of non-compliance identified in the preliminary determination; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on January 15, 2013, including such recommended corrective action as the Commission deemed appropriate; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the DOE for a period not to exceed six months, from February through July, 2013, to determine whether it implemented the aforementioned required corrective actions; and

Whereas, the DOE implemented Corrective Action #1, which states: All agency recruitment literature should indicate that the agency is an equal opportunity employer; and

Whereas, the DOE implemented Corrective Action #2, which states: The agency head

should direct supervisors/managers to conduct annual formal performance evaluations of the employees under their supervision. Completion of annual evaluations for all individuals who are employed by the agency should be documented; and

Whereas, the DOE implemented Corrective Action #3, which states: The agency's managerial performance evaluation form should contain a rating for EEO (which covers responsibilities and processes for assuring that people are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner); and

Whereas, since Section 815.a.(15) of the New York City the Charter requires the agency head to ensure and promote equal employment opportunity, after implementation of the above recommendations, on June 11, 2013, the DOE Chancellor distributed an e-mail to all staff informing them of the changes that have been implemented in the agency's EEO program pursuant to the EEPC's audit. This memorandum re-emphasized the agency head's commitment to the agency's Equal Employment Opportunity Program; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,

that the New York City Department of Education has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

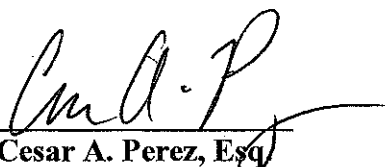
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Dennis M. Walcott, Chancellor of the New York City Department of Education.

Approved unanimously on August 15, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/826C: Determination of **Compliance** (Monitoring Period Not Required) by the NYC Department of Environmental Protection with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2012 to June 30, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Environmental Protection (DEP) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination dated November 13, 2013, setting forth the following findings and required corrective actions:

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where agencies may otherwise use discretion in hiring.
2. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact.
3. Re-distribute the identity of the Career Counselor to remind employees of the identity and type of career guidance available.
4. Re-distribute the identity and responsibilities of the Disability Rights Coordinator to

ensure that employees are aware of this information.

Whereas, the DEP submitted its response to the EEPC's Preliminary Determination on December 12, 2013 with documentation of its actions to rectify all of the required corrective actions 1, 2, 3, and 4;

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on December 19, 2013 which agreed and accepted documentation for implementation of the aforementioned corrective actions and no corrective actions were remaining;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the DEP submitted a copy of the agency head's memorandum to staff dated December 18, 2013, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Department of Environmental Protection has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

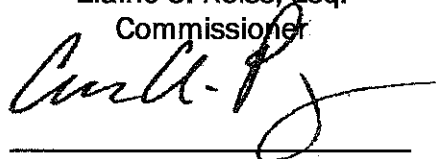
Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Commissioner Carter H. Strickland of the NYC Department of Environmental Protection.

Approved unanimously on December 19, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/009C: Determination of **Compliance** by the New York City Employees' Retirement System with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPCC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the New York City Employees' Retirement System (NYCERS) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated December 13, 2012, setting forth its findings and required corrective actions; and

Whereas, the NYCERS responded to the EEPC's preliminary determination letter on January 3, 2013 with its intentions to rectify the areas of non-compliance identified in the preliminary determination; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on February 11, 2013, including such recommended corrective action as the Commission deemed appropriate; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the NYCERS for a period not to exceed six months, from June through November, 2013, to determine whether it implemented the aforementioned required corrective actions; and

Whereas, the NYCERS implemented Corrective Action #1, which states: To ensure that all employees are aware of the person responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities, Personnel Officer should re-distribute the identity and contact information of the Disability Rights Coordinator; and

Whereas, the NYCERS implemented Corrective Action #2, which states: The agency head should formally appoint a Career Counselor with appropriate training and knowledge, who is familiar with career opportunities in City government and remind employees at least once each year of the identity, contact information and type of guidance available from the Career Counselor; and

Whereas, the NYCERS implemented Corrective Action #3, which states: The agency head should direct managers and supervisors to emphasize their commitment to the EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office at least once a year during staff meetings. These meetings should be documented; and

Whereas, the NYCERS implemented Corrective Action #4, which states: The agency's managerial performance evaluation form should contain a rating for EEO (which covers responsibilities and processes for assuring that people are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner);and

Whereas, the NYCERS implemented Corrective Action #5, which states: Because the EEO Officer should report directly to the agency head (or to a direct report to the agency head), the agency should update its organizational chart to reflect this reporting relationship; and

Whereas, the NYCERS implemented Corrective Action #6, which states: Since the Charter requires the agency head to ensure and promote equal employment opportunity, after implementation of the above recommendations, the agency head should distribute a memorandum to all staff informing them of the changes that have been implemented in the agency's EEO program pursuant to the EEPC's audit. This memorandum should re-emphasize the agency head's commitment to the agency's Equal Employment Opportunity Program; and

Whereas, since Section 815.a.(15) of the New York City the Charter requires the agency head to ensure and promote equal employment opportunity, after implementation of the above recommendations, on June 11, 2013, the NYCERS Executive Director distributed a memorandum to all staff informing them of the changes that have been implemented in the agency's EEO program pursuant to the EEPC's audit. This memorandum re-emphasized the agency head's commitment to the agency's Equal Employment Opportunity Program; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,
that the New York City Employees' Retirement System has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Diane D'Alessandro, Executive Director of the New York City Employees' Retirement System.

Approved unanimously on October 10, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/996C: Determination of **Compliance** by the New York City Housing Authority with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the New York City Housing Authority's (NYCHA) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated September 13, 2012, setting forth its findings and required corrective actions; and

Whereas, the NYCHA responded to the EEPC's preliminary determination letter on November 9, 2012, with its intentions to rectify the areas of non-compliance identified in the preliminary determination; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on November 27, 2012, including such recommended corrective action as the Commission deemed appropriate; and

Whereas, the NYCHA responded to the EEPC's final determination, during an Audit Closing/Compliance Initiation Meeting on Monday, January 7, 2013; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the NYCHA for a period not to exceed six months, from February through July, 2013, to determine whether it implemented the aforementioned required corrective actions; and

Whereas, the EEPC granted the NYCHA an informal extension to allow the agency to complete its assessment of accessibility of its facilities; and

Whereas, the NYCHA implemented Corrective Action #1, which states: The agency should ensure that all employees involved in job interviewing receive training and/or a guide that outlines illegal or discriminatory questions and includes instructions for conducting a structured interview that standardizes the type and order of interview questions asked to ensure that a fair comparison can be made between interviewees; and

Whereas, the NYCHA implemented Corrective Action #2, which states: Since the EEO holds the EEO Officer responsible for investigating discrimination complaints within the agency and providing guidance and assistance to agency managers, supervisors and human resource professionals in addressing issues relating to equal employment opportunity, employees should be aware of the identity, location, and telephone number of the EEO Officer. The agency should redistribute this information; and

Whereas, the NYCHA implemented Corrective Action #3, which states: To ensure that all employees are aware of the person responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities, the agency should re-distribute information to all employees in writing of the name, location, and telephone number of this person; and

Whereas, the NYCHA implemented Corrective Action #4, which states: Since agencies are responsible for ensuring compliance with all federal, state, and local laws pertaining to persons with disabilities, the agency should develop a plan to demonstrate accessibility compliance for the facilities and management offices where accessibility compliance/non-compliance is undetermined. This plan should identify the barriers in these facilities, detail the efforts the NYCHA has taken to remove barriers, and identify the agency (if not NYCHA) responsible for rendering the facility accessible to employees/applicants with disabilities; and

Whereas, the NYCHA implemented Corrective Action #5, which states: The agency's managerial performance evaluation form should contain a rating for EEO (which covers responsibilities and processes for assuring that people are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner; and

Whereas, the NYCHA implemented Corrective Action #6, which states: The agency head should direct managers and supervisors to emphasize their commitment to the EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office at least once a year during staff meetings. These meetings should be documented; and

Whereas, the NYCHA implemented Corrective Action #7, which states: In addition to the above recommendations, after implementation of the above corrective actions, the Commission requires that the agency head distribute a memorandum to all staff informing them of the changes that are being implemented in the agency's EEO program pursuant to the audit. This memorandum should re-emphasize the agency head's commitment to the agency's EEO Program; and

Whereas, since Section 815.a.(15) of the New York City the Charter requires the agency head to ensure and promote equal employment opportunity, after implementation of the above recommendations, in October 2013, the NYCHA Chairman distributed a memorandum to all staff informing them of the changes that have been implemented in the agency's EEO program pursuant to the EEPC's audit. This memorandum re-emphasized the agency head's commitment to the agency's Equal Employment Opportunity Program; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the New York City Housing Authority has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to John B. Rhea, Chairman of the New York City Housing Authority.

Approved unanimously on October 10, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/02-907C: Determination of implementation by the New York City Housing Development Corporation of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the New York City Housing Development Corporation's compliance with its Equal Employment Opportunity Program from January 1, 2007 to December 31, 2009.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to the Administrative Code of the City of New York, Title 8, as amended, the City established the New York City Human Rights Law, which identified other groups for protection from discrimination in employment; and

Whereas, pursuant to its audit of the Manhattan Borough President's Office's (MBPO) Equal Employment Opportunity Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated July 28, 2011, setting forth its findings and recommended corrective actions; and

Whereas, the HDC submitted its response to the EEPC's preliminary determination letter, on August 12, 2011; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on September 28, 2011, including such recommended corrective action as the Commission deemed; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the HDC for a period not to exceed six months, from November 2011 through April 2012, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Commission extended the compliance period through December, 2012 in order to confirm the successful completion of training for both EEO Counselors; and

Whereas, the New York City Housing Development Corporation submitted its Final Compliance Report on December 20, 2011, and provided supplemental documentation on January 23, 2013; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the New York City Housing Development Corporation's Equal Employment Opportunity Policy; and

Whereas, the members of this Commission have reviewed a Compliance Summary Report prepared by EEPC staff, affirming that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,

that the New York City Housing Development Corporation has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

that the Commission authorizes the Chair, Cesar A. Perez, to forward a letter to the New York City Housing Development Corporation President, Marc E. Jahr, formally informing him that the HDC has implemented the recommended corrective actions to the Commission's satisfaction.

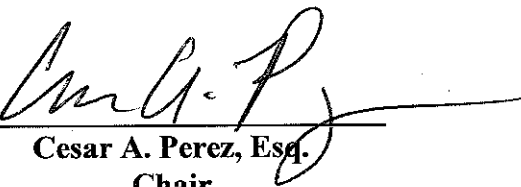
Approved unanimously on January 24, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/04-132C: Determination of implementation by the Independent Budget Office of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Independent Budget Office's compliance with its Equal Employment Opportunity Program from January 1, 2009 to December 31, 2011.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to the Administrative Code of the City of New York, Title 8, as amended, the City established the New York City Human Rights Law, which identified other groups for protection from discrimination in employment; and

Whereas, pursuant to its audit of the Independent Budget Office's (IBO) Equal Employment Opportunity Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated September 13, 2012, setting forth its findings and recommended corrective actions; and

Whereas, the IBO submitted its response to the EEPC's preliminary determination letter, on October 11, 2012; and

Whereas, the Independent Budget Office submitted with its response to the preliminary determination documentation of actions taken to rectify the non-compliance identified in the preliminary determination; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on November 20, 2012; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified in the preliminary determination; and

Whereas, at the EEPC's request, pursuant to Section 815.a.(19) of the New York City Charter, on January 23, 2013, the IBO submitted a copy of the agency head's memorandum to staff, which outlined the corrective actions implemented in response to the EEPC's audit; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the Independent Budget Office's Equal Employment Opportunity Policy; and

Whereas, the members of this Commission have reviewed a Compliance Summary Report prepared by EEPC staff, affirming that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,

that the Independent Budget Office has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

that the Commission authorizes the Chair, Cesar A. Perez, to forward a letter to the Independent Budget Office Executive Director Ronnie Lowenstein, formally informing her that the IBO has implemented the recommended corrective actions to the Commission's satisfaction.

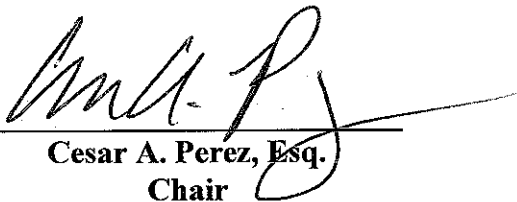
Approved unanimously on January 24, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/11-032C: Determination of **Compliance** by the Department of Investigation with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2011.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Investigation's (DOI) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated March 19, 2013, setting forth its findings and recommended corrective actions; and

Whereas, the DOI submitted its response to the EEPC's preliminary determination letter, on April 5, 2013 with documentation of its actions to rectify all four areas of non-compliance identified in the preliminary determination; and

Whereas, at the EEPC's request, pursuant to Section 815.a.(15) of the New York City Charter, on May 1, 2013, the DOI submitted a copy of the agency head's memorandum to staff, which outlined the corrective actions implemented in response to the EEPC's audit; and

Whereas, all of the EEPC's recommended corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,
that the Department of Investigation has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the

requirements of Chapters 35 and 36 of the City Charter.

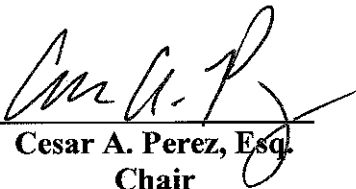
Be It Finally Resolved,
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Rose Gill Hearn, Commissioner of the Department of Investigation.

Approved unanimously on May 9, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/09-858C: Determination of **Partial Non-Compliance** by the Department of Information Technology & Telecommunications with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from July 1, 2008 through June 30, 2011.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Information Technology & Telecommunications' (DOITT) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated July 26, 2012, setting forth its findings and recommended corrective actions; and

Whereas, the DOITT submitted its response to the EEPC's preliminary determination letter, on August 24, 2012 with documentation of its actions to rectify seven of the eight areas of non-compliance identified in the preliminary determination; and

Whereas, in the remaining area of non-compliance, the DOITT records, maintains, and reviews applicant information in the recruitment and selection process; however, the DOITT designates hiring managers to record this information; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on December 4, 2012, in which it reiterated that the EEPC recommends the DOITT strengthen the structure of its recruitment and selection process by delegating the responsibility for recording applicant information to individuals who are separate from the selection process; and

Whereas, the DOITT submitted its response to the EEPC's final determination letter, on January 3, 2013 in which it stated that it would not implement this remaining action;

Whereas, the EEPC subsequently acknowledged that the DOITT's EEO Office reviews and approves the agency's interview logs; and

Whereas, all of the EEPC's recommended corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,
that this Commission accepts the Department of Information Technology & Telecommunications' implementation of the required corrective actions pursuant to the requirements of Chapters 35 and 36 of the New York City Charter.

Be It Further Resolved,
that pursuant to Sections 831(d)(5) and 832(c) of the New York City Charter, the Equal Employment Practices Commission may initiate another audit of DOITT prior to the conclusion of the four-year maximum timeframe mandated by the New York City Charter, or publish a report indicating action that the DOITT did not take in accordance with the Commission's recommendation for ensuring a fair and effective affirmative employment program of equal opportunity.

Be It Finally Resolved,
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Rahul N. Merchant, Chief Information and Innovation Officer of the Department of Information Technology & Telecommunications.

Approved unanimously on May 9, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/214C: Determination of Compliance (Monitoring Period Not Required) by the Office of Labor Relations with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2011 through June 30, 2013.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of the Office of Labor Relations (OLR) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination dated October 15, 2013, setting forth the following findings and required corrective actions:

1. Redistribute the name and contact information of the Disability Rights Coordinator.
2. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

Whereas, the OLR submitted its response to the EEPC's Preliminary Determination on October 31, 2013 with documentation of its actions to rectify all of the required corrective actions;

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on November 14, 2013 which agreed and accepted documentation for implementation of the aforementioned corrective actions and no corrective actions were remaining;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the OLR submitted a copy of the agency head's memorandum to staff dated October 28, 2013, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,


Be It Resolved, that the Office of Labor Relations has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Commissioner, James F. Hanley of the Office of Labor Relations.

Approved unanimously on November 14, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Angela Cabrera
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/18-025C: Determination of **Compliance** by the New York City Law Department with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the New York City Law Department's (NYLD) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated September 13, 2012, setting forth its findings and required corrective actions; and

Whereas, the NYLD submitted its response to the EEPC's preliminary determination letter, on October 4, 2012 with its intention to rectify the areas of non-compliance identified in the preliminary determination; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on November 27, 2012, including such recommended corrective action as the Commission deemed appropriate; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the NYLD for a period not to exceed six months, from March 2013 through August 2013, to determine whether it implemented the aforementioned required corrective actions; and

Whereas, the NYLD implemented Corrective Action #1, which states: To ensure that all employees are aware of the Disability Rights Coordinator -- responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities -- the agency should re-distribute to all employees in writing the name, location, and telephone number of this person; and

Whereas, the NYLD implemented Corrective Action #2, which states: To ensure that employees know the identity of the agency's Career Counselor(s), the personnel officer should re-distribute to all employees the identity and the type of guidance which is available from the Career Counselor(s). This should be done at least once each year; and

Whereas, the NYLD implemented Corrective Action #3, which states: Since the City's Equal Employment Opportunity Policy holds managers and supervisors accountable for effectively implementing EEO-related policies and ensuring non-discrimination within their departments or units, the agency's managerial performance evaluation form should contain a rating for EEO – which covers responsibilities and processes for assuring that people are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner

Whereas, the NYLD implemented Corrective Action #4, which states: Managers and supervisors should emphasize their commitment to the EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office at least once a year during staff meetings. These meetings should be documented; and

Whereas, since Section 815.a.(15) of the New York City the Charter requires the agency head to ensure and promote equal employment opportunity, after implementation of the above recommendations, on August 5, 2013, the agency head distributed a memorandum to all staff informing them of the changes that have been implemented in the agency's EEO program pursuant to the EEPC's audit. This memorandum re-emphasized the agency head's commitment to the agency's Equal Employment Opportunity Program; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,

that the New York City Law Department has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

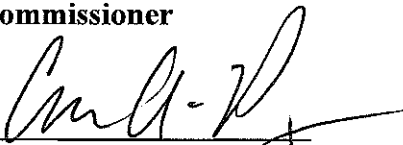
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Michael A. Cardozo, Corporation Counsel for the City of New York.

Approved unanimously on August 15, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/056C: Determination of Compliance (Monitoring Period Required) by the New York City Police Department with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the New York City Police Department's (NYPD) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 18, 2012, setting forth the following findings and required corrective actions:

1. Since the EEO Policy holds agencies responsible for ensuring compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities, the agency should develop a plan to demonstrate accessibility compliance for the facilities it identified as non-compliant. This plan should identify the number of locations that are accessible for employees/applicants with physical disabilities, identify barriers in non-accessible facilities, identify the distribution of job titles among accessible/non-accessible facilities, detail the efforts the NYPD has taken to remove barriers, and identify the agency (if not NYPD) responsible for rendering the facility accessible to employees/applicants with disabilities.
2. In rare circumstances where the investigation cannot commence immediately, or where the confidential report cannot be issued within 90 days, a note should be made in the complaint file explaining the reason for the delay and projecting a time frame for completion of the report. The complainant and respondent should be notified of the delay in writing.

3. The agency's HR/Personnel division should use and maintain an applicant log – which, at minimum, includes the Position, Applicants' Names, Security or Identification Number, Ethnicity, Gender, Disability or Veteran Status, Interview Date, Interviewers' Names, Result, Reason Selected/Not Selected, and Recruitment Source – for all discretionary appointments.
4. To ensure the integrity and continuity of the EEO Program, the agency should maintain appropriate documentation of meetings and other communications between the agency head (or a direct report to the agency head) and EEO Officer regarding decisions that impact the administration and operation of the agency's EEO program.
5. The agency is required to file with the EEPC copies of its finalized Agency EEO Specific Plans. The agency must also submit quarterly to the EEPC a report on its efforts during the previous quarter to implement the Agency Specific EEO Plan. All reports must be submitted no later than thirty (30) days following the reporting period.

Whereas, the NYPD responded to the EEPC's preliminary determination letter on December 31, 2012 with its intentions to rectify the areas of non-compliance identified in the preliminary determination; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on February 11, 2013, in which the aforementioned corrective actions were remaining; and

Whereas, the NYPD submitted its response to the EEPC's final determination letter, on April 1, 2013; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the implementation of the corrective actions, from May 2013 through October 2013 with no extension of the monitoring period; and

Whereas, since Section 815.a.(15) of the New York City the Charter requires the agency head to ensure and promote equal employment opportunity, after implementation of the above recommendations, on December 6, 2013, the NYPD submitted the Police Commissioner's memorandum to staff, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,
that the New York City Police Department has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,
that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Commissioner Raymond W. Kelly of the New York City Police Department.

Approved unanimously on December 19, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/943C: Determination of Compliance (Monitoring Period Required) by the Office of the Kings County Public Administrator with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2008 to December 31, 2010.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of the Kings County Public Administrator's (KCPA) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated November 10, 2011, setting forth the following findings and required corrective actions:

1. The KCPA should distribute and post the Citywide EEO Policy (2005).
2. The KCPA should issue a statement from the agency head reiterating his commitment to EEO and listing the name and phone number of the EEO Officer.
3. The KCPA should provide appropriate EEO training to its EEO Officer or secure, per agreement between the agency and another City agency, a trained EEO professional to administer the agency's EEO Program.
4. The KCPA should designate, or secure per agreement between the agency and another City agency, trained employees of each gender for complaint intake/investigation.
5. The KCPA should distribute uniform complaint investigation procedures that conform to federal, city and state laws pursuant to discrimination in employment or follow the City of New York's Discrimination Complaint Procedures Implementation Guidelines that are an addendum to the Citywide EEOP.

6. The agency should designate, or secure per agreement between the agency and another City agency, an individual responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities (may be referred to as the Disability Rights Coordinator) and notify all employees of the appointment.
7. Since the Charter and the EEOP require the agency head to ensure and promote equal employment opportunity, after implementation of the above recommendations, the agency head should distribute a memorandum to all staff informing them of the changes that have been implemented in the agency's EEO program pursuant to the EEPC's audit. This memorandum should re-emphasize the agency head's commitment to the agency's Equal Employment Opportunity Program.

Whereas, the KCPA did not respond to the EEPC's preliminary determination and, consistent with the Commission's audit protocols, the EEPC's preliminary determination became its final determination; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the implementation of the remaining corrective actions with an eighteen-month informal and formal extension of the monitoring period to enable the agency to complete implementation of the corrective actions 3, 4, 5, and 6, and for the KCPA EEO professionals to complete *Diversity and Equal Employment Opportunity Basic Training for EEO Professionals*;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the KCPA submitted a copy of the agency head's memorandum to staff, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Office of the Kings County Public Administrator has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,
that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Kings County Public Administrator, Bruce L. Stein, Esq.

Approved unanimously on November 14, 2013.

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Angela Cabrera
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/12-101C: Determination of **Compliance** by the Office of the New York City Public Advocate with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of the New York City Public Advocate's (PA) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 23, 2012, setting forth its findings and required corrective actions; and

Whereas, the PA submitted its response to the EEPC's preliminary determination letter, on December 10, 2012 with documentation of its actions to rectify the areas of non-compliance identified in the preliminary determination; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the PA for a period not to exceed six months, from March 2013 through August 2013, to determine whether it implemented the aforementioned required corrective actions; and

Whereas, at the EEPC's request, pursuant to Section 815.a.(15) of the New York City Charter, on April 12, 2013, the PA provided a copy of the agency head's memorandum to staff, which outlined the corrective actions implemented in response to the EEPC's audit; and

Whereas, the PA implemented Corrective Action #1, which states: Because the EEO Officer should report directly to the agency head (or to a direct report to the agency head), the agency should update its organizational chart to reflect this reporting relationship; and

Whereas, the PA implemented Corrective Action #2, which states: The agency should designate, or secure per agreement between the agency and another City agency, an employee of each gender for complaint intake/investigation; and

Whereas, all of the EEPC's required corrective actions are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,
that the Office of the New York City Public Advocate has implemented the required corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

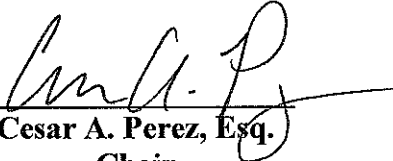
Be It Finally Resolved,
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Bill de Blasio, Public Advocate for the City of New York.

Approved unanimously on June 20, 2013.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION ##13/01-906C: Determination of implementation by the Office of Special Narcotics Prosecutor of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Office of Special Narcotics Prosecutor's compliance with its Equal Employment Opportunity Program from July 1, 2008 to June 30, 2011.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to the Administrative Code of the City of New York, Title 8, as amended, the City established the New York City Human Rights Law, which identified other groups for protection from discrimination in employment; and

Whereas, pursuant to its audit of the Office of the Special Narcotics Prosecutor's (OSN) Equal Employment Opportunity Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated May 24, 2012, setting forth its findings and recommended corrective actions; and

Whereas, the OSN submitted its response to the EEPC's preliminary determination letter, on June 20, 2012; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the OSN for a period not to exceed six months, from July, 2012 to December, 2012, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Office of the Special Narcotics Prosecutor submitted its Final Compliance Report on January 14, 2013; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the Office of the Special Narcotics Prosecutor's Equal Employment Opportunity Policy; and

Whereas, the members of this Commission have reviewed a Compliance Summary Report prepared by EEPC staff, affirming that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,
that the Office of the Special Narcotics Prosecutor has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the Special Narcotics Prosecutor, Bridgett Brennan, formally informing her that the OSN has implemented the recommended corrective actions to the Commission's satisfaction.

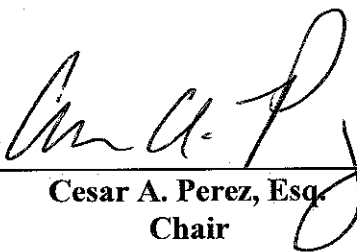
Approved unanimously on January 24, 2013.

**Angela Cabrera
Commissioner**

**Malini Cadambi Daniel
Commissioner**

**Elaine S. Reiss, Esq.
Commissioner**

**Arva R. Rice
Commissioner**



Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #13/10-841C: Determination of **Compliance** by the Department of Transportation with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2009 through December 31, 2011.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Transportation's (DOT) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 18, 2012, setting forth its findings and recommended corrective actions; and

Whereas, the DOT submitted its response to the EEPC's preliminary determination letter, on November 19, 2012 with documentation of its actions to rectify four of five areas of non-compliance identified in the preliminary determination; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on December 6, 2012; and

Whereas, the DOT submitted its response to the EEPC's final determination letter, on January 2, 2013; and

Whereas, at the EEPC's request, pursuant to Section 815.a.(15) of the New York City Charter, on April 17, 2013, the DOT submitted a copy of the agency head's memorandum to staff, which outlined the corrective actions implemented in response to the EEPC's audit; and

Whereas, all of the EEPC's recommended corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved,

that the Department of Transportation has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward this Determination to Janette Sadik-Khan, Commissioner of the Department of Transportation.

Approved unanimously on May 9, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair



**2013
ANNUAL REPORT**

Cesar A. Perez, Esq.
Chair

**Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice**
Commissioners

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