



CITY OF NEW YORK  
CONFLICTS OF INTEREST BOARD

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To: All Employees

From: Mark Davies  
Executive Director

Date: June 9, 2009

Re: Findings of the January 1, 2005, to December 31, 2006, audit by the Equal Employment Practices Commission

The Equal Employment Practices Commission ("EEPC") conducts audits of City agencies to ensure that the City's Equal Employment Opportunity ("EEO") policies are being implemented.

The EEPC recently completed an audit of the Conflicts of Interest Board for the period stated above and made several recommendations in a report dated June 19, 2008, most of which have already been implemented, such as revising the agency's EEO Policy to include all of the protected classes under the New York City and New York State Human Rights Laws; distributing the revised EEO policy to all staff and posting it on the agency's EEO bulletin board; making the agency's EEO policy available in alternate formats for persons with disabilities; formally appointing the agency's EEO officer as the agency's disabilities rights coordinator; scheduling regular meetings among EEO staff; organizing EEO training for all staff; conducting structured interview training for employees involved in job interviewing; directing the agency's administrative department to include the EEO officer in the development of recruitment strategies and the selection of recruitment media; and documenting meetings and other communications between the EEO officer and the agency head regarding EEO program operational decisions.

I reaffirm the agency's commitment to the agency's EEO program and to establishing measures and programs, to effectuate fair and effective employment practices for all employees.