



Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Charise L. Terry, PHR
Executive Director

Judith Garcia Quiñonez, Esq.
Executive Agency Counsel/
Deputy Director

253 Broadway
Suite 602
New York, NY 10007

212. 615. 8939 tel.
212. 615. 8931 fax

BY MAIL AND E-MAIL

April 3, 2017

Martha Taylor
Chairperson
Queens Community Board No. 8
197-15 Hillside Avenue
Hollis, NY 11423

Re: #2017-208-438-C05: Determination Pursuant to Audit: Review Evaluation and Monitoring of the Equal Employment Opportunity Program – Queens Community Board No. 8.

Dear Chairperson Taylor:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit. This letter contains the Commission's findings and determinations pursuant to our analysis for the period covering January 1, 2013 through December 31, 2016.

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

Queens Community Board No. 8, which may herein be referred to as "the agency," falls within the Commission's purview under Chapter 36, Section 831(a) of the New York City Charter, which delineates city agency as any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."



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

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

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

Scope and Methodology

Audit methodology included an analysis of the Community Board's responses to the EEPC's *Interview Questionnaire for Community Boards* (Attachment). The questionnaire was sent to Queens Community Board No. 8 on December 14, 2016. The completed questionnaire was received on January 4, 2017. The following determination indicates where the Community Board's District Office has or has not complied, in whole or in part, with our *Minimum Equal Employment Opportunity Standards for Community Boards*.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Each Community Board hires a full time, salaried District Manager and salaried support staff to administer its district office, which works to resolve the service delivery problems

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



of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in., the community is eligible for appointment to his/her Community Board.

DETERMINATION

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

I. ISSUANCE, DISTRIBUTION AND POSTING OF EEO POLICIES:

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

1. Community Boards must follow the Borough President's Equal Employment Opportunity Policy.
 - ✓ During the period in review, Queens Community Board No. 8 followed the Queens Borough President's EEO policy entitled, "*City of New York Office of the President of the Borough of Queens Equal Employment Opportunity Policy.*"
- Subsequent to the period in review, in February 2017, the Office of the Queens Borough President established a new EEO policy entitled, "*City of New York Office of the President of the Borough of Queens Equal Employment Opportunity Policy.*" The aforementioned policy, once received by Queens Community Board No. 8, was distributed to all employees who signed to confirm receipt on February 22, 2017.
2. Community Boards must post the Borough President's Equal Employment Opportunity Policy Statement in their offices.
 - ✓ Queens Community Board No. 8 reported that during the period in review, the Queens Borough President's Equal Employment Opportunity Policy Statement was posted on the front office bulletin board.
 3. Community Board Chairpersons, or their designees, must consult with the Office of the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.
 - ✓ Queens Community Board No. 8 reported no equal employment opportunity issues during the period in review.

II. EEO TRAINING FOR AGENCY:

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

4. Community Boards must ensure that all individuals who work within the board, including managers and supervisors, receive training and/or a guide on EEO laws and their related rights and responsibilities.
- ✓ In order to ensure that employees were aware of EEO laws and their related rights and responsibilities under such laws, Queens Community Board No. 8 distributed, as a part of the onboarding process, a copy of the Queens Borough President's EEO policy: "*The City of New York Office of the President of the Borough of Queens Equal Employment Opportunity Policy.*" (See § I. 1 for further information).

III. DISCRIMINATION /SEXUAL HARRASSMENT COMPLAINT & INVESTIGATION PROCEDURES:

Summary of Complaint Activity: Community Board No. 8 reported no employment discrimination complaints were filed during the audit period.

5. To file an internal complaint of discrimination, Community Board employees should use the Borough President's EEO Office.
- ✓ Queens Community Board No. 8 reported no EEO complaints were filed during the period in review. The agency's adopted EEO policy stated in part that "*any employee or applicant who believes that he or she has been discriminated against should contact one of the QBPO's [Queens Borough President's Office] Equal Employment Opportunity (EEO) officers for consultation and/or to file a complaint.*"

IV. SELECTION AND RECRUITMENT SYSTEM:

(See Attachment for Workforce Data Summary)

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

6. Community Boards must post job vacancies in their offices and the Borough President's Office.
- ✓ Community Board No. 8 advertised three (3) job vacancies during the period in review: two (2) *Community Assistants* and an *Office Assistant*. The agency reported that each job vacancy notice was posted on the bulletin board in the Community Board office and at the Queens Borough President's Office.
7. Community Boards must use the EEO tag line when advertising job vacancies.
- ✓ The two (2) Community Assistant job vacancy notices contained the EEO tag line "*The Queens Community Board #8 and the City of New York are Equal Opportunity Employers;*" the Office



Assistant job vacancy notice contained the EEO tag line "Community Board 8 and the City of New York are Equal Employment Opportunity Employers."

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

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

8. Community Boards must assess whether facilities are accessible to and useable by applicants/employees with disabilities.
- ✓ Community Board No. 8 assessed its facilities located at 197-15 Hillside Avenue, Hollis, NY 11423, and reported that it was accessible to and useable by applicants/employees with disabilities via: street accessible entrance, wide restroom stall(s), grab bar(s) in restroom(s), and low sink(s) or bathroom fixture(s).

SUMMARY OF REQUIRED CORRECTIVE ACTIONS:

Pursuant to the Equal Employment Practices Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, no corrective action is currently required.

CONCLUSION

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

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

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

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



**Equal Employment
Practices Commission**

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

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

Respectfully Submitted by,

A handwritten signature in blue ink, appearing to read "Jamal Reed", written over a horizontal line.

Jamal Reed, EEO Program Analyst

Approved by,

A handwritten signature in blue ink, appearing to read "Charise L. Terry", written over a horizontal line.

Charise L. Terry, PHR
Executive Director

Attachment

- c: Marie Adam-Ovide, District Manager, Queens Community Board No. 8
- Lisa Atkins, Principal EEO Professional, Office of the Queens Borough President

Attachment: Statistical Profile of Agency Workforce
Beginning and End of Audit Period¹

Agency: 438 Queens Community Board No. 8

| # Employees | Beginning of Audit Period 01/01/2013 | End of Audit Period 12/31/2016 |
|----------------|---|-----------------------------------|
|----------------|---|-----------------------------------|

| | | |
|--------|---|---|
| Male | | |
| Female | 3 | 4 |

| | | |
|-----------------|---|---|
| White | 1 | 2 |
| Black | 2 | 1 |
| Hispanic | | 1 |
| Asian | | |
| Native American | | |
| Unknown | | |

| | | |
|-------------------------|---|---|
| Total # of Employees | 3 | 4 |
|-------------------------|---|---|

¹ As reported by agency

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

RESOLUTION #2017-208-438-C05: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Queens Community Board No. 8's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2013 through December 31, 2016.

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 Queens Community Board No. 8's Equal Employment Opportunity Program; and

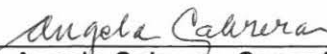
Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) whether any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved, that pursuant to the audit and analysis of the Queens 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:

Queens Community Board No. 8's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. **No corrective actions are required.**

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Martha Taylor of the Queens Community Board No. 8.

Approved unanimously on March 30, 2017.




Angela Cabrera, Commissioner



Arva R. Rice, Commissioner



Malini Cadamb Daniel, Commissioner



Elaine S. Reiss, Esq., Commissioner



**Equal Employment
Practices Commission**

Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Charise L. Terry, PHR
Executive Director

Judith Garcia Quiñonez, Esq.
Executive Agency Counsel/
Deputy Director

253 Broadway
Suite 602
New York, NY 10007

212. 615. 8939 tel.
212. 615. 8931 fax

BY MAIL AND E-MAIL

March 30, 2017

Martha Taylor
Chairperson
Queens Community Board No. 8
197-15 Hillside Avenue
Hollis, Ny 11423

Re: Resolution #~~2017-208-438-C05~~: Determination of Agency
Compliance

Dear Chairperson Taylor:

On behalf of the members of the Equal Employment Practices Commission (EEPC or Commission), I want to inform you that the Commission has issued the attached Determination of Compliance to the Queens Community Board No. 8. This Commission has determined that the Queens Community Board No. 8 has implemented the required corrective actions deemed necessary by this Commission for ensuring a fair and effective affirmative employment program of equal opportunity as required by the equal employment opportunity standards of this Commission and Chapters 35 and 36 of the New York City Charter.

On behalf of this Commission, I want to thank you and Marie Adam-Ovide, District Manager, for the cooperation extended to the EEPC.

Sincerely,

Arva R. Rice
Commissioner

c: Marie Adam-Ovide, District Manager, QCB No. 8
Melinda Katz, Office of the Queens Borough President
Lisa Atkins, EEO Officer, Office of the Queens Borough President

EEPC

EQUAL EMPLOYMENT PRACTICES

This

Determination of Compliance

is issued to

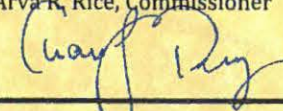
Queens Community Board No. 8

*compliance with Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity for
Community Boards from January 1, 2013 to this date.*

On this 30th day of March in the year 2017,



Arva R. Rice, Commissioner



Charise L. Terry, PHR, Executive Director

*In care of Chairperson Martha Taylor
and District Manager Marie Adam-Ovide*