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## **BY MAIL AND EMAIL**

September 12, 2017

Shahabuddeen Ally  
Chairperson  
Manhattan Community Board No. 12  
530 West 166<sup>th</sup> Street, Room 6-A  
New York, NY 10032

Resolution #2017/213-352-C22: Determination Pursuant to  
Audit and Evaluation of Equal Employment Opportunity Program -  
Manhattan Community Board No. 12.

Dear Chairperson Ally:

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, 2014 through June 30, 2017.

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.

Manhattan Community Board No. 12, 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*<sup>1</sup> and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for municipal government employees and job applicants. These standards are founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; the New York City Human Rights Law (NYC Administrative Code, §§8-107(1)(a) and (d), 8-107.13, and 8-107.1); the New York State Civil Service Law §55-a; the Equal Employment Opportunity Commission's Instructions to Federal Agencies for EEO, Management Directive 715; the Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7); the Americans with Disabilities Act and its Accessibility Guidelines; and the equal employment opportunity requirements of the New York City Charter. Prescribed corrective actions are consistent with the aforementioned parameters.

The *Uniform Standards for 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*. The questionnaire was sent to Manhattan Community Board No. 12 on August 9, 2017. The completed questionnaire was received on August 22, 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

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<sup>1</sup> 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.
    - ✓ Manhattan Community Board No. 12 followed the Office of the Manhattan Borough President's (MBPO) EEO Policy titled, *Manhattan Borough President's Office Equal Employment Opportunity (EEO) Policy and Plan*. The Borough President distributed the EEO Policy and EEO Policy Statement to Manhattan Community Board members and staff on August 6, 2014. Additionally, the agency reported that all employees were informed of the EEO Policy during orientation.
- NOTE:** Subsequent to the period in review, on August 21, 2017, the Manhattan Borough President's EEO Officer distributed its new EEO Policy via email to all Community Board members and staff.
2. Community Boards must post the Borough President's Equal Employment Opportunity Policy Statement in their offices.
    - ✓ During the period in review, the MBPO's Equal Employment Opportunity Policy was posted in the office kitchen and mailing room area of Manhattan Community Board No. 12.
  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.
    - ✓ Manhattan Community Board No. 12 reported it consulted with the MBPO's EEO Office for clarification regarding leave use and its requirements, specifically sick leave for greater than three (3) days. Manhattan Community Board No. 12 reported no employment discrimination complaints were filed 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.
- ✓ The agency reported that the MBPO provided EEO training to all staff in December 2014.

**NOTE:** Subsequent to the period in review, on August 21, 2017, the Manhattan Borough President's EEO Officer distributed its new EEO Policy via email to all Community Board members and staff.

**III. DISCRIMINATION /SEXUAL HARRASSMENT COMPLAINT & INVESTIGATION PROCEDURES:**

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

5. To file an internal complaint of discrimination, Community Board employees should use the Borough President's EEO Office.
- ✓ Manhattan Community Board No. 12 reported no employment discrimination complaints were filed during the period in review.

The Manhattan Community Board No. 12 adopted the MBPO's EEO policy that stated, "[a]nyone who believes that he or she has been subjected to any action, decision or harassment in violation of this policy, or who witnesses others being subjected to improper conduct is urged to promptly report the incident(s) to his or her supervisors or manager, to MBPO personnel supervising the application, testing and interviewing process, or directly to an EEO Officer." (Pg. 5, 2014.) Contact information for the EEO Officers was included in the EEO policy.

**IV. SELECTION AND RECRUITMENT SYSTEM:**

(See Attachment for Workforce Data Summary)

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

6. Community Boards must post job vacancies in their offices and the Borough President's Office.
- ✓ Manhattan Community Board No. 12 advertised two (2) *Community Assistant* job vacancies during the period in review. The agency reported its job vacancy notices were posted in a conspicuous place at the Community Board's office entrance, shared with the MBPO via email and posted to the Community Board's website.

7. Community Boards must use the EEO tag line when advertising job vacancies.
- ✓ The aforementioned job vacancy notices for *Community Assistant* contained the EEO tagline “*The City of New York is an Equal Opportunity Employer*”.

**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.
- ✓ The agency reported its facilities, located at 530 West 166<sup>th</sup> Street, Room 6-A, New York, NY 10032, were accessible to and useable by applicants/employees with disabilities via: wide restroom stall(s), low sink(s) or bathroom fixture(s), wheelchair accessible elevator(s) and braille in elevator(s).

**SUMMARY OF REQUIRED CORRECTIVE ACTIONS:**

Pursuant to the Equal Employment Practices Commission’s *Minimum Equal Employment Opportunity Standards for Community Boards*, **no corrective actions are currently required.**

**CONCLUSION**

If no corrective action is required, a *Determination of Compliance* will be issued by the Commission at its next meeting 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 [wbpeter@eeepc.nyc.gov](mailto:wbpeter@eeepc.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 EEPC will inform your agency in writing of its compliance status or assigned compliance-monitoring period. For action(s) not implemented, a monthly compliance-monitoring period will be assigned, where the EEPC will verify implementation of the prescribed corrective action(s). Upon your agency’s completion of the final corrective action, a *Determination of Compliance* will be issued.

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



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

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

Respectfully Submitted by,

A handwritten signature in blue ink that reads "William Peterson".

William Peterson, EEO Program Analyst

Approved by,

A handwritten signature in blue ink that reads "Charise L. Terry".

Charise L. Terry, PHR  
Executive Director

Attachment

c: Ebenezer Smith, District Manager  
Gail Brewer, Manhattan Borough President  
Erica Baptiste, EEO Officer, Office of the Manhattan Borough President  
Brian Lafferty, EEO Officer, Office of the Manhattan Borough President

Attachment: Statistical Profile of Agency Workforce  
Beginning and End of Audit Period<sup>1</sup>

Agency: 352 Manhattan Community Board No. 12

# Employees	Beginning of Audit Period 01/01/2014	End of Audit Period 6/30/2017
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Male	1	1
Female	3	2

White		
Black	1	
Hispanic	3	3
Asian		
Native American		
Unknown		

Total # of Employees	4	3
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<sup>1</sup> As reported by agency



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

**RESOLUTION #2017/213-352-C22: Determination of Compliance** (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Manhattan Community Board No. 12'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, 2014 through June 30, 2017.

**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 Manhattan 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 whether any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

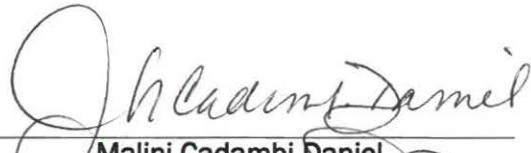
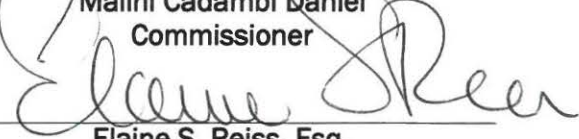
**Be It Resolved**, that pursuant to the audit and analysis of the Manhattan Community Board No. 12's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following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

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

**Be It Finally Resolved**, that the Commission approves issuance of this Determination of Compliance to Chairperson Shahabuddeen Ally of the Manhattan Community Board No. 12.

Approved unanimously on September 28, 2017.

  
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Angela Cabrera  
Commissioner  
  
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Arva Rice  
Commissioner

  
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Malini Cadambi Daniel  
Commissioner  
  
\_\_\_\_\_  
Elaine S. Reiss, Esq.  
Commissioner





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September 28, 2017

Shahabuddeen Ally  
Chairperson  
Manhattan Community Board No. 12  
530 West 166<sup>th</sup> Street, Room 6-A  
New York, NY 10032

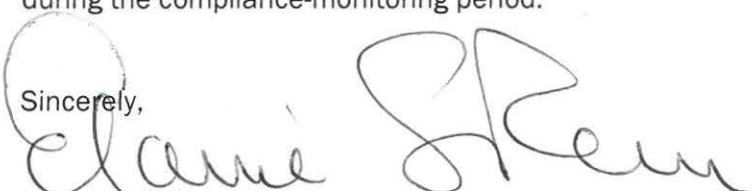
Re: Resolution #2017/213-352-C22: Determination of Agency  
Compliance

Dear Chairperson Ally:

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 Manhattan Community Board No. 12. This Commission has determined that the Manhattan Community Board No. 12 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 Ebenezer Smith, District Manager, for the cooperation extended to the EEPC during the compliance-monitoring period.

Sincerely,

  
Elaine S. Reiss, Esq.  
Commissioner

c: Ebenezer Smith, District Manager, MCB No. 12  
Gail Brewer, Manhattan Borough President  
Erica Baptiste, EEO Officer, Office of the Manhattan Borough  
President  
Brian Lafferty, EEO Officer, Office of the Manhattan Borough  
President