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BY EMAIL

October 31, 2024

Louis A. Molina
Commissioner
Department of Citywide Administrative Services
1 Centre Street
New York, New York 10007

Re: Resolution #2024AP/276-868-(2024)C22
DETERMINATION: Compliance

Dear Commissioner Molina:

On behalf of the members of the Equal Employment Practices Commission (EEPC), I write to inform you that pursuant to New York City Charter Chapter 36, Section 832(c), the EEPC's Board of Commissioners has approved the attached *Determination of Compliance*.

As you are aware, the EEPC is required to audit, evaluate, and monitor your agency at least once every four (4) years to ensure the Department of Citywide Administrative Services' compliance with federal, state, and local laws and regulations, best practices, and policies and procedures that increase equal employment opportunity for minority and women employees and applicants. The Department of Citywide Administrative Services' successful completion of the EEPC's *Employment Practices Audit (Focus on Underutilization)* demonstrates its commitment to implementing employment policies and practices that encourage and maintain a workplace free from unlawful discrimination and promote equality of opportunity.

Thank you and Principal EEO Professional Belinda French for the cooperation extended to the EEPC during the course of our audit of your agency's employment and EEO-related practices. We look forward to working with you and the Department of Citywide Administrative Services to ensure equal employment opportunity in the City of New York.

Sincerely,


Aldrin Rafael Bonilla
Chair/Commissioner

Enc.

c: Belinda French, Principal EEO Professional, DCAS

Monitoring of Employment Practices with a Focus on Underutilization
RESOLUTION NO.

2024AP/276-868-(2024)C22
Department of Citywide Administrative Services
Commissioner Louis A. Molina
DETERMINATION: COMPLIANCE

S Y N O P S I S

Corrective Action(s):	Total: 2		
Period Audit Covered:	July 1, 2021 to December 31, 2023		
Preliminary Determination Issued:	May 30, 2024	Response Received	June 13, 2024
Final Determination Issued:	June 27, 2024	Response Received	July 23, 2024
Compliance-Monitoring:	Required	July 1, 2024 to October 31, 2024 without extension	

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter “entities”) and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities’ practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC’s determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Department of Citywide Administrative Services’ Employment Practices with a Focus on Underutilization; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Citywide Administrative Services’ Employment Practices with a Focus on Underutilization, the EEPC issued a Preliminary Determination, dated May 30, 2024, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained on the use of uniform, job-related techniques (such as training on structured interviewing) and trained to consider EEO laws/policies (such as training on unconscious bias, diversity and inclusion, etc.) to identify, interview, and select the most capable candidates.
2. Ensure that the principal EEO Professional, principal Human Resources professional (or designee), and Agency Head review the entity's statistical information (e.g. workforce, hires, promotions, and separations by race/ethnicity and gender), as part of the entity's employment practices and policies on an annual basis to identify whether there are barriers to equal employment opportunities and determine what, if any, actions are required to correct deficiencies (e.g. underutilization or adverse impact). Document the data reviewed, barriers identified (if any), and the entity's strategy to address each barrier.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity submitted a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on June 27, 2024, which indicated that the following areas required corrective action: no(s) 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from July 1, 2024 to October 31, 2024, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), on July 23, 2024, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Department of Citywide Administrative Services was monitored until October 30, 2024; and



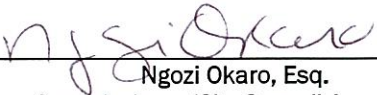
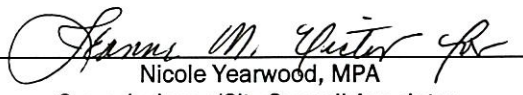

Whereas, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Commissioner recognized the EEPC's audit and reiterated commitment to the Department of Citywide Administrative Services' equal employment practices. **Now Therefore**,

Be It Resolved, that the Department of Citywide Administrative Services has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and

Be It Resolved, that the EEPC's Board of Commissioners approves the issuance of this

Determination of Compliance to Commissioner Louis A. Molina of the Department of Citywide Administrative Services.

Approved unanimously on October 31, 2024.

 _____ Minosca Alcantara, Ed.D. Commissioner/Mayoral Appointee	 _____ Elaine S. Reiss, Esq. Vice-Chair/Commissioner/Mayoral Appointee
 _____ Ngozi Okaro, Esq. Commissioner/City Council Appointee	 _____ Nicole Yearwood, MPA Commissioner/City Council Appointee
 _____ Aldrin Rafael Bonilla, Ed.D., MPA Chair/Commissioner/Joint Appointee	

The New York City Equal Employment Practices Commission

hereby issues this

Determination of Compliance

to

Department of Citywide Administrative Services

for achieving compliance with the
Equal Employment Practices Commission's audit:

Evaluation of Employment Practices with a Focus on Underutilization

From July 1, 2021, to this date.



*In care of Commissioner Louis A. Molina
and Principal EEO Professional Belinda French*

On this 31st day of October in the year 2024

Aldrin Rafael Bonilla

Aldrin Rafael Bonilla, Chair/Commissioner

Jeanne M. Victor

Jeanne M. Victor, Executive Director