

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

RESOLUTION #07/01-945: Pursuant to the Desk Audit of the office of the Richmond County Public Administrator (RCPA) and its compliance with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees.

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 insure 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 Section 831(a)(i) this Commission is empowered to audit the equal employment practices, programs, policies, and procedures of Public Administrators; and,

Whereas, because the offices of the Public Administrators have fewer than 15 employees, this Commission has established "Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees" and conducted a desk audit of the office of the Richmond County Public Administrator to determine its compliance with those Minimum Standards; and,

Whereas, in accordance with Chapter 36, Section 832 (c) of the New York City Charter, the EEPC may make a preliminary 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 desk audit of the office of the Richmond County Public Administrator and its compliance with the Minimum Standards for Equal Employment Opportunity for Non-mayoral Agencies With Less Than 15 Employees, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. The RCPA did not update its EEO policy to include all the protected classes under the New York State and New York City Human Rights Laws.
2. The RCPA did not provide appropriate EEO training (such as the 5-day basic training for EEO Professionals by the Department of Citywide Administrative Services or the EEO Studies Program of Cornell University's School of Industrial and Labor Relations) to its EEO Officer, or designate a trained EEO professional from another City agency to administer its EEO Program.
3. The RCPA did not provide basic EEO training to all current and new employees.

Be It Finally Resolved,

that the Commission authorizes the Vice-Chair to forward a letter to the Richmond County Public Administrator, Mr. Gary D. Gotlin, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions the office of the Richmond County Public Administrator will take to bring the agency into compliance with the Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees.

Approved unanimously on January 25, 2007.

Angela Cabrera
Commissioner

Veronica Villanueva, Esq.
Commissioner


Manuel A. Méndez
Vice-Chair