



## EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14<sup>th</sup> Floor, New York, New York 10006

Telephone: (212) 788-8646 Fax: (212) 788-8652

Cesar A. Perez, Esq.

*Chair*

Angela Cabrera

Malini Cadambi Daniel

Elaine S. Reiss, Esq.

Arva A. Rice

*Commissioners*

Abraham May, Jr.

*Executive Director*

Charise Hendricks, PHR

*Deputy Director*

Judith Garcia Quiñonez

*Counsel*

August 6, 2010

Mark Davies

Executive Director

Conflicts of Interest Board

2 Lafayette Street, Suite 1010

New York, NY 10007

Re: Resolution #10/06-312C: Implementation of Corrective Actions Pursuant to the Audit of Compliance by the Conflicts of Interest Board (COIB) with the City's Equal Employment Opportunity Policy (EEOP) from January 1, 2005 to December 31, 2006.

Dear Mr. Davies:

Pursuant to Section 832 of Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the Conflicts of Interest Board (COIB) for a period not to exceed six months. The compliance period was December 1, 2008 through May 31, 2009.

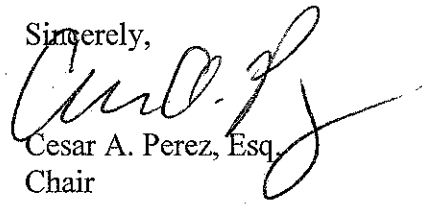
You requested an extension of the compliance monitoring period on July 13, 2009 in order to complete EEO training for the agency's EEO Counselors. The Department of Citywide Administrative Services (DCAS) Division of Citywide Equal Employment Opportunity (DCEEO) offered Basic Training for EEO Representatives in November 2009. However, neither EEO Counselor was able to attend. The female EEO Counselor attended and completed the next DCAS Basic Training for EEO Representatives, in June 2010. The EEPC decided not to continue monitoring until the male EEO Counselor receives Basic EEO training because of the small number of COIB staff and because EEO professionals of both genders are available to investigate complaints. The COIB's Final Compliance Report was submitted on August 2, 2010.

The goal of monitoring was to determine if the COIB implemented all recommended corrective actions pursuant to our audit of compliance by your agency with the City's Equal Employment Opportunity Policy from January 1, 2005 to December 31, 2006.

After completing its review of the Compliance Reports submitted by your agency, EEPC staff submitted a Compliance Summary Report for Commission review. This Commission has determined that the COIB has implemented the recommended corrective actions as required by Chapters 35 and 36 of the New York City Charter to the Commission's satisfaction. The Conflicts of Interest Board is now in compliance with the requirements of the City's Equal Employment Opportunity Policy.

On behalf of this Commission, I want to thank you and EEO Officer Sung Mo Kim, for the cooperation extended to the EEPC Compliance Unit during the compliance-monitoring period.

Sincerely,



Cesar A. Perez, Esq.  
Chair

C: Sung Mo Kim, EEO Officer, COIB  
Adrienne Smith, Auditor/Compliance Officer, EEPC

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

**RESOLUTION #10/06-312C:** Determination of implementation by the Conflicts of Interest Board of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Conflicts of Interest Board's Charter-mandated Equal Employment Opportunity Program from January 1, 2005 to December 31, 2006.

**Whereas**, pursuant to Chapter 36, Section 831(d) (2) and (5) of the New York City Charter, the Equal Employment Practices Commission 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

**Whereas**, pursuant to Chapter 35, Section 814(a) (12) of the New York City Charter, the City established the Citywide Equal Employment Opportunity Policy, a set of uniform standards and procedures designed to ensure equality of opportunity for municipal government employees and job applicants, and, consistent with federal, state and local laws, identified other groups for protection from discrimination in employment; and

**Whereas**, pursuant to its audit of the Conflicts of Interest Board (COIB), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated June 19, 2008, setting forth its findings and recommended corrective actions; and

**Whereas**, the COIB submitted its response to EEPC's preliminary determination letter, on August 8, 2008; and

**Whereas**, the EEPC submitted its Final Determination letter on August 22, 2008; and

**Whereas**, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the COIB for a period not to exceed six months, from December 1, 2008 through May 31, 2009, to determine whether it implemented the aforementioned recommended corrective actions; and

**Whereas**, the Conflicts of Interest Board submitted a request for an extension of the audit compliance monitoring period on July 13, 2009 in order to secure EEO training for its EEO Counselors; and

**Whereas**, The Department of Citywide Administrative Services (DCAS) Division of Citywide Equal Employment Opportunity (DCEEO) offered Basic Training for EEO Representatives in November 2009. However, neither EEO Counselor was able to attend. The female EEO Counselor attended and completed the next DCAS Basic Training for EEO Representatives, in June 2010. The EEPC decided not to continue monitoring until the male EEO Counselor receives Basic EEO training because of the small number of COIB staff and because EEO professionals of both genders are available to investigate complaints. The COIB's Final Compliance Report was submitted on August 2, 2010; and

**Whereas**, the Conflicts of Interest Board submitted its Final Compliance Report on August 2, 2010; and

**Whereas**, all of the aforementioned recommended corrective actions are required by, or are consistent with, the City's Equal Employment Opportunity Policy; and

**Whereas**, the members of this Commission have reviewed a Compliance Summary Report prepared by the EEPC staff, affirming that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

**Be It Resolved**,  
that the Conflicts of Interest Board has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.


**Be It Finally Resolved**,  
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the Executive Director of the Conflicts of Interest Board, Mark Davies, formally informing him that the COIB has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on August 6, 2010.

**Angela Cabrera**  
Commissioner

**Malini Cadambi Daniel**  
Commissioner

**Elaine S. Reiss, Esq.**  
Commissioner

  
\_\_\_\_\_  
**Cesar A. Perez, Esq.**  
Chair