

MANHATTAN COMMUNITY BOARDS (12)

Community Board #1

- Letter of Preliminary Determination March 20, 2008
- Agency Response April 8, 2008

Community Board #4

- Letter of Preliminary Determination May 6, 2008

Community Board # 5

- Letter of Preliminary Determination May 6, 2008

Community Board # 6

- Letter of Preliminary Determination May 6, 2008

Community Board # 7

- Letter of Preliminary Determination May 6, 2008

Community Board # 8

- Letter of Preliminary Determination May 6, 2008

Community Board # 9

- Letter of Preliminary Determination June 19, 2008
- Agency Response June 23, 2008

Community Board # 10

- Letter of Preliminary Determination June 19, 2008

Community Board # 11

- Letter of Preliminary Determination

September 18, 2008

Community Board # 12

- Letter of Preliminary Determination

June 19, 2008



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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Executive Director

Eric Matusewitch, PHR, CAAP

Deputy Director

March 6, 2008

Julie Menin

Chairperson

Manhattan Community Board No. 1

49 Chambers Street, Suite 715

New York, NY 10007-1209

Re: Resolution #08/04-010/CB No. 1/Preliminary Determination Pursuant to the Desk Audit of Manhattan Community Board No. 1 and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards

Dear Chairperson Menin:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831(d)(2) and (5).)

The Charter defines 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 officer or the expenses of which are paid in whole or in part from the city treasury..." Community boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes—the authorized permanent headcount is not more than five employees—this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards

were shared with the EEO officers and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens borough presidents before the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide that the community boards must:

1. Follow the Borough President's Equal Employment Opportunity Policy Statement;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their office;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complaints to the Borough President's Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 1 with the above minimum standards. A desk audit questionnaire consistent with the aforementioned standards was forwarded to Community Board No. 1 on December 31, 2007. The completed questionnaire was received on January 22, 2008, with an additional document submitted to the Commission on January 23, 2008 (both attached). The following determinations indicate where Community Board No. 1 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of Federal, State and City laws.

Audit Methodology

Audit methodology consisted of an analysis of Community Board No. 1's responses to nine specific desk audit questions.

Description of the Community Boards

Community boards have approximately five unsalaried members appointed by the borough president in consultation with the city council members who represent any part of the community board district. Community boards hire a full-time, salaried district manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of 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 or her community board. Community Board No. 1 has four employees: three Caucasians and one Hispanic. Two of those employees are females and two are males.

PRELIMINARY DETERMINATION

Following are the preliminary determination with the required corrective actions and recommendations pursuant to Community Board No. 1's compliance with the aforementioned minimum equal employment opportunity standards.

Equal Employment Opportunity Policy Statement

Community Board No. 1 is in compliance with the following minimum standard:

Community Board No. 1 has a copy of and follows the Manhattan Borough President's Equal Employment Opportunity Policy Statement.

Statement Posting

Community Board No. 1 is in compliance with the following minimum standard:

Community Board No. 1 has posted the Manhattan Borough President's Equal Employment Opportunity Policy Statement.

Liaison with Borough President's EEO Office

Community Board No. 1 is in compliance with the following minimum standard:

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 1 is in compliance with the following minimum standard:

No internal discrimination complaints were filed during the past two years.

Posting of Job Vacancies

Community Board No. 1 is in partial compliance with the following minimum standard:

Community Board No. 1 submitted copies of job vacancy notices issued in the past two years (community liaison and district manager). Although the notices were posted on the Board's

website, they were not posted in the Manhattan Borough President's Office. Corrective action is required.

Recommendation: All job vacancy notices should be posted in the offices of the Community Board and the Borough President.

EEO Tag Line on Job Recruitment Literature

Community Board No. 1 is not in compliance with the following minimum standard:

The two job vacancy notices issued by Community Board No. 1 do not contain the EEO tag line. In the cover letter to its completed desk audit questionnaire, though, the Community Board indicated that it will follow this minimum standard in the future. Corrective action is required.

Recommendation: Manhattan Community Board No. 1 should adhere to its pledge and ensure that all job recruitment literature should indicate that Manhattan Community Board No. 1 is an equal opportunity employer.

Miscellaneous Issue

In the cover letter to its completed desk audit questionnaire, Manhattan Community Board No. 1 requested that the EEPC provide EEO training to its staff. Since the minimum standards require that the Community Boards obtain EEO assistance from the Borough President's Office, we recommend that the Board request such training from the EEO office of the Manhattan Borough President.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 1 with the minimum standards established by the Equal Employment Practices Commission, we respectfully request your response to the aforementioned preliminary determinations. Your response should indicate how Manhattan Community No. 1 will implement the two recommendations.

Please forward your response within thirty days of receipt of this letter. Also forward a copy to Wendy Garcia and Gregory Bender, Co-EEO officers of the Manhattan Borough President's Office.

In closing, we thank you and your staff for your cooperation.

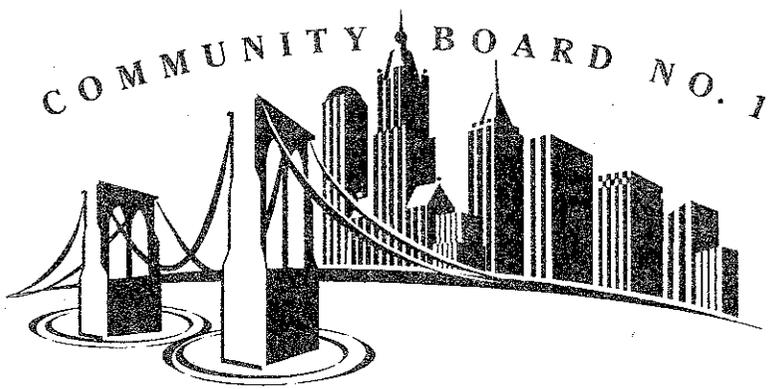
Sincerely,

Ernest F. Hart, Esq.
Chair

Attachment

c: Noah Pfefferblit, District Manager
Wendy Garcia, Co-EEO Officer, MBPO
Gregory Bender, Co-EEO Officer, MBPO

4215



April 8, 2008

Ernest F. Hart, Esq., Chair
Equal Employment Practices Commission
40 Rector Street, 14th Floor
New York, NY 10006

Dear Chairman Hart:

I am responding to your letter to Julie Menin, the Chairperson of Manhattan Community Board One (CB#1), dated March 20, 2008, regarding the preliminary determination pursuant to the desk audit of CB#1 and compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

We have reviewed the EEPC's preliminary determination and required corrective actions described in your letter. Thank you for informing us that we are in compliance with the first four minimum standards.

As recommended in your letter, we intend to submit all notices of future job vacancies at CB#1 to the Office of the Manhattan Borough President as well as post them prominently in the CB#1 office, to ensure compliance with the fifth minimum standard.

As noted in the letter that we sent to you in January, 2008, we will also include the Equal Employment Opportunity tag line in all notices for future job vacancies at CB#1, to ensure compliance with the sixth minimum standard.

Thank you for your assistance with these matters.

Sincerely,


Noah Pfefferblit
District Manager

cc: Eric Matusewitch, Deputy Director, EEPC
Wendy Garcia, EEO Officer, MBPO



MANHATTAN COMMUNITY BOARDS

Community Board #4

- Letter of Preliminary Determination

May 6, 2008



EQUAL EMPLOYMENT PRACTICES COMMISSION

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40 Rector Street, 14th Floor, New York, New York 10006

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Executive Director

Eric Matusewitch, PHR, CAAP

Deputy Director

May 6, 2008

Jean-Daniel Noland

Chairperson

Manhattan Community Board No.4

330 West 42nd Street, 26th Floor

New York, NY 10036

Re: Resolution #08/07-010/CB No. 4/Preliminary Determination Pursuant to the Desk Audit of Manhattan Community Board No. 4 and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards

Dear Chairperson Noland:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831(d)(2) and (5).)

The Charter defines 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..." Community boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes—the authorized permanent headcount is not more than five employees—this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards

were shared with the EEO officers and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens borough presidents before the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide that the community boards must:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their office;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complaints to the Borough President's Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 4 with the above minimum standards. A desk audit questionnaire consistent with the aforementioned standards was forwarded to Community Board No.4 on December 31, 2007. The completed questionnaire was received on March 20, 2008. The following determinations indicate where Community Board No. 4 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of Federal, State and City laws.

Audit Methodology

Audit methodology consisted of an analysis of Community Board No. 4's responses to nine specific desk audit questions.

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. Community boards hire a full-time, salaried district manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of 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 or her community board. Community Board No. 4 has four employees: Three Caucasians and one Hispanic. Three of those employees are females and one is a male.

PRELIMINARY DETERMINATION

Following are the preliminary determination with the required corrective actions and recommendations pursuant to Community Board No. 4's compliance with the aforementioned minimum equal employment opportunity standards.

Equal Employment Opportunity Policy

Community Board No. 4 is in compliance with the following minimum standard:

Community Board No. 4 has a copy of and follows the Manhattan Borough President's Equal Employment Opportunity Policy.

Statement Posting

Community Board No. 4 is in compliance with the following minimum standard:

Community Board No. 4 has posted the Manhattan Borough President's Equal Employment Opportunity Policy Statement.

Liaison with Borough President's EEO Office

Community Board No. 4 is in compliance with the following minimum standard:

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 4 is in compliance with the following minimum standard:

No internal discrimination complaints were filed during the past two years.

Posting of Job Vacancies

Community Board No. 4 is in compliance with the following minimum standard:

Community Board No. 4 had two job vacancies (district manager and assistant district manager) during the past two years and posted those vacancy notices in its office and the Manhattan Borough President's Office.

EEO Tag Line on Job Recruitment Literature

Community Board No. 4 is in compliance with the following minimum standard:

The job vacancy notices for district manager and assistant district manager contain the EEO tag line.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 4 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore, we have no recommendations for corrective actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy to Wendy Garcia and Gregory Bender, Co-EEO officers of the Manhattan Borough President's Office.

In closing, we thank you and your staff for your cooperation.

Sincerely,

Ernest F. Hart, Esq.
Chair

c: Robert J. Benfatto, Esq., District Manager
Wendy Garcia, Co-EEO Officer, MBPO
Gregory Bender, Co-EEO Officer, MBPO

MANHATTAN COMMUNITY BOARDS

Community Board #5

- Letter of Preliminary Determination

May 6, 2008



EQUAL EMPLOYMENT PRACTICES COMMISSION

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Commissioners

Abraham May, Jr.

Executive Director

Eric Matusewitch, PHR, CAAP

Deputy Director

May 6, 2008

David Siesko

Chairperson

Manhattan Community Board No. 5

450 7th Avenue

New York, NY 10123

Re: Resolution #08/08-010/CB No. 5/Preliminary Determination Pursuant to the Desk Audit of Manhattan Community Board No. 5 and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards

Dear Chairperson Siesko:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831(d)(2) and (5).)

The Charter defines 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..." Community boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes—the authorized permanent headcount is not more than five employees—this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards

were shared with the EEO officers and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens borough presidents before the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide that the community boards must:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their office;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complaints to the Borough President's Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 5 with the above minimum standards. A desk audit questionnaire consistent with the aforementioned standards was forwarded to Community Board No. 5 on December 31, 2007. The completed questionnaire was received on February 8, 2008. The following determinations indicate where Community Board No. 5 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of Federal, State and City laws.

Audit Methodology

Audit methodology consisted of an analysis of Community Board No. 5's responses to nine specific desk audit questions.

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. Community boards hire a full-time, salaried district manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of 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 or her community board. Community Board No. 5 has three employees: one Caucasian, one African-American, and one Hispanic. Two of those employees are females and one is a male.

PRELIMINARY DETERMINATION

Following are the preliminary determination with the required corrective actions and recommendations pursuant to Community Board No. 5's compliance with the aforementioned minimum equal employment opportunity standards.

Equal Employment Opportunity Policy

Community Board No. 5 is not in compliance with the following minimum standard:

Community Board No. 5 has a copy of and follows a previous Equal Employment Opportunity Policy of the Manhattan Borough President: the 1996 Citywide EEO Policy, which was adopted by the Manhattan Borough President and distributed to its staff in 2002. Corrective action is required.

Recommendation: Community Board No. 5 should obtain a copy of and follow the Manhattan Borough President's current EEO Policy.

Statement Posting

Community Board No. 5 is not in compliance with the following minimum standard:

Community Board No. 5 has posted a previous Equal Employment Opportunity Policy of the Manhattan Borough President (cited above). Corrective action is required.

Recommendation: Community Board No. 5 should post the Manhattan Borough President's current EEO Policy Statement.

Liaison with Borough President's EEO Office

Community Board No. 5 is in compliance with the following minimum standard:

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 5 is in compliance with the following minimum standard:

No internal discrimination complaints were filed during the past two years.

Posting of Job Vacancies

Community Board No. 5 is in compliance with the following minimum standard:

Community Board No. 5 submitted copies of three job vacancy notices (one for community liaison and two for district manager). All three notices were posted in the offices of the Community Board and the Manhattan Borough President.

EEO Tag Line on Job Recruitment Literature

Community Board No. 5 is in compliance with the following minimum standard:

The three vacancy notices issued by Community Board No. 5 contain the EEO tag line.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 5 with the minimum standards established by the Equal Employment Practices Commission, we respectfully request your response to the aforementioned preliminary determinations. Your response should indicate how Manhattan Community No. 5 will implement the two recommendations.

Please forward your response within thirty days of receipt of this letter. Also forward a copy to Wendy Garcia and Gregory Bender, Co-EEO officers of the Manhattan Borough President's Office.

In closing, we thank you and your staff for your cooperation.

Sincerely,

Ernest F. Hart, Esq.
Chair

c: Wally Rubin, District Manager
Wendy Garcia, Co-EEO Officer, MBPO
Gregory Bender, Co-EEO Officer, MBPO

MANHATTAN COMMUNITY BOARDS

Community Board #6

- Letter of Preliminary Determination

May 6, 2008



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor, New York, New York 10006

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Vice-Chair

Angela Cabrera
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Eric Matusewitch, PHR, CAAP
Deputy Director

May 6, 2008

Lyle Frank
Chairperson
Manhattan Community Board No. 6
866 U.N. Plaza, Suite 308
New York, NY 10017

Re: Resolution #08/09-010/CB No. 6 /Preliminary Determination Pursuant to the Desk Audit of Manhattan Community Board No. 6 and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards

Dear Chairperson Frank:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831(d)(2) and (5).)

The Charter defines 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..." Community boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes—the authorized permanent headcount is not more than five employees—this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards

were shared with the EEO officers and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens borough presidents before the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide that the community boards must:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their office;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complaints to the Borough President's Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEOC staff pursuant to its desk audit of compliance by Community Board No. 6 with the above minimum standards. A desk audit questionnaire consistent with the aforementioned standards was forwarded to Community Board No.6 on December 31, 2007. The completed questionnaire was received on February 5, 2008, with an additional document submitted to the Commission on February 7, 2008. The following determinations indicate where Community Board No. 6 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of Federal, State and City laws.

Audit Methodology

Audit methodology consisted of an analysis of Community Board No. 6's responses to nine specific desk audit questions.

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. Community boards hire a full-time, salaried district manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of 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 or her community board. Community Board No. 6 has four employees: Two Caucasians and two African-Americans. Three of those employees are females and one is a male.

PRELIMINARY DETERMINATION

Following are the preliminary determination with the required corrective actions and recommendations pursuant to Community Board No. 6's compliance with the aforementioned minimum equal employment opportunity standards.

Equal Employment Opportunity Policy

Community Board No. 6 is in compliance with the following minimum standard:

Community Board No. 6 has a copy of and follows the Manhattan Borough President's Equal Employment Opportunity Policy.

Statement Posting

Community Board No. 6 is in compliance with the following minimum standard:

Community Board No. 6 has posted the Manhattan Borough President's Equal Employment Opportunity Policy Statement.

Liaison with Borough President's EEO Office

Community Board No. 6 is in compliance with the following minimum standard:

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 6 is in compliance with the following minimum standard:

No internal discrimination complaints were filed during the past two years.

Posting of Job Vacancies

Community Board No. 6 is in compliance with the following minimum standard:

Community Board No. 6 had one job vacancy (community assistant) during the past two years and posted that vacancy notice in its office and the Manhattan Borough President's Office.

EEO Tag Line on Job Recruitment Literature

Community Board No. 6 is in compliance with the following minimum standard:

The job vacancy notice for community assistant contains the EEO tag line.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 6 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore, we have no recommendations for corrective actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy to Wendy Garcia and Gregory Bender, Co-EEO officers of the Manhattan Borough President's Office.

In closing, we thank you and your staff for your cooperation.

Sincerely,

Ernest F. Hart, Esq.
Chair

c: Toni Carlina, District Manager
Wendy Garcia, Co-EEO Officer, MBPO
Gregory Bender, Co-EEO Officer, MBPO

MANHATTAN COMMUNITY BOARDS

Community Board #7

- Letter of Preliminary Determination

October 25, 2007



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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Commissioners

Abraham May, Jr.

Executive Director

Eric Matusewitch, PHR, CAAP

Deputy Director

May 6, 2008

Helen Rosenthal

Chairperson

Manhattan Community Board No. 7

250 West 87th Street

New York, NY 10023

Re: Resolution #08/10-010/CB No. 7 /Preliminary Determination Pursuant to the Desk Audit of Manhattan Community Board No.7 6 and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards

Dear Chairperson Rosenthal:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831(d)(2) and (5).)

The Charter defines 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..." Community boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes—the authorized permanent headcount is not more than five employees—this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards

were shared with the EEO officers and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens borough presidents before the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide that the community boards must:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their office;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complaints to the Borough President's Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 7 with the above minimum standards. A desk audit questionnaire consistent with the aforementioned standards was forwarded to Community Board No.7 on December 31, 2007. The completed questionnaire was received on April 4, 2008. The following determinations indicate where Community Board No. 7 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of Federal, State and City laws.

Audit Methodology

Audit methodology consisted of an analysis of Community Board No. 7's responses to nine specific desk audit questions.

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. Community boards hire a full-time, salaried district manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of 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 or her community board. Community Board No. 7 has three employees: One Caucasian and two Hispanics. Two of those employees are females and one is a male.

PRELIMINARY DETERMINATION

Following are the preliminary determination with the required corrective actions and recommendations pursuant to Community Board No. 7's compliance with the aforementioned minimum equal employment opportunity standards.

Equal Employment Opportunity Policy

Community Board No. 7 is in compliance with the following minimum standard:

Community Board No. 7 has a copy of and follows the Manhattan Borough President's Equal Employment Opportunity Policy.

Statement Posting

Community Board No. 7 is in compliance with the following minimum standard:

Community Board No. 7 has posted the Manhattan Borough President's Equal Employment Opportunity Policy Statement.

Liaison with Borough President's EEO Office

Community Board No.7 is in compliance with the following minimum standard:

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 7 is in compliance with the following minimum standard:

No internal discrimination complaints were filed during the past two years.

Posting of Job Vacancies

Community Board No. 7 is in compliance with the following minimum standard:

Community Board No. 7 had one job vacancy (community associate) during the past two years and posted that vacancy notice in its office and the Manhattan Borough President's Office.

EEO Tag Line on Job Recruitment Literature

Community Board No. 7 is in compliance with the following minimum standard:

The job vacancy notice for community associate contains the EEO tag line.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 7 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore, we have no recommendations for corrective actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy to Wendy Garcia and Gregory Bender, Co-EEO officers of the Manhattan Borough President's Office.

In closing, we thank you and your staff for your cooperation.

Sincerely,

Ernest F. Hart, Esq.
Chair

c: Penny Ryan, District Manager
Wendy Garcia, Co-EEO Officer, MBPO
Gregory Bender, Co-EEO Officer, MBPO

MANHATTAN COMMUNITY BOARDS

Community Board #8

- Letter of Preliminary Determination

May 6, 2008



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor, New York, New York 10006

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

Ernest F. Hart, Esq.

Chair

Manuel A. Méndez

Vice-Chair

Angela Cabrera

Veronica Villanueva, Esq.

Commissioners

Abraham May, Jr.

Executive Director

Eric Matusewitch, PHR, CAAP

Deputy Director

May 6, 2008

David G. Liston

Chairperson

Manhattan Community Board No. 8

505 Park Avenue, Suite 620

New York, NY 10022

Re: Resolution #08/11-010/CB No. 8/Preliminary Determination Pursuant to the Desk Audit of Manhattan Community Board No. 8 and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards

Dear Chairperson Liston:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831(d)(2) and (5).)

The Charter defines 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..." Community boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes—the authorized permanent headcount is not more than five employees—this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards

7

were shared with the EEO officers and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens borough presidents before the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide that the community boards must:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their office;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complaints to the Borough President's Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 8 with the above minimum standards. A desk audit questionnaire consistent with the aforementioned standards was forwarded to Community Board No.8 on December 31, 2007. The completed questionnaire was received on April 9, 2008. The following determinations indicate where Community Board No.8 4 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of Federal, State and City laws.

Audit Methodology

Audit methodology consisted of an analysis of Community Board No. 8's responses to nine specific desk audit questions.

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. Community boards hire a full-time, salaried district manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of 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 or her community board. Community Board No. 8 has four employees: One Caucasian and three African-Americans. All of those employees are females.

PRELIMINARY DETERMINATION

Following are the preliminary determination with the required corrective actions and recommendations pursuant to Community Board No. 8's compliance with the aforementioned minimum equal employment opportunity standards.

Equal Employment Opportunity Policy

Community Board No. 8 is in compliance with the following minimum standard:

Community Board No. 8 has a copy of and follows the Manhattan Borough President's Equal Employment Opportunity Policy.

Statement Posting

Community Board No. 8 is in compliance with the following minimum standard:

Community Board No. 8 has posted the Manhattan Borough President's Equal Employment Opportunity Policy Statement.

Liaison with Borough President's EEO Office

Community Board No. 8 is in compliance with the following minimum standard:

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 8 is in compliance with the following minimum standard:

No internal discrimination complaints were filed during the past two years.

Posting of Job Vacancies

Community Board No. 8 is in compliance with the following minimum standard:

Community Board No. 4 had two job vacancies (district manager and community assistant) during the past two years and posted those vacancy notices in its office and the Manhattan Borough President's Office.

EEO Tag Line on Job Recruitment Literature

Community Board No. 8 is in partial compliance with the following minimum standard:

Although the job vacancy notice for district manager contains the EEO tag line, the vacancy notice for community assistant does not indicate that Community Board No. 8 is an equal opportunity employer. Corrective action is required.

Recommendation: All job vacancy advertisements should contain the EEO tag line.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 8 with the minimum standards established by the Equal Employment Practices Commission, we respectfully request your response to the aforementioned preliminary determinations. Your response should indicate how Manhattan Community Board No. 8 will implement the one recommendation.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy to Wendy Garcia and Gregory Bender, Co-EEO officers of the Manhattan Borough President's Office.

In closing, we thank you and your staff for your cooperation.

Sincerely,

Ernest F. Hart, Esq.
Chair

c: Maxine E. Brannon, District Manager
Wendy Garcia, Co-EEO Officer, MBPO
Gregory Bender, Co-EEO Officer, MBPO

MANHATTAN COMMUNITY BOARDS

Community Board #9

- Letter of Preliminary Determination June 19, 2008
- Agency Response June 23, 2008



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor, New York, New York 10006

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Ernest F. Hart, Esq.

Chair

Manuel A. Méndez

Vice-Chair

Angela Cabrera

Veronica Villanueva, Esq.

Commissioners

Abraham May, Jr.

Executive Director

Eric Matusewitch, PHR, CAAP

Deputy Director

June 19, 2008

Patricia A. Jones

Chairperson

Manhattan Community Board No. 9

16-18 Old Broadway

New York, NY 10027

Re: Resolution #08/16-010/CB No. 9/Preliminary Determination Pursuant to the Desk Audit of Manhattan Community Board No. 9 and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards

Dear Chairperson Jones:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831(d)(2) and (5).)

The Charter defines 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..." Community boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes—the authorized permanent headcount is not more than five employees—this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards

were shared with the EEO officers and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens borough presidents before the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide that the community boards must:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their office;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complaints to the Borough President's Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 9 with the above minimum standards. A desk audit questionnaire consistent with the aforementioned standards was forwarded to Community Board No. 9 on December 31, 2007. The completed questionnaire was received on June 3, 2008. The following determinations indicate where Community Board No.9 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of Federal, State and City laws.

Audit Methodology

Audit methodology consisted of an analysis of Community Board No. 9's responses to nine specific desk audit questions.

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. Community boards hire a full-time, salaried district manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of 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 or her community board. Community Board No. 9 has three employees: Two African-American females and one African-American male.

PRELIMINARY DETERMINATION

Following are the preliminary determination with the required corrective actions and recommendations pursuant to Community Board No. 9's compliance with the aforementioned minimum equal employment opportunity standards.

Equal Employment Opportunity Policy

Community Board No. 9 is in compliance with the following minimum standard:

Community Board No. 9 has a copy of and follows the Manhattan Borough President's Equal Employment Opportunity Policy.

Statement Posting

Community Board No. 9 is in compliance with the following minimum standard:

Community Board No. 9 has posted the Manhattan Borough President's Equal Employment Opportunity Policy Statement.

Liaison with Borough President's EEO Office

Community Board No. 9 is in compliance with the following minimum standard:

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 9 is in compliance with the following minimum standard:

No internal discrimination complaints were filed during the past two years.

Posting of Job Vacancies

Community Board No. 9 is in compliance with the following minimum standard:

There were no job vacancies during the past two years.

EEO Tag Line on Job Recruitment Literature

Community Board No. 9 is in compliance with the following minimum standard:

There were no job vacancies advertised during the past two years.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 9 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore, we have no recommendations for corrective actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy to Co-EEO officers Michael Kent and Nandra Sohan of the Manhattan Borough President's Office.

In closing, we thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

c: Lawrence McClean District Manager
Michael Kent, Co-EEO Officer, MBPO
Nandra Sohan, Co-EEO Officer, MBPO



CB9M

16-18 Old Broadway
New York, New York 10027
(212) 864-6200/Fax # 662-7396

COMMUNITY BOARD #9, MANHATTAN

9508

Scott Stringer
President, Borough of Manhattan

Patricia A. Jones
Chair

Carolyn R. Thompson
First Vice-Chair

Yvonne Stennet
Second Vice-Chair

Theodore Kovaleff
Secretary

Jane Arrendell
Assistant Secretary

Anthony Fletcher
Treasurer

Diane Wilson
Assistant Treasurer

Lawrence T. McClean
District Manager

June 23, 2008

Hon. Ernest F. Hart, Esquire
Chair

Equal Employment Practices Commission
City of New York
40 Rector Street, 14th Floor
New York, New York 10006

**Re: Resolution #08/16-010/CB No. 9/Preliminary
Determination Pursuant to the Desk Audit of Manhattan Community
Board No. 9 NS ITS compliance with the Equal Employment
Practices Commission's Minimum Standards for Equal Employment
Opportunity by Community Boards**

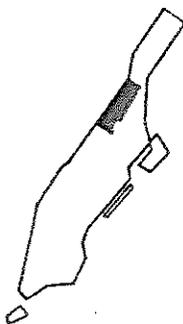
Dear Chair Hart:

The purpose of this letter is to acknowledge receipt of the attached preliminary determination.

Sincerely,

Patricia A. Jones
Chairperson

cc: Eutha Prince, CB9 Community Coordinator
Michael Kent, Co-EEO Officer, MBPO
Nandra Sohan, Co-EEO Officer, MBPO



MANHATTAN COMMUNITY BOARDS

Community Board #10

- Letter of Preliminary Determination

June 19, 2008



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor, New York, New York 10006

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Ernest F. Hart, Esq.

Chair

Manuel A. Méndez

Vice-Chair

Angela Cabrera

Veronica Villanueva, Esq.

Commissioners

Abraham May, Jr.

Executive Director

Eric Matusewitch, PHR, CAAP

Deputy Director

June 19, 2008

W. Franc Perry III

Chairperson

Manhattan Community Board No. 10

215 West 125th Street, 4th Floor

New York, NY 10027

Re: Resolution #08/17-010/CB No. 10 /Preliminary Determination Pursuant to the Desk Audit of Manhattan Community Board No. 10 and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards

Dear Chairperson Perry:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831(d)(2) and (5).)

The Charter defines 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..." Community boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes—the authorized permanent headcount is not more than five employees—this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards

were shared with the EEO officers and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens borough presidents before the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide that the community boards must:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their office;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complaints to the Borough President's Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 10 with the above minimum standards. A desk audit questionnaire consistent with the aforementioned standards was forwarded to Community Board No. 10 on December 31, 2007. The completed questionnaire was received on April 14, 2008. The following determinations indicate where Community Board No. 10 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of Federal, State and City laws.

Audit Methodology

Audit methodology consisted of an analysis of Community Board No. 10's responses to nine specific desk audit questions.

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. Community boards hire a full-time, salaried district manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of 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 or her community board. Community Board No. 10 has four employees: three African-American females and one African-American male.

PRELIMINARY DETERMINATION

Following are the preliminary determination with the required corrective actions and recommendations pursuant to Community Board No. 10's compliance with the aforementioned minimum equal employment opportunity standards.

Equal Employment Opportunity Policy Statement

Community Board No. 10 is in compliance with the following minimum standard:

Community Board No. 10 has a copy of and follows the Manhattan Borough President's Equal Employment Opportunity Policy.

Statement Posting

Community Board No. 10 is in compliance with the following minimum standard:

Community Board No. 10 has posted the Manhattan Borough President's Equal Employment Opportunity Policy Statement.

Liaison with Borough President's EEO Office

Community Board No. 10 is in compliance with the following minimum standard:

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 10 is in compliance with the following minimum standard:

No internal discrimination complaints were filed during the past two years.

Posting of Job Vacancies

Community Board No. 10 is in compliance with the following minimum standard:

There were no job vacancies during the past two years.

EEO Tag Line on Job Recruitment Literature

Community Board No. 10 is in compliance with the following minimum standard:

There were no job vacancies advertised during the past two years.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 10 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore, we have no recommendations for corrective actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy to Michael Kent and Nandra Sohan, Co-EEO officers of the Manhattan Borough President's Office.

In closing, we thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Geneva T. Bain, District Manager
Michael Kent, Co-EEO Officer, MBPO
Nandra Sohan, Co-EEO Officer, MBPO

MANHATTAN COMMUNITY BOARDS

Community Board #11

- Letter of Preliminary Determination September 18, 2008

Audit

EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor, New York, New York 10006

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



Ernest F. Hart, Esq.

Chair

Manuel A. Méndez

Vice-Chair

Angela Cabrera

Veronica Villanueva, Esq.

Commissioners

Abraham May, Jr.

Executive Director

Eric Matusewitch, PHR, CAAP

Deputy Director

September 18, 2008

Robert Rodriguez

Chairperson

Manhattan Community Board No. 11

1664 Park Avenue

New York, NY 10035

Re: Resolution #08/27-010/CB No. 11/Preliminary Determination Pursuant to the Desk Audit of Manhattan Community Board No. 11 and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards

Dear Chairperson Rodriguez:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831(d)(2) and (5).)

The Charter defines 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..." Community boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes—the authorized permanent headcount is not more than five employees—this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards

were shared with the EEO officers and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens borough presidents before the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide that the community boards must:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their office;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complaints to the Borough President's Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Manhattan Community Board No. 11 with the above minimum standards. A desk audit questionnaire consistent with the aforementioned standards was forwarded to Community Board No. 11 on December 31, 2007. The completed questionnaire was received on August 20, 2008. The following determinations indicate where Community Board No. 11 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of Federal, State and City laws.

Audit Methodology

Audit methodology consisted of an analysis of Community Board No. 11's responses to nine specific desk audit questions.

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. Community boards hire a full-time, salaried district manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of 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 or her community board. Community Board No. 11 has three employees: one Caucasian male, one Hispanic male, and one Hispanic female.

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations pursuant to Community Board No. 11's compliance with the aforementioned Minimum Equal Employment Opportunity Standards.

Equal Employment Opportunity Policy

Community Board No. 11 is in compliance with the following minimum standard:

Community Board No. 11 has a copy of and follows the Manhattan Borough President's Equal Employment Opportunity Policy.

Statement Posting

Community Board No. 11 is in compliance with the following minimum standard:

Community Board No. 11 has posted the Manhattan Borough President's Equal Employment Opportunity Policy Statement.

Liaison with the Borough President's EEO Office

Community Board No. 11 is in compliance with the following minimum standard:

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 11 is in compliance with the following minimum standard:

One internal discrimination complaint was filed during the past two years, and was referred to the Manhattan Borough President's EEO officer for investigation. The investigation of the complaint was closed after the former employee filed with a human rights agency.

Posting of Job Vacancies

Community Board No. 11 is in compliance with the following minimum standard:

Community Board No. 11 had three job vacancies (district manager, assistant district manager, and community associate) during the past two years and posted those vacancy notices in its offices and the Manhattan Borough President's Office.

EEO Tag Line on Job Recruitment Literature

Community Board No. 11 is in compliance with the following minimum standard:

The job vacancy notices for district manager, assistant district manager, and community associate contain the EEO tag line.

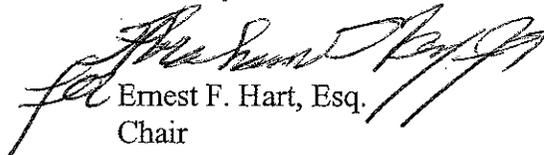
Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 11 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore, we have no recommendations for corrective actions.

Please forward a written acknowledgement of this preliminary determination within thirty days. Also forward a copy to Michael Kent and Nandra Sohan, Co-EEO officers of the Manhattan Borough President's Office.

In closing, we thank you and your staff for your cooperation.

Sincerely,


Ernest F. Hart, Esq.
Chair

- c: George Sarkissian, District Manager
- Michael Kent, Co-EEO Officer, MBPO
- Nandra Sohan, Co-EEO Officer, MBPO

MANHATTAN COMMUNITY BOARDS

Community Board #12

- Letter of Preliminary Determination

June 19, 2008



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor, New York, New York 10006

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

Ernest F. Hart, Esq.

Chair

Manuel A. Méndez

Vice-Chair

Angela Cabrera

Veronica Villanueva, Esq.

Commissioners

Abraham May, Jr.

Executive Director

Eric Matusewitch, PHR, CAAP

Deputy Director

June 19, 2008

Manny Velazquez

Chairperson

Manhattan Community Board No. 12

711 West 168th Street, First Floor

New York, NY 10032

Re: Resolution #08/18-010/CB No. 12 /Preliminary Determination Pursuant to the Desk Audit of Manhattan Community Board No. 12 and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards

Dear Chairperson Velazquez:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831(d)(2) and (5).)

The Charter defines 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..." Community boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes—the authorized permanent headcount is not more than five employees—this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards

were shared with the EEO officers and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens borough presidents before the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide that the community boards must:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their office;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complaints to the Borough President's Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 12 with the above minimum standards. A desk audit questionnaire consistent with the aforementioned standards was forwarded to Community Board No. 12 on December 31, 2007. The completed questionnaire was received on April 14, 2008. The following determinations indicate where Community Board No. 12 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of Federal, State and City laws.

Audit Methodology

Audit methodology consisted of an analysis of Community Board No. 12's responses to nine specific desk audit questions.

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. Community boards hire a full-time, salaried district manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of 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 or her community board. Community Board No. 12 has four employees: three Hispanics and 1 African-American. Two of those employees are female and two are male.

PRELIMINARY DETERMINATION

Following are the preliminary determination with the required corrective actions and recommendations pursuant to Community Board No. 12's compliance with the aforementioned minimum equal employment opportunity standards.

Equal Employment Opportunity Policy Statement

Community Board No. 12 is in compliance with the following minimum standard:

Community Board No. 12 has a copy of and follows the Manhattan Borough President's Equal Employment Opportunity Policy.

Statement Posting

Community Board No. 12 is in compliance with the following minimum standard:

Community Board No. 12 has posted the Manhattan Borough President's Equal Employment Opportunity Policy Statement.

Liaison with Borough President's EEO Office

Community Board No. 12 is in compliance with the following minimum standard:

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 12 is in compliance with the following minimum standard:

No internal discrimination complaints were filed during the past two years.

Posting of Job Vacancies

Community Board No. 12 is in compliance with the following minimum standard:

Community Board No. 12 issued one job vacancy notice (district manager), which was posted in its office and that of the Manhattan Borough President.

EEO Tag Line on Job Recruitment Literature

Community Board No. 12 is not in compliance with the following minimum standard:

The vacancy notice for district manager does not indicate that Community Board No. 12 is an equal opportunity employer. Corrective action is required.

Recommendation: All job vacancy advertisements should contain the EEO tag line.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 12 with the minimum standards established by the Equal Employment Practices Commission, we respectfully request your response to the aforementioned preliminary determinations. Your response should indicate how Manhattan Community Board No. 12 will implement the one recommendation.

Please forward your response within thirty days of receipt of this letter. Also forward a copy to Michael Kent and Nandra Sohan, Co-EEO officers of the Manhattan Borough President's Office.

In closing, we thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Ebenezer Smith, District Manager
Michael Kent, Co-EEO Officer, MBPO
Nandra Sohan, Co-EEO Officer, MBPO