

STATEN ISLAND COMMUNITY BOARDS (3)

Community Board # 1

- Letter of Preliminary Determination June 19, 2008

Community Board # 2

- Letter of Preliminary Determination June 19, 2008
- Agency Response June 25, 2008

Community Board # 3

- 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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Commissioners

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Executive Director

Eric Matusewitch, PHR, CAAP
Deputy Director

June 19, 2008

Sean P. Sweeney
Chairperson
Staten Island Community Board No. 1
1 Edgewater Plaza, Suite 217
Staten Island, NY 10305

Re: Resolution #08/20-014/CB No. 1/Preliminary Determination Pursuant to the Desk Audit of Staten Island 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 Sweeney:

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. 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 25, 2008, with an additional document submitted to the Commission on February 26, 2008. 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 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. 1 has four employees: Three Caucasian females and 1 Caucasian male.

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 Staten Island Borough President's Equal Employment Opportunity Policy.

Statement Posting

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

Community Board No. 1 has posted the Staten Island 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 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. 1 is in compliance with the following minimum standard:

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

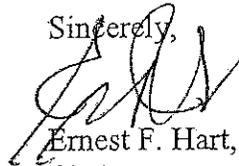
Conclusion

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. 1 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 EEO Officer Nicolas Dmytryszyn of the Staten Island Borough President's Office.

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

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Joseph F. Carroll, District Manager
Nicolas Dmytryszyn, EEO Officer, SIBP



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Abraham May, Jr.

Executive Director

Eric Matusewitch, PHR, CAAP

Deputy Director

June 19, 2008

Dana T. Magee

Chairperson

Staten Island Community Board No. 2

460 Brielle Avenue

Staten Island, NY 10314

Re: Resolution #08/21-014/CB No. 2/Preliminary Determination Pursuant to the Desk Audit of Staten Island Community Board No. 2 and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards

Dear Chairperson Magee:

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. 2 with the above minimum standards. A desk audit questionnaire consistent with the aforementioned standards was forwarded to Community Board No. 2 on December 31, 2007. The completed questionnaire was received on February 29, 2008. The following determinations indicate where Community Board No. 2 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. 2'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. 2 has two employees: two Caucasian females.

PRELIMINARY DETERMINATION

Following are the preliminary determination with the required corrective actions and recommendations pursuant to Community Board No. 2's compliance with the aforementioned minimum equal employment opportunity standards.

Equal Employment Opportunity Policy Statement

Community Board No. 2 is in compliance with the following minimum standard:

Community Board No. 2 has a copy of and follows the Staten Island Borough President's Equal Employment Opportunity Policy Statement.

Statement Posting

Community Board No. 2 is in compliance with the following minimum standard:

Community Board No. 2 has posted the Staten Island Borough President's Equal Employment Opportunity Policy Statement.

Liaison with Borough President's EEO Office

Community Board No. 2 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. 2 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. 2 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. 2 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. 2 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 EEO Officer Nicolas Dmytryszyn of the Staten Island Borough President's Office.

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

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Debra Derrico, District Manager
Nicolas Dmytryszyn, EEO Officer, SIBP

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DANA T. MAGEE
CHAIR

THE CITY OF NEW YORK
Community Board Two
BOROUGH OF STATEN ISLAND

460 BRIELLE AVENUE
STATEN ISLAND, NEW YORK 10314
718-317-3235
FAX: 718-317-3251

DEBRA A. DERRICO
DISTRICT MANAGER

Mr. Ernest F. Hart, Esq.
Equal Employment Opportunity Practices
City of New York
40 Rector Street, 14th Floor
New York, New York 10006

Re: Resolution # 08/21-014/CB No. 2/ Preliminary Determination Pursuant to the Desk Audit of Staten Island Community Board No. 2 and its compliance with the EEPC's Minimum Standards for EEO by Community Boards.

Dear Mr. Hart:

I am writing to acknowledge the preliminary determination in relation to the EEPC's desk audit of compliance by Community Board No. 2.

If you have any questions, please feel free to call me.

Very truly,

A handwritten signature in cursive script that reads "Dana T. Magee".

Dana T. Magee
Chair



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Executive Director

Eric Matusewitch, PHR, CAAP
Deputy Director

June 19, 2008

Frank Morano
Chairperson
Staten Island Community Board No. 3
655-218 Rossville Avenue
Staten Island, NY 10309

Re: Resolution #08/22-014/CB No. 3/Preliminary Determination Pursuant to the Desk Audit of Staten Island Community Board No. 3 and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards

Dear Chairperson Morano:

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. 3 with the above minimum standards. A desk audit questionnaire consistent with the aforementioned standards was forwarded to Community Board No. 3 on December 31, 2007. The completed questionnaire was received on February 12, 2008, with additional documents submitted to the Commission on March 16, 2008. The following determinations indicate where Community Board No. 3 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. 3'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. 3 has four employees: two Caucasian females and two Hispanic females.

PRELIMINARY DETERMINATION

Following are the preliminary determination with the required corrective actions and recommendations pursuant to Community Board No. 3's compliance with the aforementioned minimum equal employment opportunity standards.

Equal Employment Opportunity Policy Statement

Community Board No. 3 is in compliance with the following minimum standard:

Community Board No. 3 has a copy of and follows the Staten Island Borough President's Equal Employment Opportunity Policy.

Statement Posting

Community Board No. 3 is in compliance with the following minimum standard:

Community Board No. 3 has posted the Staten Island Borough President's Equal Employment Opportunity Policy Statement.

Liaison with Borough President's EEO Office

Community Board No. 3 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. 3 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. 3 is in compliance with the following minimum standard:

Community Board No. 3 issued on job vacancy notice (community assistant), which was posted in its office and that of the Staten Island Borough President.

EEO Tag Line on Job Recruitment Literature

Community Board No. 3 is not in compliance with the following minimum standard:

The vacancy notice for community assistant does not indicate that Community Board No. 3 is an equal opportunity employer. Corrective action is required.

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

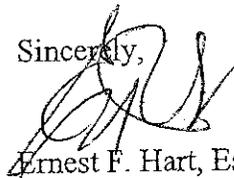
Conclusion

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. 3 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 Staten Island Community Board No. 3 will implement the one recommendation.

Please forward your response within thirty days of receipt of this letter. Also forward a copy to EEO Officer Nicolas Dmytryszyn of the Staten Island Borough President's Office.

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

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Marie Bodnar, District Manager
Nicolas Dmytryszyn, EEO Officer, SIBP