





# EQUAL EMPLOYMENT PRACTICES COMMISSION

## SUMMARY COMPLIANCE REPORT

**Agency:** Board of Standards and Appeals

**Agency Head:** Meenakshi Srinivasan, Chairperson

**EEO Officer:** Roy Starrin

**Audit Period:** January 1, 2005 – December 31, 2006

Date of Preliminary Determination Letter:	<i>October 25, 2007</i>
Date of Response Letter:	<i>November 21, 2007</i>
Date of Final Determinations Letter:	<i>December 13, 2007</i>
Date of Response Letter to the Commission's Final Determination Letter:	<i>January 11, 2008</i>

Compliance Initiated:	<i>May 2008</i>
Compliance Completed:	<i>October 2008</i>
Covering Months:	<i>May 2008 - October 2008</i>

**Date:** December 18, 2008

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Audit of Compliance by the Board of Standards and Appeals (BSA) with the City's Equal Employment Opportunity Policy (EEOP), the EEPC initiated Audit Compliance with the BSA in June 2008. The BSA's final Monthly Compliance Report was submitted on October 28, 2008.

All ten required actions were completed or accepted. The following is a summary of the compliance reports:

1. The BSA should send a general EEO policy statement or memo to all employees. This document should reiterate the agency's commitment to EEO; advise employees of the names, location, and telephone numbers of the EEO professionals; and may provide an electronic link to the EEO Policy Handbook and Citywide EEO Policy. This document, to be sent as a payroll distribution, should be based on the Mayor's January 31, 2005 policy statement and the model agency head statement that is posted on the DCAS "about eeo" website.

The BSA said it distributed a general EEO policy memorandum to all employees. It submitted a copy of the memorandum to the EEPC.

The required action was completed in October 2007.

- 2. The BSA should officially appoint a disabilities rights coordinator and notify all employees in writing of the name, location, and phone number/email address of that individual.**

The BSA said that it appointed its EEO Officer, Mr. Roy Starrin, as the Disabilities Right Coordinator. It submitted a copy of the memorandum, which notified staff of his appointment and contact information.

The required action was completed in April 2008.

- 3. The BSA should follow-up on its pledge to develop a plan, which includes a timetable, to provide EEO training to all employees who have not received it.**

The BSA said that it has developed a plan to provide EEO training to all employees who have not received it. The Department of Finance's EEO training director will provide the training to all employees. The training is tentatively scheduled for December 2008.

The response to the required action was accepted in November 2008.

- 4. When discretionary vacancies arise, the BSA should advertise job vacancies in periodicals with large minority and female readership, and send vacancy notices to professional and community organizations serving minorities, women and persons with disabilities. The BSA may obtain and consult *Making the Most of the City's Recruitment Resources*, the DCAS listing of recruitment sources to create a diverse applicant pool.**

The BSA said that it is committed to implementing this recommendation and the chairperson reaffirmed her commitment in a May 30, 2008 memorandum to the executive director, which said "When discretionary vacancies arise, the BSA should advertise job vacancies in periodicals with large minority and female readership, and send vacancy notices to professional and community organizations serving minorities, women and persons with disabilities." The BSA submitted a list of recruitment sources used to fill two available vacancies.

The required action was completed in October 2008.

- 5. The BSA should either officially appoint a career counselor or notify employees that career counseling is available from the career counselor of the DCAS. In either case, the agency should notify employees in writing of the name, location, and telephone number/email of the individual available to provide the counseling.**

The BSA stated that Mr. Kevin Finnegan, the DCAS Director of Human Resources has been designated Career Counselor for the Board. Employees were notified of his appointment in an October 24, 2007 memorandum from the chairperson. It submitted a copy of the memorandum.

The required action was completed in October 2007.

6. **It is the Commission's position that appropriate documentation of meetings and other communications between the EEO officer and the agency head regarding EEO program operational decisions should be maintained.**

The BSA said it will implement this recommendation. It submitted to the EEPC notes of a meeting that was held on April 7, 2008.

The required action was completed in April 2008.

7. **The agency head (chairperson) should direct the executive director to include the EEO officer in selecting recruitment media and developing recruitment strategy for all vacancies.**

The BSA said that the chairperson in a May 30, 2008 memorandum, directed the executive director to include the EEO officer in selecting recruitment media and developing recruitment strategy for all vacancies. It submitted a copy of the memorandum.

The required action was completed in May 2008.

8. **It is the position of the DCAS ("Model Agency EEO Commitment Memo," [http://extranet.dcas.nycnet/eo/pdf/model\\_memo.pdf](http://extranet.dcas.nycnet/eo/pdf/model_memo.pdf)) and the EEPC that at least twice a year during normal staff meetings, managers and supervisors should emphasize their commitment to the agency's EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office. These meetings should be documented.**

The BSA said it will implement this recommendation. It submitted to the EEPC a copy of the sign-in sheet of a meeting held on April 7, 2008.

The response to the required action was accepted in April 2008.

9. **All employees—managerial and non-managerial should receive annual performance evaluations.**

The BSA said that employees will receive annual performance evaluations. It has developed tasks and standards and all staff will meet with the chairperson and executive director to review the tasks and standards by the end of 2008. It said that the performance evaluation period will begin at the beginning of 2009. It submitted copies of its tasks and standards.

The response to the required action was accepted in November 2008.

10. The BSA's agency head should disseminate an agency-wide memorandum to discuss audit findings.

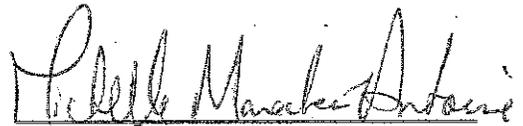
The attached memorandum from Chairperson Meenakshi Srinivasan was distributed on October 30, 2008.

The required action was completed in October 2008.

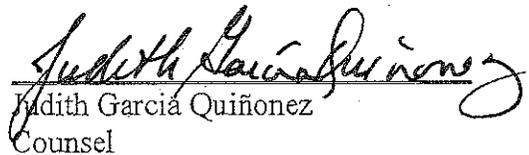
### Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Chairperson Meenakshi Srinivasan, informing her that the BSA has implemented the recommended corrective actions to the Commission's satisfaction.

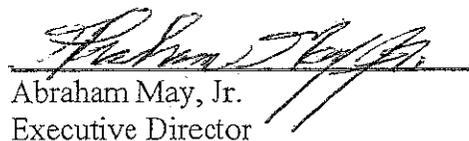
Respectfully Submitted,



Michelle Marecheau-Antoine  
Senior Auditor/ Compliance Officer



Judith Garcia Quiñonez  
Counsel



Abraham May, Jr.  
Executive Director

Attachment



# Board of Standards and Appeals

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MEENAKSHI SRINIVASAN  
Chair/Commissioner

## MEMO

To: Commissioners and staff

From: Meenakshi Srinivasan, Chair. *Meenakshi Srinivasan*

Date: October 30, 2008

Re: Equal Employment Practices Commission Audit

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As you know, the Board was audited by the Equal Employment Practices Commission (EEPC) for its compliance with the City's Equal Employment Opportunity (EEO) policy for the period between January 1, 2006 and December 31, 2007. The Board has been involved in a six month compliance period since May 1, 2008. Five monthly compliance reports have been issued to the EEPC. The Board has implemented seven of the required actions, as follows:

- Distributed a general EEO policy statement to all employees
- Appointed Roy Starrin, EEO Officer, as the disabilities rights coordinator
- Appointed Kevin Finegan, DCAS Director of Human Resources, as the career counselor
- Documented meetings between the EEO officer and the Board chair
- Documented staff meetings in which the agency's commitment to EEO policies and the right of each employee to file a discrimination complaint with the EEO officer
- The Board chair directed the executive director to involve the EEO officer in selecting recruitment media and developing recruitment strategy
- Advertised job vacancies in periodicals with large minority and female readership, and sent vacancy notices to professional and community organizations serving minorities, women and persons with disabilities.

The Board will also be fully implementing the following two remaining required actions:

- Provide training for all managerial and non-managerial staff, including commissioners, who have not been trained in the last three years. We are partnering with the Department of Finance to receive training through Finance's

EEO division. Based on discussions with Finance, we intend to participate in the training by the end of 2008.

- Employees will receive annual performance evaluations. The chair and executive director have developed tasks and standards; all staff will meet with the executive director on the tasks and standards by the end of 2008, allowing for the performance evaluation period to begin at the beginning of 2009.

I reiterate to all that the Board of Standards and Appeals is committed to preventing illegal discrimination by maintaining fair employment practices for all of our employees, and by encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of appreciation for the diversity reflected in our staff.

I again encourage all employees to access the EEO resources available within the Board and DCAS and to address any concerns you have to Roy Starrin, the Board's EEO officer, and Mireille Milfort, the agency EEO counselor.

Please feel free to contact me or Jeff Mulligan, Executive Director, if you have any questions about the Board's compliance with the EEPC.



## EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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December 18, 2008

Meenakshi Srinivasan

*Chairperson*

Board of Standards and Appeals

40 Rector Street

New York, New York 10006

Re: Resolution #08/09-856C: Implementation of Corrective Actions Pursuant to the Audit of Compliance by the Board of Standards and Appeals' (BSA) Equal Employment Opportunity Program (EEOP) from January 1, 2005 to December 31, 2006.

Dear Chairperson Srinivasan:

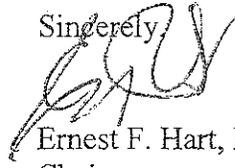
Pursuant to Section 832 of Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the Board of Standards and Appeals (BSA) for a period not to exceed six months. The compliance period was May 2008 through October 2008. The BSA's Final Compliance Report was submitted on October 28, 2008.

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

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

On behalf of this Commission, I want to thank you, Executive Director Jeff Mulligan and EEO Officer Roy Starrin for the cooperation extended to the EEPC Compliance Unit during the compliance-monitoring period.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Hart", written over the word "Sincerely,".

Ernest F. Hart, Esq.  
Chair

C: Jeff Mulligan, Executive Director  
Roy Starrin, EEO Officer