



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Queens County Public Administrator's Office

Agency Head: Lois M. Rosenblatt, Queens County Public Administrator

EEO Officer: Susan Brown

Audit period: **January 1, 2005 – June 30, 2006**

Date of Preliminary Determination Letter:	<i>April 26, 2007</i>
Date of Response Letter:	<i>May 18, 2007</i>
Date of Final Determination Letter:	<i>June 14, 2007</i>

Compliance Initiated:	<i>October 2007</i>
Compliance Completed:	<i>October 2008</i>
Covering Months:	<i>October 2007 - October 2008</i>

Date: **October 23, 2008**

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEOC) Audit of Compliance by the Queens County Public Administrator (QCPA) with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees, the EEOC initiated Audit Compliance with the QCPA in March 2008. The QCPA's final Monthly Compliance Report was submitted on October 21, 2008.

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

- 1. The QCPA should provide appropriate EEO training (such as the 5-day basic training for EEO Professionals by the Department of Citywide Administrative Services or the EEO Studies Program of Cornell University's School of Industrial Labor Relations) to its EEO Officer, or designate a trained EEO professional from another City agency to administer the EEO Program.**

The QCPA said that the EEO officer completed the 4-day Basic Training for EEO Professionals

by the DCAS. It submitted copies of the sign in sheets verifying her attendance.

The required action was completed in September 2008.

2. The QCPA should provide basic EEO training to all current and new employees.

The QCPA said that staff attended the Queens District Attorney's Sexual Harassment Prevention seminar on July 9 and 16, 2008. It submitted copies of their attendance certificates.

The QCPA has also developed a plan to train staff on EEO. It provided a copy of the training agenda. The EEO officer will conduct the training in four sessions, which will occur on November 7th, 14th, November 21st. The date of the last session will be announced. The QCPA also provided a copy of the memorandum that was sent to staff informing them of the training.

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

3. The Queens County Public Administrator should disseminate an agency-wide memorandum to discuss audit findings.

The attached memorandum from the Queens County Public Administrator was distributed on November 14, 2007.

The required action was completed in November 2007.

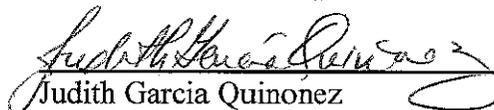
Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to the Queens County Public Administrator, Lois Rosenblatt, informing her that the QCPA has implemented the recommended corrective actions to the Commission's satisfaction.

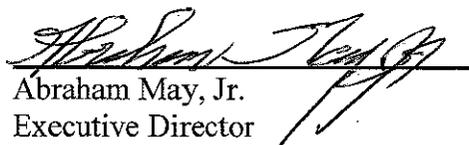
Respectfully Submitted,



Michelle Marecheau-Antoine
Senior Auditor/ Compliance Officer



Judith Garcia Quinonez
Counsel



Abraham May, Jr.
Executive Director

Attachment



Queens County Office of the Public Administrator

Lois M. Rosenblatt, Esq.
Public Administrator

Susan B. Brown
Deputy Public Administrator

Gerard J. Sweeney, Esq.
Counsel

MEMORANDUM

To: All Employees
From: Lois Rosenblatt, Public Administrator
Re: Equal Employment Practices Commission
Subject: Audit of Queens County Public Administrator's Office
Date: November 14, 2007

Please be advised that the New York City Equal Employment Practices Commission has been conducting an audit of the practices and policies of this office, hence the recent seminars you attended in the offices of the Queens District Attorney.

The EEPC has made certain recommendations to this office so that everyone fully understands the function of the EEPC and your rights as they pertain thereto. Their recommendations are as follows:

- 1 – “The QCPA should provide appropriate EEO training (such as the 5-day basic training for EEO Professionals by the Department of Citywide Administrative Services or the EEO Studies Program off Cornell University's School of Industrial Labor Relations) to its EEO Officer, or designate a trained EEO professional from another City agency to administer the EEO Program.”
- 2 – “The QCPA should provide basic EEO training to all current and new employees.”
- 3 – “The Queens County Public Administrator should disseminate an agency-wide memorandum to discuss audit findings.”

Therefore, in order for us to comply with recommendation of No. 1 above, I am pleased to appoint Juan V. Plaza as this Agency's EEO Officer who will undergo the required training through DCAS in the near future. Any future issues with respect to EEO practices will be directed towards Juan.

Compliance with recommendation No. 2 above will be carried out upon the completion of Juan's EEO training sessions with DCAS. Until that time, we will continue to be invited to attend the seminars held in the offices of the Queens District Attorney.



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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Counsel

October 23, 2008

Lois M. Rosenblatt

Queens County Public Administrator

88-11 Sutphin Boulevard, Room 61

Jamaica, New York 11435

Re: Resolution #08/06-944C: Implementation of Corrective Actions Pursuant to the Desk Audit of Compliance by the Queens County Public Administrator's Office (QCPA) with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees from January 1, 2005 to June 30, 2006.

Dear Ms. Rosenblatt:

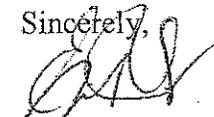
Pursuant to Section 832 of Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the Queens County Public Administrator's Office (QCPA) for a period not to exceed six months. The compliance period was from October 1, 2007 through March 31, 2008. The QCPA's Final Compliance Report was submitted on October 21, 2008.

The goal of monitoring was to determine if the QCPA implemented all recommended corrective actions pursuant to our audit of compliance by your agency with the EEPC's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees.

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 QCPA has implemented the recommended corrective actions as required by Chapter 35 and 36 of the New York City Charter to the Commission's satisfaction. The Queens County Public Administrator's Office is now in compliance with the requirements of the EEPC's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees.

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

Sincerely,



Ernest F. Hart, Esq.
Chair

C: Susan Brown, EEO Officer