

## INDEPENDENT BUDGET OFFICE

- Letter of Implementation December 10, 2009
- Summary Compliance Report December 10, 2009



## EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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

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

Cesar A. Perez, Esq.

*Chair*

Angela Cabrera

Malini Cadambi Daniel

Elaine S. Reiss, Esq.

Arva A. Rice

*Commissioners*

Abraham May, Jr.

*Executive Director*

Charise Hendricks, PHR

*Deputy Director*

Judith Garcia Quiñonez

*Counsel*

December 10, 2009

Ronnie Lowenstein

Director

Independent Budget Office

110 William Street, 14<sup>th</sup> Floor

New York, NY 10038

Re: Resolution #09/14-132C: Implementation of Corrective Actions Pursuant to the Audit of Compliance by the Independent Budget Office (IBO) Equal Employment Opportunity Program (EEOP) from July 1, 2005 to June 30, 2007.

Dear Ms. Lowenstein:

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 Independent Budget Office (IBO) for a period not to exceed six months. The compliance period was February 2009 through July 2009. The IBO's Final Compliance Report was submitted on September 14, 2009.

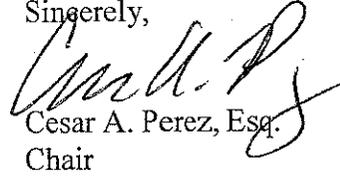
You requested an extension of the compliance monitoring period in order for the newly appointed EEO counselor to complete EEO training. A copy of the DCAS EEO training certification for the EEO counselor was submitted on November 20, 2009.

The goal of monitoring was to determine if the IBO implemented all recommended corrective actions pursuant to our audit of compliance by your agency with the City's Equal Employment Opportunity Policy from July 1, 2005 to June 30, 2007.

After completing its review of the Compliance Reports submitted by your agency, EEPC staff submitted a Compliance Summary Report for Commission review. This Commission has determined that the IBO 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 Independent Budget Office is now in compliance with the requirements of the City's Equal Employment Opportunity Policy.

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

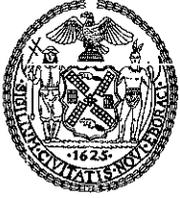
Sincerely,

A handwritten signature in black ink, appearing to read 'C. A. Perez', written over the typed name.

Cesar A. Perez, Esq.  
Chair

C: Nashla Salas, EEO Officer

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# EQUAL EMPLOYMENT PRACTICES COMMISSION

## SUMMARY COMPLIANCE REPORT

**Agency:** Independent Budget Office

**Agency Head:** Ronnie Lowenstein, Director

**EEO Officer:** Nashla Salas

**Audit period:** July 1, 2005 – June 30, 2007

**Agency Census as of June 30, 2007:** 31

Preliminary Determination Letter:

*December 18, 2008*

Agency Response Letter:

*January 13, 2009*

Final Determination Letter:

*January 26, 2009*

Compliance Initiated:

*February 2009*

Compliance Completed:

*November 2009*

Covering Months:

*February 2009 – July 2009*

**Date: December 10, 2009**

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEOC) Audit of Compliance by the Independent Budget Office (IBO) with the City's Equal Employment Opportunity Policy from July 1, 2005 through June 30, 2007, the EEOC initiated Audit Compliance with the IBO in February 2009. The IBO's final Monthly Compliance Report was submitted on September 14, 2009.

All 5 required actions were completed and accepted. The following is a summary of the compliance reports:

1. **The agency's EEO Policy should be revised to include all of the protected classes under the New York City and New York State Human Rights Laws.**

The IBO revised the General Anti-Discrimination Protections section of its EEO Policy to include all of the protected classes. A copy of the updated list of protected classes was provided to the EEOC during the Compliance Initiation meeting.

The required action was accepted in February 2009.

2. **The revised EEO Policy should be distributed to all current and new employees, and posted on the agency bulletin boards.**

The IBO's revised EEO Policy was distributed to all employees by email on August 21, 2009. In addition, the updated list of protected classes was posted on the agency bulletin

board. A copy of the email to the IBO staff attaching the EEO Policy was provided with the IBO's Monthly Compliance Report (MCR) # 6.

The required action was completed in August 2009.

- 3. The EEO Officer should meet with the EEO Counselors at least at quarterly intervals to ensure that they are carrying out their EEO functions satisfactorily and are kept abreast of internal and external EEO developments. (Section VC, Citywide EEO Policy)**

The EEO Officer and EEO Counselor have been meeting at least once per quarter since the 4<sup>th</sup> quarter of 2008. A copy of a meeting log was provided with the IBO's MCR # 1.

The required action was accepted in March 2009.

- 4. The IBO should ensure that all employees involved in job interviewing receive structured interview training, either from DCAS or another appropriate organization. (Section IV, Citywide EEO Policy)**

All of IBO's supervisory staff received structured interview training on October 6, 2008. A copy of the sign-in sheet and training handouts were provided with the IBO's MCR # 1.

The required action was accepted in March 2009.

- 5. The agency head should disseminate an agency-wide memorandum informing staff about the changes that are being implemented in the IBO's EEO program pursuant to the audit and re-emphasizing the agency head's commitment to the agency's EEO program.**

The agency head distributed a memo dated September 14, 2009 to all staff informing them of the changes being implemented in the agency's EEO program and re-emphasizing her commitment to the agency's EEO program. A copy of the memo was provided with the IBO's MCR # 6. (Copy attached)

The required action was completed in September 2009.

The IBO appointed a new EEO counselor during the compliance period that required EEO training. On September 14, 2009, the IBO submitted a request for an extension of the audit compliance monitoring period in order for the EEO counselor to complete the DCAS Basic Training for EEO Professionals. The EEO counselor participated in the training program of November 16 – 18, 2009.

The IBO submitted a copy of the EEO Counselor's Certificate of Completion on November 20, 2009.

## **Recommendation**

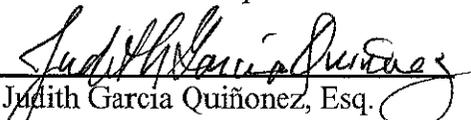
Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Director Ronnie Lowenstein

informing her that the Independent Budget Office has implemented all of the recommended corrective actions to the Commission's satisfaction.

Respectfully Submitted,



Adrienne Smith  
EEO Auditor/Compliance Officer



Judith Garcia Quiñonez, Esq.  
Counsel/Compliance Director



Abraham May, Jr.  
Executive Director

Attachment

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## MEMORANDUM

To: Staff *RL*  
From: Ronnie Lowenstein  
Date: September 14, 2009  
Re: EEPC Audit Findings

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As you may know, the Equal Employment Practices Commission (EEPC) conducted an audit of IBO's compliance with IBO and citywide EEO requirements and EEPC policies; the compliance period concluded this summer. The EEPC found that IBO was generally in compliance with EEO law and policies and had several recommendations for additional steps that IBO should take. Their recommendations, and IBO's response, is summarized below. Please see me or IBO's EEO officer, Nashla Rivas Salas, or our EEO counselor, Paul Lopatto, if you have any questions.

### ***Plan Dissemination (Internal)***

As recommended, IBO has revised the agency's EEO policy to include the current list of "protected classes" under New York City and New York State Human Rights Laws. We distributed the new updated policy to all current employees and will provide a copy for all future hires.

### ***EEO Complaint and Investigation System***

As recommended, IBO's EEO officer will conduct quarterly meetings with the EEO counselor to ensure that the EEO functions are being properly carried out and to review internal and external EEO developments.

### ***Training for IBO Employees involved in the Recruitment and Hiring Process***

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IBO's most recent staff wide EEO training, conducted in October, 2008, included a training session limited to senior staff members. During this session, EEO policy as it relates to interviewing and hiring decisions was discussed and reviewed. IBO will continue to provide staff involved in hiring, recruiting and interviewing with an annual review of related EEO policy and correct EEO practices.

I am personally committed to the principles of Equal Employment Opportunity. As an agency, IBO will continue to seek opportunities to diversify our workforce and ensure that any current and future staff members, regardless of race, ethnicity, sex, sexual orientation, age, physical challenge, or other protected

class status, will find IBO a welcoming and productive environment. If any staff member has suggestions or wishes to help in this effort, they should please see me, Nashla, Paul or Doug.

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