

STATEN ISLAND BOROUGH PRESIDENT'S OFFICE

- Letter of Implementation July 16, 2009
- Summary Compliance Report July 16, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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July 16, 2009

Honorable James P. Molinaro
President
Borough of Staten Island
120 Borough Hall
Staten Island, New York 10301

Re: Resolution #09/10-014C: Implementation of Corrective Actions Pursuant to the Audit of Compliance by the Staten Island Borough President's Office's (SIBPO) Equal Employment Opportunity Program (EEOP) from July 1, 2005 to June 30, 2007.

Dear President Molinaro:

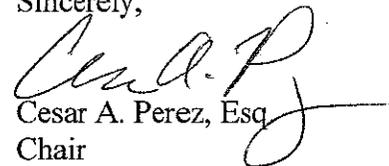
Pursuant to Section 832 of Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the Staten Island Borough President's Office (SIBPO) for a period not to exceed six months. The compliance period was December 2008 through May 2009. The SIBPO's Final Compliance Report was submitted on June 25, 2009. Additional information was submitted on July 6, 2009.

The goal of monitoring was to determine if the SIBPO 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 Summary Compliance Report for Commission review. After reviewing the Report this Commission has determined that the SIBPO 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 Staten Island Borough President's 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 Co-EEO Officers Nicholas Dmytryszyn and Jillian Gambino for the cooperation extended to the EEPC Compliance Unit during the compliance-monitoring period.

Sincerely,


Cesar A. Perez, Esq
Chair

C: Nicholas Dmytryszyn, Co-EEO Officer
Jillian Gambino, Co-EEO Officer



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Staten Island Borough President's Office

Agency Head: James P. Molinaro, Borough President

Co-EEO Officers: Nicholas Dmytryszyn
Jillian Gambino

Audit Period: July 1, 2005 - June 30, 2007

Agency Census as of June 2007: 46

Date of Preliminary Determination Letter:	March 20, 2008
Date of Response Letter:	April 25, 2008
Date of Final Determinations Letter:	June 3, 2008
Date of Response Letter to the Commission's Final Determinations Letter:	September 8, 2008
Compliance Initiated:	January 2009
Compliance Completed:	June 2009
Covering Months:	December 2008 - May 2009

Date: July 16, 2009

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEOC) Audit of Compliance by the Staten Island Borough President's Office (SIBPO) with the City's Equal Employment Opportunity Policy (EEOC), EEOC initiated Audit Compliance Monitoring with the SIBPO in January 2009. The SIBPO's final Monthly Compliance Report was submitted on June 25, 2009. Additional information was submitted on July 6, 2009.

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

1. The EEO Policy should be posted on bulletin boards at each agency site and on the agency's intranet.

The SIBPO said that the EEO Policy is now available on each employee's office desktop computer. It said that there is a binder containing the EEO Policy placed next to the two hand scan machines with a note on the binders saying, "Do Not Remove." In addition, a copy of the Policy is in the personnel office.

The required action was completed in December 2008.

- 2. It is the Commission's position that the SIBPO should distribute its EEO Policy to all employees at least annually.**

The SIBPO said that it will distribute to staff a paper memorandum including any changes to the EEO Policy with the first pay stub/paycheck in November. The memorandum also informs staff of how to access the Policy on their computers. It submitted a copy of a July 30, 2008 template, which was distributed to staff and will serve as the yearly template.

The required action was completed in July 2008.

- 3. The adopted and modified citywide EEO Policy should be accompanied by a general hardcopy EEO policy statement or memo from the agency head that reiterates his commitment to EEO; and advises the employees of the name, location and telephone number of the EEO officer. This EEO policy statement or memo may be based on the Mayor's January 31, 2005 policy statement and the model agency head statement posted on the DCAS website.**

The SIBPO submitted two copies of two memoranda that were distributed to staff in May and July 2008. The memoranda included the contact information of the Co-EEO officers. It also informed staff of how to access the SIBPO's adopted and modified citywide EEO Policy on the agency's intranet and the citywide EEO Policy on the DCAS website.

The required action was completed in July 2008.

- 4. The agency should participate in the Section 55-A Program by obtaining and distributing Program brochures issued by the DCAS.**

The SIBPO said that it is participating in the Section 55-A Program. On February 26, 2009 it distributed a memorandum to staff with their pay stub/paycheck informing them of how to access the 55-A brochure on their computers. It submitted a copy of the screen page and memorandum.

The required action was completed in February 2009.

- 5. The SIBPO should officially appoint a disability rights coordinator—usually the EEO officer—and notify staff about that individual.**

The SIBPO said that the female Co-EEO officer was appointed the disability rights coordinator. Notification of her appointment was included in the July 30, 2008 memorandum.

The required action was completed in July 2008.

- 6. To ensure that there are EEO professionals not of the same gender available to investigate discrimination complaints, the agency should appoint a person of a different gender than the EEO officer and provide that individual with appropriate EEO training.**

The SIBPO stated that it appointed Ms. Jillian Gambino as the female Co-EEO Officer. Ms. Gambino completed the DCAS training for EEO professionals. It submitted a copy of her certificate.

The required action was completed in December 2008.

- 7. The SIBPO should adhere to its plan to conduct follow-up EEO training. The plan should include a timeframe.**

The SIBPO said it conducted EEO training for staff on December 8 and 10, 2008, and April 30, 2009. It submitted copies of the sign-in sheets.

The required action was completed in April 2009.

- 8. The EEO officer should report to the agency head or a direct report—other than the general counsel—to the agency head.**

The SIBPO said that both Co-EEO officers report to the Chief-of-Staff.

The response to the required action was accepted in January 2009.

- 9. It is the Commission's position that appropriate documentation of meetings and other communications between the EEO officer and the agency head, or direct report to the agency head, regarding EEO decisions should be maintained.**

The SIBPO submitted a copy of a memo-to-file of a meeting between the Co-EEO officers and the Chief-of-Staff.

The required action was completed in April 2009.

- 10. The SIBPO should revise its organization chart to show the reporting arrangement of the EEO officer.**

The SIBPO submitted a copy of its revised organizational chart showing the current reporting arrangement of the Co-EEO officers.

The required action was completed in January 2009.

- 11. The agency head should direct the head of human resources to include the EEO officer in developing job recruitment strategies and selecting recruitment media, including newspapers and other publications.**

The SIBPO stated that the Borough President has directed the head of personnel to include the

two Co-EEO officers in developing job recruitment strategies and selecting recruitment media. It submitted a copy of the memorandum.

The required action was completed in May 2009.

12. **The SIBPO should develop a plan to provide structured interview training to personnel involved in the job interviewing process.**

The SIBPO stated that it provided structured interview training to personnel involved in the job interviewing process. It submitted a copy of the sign-in sheet.

The required action was completed in June 2009.

13. **The SIBPO should post its job vacancy notices on bulletin boards or keep a binder with postings in a central location.**

The SIBPO said that it posts its job vacancy notices in a binder in a central location in the personnel and payroll offices.

The required action was completed in December 2008.

14. **The Staten Island Borough President should disseminate an agency-wide memorandum to discuss audit findings.**

The attached memorandum from Borough President James P. Molinaro was distributed on June 24, 2009.

The required action was completed in June 2009.

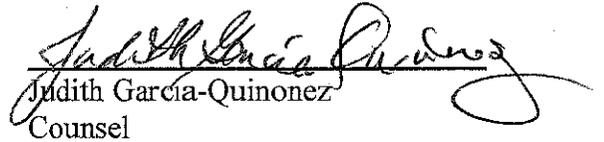
Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Borough President James P. Molinaro, informing him that the SIBPO has implemented the recommended corrective actions to the Commission's satisfaction.

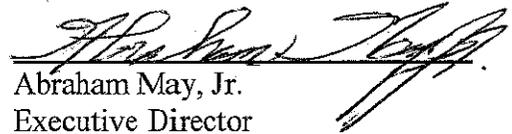
Respectfully Submitted,



Michelle Marecheau
Senior Auditor/ Compliance Officer



Judith Garcia-Quinonez
Counsel



Abraham May, Jr.
Executive Director

Attachment



CITY OF NEW YORK
PRESIDENT
OF THE
BOROUGH OF STATEN ISLAND

JAMES P. MOLINARO
PRESIDENT

BOROUGH HALL, STATEN ISLAND, N.Y. 10301

MEMORANDUM

JD
From: James P. Molinaro
To: All staff members
Date: June 24, 2009
Re: Resolutions of Equal Employment Practices Commission
2008 audit

I would like to take this opportunity to bring you up to date on how this office, over the past six months, has complied with the recommendations from last year's Equal Employment Practices Commission (EECP) compliance audit.

There were a total of 8 recommended items from the Commission, and these are the actions this office has taken to implement the recommendations:

1. By clicking on an icon, the Equal Employment Opportunity (EEO) Policy is now available to everyone from their office desktop computer.
2. As changes are made to the EEO policy, I will notify everyone, via a paper memo to be included with their paystub, that an update exists to the EEO policy and, more importantly, where they can find it in the document.
3. The Borough President's office is participating in the Section 55-A Program.
4. Both EEO officers report to the Chief-of-Staff.
5. Any and all documentations/communications concerning EEO issues are now kept in a locked filing system with Ms. Jillian Gambino.
6. An organization chart has been revised showing the arrangement of how the EEO officers report to the Chief-of-Staff.
7. I have informed the head of personnel that our two EEO officers are to be included in developing job recruitment strategies and selecting recruitment media whenever we will hire in the future.
8. The two EEO officers have performed a structured training session with the individuals responsible for recruitment/interviewing.

As I stated at the end of last year, this office remains committed to the EEO policies of the City of New York. I will report to all of you on the results of the final compliance review from the EECP.

Thank you.