

**EQUAL EMPLOYMENT PRACTICES COMMISSION  
CITY OF NEW YORK**

**RESOLUTION #2014/816C-25:** Determination of **Compliance** (Monitoring Period Not Required) by the Department of Health and Mental Hygiene with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and evaluation of its Discrimination Complaint and Investigation Procedures from January 1, 2012 through December 30, 2013.

**Whereas**, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized 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, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

**Whereas**, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

**Whereas**, pursuant to its audit and analysis of the Department of Health and Mental Hygiene's (DoHMH) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated July 25, 2014, setting forth findings and the following required corrective action:

1. Issue and maintain written confirmation when a complaint is withdrawn or resolved by agreement of the parties.

**Whereas**, the DoHMH submitted its response to the EEPC's preliminary determination letter, on September 5, 2014, with documentation of its actions to rectify the required corrective action; and

**Whereas**, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and accepted documentation for implementation of the aforementioned corrective actions; and

**Whereas**, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the DoHMH submitted a copy of the agency head's memorandum to staff dated August 25, 2014, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

**Whereas**, all of the EEPC's corrective actions are required by, or are consistent with,

federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

**Be It Resolved**, that the Department of Health and Mental Hygiene has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

**Be It Finally Resolved**, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Dr. Mary Travis Bassett, Commissioner of the New York City Department of Health and Mental Hygiene.

Approved unanimously on September 18, 2014.

Angela Cabrera  
Commissioner

A handwritten signature in black ink, appearing to read "Elaine S. Reiss". The signature is written in a cursive style with a horizontal line underneath the name.

Elaine S. Reiss, Esq.  
Commissioner

Malini Cadambi Daniel  
Commissioner

**From:** Commissioner Bassett  
**Sent:** Monday, August 25, 2014 4:36 PM  
**To:** Commissioner Bassett  
**Subject:** Equal Employment Practices Commission Audit

The Equal Employment Practices Commission (“EEPC”) recently completed an audit of the Department of Health and Mental Hygiene’s (“DOHMH” or “the Agency”) Discrimination Complaint and Investigation Procedures. The audit specifically addressed the period from January 1, 2012 through December 31, 2013.

After a review and evaluation of the documents, records and data provided by DOHMH, EEPC had only one area that required corrective action. Specifically, EEPC required that the Agency issue and maintain written confirmation when complaints are withdrawn or resolved upon agreement of the parties involved. DOHMH’s Office of Diversity and Equal Employment Opportunity has since reviewed its practices and affirmed its commitment to implementing the corrective action.

As Commissioner of Health, I affirm this Agency’s strong commitment to maintaining fair employment practices for all employees and job applicants. It is essential that DOHMH prevents discrimination and ensures that all employees are aware of their rights and obligations under the City’s Equal Employment Opportunity Policy, available at <http://www.nyc.gov/html/dcas/downloads/pdf/misc/eo.pdf>.

All employees are encouraged to utilize the resources available within DOHMH and to address any concerns to the Chief Diversity Officer & Equal Employment Opportunity Director, James L. Hallman, at 347-396-6549.

**\*\*Please do not reply to this email.\*\***

Sent from the New York City Department of Health & Mental Hygiene. This email and any files transmitted with it may contain confidential information and are intended solely for the use of the individual or entity to whom they are addressed. This footnote also confirms that this email message has been swept for the presence of compute