

BROOKLYN COMMUNITY BOARDS (18)

Community Board #1

- Letter of Preliminary Determination March 12, 2010

Community Board #2

- Letter of Preliminary Determination March 12, 2009

Community Board #3

- Letter of Preliminary Determination March 12, 2009

Community Board #4

- Letter of Preliminary Determination March 12, 2009

Community Board #5

- Letter of Preliminary Determination March 12, 2009

Community Board #6

- Letter of Preliminary Determination March 12, 2009

Community Board #7

- Letter of Preliminary Determination March 12, 2009
- Agency Response March 25, 2009

Community Board #8

- Letter of Preliminary Determination March 12, 2009

Community Board #9

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Community Board #10

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Community Board #11

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- Agency Response March 18, 2009

Community Board #12

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Community Board #13

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Community Board #14

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- Agency Response March 26, 2009

Community Board #15

- Letter of Preliminary Determination March 12, 2009
- Agency Response March 17, 2009

Community Board #16

- Letter of Preliminary Determination March 12, 2009
- Agency Response March 30, 2009

Community Board #17

- Letter of Preliminary Determination March 12, 2009
- Agency Response March 24, 2009

Community Board #18

- Letter of Preliminary Determination March 12, 2009
- Agency Response March 20, 2009

BROOKLYN COMMUNITY BOARD

Community Board #1

- Letter of Preliminary Determination March 12, 2010



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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

Ernest F. Hart, Esq.
Chair

Angela Cabrera
Cesar A. Perez, Esq.
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Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Vincent V. Abate, Chairperson
Brooklyn Community Board No. 1
435 Graham Avenue
Brooklyn, New York 11211

Re: Resolution #09/01-012/CB No. 1: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 1 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Abate:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 1 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 1 on December 29, 2008. The completed questionnaire was received on January 8, 2008. The following preliminary determinations indicate where Community Board No. 1 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 1's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 1 has one male and two female employees. These employees identified their ethnicities as Hispanic (1) and Other (2).

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 1's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy

Community Board No. 1 is in compliance with the following minimum standard:

Community Board No. 1 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 1 is in compliance with the following minimum standard:

Community Board No. 1 posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 1 is in compliance with the following minimum standard:

Community Board No. 1 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 1 is in compliance with the following minimum standard:

Community Board No. 1 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 1 is in compliance with the following minimum standard:

Community Board No. 1 posts job vacancies in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

No jobs were advertised during the past two years. However, Community Board 1 indicated that it uses the EEO tag-line when advertising job vacancies.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 1 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore we have no recommendations for corrective actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, and Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Gerald A. Esposito, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

BROOKLYN COMMUNITY BOARD

Community Board #2

- Letter of Preliminary Determination March 12, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

John Dew, Chairperson
Brooklyn Community Board No. 2
350 Jay Street, 8th Floor
Brooklyn, New York 11201

Re: Resolution #09/02-012/CB No. 2: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 2 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Dew:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 2 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 2 on December 29, 2008. The completed questionnaire was received on January 13, 2009. The following preliminary determinations indicate where Community Board No. 2 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 2's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 2 has one male and three female employees. These employees identified their ethnicities as Hispanic (3) and African American (1).

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 2's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy

Community Board No. 2 is in compliance with the following minimum standard:

Community Board No. 2 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 2 is in partial compliance with the following minimum standard:

Community Board No. 2 indicated that it posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office. However, upon request (Questionnaire pg. 3, Q.A), Community Board No. 5 did not provide a copy of the policy statement posted by its office. Corrective Action is Required.

Recommendation: Community Board No. 2 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 2 is in compliance with the following minimum standard:

Community Board No. 2 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 2 is in compliance with the following minimum standard:

Community Board No. 2 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 2 is in compliance with the following minimum standard:

Community Board No. 2 posts job vacancies in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

No jobs were advertised during the past two years. However, Community Board 2 indicated that it uses the EEO tag-line when advertising job vacancies.

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS:

1. Community Board No. 2 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

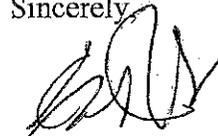
Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 2 with the minimum standards established by the Equal Employment Practices Commission, we respectfully request your response to the aforementioned preliminary determination. Your response should indicate how Community Board No. 2 will implement the recommendation.

Please forward your response within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Walter Campbell, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2008)

Brooklyn
Community Board # 2 Address: 350 Jay Street, 8th Floor

Brooklyn, New York 11201

Chairperson: John Dew District Manager: Robert Perris

1. Number of employees: three

2. Ethnic and Gender composition of staff

Caucasian 1 Asian-American _____ African-American 1

Hispanic 1 Native American _____ Other _____

Male 1 Female 2

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes XX No _____

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes XX No _____

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes XX No _____

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes XX No _____

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes xx No _____

8. Does your office post job vacancies in your office and the Borough President's office?

Yes xx No _____

9. Does your office use the EEO tagline when advertising job vacancies?

Yes xx No _____

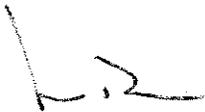
10. Describe any other EEO activities you have undertaken in last two years

All staff received EEO training when last offered by the Borough President's office, spring/summer 2007.

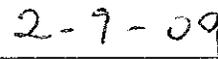
New hire (September 2008) provided EEO material by Borough President's office.

Confirmation

I hereby confirm that the above information is true and accurate.



Chairperson's Signature



Date



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

August 19, 2008

Dear Employees:

It is the policy of the Office of the Brooklyn Borough President, to be an equal opportunity employer. In keeping with this policy, the Office of the Brooklyn Borough President has and will continue to administer all personnel policies, practices and benefits of employment in a non-discriminatory manner.

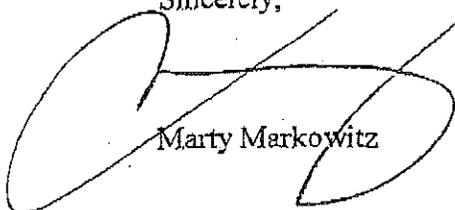
I am fully committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations and by encouraging a work environment that tolerates and appreciates differences among employees. The Equal Employment Opportunity (EEO) Policy of the Office of the Brooklyn Borough President reflects the federal, state and local laws that prohibit discrimination in employment and the City of New York's EEO Policy.

As borough president, I reaffirm this agency's strong commitment to maintaining fair employment practices for all its employees and job applicants. All personnel are required to work to maintain an atmosphere of appreciation of the diversity reflected in our staff and to comply with the letter and the spirit of this policy. Managers and supervisors are directed to make all employment decisions in accordance with the agency's EEO Policy and to ensure compliance with this policy in their areas of responsibility.

Acts of unlawful discrimination or harassment among employees will not be tolerated. Behavior of this nature is a form of misconduct and is subject to disciplinary action up to and including termination of employment. Community Service Center Director and EEO Officer, Sandra Chapman, who is responsible for coordinating the Office program can be reached at (718) 802-3884. In addition, Planning and Development Deputy Director and EEO Counselor, Richard Bearak, can be contacted at (718) 802-4057 to discuss policies and practices.

The implementation of the enclosed EEO Policy is one of my highest priorities and has my full support. The policy is updated to include additional protected status categories, which are genetic predisposition, military status, and status as a victim of domestic violence, sex offense or stalking. Employees may find additional EEO resources such as the downloadable booklet titled "About EEO: What You May Not Know," by accessing the City of New York's website at www.nyc.gov/html/dcas/html/resources/eoo.shtml. I encourage all employees and those of the 18 Brooklyn community boards to contact Sandra or Richard to address any issues and complaints of illegal discrimination.

Sincerely,


Marty Markowitz

MM/sc

Enclosure: EEO Policy

BROOKLYN COMMUNITY BOARD

Community Board #3

- Letter of Preliminary Determination March 12, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York
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Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Henry L. Butler, Chairperson
Brooklyn Community Board No. 3
1360 Fulton Street, Room 202
Brooklyn, New York 11216

Re: Resolution #09/03-012/CB No. 3: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 3 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Butler:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEOC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 3 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 3 on December 29, 2008. The completed questionnaire was received on January 26, 2009. The following preliminary determinations indicate where Community Board No. 3 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 3's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 3 has three female employees. These employees identified their ethnicity as African American.

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 3's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy

Community Board No. 3 is in compliance with the following minimum standard:

Community Board No. 3 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 3 is in compliance with the following minimum standard:

Community Board No. 3 posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 3 is in compliance with the following minimum standard:

Community Board No. 3 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 3 is in compliance with the following minimum standard:

Community Board No. 3 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 3 is in compliance with the following minimum standard:

Community Board No. 3 posts job vacancies in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

No jobs were advertised during the past two years. However, Community Board 3 indicated that it uses the EEO tag-line when advertising job vacancies.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 3 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore we have no recommendations for corrective actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, and Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Charlene Phillips, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARD
(From January 1, 2006 to December 31, 2008)

JAN 22 2009

10026

Community Board # 3 Address: 1360 Fulton Street, Room 202

Brooklyn, NY 11216

Chairperson: Henry L. Butler District Manager: Charlene Phillips

1. Number of employees: 3

2. Ethnic and Gender composition of staff

Caucasian _____ Asian-American _____ African-American x

Hispanic _____ Native American _____ Other _____

Male _____ Female x

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes x No _____

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes x No _____

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes x No _____

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes x No _____

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes N/A

No _____

8. Does your office post job vacancies in your office and the Borough President's office?

Yes x

No _____

9. Does your office use the EEO tagline when advertising job vacancies?

Yes x

No _____

10. Describe any other EEO activities you have undertaken in last two years

n/a

Confirmation

I hereby confirm that the above information is true and accurate.

Henry B. Butler
Chairperson's Signature

1/21/09
Date

BROOKLYN COMMUNITY BOARD

Community Board #4

- Letter of Preliminary Determination March 12, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Julie Dent, Chairperson
Brooklyn Community Board No. 4
315 Wyckoff Avenue
Brooklyn, New York 11237

Re: Resolution #09/04-012/CB No. 4: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 4 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Dent:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide that Community Boards must:

1. Follow the Borough President's Equal Employment Opportunity Policy Statement;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 4 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 4 on December 29, 2008. The completed questionnaire was received on March 5, 2009. The following preliminary determinations indicate where Community Board No. 4 has complied and failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 4's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 4 has two male and two female employees. These employees identified their ethnicities as Hispanic and African American.

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 4's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy Statement

Community Board No. 4 is in compliance with the following minimum standard:

Community Board No. 4 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 4 is in compliance with the following minimum standard:

Community Board No. 4 posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 4 is in compliance with the following minimum standard:

Community Board No. 4 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 4 is in compliance with the following minimum standard:

Community Board No. 4 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 4 is in compliance with the following minimum standard:

Community Board No. 4 posts job vacancies in its office and the Borough President's Office.

EEO Tag Line on Job Recruitment Literature

No jobs were advertised during the past two years. As positions become available, Community Board 4 should use the EEO tagline in its advertisements.

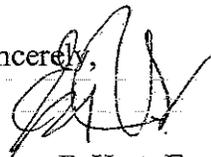
Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 4 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore, we have no recommendations for corrective action.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Nadine Whitfield, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2008)

MAR 5 2009 PM

10073

Community Board # 4 Address: 315 Wyckoff Ave.

BROOKLYN N.Y. 11237

Chairperson: Julie Dent District Manager: Nadine Whitted

1. Number of employees: 3.5

2. Ethnic and Gender composition of staff

Caucasian _____ Asian-American _____ African-American

Hispanic Native American _____ Other _____

Male 2 Female 2

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes No _____

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes No _____

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes No _____

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes No _____

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes

No

(however, we've never encountered this problem)

8. Does your office post job vacancies in your office and the Borough President's office?

Yes

No

9. Does your office use the EEO tagline when advertising job vacancies?

Yes

No

10. Describe any other EEO activities you have undertaken in last two years

We've attended the workshops/seminars offered by the Borough President's office.

Confirmation

I hereby confirm that the above information is true and accurate.



Chairperson's Signature

3/4/09

Date

BROOKLYN COMMUNITY BOARD

Community Board #5

- Letter of Preliminary Determination March 12, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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

Ernest F. Hart, Esq.
Chair

Angela Cabrera
Cesar A. Perez, Esq.
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Nathan Bradley, Chairperson
Brooklyn Community Board No. 5
127 Pennsylvania Ave
Brooklyn, New York 11207

Re: Resolution #09/05-012/CB No. 5: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 5 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Bradley:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 5 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 5 on December 29, 2008. The completed questionnaire was received on January 13, 2009. The following preliminary determinations indicate where Community Board No. 5 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 5's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 5 has one male and three female employees. These employees identified their ethnicities as Hispanic (3) and African American (1).

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 5's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy

Community Board No. 5 is in compliance with the following minimum standard:

Community Board No. 5 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 5 is in partial compliance with the following minimum standard:

Community Board No. 5 indicated that it posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office. However, upon request (Questionnaire pg. 3, Q.A), Community board no. 5 did not provide a copy of the policy statement posted by its office. Corrective Action is Required.

Recommendation: Community Board No.5 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 5 is in compliance with the following minimum standard:

Community Board No. 5 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 5 is in compliance with the following minimum standard:

Community Board No. 5 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 5 is in compliance with the following minimum standard:

Community Board No. 5 posts job vacancies in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

No jobs were advertised during the past two years. However, Community Board 5 indicated that it uses the EEO tag-line when advertising job vacancies.

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS:

1. Community Board No. 5 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 5 with the minimum standards established by the Equal Employment Practices Commission, we respectfully request your response to the aforementioned preliminary determination. Your response should indicate how Community Board No. 5 will implement the recommendation.

Please forward your response within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Walter Campbell, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2008)

Community Board # 5 Address: 127 Pennsylvania Ave
Brooklyn, New York 11207

Chairperson: Nathan Bradley District Manager: Walter Campbell

1. Number of employees: 4

2. Ethnic and Gender composition of staff

Caucasian _____ Asian-American _____ African-American 1

Hispanic 3 Native American _____ Other _____

Male 1 Female 3

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes ✓ No _____

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes ✓ No _____

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes ✓ No _____

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes ✓ No _____

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes

No

8. Does your office post job vacancies in your office and the Borough President's office?

Yes

No

9. Does your office use the EEO tagline when advertising job vacancies?

Yes

No

10. Describe any other EEO activities you have undertaken in last two years

None

Confirmation

I hereby confirm that the above information is true and accurate.

Nathan Brady

Chairperson's Signature

1-6-09

Date

BROOKLYN COMMUNITY BOARD

Community Board #6

- Letter of Preliminary Determination March 12, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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

Ernest F. Hart, Esq.
Chair

Angela Cabrera
Cesar A. Perez, Esq.
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Richard S. Bashner, Chairperson
Brooklyn Community Board No. 6
250 Baltic Street
Brooklyn, New York 11201

Re: Resolution #09/06-012/CB No. 6: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 6 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Bashner:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEP C staff pursuant to its desk audit of compliance by Community Board No. 6 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 6 on December 29, 2008. The completed questionnaire was received on March 4, 2009. The following preliminary determinations indicate where Community Board No. 6 has complied and failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 6's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 6 has two male and two female employees. These employees identified their ethnicities as Caucasian (1), Hispanic (1), African American (1), and "Other" (1).

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 6's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy Statement

Community Board No. 6 is not in compliance with the following minimum standard:

Community Board No. 6 does not follow the Brooklyn Borough President's Equal Employment Opportunity Policy and does not make the policy available to its employees.

Recommendation: Community Board No. 6 should follow the Borough President's Equal Employment Opportunity Policy and make the policy available to its employees.

Statement Posting

Community Board No. 6 is not in compliance with the following minimum standard:

Community Board No. 6 did not provide a copy of an EEO policy statement posted by its office and indicated that it does not post the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office. Corrective Action is Required.

Recommendation: Community Board No. 6 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 6 is not in compliance with the following minimum standard:

Community Board No. 6 indicated that it has never had a need to consult with the Borough President's Equal Employment Opportunity (EEO) Officer on EEO issues.

Recommendation: Community Board No. 6 should consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 6 indicated that it has never had a complaint. Community Board No. 6 should follow the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding future EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 6 is in compliance with the following minimum standard:

Community Board No. 6 posts job vacancies in its office and the Borough President's Office.

EEO Tag Line on Job Recruitment Literature

No jobs were advertised during the past two years. However, Community Board 6 indicated that it uses the EEO tagline when advertising job vacancies.

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS:

1. Community Board No. 6 should follow the Borough President's Equal Employment Opportunity Policy and make the policy available to its employees.
2. Community Board No. 6 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.
3. Community Board No. 6 should consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

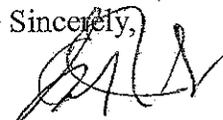
Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 6 with the minimum standards established by the Equal Employment Practices Commission, we respectfully request your response to the aforementioned preliminary determinations. Your response should indicate how Community Board No. 6 will implement these recommendations.

Please forward your response within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,


Ernest F. Hart, Esq.
Chair

Attachment

c: Craig Hammerman, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2008)

1:34:00 PM 1/20/08

10072

Community Board # 6K Address: 250 Baltic Street
Brooklyn, NY 11201-6401

Chairperson: Richard S. Bashner District Manager: Craig Hammerman

1. Number of employees: 4

2. Ethnic and Gender composition of staff

Caucasian 1 Asian-American 0 African-American 1

Hispanic 1 Native American 0 Other 1

Male 2 Female 2

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes _____ No _____ We do not have the Borough President's
Equal Employment Opportunity Policy

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes _____ No x

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes _____ No x

6. Does the Community Board Chairperson or his/her designee consult with the Borough
President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes _____ No _____ We have never had a need to consult
with anyone

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes____ No____ We have never had a complaint

8. Does your office post job vacancies in your office and the Borough President's office?

Yes x No____

9. Does your office use the EEO tagline when advertising job vacancies?

Yes x No____

10. Describe any other EEO activities you have undertaken in last two years

N/A

Confirmation

I hereby confirm that the above information is true and accurate.

Craig Hammer

Chairperson's Signature

3/2/09

Date

BROOKLYN COMMUNITY BOARD

Community Board #7

- Letter of Preliminary Determination March 12, 2009
- Agency Response March 25, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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

Ernest F. Hart, Esq.
Chair

Angela Cabrera
Cesar A. Perez, Esq.
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Randolph Peers, Chairperson
Brooklyn Community Board No. 7
4201 4th Avenue
Brooklyn, New York 11232

Re: Resolution #09/07-012/CB No. 7: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 7 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Peers:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 7 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 7 on December 29, 2008. The completed questionnaire was received on February 12, 2009. The following preliminary determinations indicate where Community Board No. 7 has a complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No.7's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 7 has one male and three female employees. These employees identified their ethnicities as Hispanic (3) and Caucasian (1).

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 7's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy

Community Board No. 7 is in compliance with the following minimum standard:

Community Board No. 7 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 7 is in compliance with the following minimum standard:

Community Board No. 7 indicated that it posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 7 is in compliance with the following minimum standard:

Community Board No. 7 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 7 is in compliance with the following minimum standard:

Community Board No. 7 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 7 is in compliance with the following minimum standard:

Community Board No. 7 posts job vacancies in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

No jobs were advertised during the past two years. However, Community Board 7 indicated that it uses the EEO tag-line when advertising job vacancies.

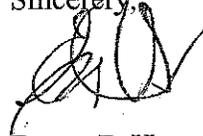
Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 7 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore we have no recommendations for corrective actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Jeremy Laufer, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2008)

FEB 22 2009 4:11

10048

Community Board # 7 Address: 4201 4th Ave
Bklyn NY 11232.

Chairperson: Randy Peers District Manager: Jeremy Lawler

1. Number of employees: 4

2. Ethnic and Gender composition of staff

Caucasian 1 Asian-American _____ African-American _____

Hispanic 3 Native American _____ Other _____

Male 1 Female 3

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes No _____

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes No _____

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes No _____

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes No _____

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

If there were any,
Yes

No

8. Does your office post job vacancies in your office and the Borough President's office?

Yes

No

No vacancies during review period.

9. Does your office use the EEO tagline when advertising job vacancies?

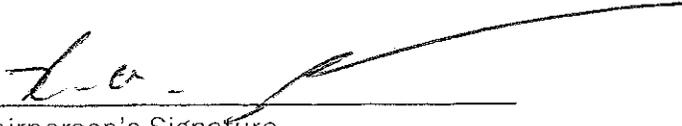
Yes

No

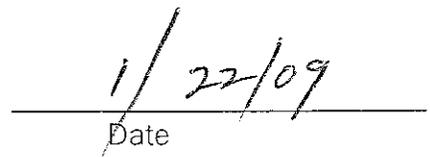
10. Describe any other EEO activities you have undertaken in last two years

Confirmation

I hereby confirm that the above information is true and accurate.



Chairperson's Signature



Date



MAR 30 2009 PM 3:54

10097

Randolph Peers
Chairperson

Jeremy Laufer
District Manager

THE CITY OF NEW YORK
BOROUGH OF BROOKLYN
COMMUNITY BOARD #7

MARTY MARKOWITZ
Borough President

March 25, 2009

Mr. Abraham May, Jr.
Executive Director
Equal Employment Practices Commission
City of New York
40 Rector Street, 14th Floor
New York, New York 10006

Re: Resolution #09/07-012/CB No. 7

Dear Mr. May:

Community Board 7/Brooklyn is in receipt of the preliminary determination letter regarding the desk audit of Community Board 7's EEO practices dated March 12, 2009.

We are pleased that the commission determined that we are in compliance with the minimum standards for Community Boards. We are also grateful that the commission recognizes the minimal staffing of community boards and has crafted a more appropriate audit process for agencies of our size.

We hope this letter is sufficient to comply with our acknowledgement requirement.

Sincerely,

Randolph Peers
Chair

Jeremy Laufer
District Manager

cc: Ms. Sandra Chapman, EEO Officer, Brooklyn BPO

BROOKLYN COMMUNITY BOARD

Community Board #8

- Letter of Preliminary Determination

March 12, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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

Ernest F. Hart, Esq.
Chair

Angela Cabrera
Cesar A. Perez, Esq.
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Robert Matthews, Chairperson
Brooklyn Community Board No. 8
1291 St Marks Avenue
Brooklyn, New York 11213

Re: Resolution #09/08-012/CB No. 8: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 8 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Matthews:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 8 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 8 on December 29, 2008. The completed questionnaire was received on February 4, 2009. The following preliminary determinations indicate where Community Board No. 8 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 8's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 8 has three female employees. These employees identified their ethnicity as African American.

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 8's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy

Community Board No. 8 is in compliance with the following minimum standard:

Community Board No. 8 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 8 is in compliance with the following minimum standard:

Community Board No. 8 posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 8 is in compliance with the following minimum standard:

Community Board No. 8 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 8 is in compliance with the following minimum standard:

Community Board No. 8 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 8 is in compliance with the following minimum standard:

Community Board No. 8 posts job vacancies in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

Community Board No. 8 is in compliance with the following minimum standard:

No jobs were advertised during the past two years. However, Community Board 8 indicated that it uses the EEO tag-line when advertising job vacancies.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 8 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore we have no recommendations for corrective actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, and Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Doris Alexander, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2008)

Community Board # 8 Address: 1291 St. Marks Avenue, Bklyn, N.Y. 11213

Chairperson: Robert Matthews District Manager: Wanis Alexander

1. Number of employees: 3

2. Ethnic and Gender composition of staff

Caucasian _____ Asian-American _____ African-American

Hispanic _____ Native American _____ Other _____

Male _____ Female

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes No _____

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes No _____

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes No _____

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes No _____

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes No

8. Does your office post job vacancies in your office and the Borough President's office?

Yes No

9. Does your office use the EEO tagline when advertising job vacancies?

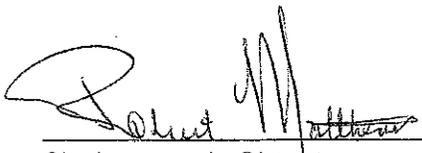
Yes No

10. Describe any other EEO activities you have undertaken in last two years

N/A

Confirmation

I hereby confirm that the above information is true and accurate.


Chairperson's Signature

2/1/09
Date

BROOKLYN COMMUNITY BOARD

Community Board #9

- Letter of Preliminary Determination

March 12, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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

Ernest F. Hart, Esq.
Chair

Angela Cabrera
Cesar A. Perez, Esq.
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Rabbi Jacob Goldstein, Chairperson
Brooklyn Community Board No. 9
890 Nostrand Ave
Brooklyn, New York 11225

Re: Resolution #09/09-012/CB No. 9: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 9 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Rabbi Goldstein:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 9 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 9 on December 29, 2008. The completed questionnaire was received on January 29, 2009. The following preliminary determinations indicate where Community Board No. 9 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 9's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 9 has 1 female employee. The employee identified her ethnicity as African American.

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 9's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy

Community Board No. 9 is in compliance with the following minimum standard:

Community Board No. 9 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 9 is in compliance with the following minimum standard:

Community Board No. 9 posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office

Liaison with Borough President's EEO Office

Community Board No. 9 is in compliance with the following minimum standard:

Community Board No. 9 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 9 is in compliance with the following minimum standard:

Community Board No. 9 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 9 is in compliance with the following minimum standard:

Community Board No. 9 posts job vacancies in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

Community Board No. 9 is in compliance with the following minimum standard:

Community Board uses the EEO tag-line whenever advertising job vacancies. One Job vacancy, which included the EEO tagline, was advertised during the past 2 years.

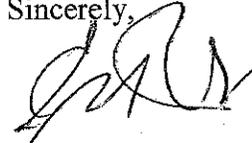
Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 9 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore we have no recommendations for corrective actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, and Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Pearl R. Miles, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

EQUAL EMPLOYMENT PRACTICES COMMISSION

DESK AUDIT of BROOKLYN COMMUNITY BOARDS

(From January 1, 2006 to December 31, 2008)

Community Board # 9 Address: 890 NOSTRAND AVE

BROOKLYN, NY 11225

Chairperson: RABBI JACOB GOLDSTEIN District Manager: PEARL R. HILES

1. Number of employees: 1

2. Ethnic and Gender composition of staff

Caucasian _____ Asian-American _____ African-American

Hispanic _____ Native American _____ Other _____

Male _____ Female

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes No _____

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes No _____

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes No _____

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes No _____

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes No

8. Does your office post job vacancies in your office and the Borough President's office?

Yes No

9. Does your office use the EEO tagline when advertising job vacancies?

Yes No

10. Describe any other EEO activities you have undertaken in last two years

Confirmation

I hereby confirm that the above information is true and accurate.

Rabbi Jacob Goldstein
Chairperson's Signature

1/22/2009
Date

BROOKLYN COMMUNITY BOARD

Community Board #10

- Letter of Preliminary Determination March 12, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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Ernest F. Hart, Esq.
Chair

Angela Cabrera
Cesar A. Perez, Esq.
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Dean Rasinya, Chairperson
Brooklyn Community Board No. 10
621 86th Street
Brooklyn, New York 11209

Re: Resolution #09/010-012/CB No. 10: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 10 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Rasinya:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 10 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 10 on December 29, 2008. The completed questionnaire was received on January 12, 2009. The following preliminary determinations indicate where Community Board No. 10 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 10's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 10 has two female employees. These employees identified their ethnicities as Caucasian and African American.

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 10's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy

Community Board No. 10 is in compliance with the following minimum standard:

Community Board No. 10 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 10 is in compliance with the following minimum standard:

Community Board No. 10 posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 10 is in compliance with the following minimum standard:

Community Board No. 10 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 10 is in compliance with the following minimum standard:

Community Board No. 10 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 10 is in compliance with the following minimum standard:

Community Board No.10 posts job vacancies in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

No jobs were advertised during the past two years. However, Community Board No. 10 indicated that it uses the EEO tag-line whenever advertising job vacancies.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 10 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore we have no recommendations for corrective actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, and Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Josephine Beckman, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2008)

Community Board # 10 Address: 621 86th Street
Brooklyn, NY 11209

Chairperson: Dean Rasinya District Manager: Josephine Beckmann

1. Number of employees: 2

2. Ethnic and Gender composition of staff

Caucasian Asian-American African-American

Hispanic Native American Other

Male Female

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes No

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes No

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes No

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes No

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes No

8. Does your office post job vacancies in your office and the Borough President's office?

Yes No

9. Does your office use the EEO tagline when advertising job vacancies?

Yes No

10. Describe any other EEO activities you have undertaken in last two years

- No vacancies in past 2 years
- CB 10 has not received any complaints in the past two years.

Confirmation

I hereby confirm that the above information is true and accurate.


Chairperson's Signature

1-8-09
Date

BROOKLYN COMMUNITY BOARD

Community Board #11

- Letter of Preliminary Determination March 12, 2009
- Agency Response March 18, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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

Ernest F. Hart, Esq.
Chair

Angela Cabrera
Cesar A. Perez, Esq.
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

William R. Guarinello, Chairperson
Brooklyn Community Board No. 11
2214 Bath Ave
Brooklyn, New York 11214

Re: Resolution #09/011-012/CB No. 11: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 11 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Guarinello:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 11 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 11 on December 29, 2008. The completed questionnaire was received on January 12, 2009. The following preliminary determinations indicate where Community Board No. 1 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 11's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 11 has three female employees. These employees identified their ethnicities as Caucasian (2) and Asian American (1).

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 11's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy

Community Board No. 11 is in compliance with the following minimum standard:

Community Board No. 11 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 11 is in partial compliance with the following minimum standard:

Community Board No. 11 indicated that it posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office. However, upon request (Questionnaire pg. 3, Q.A), Community Board No. 11 did not provide a copy of the policy statement posted by its office. Corrective Action is Required.

Recommendation: Community Board No. 11 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 11 is in compliance with the following minimum standard:

Community Board No. 11 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 11 is in compliance with the following minimum standard:

Community Board No. 11 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 11 is in compliance with the following minimum standard:

Community Board No. 11 posts job vacancies in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

No jobs were advertised during the past two years. However, Community Board No. 11 indicated that it uses the EEO tag-line when advertising job vacancies.

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS:

1. Community Board No. 11 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

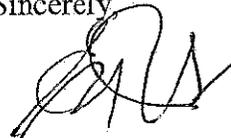
Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 11 with the minimum standards established by the Equal Employment Practices Commission, we respectfully request your response to the aforementioned preliminary determinations. Your response should indicate how Community Board No. 11 will implement the recommendation.

Please forward your response within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Marnee Elias Pavia, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

10,000 01/12/09

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2008)

Community Board # 11 Address: 2214 BATH AVE
BROOKLYN NY 11214

Chairperson: WILLIAM GUARINELLO District Manager: MARCEE ELIAS-PAVIA

1. Number of employees: 3

2. Ethnic and Gender composition of staff

Caucasian 2 Asian-American 1 African-American _____

Hispanic _____ Native American _____ Other _____

Male _____ Female 3

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes No _____

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes No _____

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes No _____

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes No _____

7.. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes No

8. Does your office post job vacancies in your office and the Borough President's office?

Yes No

9. Does your office use the EEO tagline when advertising job vacancies?

Yes No

10. Describe any other EEO activities you have undertaken in last two years

N/A

Confirmation

I hereby confirm that the above information is true and accurate.



Chairperson's Signature

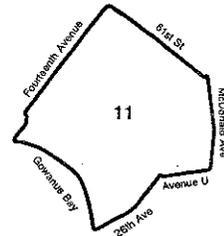
1/18/09
Date

Tel: (718) 266-8800
Fax (718) 266-8821

3/22/09



THE CITY OF NEW YORK
COMMUNITY BOARD No. 11
2214 BATH AVENUE
BROOKLYN, NEW YORK 11214



WILLIAM R. GUARINELLO
Chairman

10092

March 18, 2009

MARNEE ELIAS-PAVIA
District Manager

Ernest F. Hart, Esq., Chair
Equal Employment Practices Commission
40 Rector Street, 14th Floor
New York, New York 10006

Re: Resolution #09/011-012/CB No. 11: Response to the Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 11 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards

Dear Mr. Hart:

I am writing you in response to the Preliminary Determination pursuant to the Desk Audit of Brooklyn Community Board No. 11 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity.

The summary of recommended corrective actions called for the posting of the Brooklyn Borough President's EEO Policy Statement in our office, of which a copy is enclosed.

We hope that this is satisfactory and Community Board No. 11 complies with the Minimum Equal Employment Opportunity Standards for Community Boards.

Sincerely,

William R. Guarinello
Chairman

Cc: Sandra Chapman, EEO Officer, Brooklyn BPO



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

August 19, 2008

Dear Employees:

It is the policy of the Office of the Brooklyn Borough President, to be an equal opportunity employer. In keeping with this policy, the Office of the Brooklyn Borough President has and will continue to administer all personnel policies, practices and benefits of employment in a non-discriminatory manner.

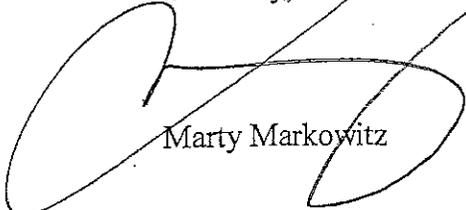
I am fully committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations and by encouraging a work environment that tolerates and appreciates differences among employees. The Equal Employment Opportunity (EEO) Policy of the Office of the Brooklyn Borough President reflects the federal, state and local laws that prohibit discrimination in employment and the City of New York's EEO Policy.

As borough president, I reaffirm this agency's strong commitment to maintaining fair employment practices for all its employees and job applicants. All personnel are required to work to maintain an atmosphere of appreciation of the diversity reflected in our staff and to comply with the letter and the spirit of this policy. Managers and supervisors are directed to make all employment decisions in accordance with the agency's EEO Policy and to ensure compliance with this policy in their areas of responsibility.

Acts of unlawful discrimination or harassment among employees will not be tolerated. Behavior of this nature is a form of misconduct and is subject to disciplinary action up to and including termination of employment. Community Service Center Director and EEO Officer, Sandra Chapman, who is responsible for coordinating the Office program can be reached at (718) 802-3884. In addition, Planning and Development Deputy Director and EEO Counselor, Richard Bearak, can be contacted at (718) 802-4057 to discuss policies and practices.

The implementation of the enclosed EEO Policy is one of my highest priorities and has my full support. The policy is updated to include additional protected status categories, which are genetic predisposition, military status, and status as a victim of domestic violence, sex offense or stalking. Employees may find additional EEO resources such as the downloadable booklet titled "About EEO: What You May Not Know," by accessing the City of New York's website at www.nyc.gov/html/dcas/html/resources/eoo.shtml. I encourage all employees and those of the 18 Brooklyn community boards to contact Sandra or Richard to address any issues and complaints of illegal discrimination.

Sincerely,



Marty Markowitz

MM/sc
Enclosure: EEO Policy

BROOKLYN COMMUNITY BOARD

Community Board #12

- Letter of Preliminary Determination March 12, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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

Ernest F. Hart, Esq.
Chair

Angela Cabrera
Cesar A. Perez, Esq.
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Allan J. Dubrum, Chairperson
Brooklyn Community Board No. 12
5910 13th Avenue
Brooklyn, New York 11219

Re: Resolution #09/12-012/CB No. 12: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 12 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Dubrum:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 12 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 12 on December 29, 2008. The completed questionnaire was received on January 15, 2009. The following preliminary determinations indicate where Community Board No. 12 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 12's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 12 has three employees. These employees identified their ethnicity as Caucasian.

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 12's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy

Community Board No. 12 is in compliance with the following minimum standard:

Community Board No. 12 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 12 is in partial compliance with the following minimum standard:

Community Board No. 12 indicated that it posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office. However, upon request (Questionnaire pg. 3, Q.A), Community Board No. 12 did not provide a copy of the policy statement posted by its office. Corrective Action is Required.

Recommendation: Community Board No. 12 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 12 is in compliance with the following minimum standard:

Community Board No. 12 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 12 is in compliance with the following minimum standard:

Community Board No. 12 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 12 is in compliance with the following minimum standard:

Community Board No.12 posts job vacancies in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

No jobs were advertised during the past two years. However, Community Board No. 12 indicated that it uses the EEO-tag-line whenever advertising job vacancies.

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS:

1. Community Board No. 12 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 12 with the minimum standards established by the Equal Employment Practices Commission, we respectfully request your response to the aforementioned preliminary determination. Your response should indicate how Community Board No. 12 will implement the recommendation.

Please forward your response within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, and Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Wolf Sender, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

10019

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2008)

JAN 15 2009 PM 4:12

Community Board # 12 Address: 5910 - 13 Ave

Brooklyn, NY 11218

Chairperson: ALAN J. DUBROW District Manager: WOLF SENDER

1. Number of employees: 3

2. Ethnic and Gender composition of staff

Caucasian 3 Asian-American _____ African-American _____

Hispanic _____ Native American _____ Other _____

Male _____ Female _____

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes No _____

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes No _____

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes No _____

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes No _____

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes No

8. Does your office post job vacancies in your office and the Borough President's office?

Yes No DON'T HAVE ANY - CAN'T AFFORD TO HIRE

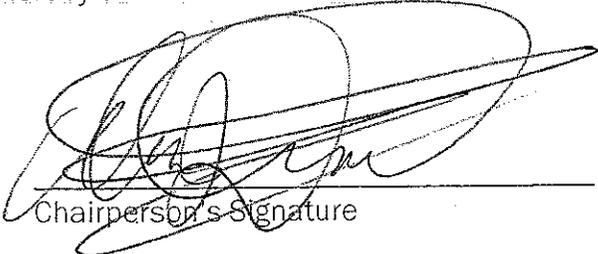
9. Does your office use the EEO tagline when advertising job vacancies?

Yes No

10. Describe any other EEO activities you have undertaken in last two years

Confirmation

I hereby confirm that the above information is true and accurate.


Chairperson's Signature

1/8/09
Date

BROOKLYN COMMUNITY BOARD

Community Board #13

- Letter of Preliminary Determination March 12, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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

Cesar A. Perez, Esq.

Chair

Angela Cabrera

Malini Cadambi Daniel

Elaine S. Reiss, Esq.

Commissioners

Abraham May, Jr.

Executive Director

Charise Hendricks, PHR

Deputy Director

Judith Garcia Quiñonez

Counsel

April 28, 2009

Marion Cleaver, Chairperson
Brooklyn Community Board No. 13
1201 Surf Avenue, 3rd Floor
Brooklyn, New York 11224

Re: Resolution #09/18-012/CB No. 13: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 13 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Cleaver:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 13 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 13 on December 29, 2008. The completed questionnaire was received on March 12, 2009. The following preliminary determinations indicate where Community Board No. 13 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 13's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 13 has one male and two female employees. These employees identified their ethnicities as Caucasian (1) and African American (2).

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 13's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy

Community Board No. 13 is in compliance with the following minimum standard:

Community Board No. 13 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 13 is in compliance with the following minimum standard:

Community Board No. 13 posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 13 is in compliance with the following minimum standard:

Community Board No. 13 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 13 is in compliance with the following minimum standard:

Community Board No. 13 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies and EEO Tag-Line on Job Recruitment Literature

Community Board No. 13 had no vacant positions within the past 2 years. As positions become available, Community Board No. 13 should post vacancies in its office and the Borough President's Office, and use the EEO tag-line in its advertisements.

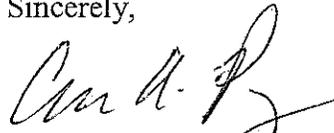
Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 13 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore we have no recommendations for corrective actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Cesar A. Perez". The signature is fluid and cursive, with a large, stylized initial "C" and "P".

Cesar A. Perez, Esq.
Chair

Attachment

c: Charles Reichenthal, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

3/12/09

10080

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2008)

Community Board # 13 Address: 1201 Surf Avenue, 3rd Fl.
Brooklyn NY 11224

Chairperson: Marion Cleaver District Manager: Charles Reichenthal

1. Number of employees: 3

2. Ethnic and Gender composition of staff

Caucasian Asian-American African-American

Hispanic Native American Other

Male Female

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?
Yes No

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?
Yes No

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?
Yes No

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?
Yes No

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes No

8. Does your office post job vacancies in your office and the Borough President's office?

Yes No

9. Does your office use the EEO tagline when advertising job vacancies? *N/A*

Yes No

10. Describe any other EEO activities you have undertaken in last two years

Confirmation

I hereby confirm that the above information is true and accurate.

Kevin Cleary

Chairperson's Signature

3/7/09

Date



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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

Ernest F. Hart, Esq.
Chair

Angela Cabrera
Cesar A. Perez, Esq.
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Alvin M. Berk, Chairperson
Brooklyn Community Board No. 14
810 East 16th Street
Brooklyn, New York 11230

Re: Resolution #09/13-012/CB No. 14: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 14 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Berk:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 14 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 14 on December 29, 2008. The completed questionnaire was received on January 27, 2009. The following preliminary determinations indicate where Community Board No. 14 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 14's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 14 has one male and two female employees. These employees identified their ethnicities as Caucasian (2) and Hispanic (1).

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 14's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy

Community Board No. 14 is in compliance with the following minimum standard:

Community Board No. 14 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 14 is in partial compliance with the following minimum standard:

Community Board No. 14 indicated that it posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office. However, upon request (Questionnaire pg. 3, Q.A), Community Board No. 14 did not provide a copy of the policy statement posted by its office. Corrective Action is Required.

Recommendation: Community Board No. 14 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 14 is in compliance with the following minimum standard:

Community Board No. 14 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 14 is in compliance with the following minimum standard:

Community Board No. 14 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 14 is in compliance with the following minimum standard:

Community Board No.14 posts job vacancies in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

No jobs were advertised during the past two years. However, Community Board No. 14 indicated that it uses the EEO tag-line whenever advertising job vacancies.

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS:

1. Community Board No. 14 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

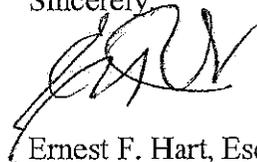
Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 14 with the minimum standards established by the Equal Employment Practices Commission, we respectfully request your response to the aforementioned preliminary determination. Your response should indicate how Community Board No. 14 will implement the recommendation.

Please forward your response within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, and Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely



Ernest F. Hart, Esq.
Chair

Attachment

c: Doris Ortiz, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

10029

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2006)

JAN 28 2007 5:14

Community Board # 14 Address: 810 East 16th Street
BROOKLYN, NY 11230

Chairperson: Alvin M. Beck District Manager: Doris Ortiz

1. Number of employees: 3

2. Ethnic and Gender composition of staff

Caucasian 2 Asian-American _____ African-American _____

Hispanic 1 Native American _____ Other _____

Male 1 Female 2

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes X No _____

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes X No _____

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes X No _____

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes X No _____

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes X No _____

8. Does your office post job vacancies in your office and the Borough President's office?

Yes Y No _____

9. Does your office use the EEO tagline when advertising job vacancies?

Yes X No _____

10. Describe any other EEO activities you have undertaken in last two years

n/a

Confirmation

I hereby confirm that the above information is true and accurate.



Chairperson's Signature

1/16/09

Date



BROOKLYN COMMUNITY BOARD 14
FLATBUSH-MIDWOOD COMMUNITY DISTRICT
810 East 16th Street
Brooklyn, New York 11238

MAR 26 2009 PM 3:54

MARTY MARKOWITZ
Borough President

ALVIN M. BERK
Chairman

DORIS ORTIZ
District Manager

10094

March 26, 2009

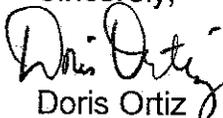
Ernest F. Hart, Esq.
Chair
Equal Employment Practices Commission
City of New York
40 Rector Street, 14th Floor
New York, NY 10006

Re: Resolution #09/13-012/CB No. 14

Dear Chairperson Hart:

Community Board 14 has implemented your recommendation by having a copy of the Brooklyn Borough President's Equal Employment Opportunity Policy Statement posted in our office.

Sincerely,


Doris Ortiz
District Manager

cc: Sandra Chapman, EEO Officer, Brooklyn BPO



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

August 19, 2008

Dear Employees:

It is the policy of the Office of the Brooklyn Borough President, to be an equal opportunity employer. In keeping with this policy, the Office of the Brooklyn Borough President has and will continue to administer all personnel policies, practices and benefits of employment in a non-discriminatory manner.

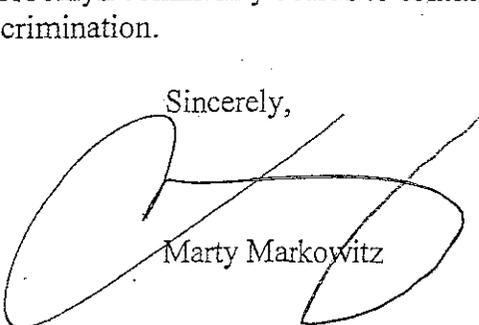
I am fully committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations and by encouraging a work environment that tolerates and appreciates differences among employees. The Equal Employment Opportunity (EEO) Policy of the Office of the Brooklyn Borough President reflects the federal, state and local laws that prohibit discrimination in employment and the City of New York's EEO Policy.

As borough president, I reaffirm this agency's strong commitment to maintaining fair employment practices for all its employees and job applicants. All personnel are required to work to maintain an atmosphere of appreciation of the diversity reflected in our staff and to comply with the letter and the spirit of this policy. Managers and supervisors are directed to make all employment decisions in accordance with the agency's EEO Policy and to ensure compliance with this policy in their areas of responsibility.

Acts of unlawful discrimination or harassment among employees will not be tolerated. Behavior of this nature is a form of misconduct and is subject to disciplinary action up to and including termination of employment. Community Service Center Director and EEO Officer, Sandra Chapman, who is responsible for coordinating the Office program can be reached at (718) 802-3884. In addition, Planning and Development Deputy Director and EEO Counselor, Richard Bearak, can be contacted at (718) 802-4057 to discuss policies and practices.

The implementation of the enclosed EEO Policy is one of my highest priorities and has my full support. The policy is updated to include additional protected status categories, which are genetic predisposition, military status, and status as a victim of domestic violence, sex offense or stalking. Employees may find additional EEO resources such as the downloadable booklet titled "About EEO: What You May Not Know," by accessing the City of New York's website at www.nyc.gov/html/dcas/html/resources/eoo.shtml. I encourage all employees and those of the 18 Brooklyn community boards to contact Sandra or Richard to address any issues and complaints of illegal discrimination.

Sincerely,


Marty Markowitz

MM/sc
Enclosure: EEO Policy

BROOKLYN COMMUNITY BOARD

Community Board #15

- Letter of Preliminary Determination March 12, 2009
- Agency Response March 17, 2009



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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

Ernest F. Hart, Esq.
Chair

Abraham May, Jr.
Executive Director

Angela Cabrera
Cesar A. Perez, Esq.
Veronica Villanueva, Esq.
Commissioners

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Theresa Scavo, Chairperson
Brooklyn Community Board No. 15
2001 Oriental Boulevard, Room C124
Brooklyn, New York 11235

Re: Resolution #09/14-012/CB No. 15: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 15 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Scavo:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the BEPC staff pursuant to its desk audit of compliance by Community Board No. 15 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 15 on December 29, 2008. The completed questionnaire was received on January 8, 2009. The following preliminary determinations indicate where Community Board No. 15 has complied or failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 15's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 15 has three female employees. These employees identified their ethnicity as Caucasian.

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 15's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy

Community Board No. 15 is in compliance with the following minimum standard:

Community Board No. 15 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 15 is in partial compliance with the following minimum standard:

Community Board No. 15 indicated that it posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office. However, upon request (Questionnaire pg. 3, Q.A), Community Board No. 15 did not provide a copy of the policy statement posted by its office. Corrective Action is Required.

Recommendation: Community Board No. 15 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 15 is in compliance with the following minimum standard:

Community Board No. 15 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 15 is in compliance with the following minimum standard:

Community Board No. 15 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 15 is not in compliance with the following minimum standard:

Although Community Board No. 15 indicated that it posts job vacancies in its office and the Borough President's Office, it submitted an ad indicating the position of District manager was advertised via newspaper. Corrective Action is Required

Recommendation: In addition to posting advertisements in newspapers, Community Board No. 15 should post job vacancy notices in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

Community Board No.15 is not in compliance with the following minimum standard:

One job was advertised during the past two years. Community Board No. 15 did not use the EEO tag-line when advertising this vacancy. Corrective Action is Required

Recommendation: Community Board No. 15 should use EEO tag-line whenever advertising job vacancies.

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS:

1. Community Board No. 15 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.
2. In addition to posting advertisement in newspapers, Community Board No. 15 should post job vacancy notices in its office and the Borough President's Office.
3. Community Board No. 15 should use the EEO tag-line whenever advertising job vacancies.

Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPD's desk audit of compliance by Community Board No. 15 with the minimum standards established by the Equal Employment Practices Commission, we respectfully request your response to the aforementioned preliminary determinations. Your response should indicate how Community Board No. 15 will implement these recommendations.

Please forward your response within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, and Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,


Ernest F. Hart, Esq.
Chair

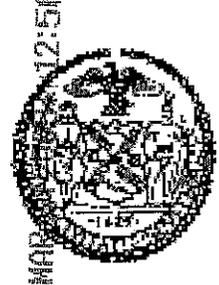
Attachment

c: Pearl Burg, District Manager

Sandra Chapman, EEO Officer, Brooklyn BPO



The City of New York
Brooklyn Community Board 15



MARTY MARKOWITZ
BOROUGH PRESIDENT

10090

MAR 24 2009 PM 12:56

MICHAEL R. BLOOMBERG
MAYOR

THERESA SCAVO
CHAIRPERSON

March 17th, 2009

PEARL BURG
DISTRICT MANAGER

Ernest F. Hart, Esq., Chair
Equal Employment Practices Commission
40 Rector Street, 14th Fl
New York, N.Y. 10006

OFFICERS

- DR. ALAN DITCHEK
FIRST VICE - CHAIRPERSON
- RITA NAPOLITANO
SECOND VICE - CHAIRPERSON
- JACK ERDOS, ESQ
TREASURER
- HON. ANNE M. DIETRICH
SECRETARY

Dear Mr. Hart,

Community Board No.15 is in receipt of the recommendations pursuant to the desk audit of Brooklyn Community Board No.15 and it's compliance with the Equal Employment Practices Commission's minimum standards for Equal Employment Opportunity by Community Boards.

EXECUTIVE COMMITTEE

- ROBERT GEVERTZMAN
- MORRIS HARARY, ESQ
- SUSAN JACOBS
- DR. OLIVER KLAPPER
- HON. EILEEN M. O'BRIEN
- ALLEN POPPER, ESQ
- HELEN SARUBBI
- RONALD TAWIL
- IRA TEPER

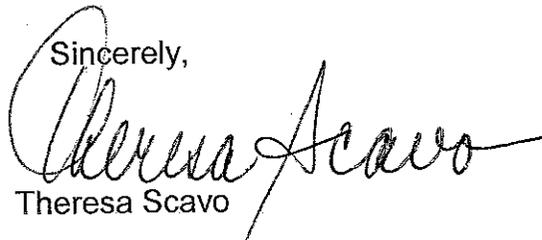
As per your recommendations, Community Board No.15 has posted the Brooklyn Borough Presidents EEO Policy Statement in our office.

In addition, any posting of job vacancies will be posted in our office as well as the Borough President's office. We will also use the EEO Tag-Line whenever advertising job vacancies.

If you have any questions please do not hesitate to contact me at (718) 332-3008. Thank you.

HON. JEREMIAH P. O'SHEA
PAST CHAIRPERSON

Sincerely,


Theresa Scavo

BROOKLYN COMMUNITY BOARD

Community Board #16

- Letter of Preliminary Determination March 12, 2009
 - Agency Response March 30, 2009
-



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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

Ernest F. Hart, Esq.
Chair

Angela Cabrera
Cesar A. Perez, Esq.
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Hazel A. Younger, Chairperson
Brooklyn Community Board No. 16
444 Thomas Boyland Street, Room 103
Brooklyn, New York 11212

Re: Resolution #09/15-012/CB No. 16: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 16 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Younger:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 16 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 16 on December 29, 2008. The completed questionnaire was received on January 9, 2009. The following preliminary determinations indicate where Community Board No. 16 has complied and failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 16's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 16 has one male and two female employees. These employees identified their ethnicity as African American.

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 16's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy Statement

Community Board No. 16 is in compliance with the following minimum standard:

Community Board No. 16 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 16 is in compliance with the following minimum standard:

Community Board No. 16 posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 16 is in compliance with the following minimum standard:

Community Board No. 16 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 16 is in compliance with the following minimum standard:

Community Board No. 16 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 16 is in compliance with the following minimum standard:

Community Board No.16 posts job vacancies in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

No jobs were advertised during the past two years. However, Community Board No. 16 indicated that it uses the EEO tag-line whenever advertising job vacancies.

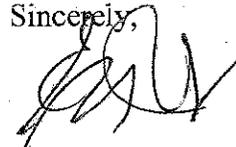
Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 16 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore we have no recommendations for corrective actions.

Please forward written acknowledgment of this preliminary determination within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, and Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Viola D. Greene-Walker, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

10,001

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2008)

JUL 10 3 22 PM '08

Community Board # 16 Address: 444 Thomas S. Boyland Street - Room 103
Brooklyn, New York 11212

Chairperson: Hazel A. Younger District Manager: Viola D. Greene-Walker

1. Number of employees: 3

2. Ethnic and Gender composition of staff

Caucasian _____ Asian-American _____ African-American 3

Hispanic _____ Native American _____ Other _____

Male 1 Female 2

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes x No _____

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes x No _____

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes x No _____

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes x No _____

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes x

No

8. Does your office post job vacancies in your office and the Borough President's office?

Yes x

No

9. Does your office use the EEO tagline when advertising job vacancies?

Yes x

No

10. Describe any other EEO activities you have undertaken in last two years

None

Confirmation

I hereby confirm that the above information is true and accurate.

Arad K. Younger
Chairperson's Signature

Jan. 8, 2009
Date

NAME AND TITLE OF BROOKLYN CB #16 EMPLOYEES

Viola D. Greene-Walker - District Manager

Eddie Jane Coleman - Community Coordinator

Jimmi Brevil - Community Assistant

MARTY MARKOWITZ
Brooklyn Borough President

Tel: (718).385-0323/24
Fax: (718) 342-6714



THE CITY OF NEW YORK
COMMUNITY BOARD NO. 16
444 Thomas S. Boyland Street - Room 103
Brooklyn, New York 11212

APR 10 2009 AM 9:2

HAZEL A. YOUNGER
Chairperson

VIOLA D. GREENE-WALKER
District Manager

March 30, 2009

Ernest F. Hart, Esq.
Chair
Equal Employment Practices Commission
40 Rector Street -14th Floor
New York, New York 10006

Re: Resolution #09/15-012/CB No. 16: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 16 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Mr. Hart:

We are in receipt of the above-subject report and accept it as written.

Very truly yours,

A handwritten signature in cursive script that reads "Hazel A. Younger".

Hazel A. Younger
Chairperson

cc: Sandra Chapman, EEO Officer,
Brooklyn Borough President Office



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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

Ernest F. Hart, Esq.
Chair

Angela Cabrera
Cesar A. Perez, Esq.
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Lloyd Mills, Chairperson

Brooklyn Community Board No. 17

39 Remsen Avenue

Brooklyn, New York 11212

Re: Resolution #09/16-012/CB No. 17: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 17 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Mills:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 17 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 17 on December 29, 2008. The completed questionnaire was received on January 21, 2009. The following preliminary determinations indicate where Community Board No. 17 has complied and failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 17's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 17 has four female employees. These employees identified their ethnicity as African American.

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 17's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy Statement

Community Board No. 17 is in compliance with the following minimum standard:

Community Board No. 17 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 17 is in partial compliance with the following minimum standard:

Community Board No. 17 indicated that it posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office. However, upon request (Questionnaire pg. 3, Q.A), Community Board No. 17 did not provide a copy of the policy statement posted by its office. Corrective Action is Required.

Recommendation: Community Board No. 17 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 17 is in compliance with the following minimum standard:

Community Board No. 17 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 17 is in compliance with the following minimum standard:

Community Board No. 17 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies

Community Board No. 17 is in compliance with the following minimum standard:

Community Board No.17 posts job vacancies in its office and the Borough President's Office.

EEO Tag-Line on Job Recruitment Literature

No jobs were advertised during the past two years. However, Community Board No. 17 indicated that it uses the EEO tag-line whenever advertising job vacancies.

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS:

1. Community Board No. 17 should post the enclosed Brooklyn Borough President's EEO Policy Statement in its office.

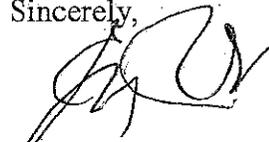
Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 12 with the minimum standards established by the Equal Employment Practices Commission, we respectfully request your response to the aforementioned preliminary determination. Your response should indicate how Community Board No. 17 will implement this recommendation.

Please forward your response within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, and Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Sherif Fraser, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO



10002

Community Board 17

39 Remsen Avenue, Brooklyn, NY 11212-1536
PHONE (718) 467-3536 FAX (718) 467-4113

JAN 11 2009 AM 10:2

Executive Officers: January 16, 2009

Ms. Sherif Fraser
District Manager

Mr. Lloyd Mills
Chairperson

Abraham May Jr.
Executive Director
Equal Employment Practices Commission
City of New York
40 Rector Street – 14th Floor
New York, N.Y. 10006

Mr. Barrington Barrett
First Vice Chair

Philip Lieberman
Second Vice Chair

Mr. Louis Kilkenny
Treasurer

Ms. Mary Bell-Downes
Secretary

Dear Mr. May.

Enclosed, please find the following information:

- Completed Form
- Copy of the EEO Policy Statement
- List of current employees and their job titles.

Please be informed that Community Board #17 do not have any other documents or publications related to employees EEO rights and responsibilities and no job vacancies posted /advertised within the last two years.

Should you require further information please do not hesitate to contact me at the Board's office (718) 467-3536.

Sincerely,

Sherif Fraser
District Manager

Enclosure

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2008)

10022

JUN 21 2009 10:26

Community Board # 17 Address: 39 Remsen Avenue
Brooklyn, New York 11212

Chairperson: Lloyd Mills District Manager: Sherif Fraser

1. Number of employees: 4

2. Ethnic and Gender composition of staff

Caucasian _____ Asian-American _____ African-American X

Hispanic _____ Native American _____ Other _____

Male _____ Female X

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes X No _____

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes X No _____

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes X No _____

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes X No _____

7. Does your office forward internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes X

No _____

8. Does your office post job vacancies in your office and the Borough President's office?

Yes X

No _____

9. Does your office use the EEO tagline when advertising job vacancies?

Yes X

No _____

10. Describe any other EEO activities you have undertaken in last two years

Staff Members participated in the Borough Presidents' EEO Training on
May 23, June 7 and June 8, 2007 respectively.

Confirmation

I hereby confirm that the above information is true and accurate.



Chairperson's Signature

01/15/2009

Date

Employees of Community Board #17
39 Remsen Avenue
Brooklyn, NY 11212
Phone: (718) 467-3536 Fax: (718) 467-4113

Sherif Fraser, District Manager

Coral Barnett, Community Coordinator

Carol Barton, Community Assistant

Nadine Lyons, Community Assistant



Community Board 17

39 Remsen Avenue, Brooklyn NY 11212-1536
PHONE (718) 467-3536 FAX (718) 467-4113

MAR 27 2009 PM 1:22

10093

Executive Officers:

March 24, 2009

Ms. Sherif Fraser
District Manager

Mr. Lloyd Mills
Chairperson

Mr. Ernest F. Hart, Esq.
Chair

Mr. Barrington Barrett
First Vice Chair

Equal Employment Practices Commission
City of New York

Philip Lieberman
Second Vice Chair

40 Rector Street – 14th Floor
New York, NY 10006

Mr. Louis Kilkenny
Treasurer

Re: Resolution #09/16-012/CB NO. 17

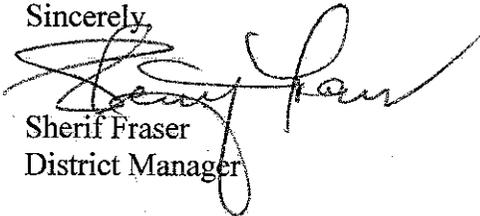
Ms. Mary Bell-Downes
Secretary

Dear Mr. Hart:

As per the Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board #17 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Please find attached a copy of the Brooklyn Borough President's EEO Policy Statement as posted in the office of Community Board #17.

Sincerely,



Sherif Fraser
District Manager

Attachment



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

August 19, 2008

Dear Employees:

It is the policy of the Office of the Brooklyn Borough President, to be an equal opportunity employer. In keeping with this policy, the Office of the Brooklyn Borough President has and will continue to administer all personnel policies, practices and benefits of employment in a non-discriminatory manner.

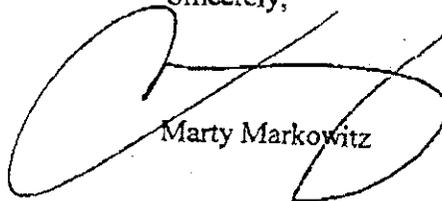
I am fully committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations and by encouraging a work environment that tolerates and appreciates differences among employees. The Equal Employment Opportunity (EEO) Policy of the Office of the Brooklyn Borough President reflects the federal, state and local laws that prohibit discrimination in employment and the City of New York's EEO Policy.

As borough president, I reaffirm this agency's strong commitment to maintaining fair employment practices for all its employees and job applicants. All personnel are required to work to maintain an atmosphere of appreciation of the diversity reflected in our staff and to comply with the letter and the spirit of this policy. Managers and supervisors are directed to make all employment decisions in accordance with the agency's EEO Policy and to ensure compliance with this policy in their areas of responsibility.

Acts of unlawful discrimination or harassment among employees will not be tolerated. Behavior of this nature is a form of misconduct and is subject to disciplinary action up to and including termination of employment. Community Service Center Director and EEO Officer, Sandra Chapman, who is responsible for coordinating the Office program can be reached at (718) 802-3884. In addition, Planning and Development Deputy Director and EEO Counselor, Richard Bearak, can be contacted at (718) 802-4057 to discuss policies and practices.

The implementation of the enclosed EEO Policy is one of my highest priorities and has my full support. The policy is updated to include additional protected status categories, which are genetic predisposition, military status, and status as a victim of domestic violence, sex offense or stalking. Employees may find additional EEO resources such as the downloadable booklet titled "About EEO: What You May Not Know," by accessing the City of New York's website at www.nyc.gov/html/dcas/html/resources/eoo.shtml. I encourage all employees and those of the 18 Brooklyn community boards to contact Sandra or Richard to address any issues and complaints of illegal discrimination.

Sincerely,



Marty Markowitz

MM/sc
Enclosure: EEO Policy

BROOKLYN COMMUNITY BOARD

Community Board #18

- Letter of Preliminary Determination March 12, 2009
 - Agency Response March 20, 2009
-



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor New York, NY 10006

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Ernest F. Hart, Esq.
Chair

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Commissioners

Abraham May, Jr.
Executive Director

Charise Hendricks, PHR
Deputy Director
Judith Garcia Quiñonez, Esq.
Counsel

March 12, 2009

Saul Needle, Chairperson
Brooklyn Community Board No. 18
5715 Avenue H, #1D
Brooklyn, New York 11234

Re: Resolution #09/17-012/CB No. 18: Preliminary Determination Pursuant to the Desk Audit of Brooklyn Community Board No. 18 and its compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards.

Dear Chairperson Needle:

Pursuant to the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered 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. (New York City Charter, Chapter 36, Section 831 (d)(2) and (5)).

The Charter defines City agency as any "agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury." Community Boards are funded by the City of New York and are therefore considered city agencies pursuant to Chapter 36, Section 831(a) of the New York City Charter.

Inasmuch as community boards have small staff sizes -- the authorized permanent headcount is not more than five employees -- this Commission has determined that our standard audit procedure would be inappropriate. Therefore, this Commission has established a set of "Minimum Equal Employment Opportunity Standards for Community Boards." Those Standards were shared with the EEO Officer and other staff at the offices of the Staten Island, Bronx, Brooklyn, Manhattan and Queens Borough Presidents before this Commission distributed

our desk audit questionnaires and issued audit recommendations to their respective community boards. The Standards require that Community Boards:

1. Follow the Borough President's Equal Employment Opportunity Policy;
2. Post the Borough President's Equal Employment Opportunity Policy Statement in their offices;
3. Consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues;
4. Follow the Discrimination Complaint Procedure of the Borough President's Office by referring complainants to the Borough President's EEO Office;
5. Post job vacancies in their offices and the Borough President's Office; and
6. Use the EEO tag line when advertising job vacancies.

This letter contains the preliminary determinations of the EEPC staff pursuant to its desk audit of compliance by Community Board No. 18 with the above minimum standards. A desk audit questionnaire (Attachment #1), consistent with the aforementioned standards, was forwarded to Community Board No. 18 on December 29, 2008. The completed questionnaire was received on January 12, 2009. The following preliminary determinations indicate where Community Board No. 18 has complied and failed to comply, in whole or in part, with the minimum standards.

Recommendations for corrective actions included in this letter are consistent with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards and the equal employment opportunity requirements of the Federal, State and City regulations.

Scope and Methodology

Audit methodology included an analysis of Community Board No. 18's responses to 10 specific desk audit questions and a request for 4 attachments.

Description of the Community Boards

Community Boards have approximately fifty unsalaried members appointed by the Borough President in consultation with the City Council members who represent any part of the community board district. Community Boards hire a full time, salaried District Manager and salaried support staff to administer their district office, which works to resolve the service delivery problems of its residents and businesses. Community Boards have an advisory role in zoning, land use issues, community planning, the city budget process, and the coordination of municipal services. Any person who resides, does business, or has a professional or other significant interest in the community, is eligible for appointment to his/her community board.

Community Board No. 18 has two female employees. These employees identified their ethnicity African American.

PRELIMINARY DETERMINATION

Following are the preliminary determinations with the required corrective actions and recommendations, pursuant to Community Board No. 18's compliance with the aforementioned Minimum Equal Employment Opportunity Standards for Community Boards:

Equal Employment Opportunity Policy Statement

Community Board No. 18 is in compliance with the following minimum standard:

Community Board No. 18 follows the Brooklyn Borough President's Equal Employment Opportunity Policy and makes the policy available to its employees.

Statement Posting

Community Board No. 18 is in compliance with the following minimum standard:

Community Board No. 18 posts the Brooklyn Borough President's Equal Employment Opportunity Policy Statement in its office.

Liaison with Borough President's EEO Office

Community Board No. 18 is in compliance with the following minimum standard:

Community Board No. 18 consults with the Borough President's Equal Employment Opportunity (EEO) Officer on all equal employment opportunity issues.

Discrimination Complaint Procedure

Community Board No. 18 is in compliance with the following minimum standard:

Community Board No. 18 follows the Discrimination Complaint Procedure of the Brooklyn Borough President's Office by forwarding EEO complaints to the Brooklyn Borough President's EEO Office for investigation.

Posting of Job Vacancies and EEO Tag-Line on Job Recruitment Literature

Community Board No. 18 had no vacant positions within the past 2 years. As positions become available, Community Board No. 18 should post vacancies in its office and the Borough President's Office, and uses the EEO tag-line in its advertisements.

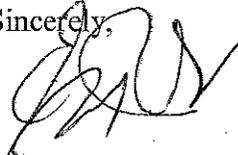
Conclusion

Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations in relation to the EEPC's desk audit of compliance by Community Board No. 18 with the minimum standards established by the Equal Employment Practices Commission, your agency is in complete compliance. Therefore we have no recommendations for corrective actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy of your response to Sandra Chapman, EEO Officer, and Office of the Brooklyn Borough President.

In closing, we want to thank you and your staff for your cooperation.

Sincerely,



Ernest F. Hart, Esq.
Chair

Attachment

c: Dorothy Turano, District Manager
Sandra Chapman, EEO Officer, Brooklyn BPO

EQUAL EMPLOYMENT PRACTICES COMMISSION
DESK AUDIT of BROOKLYN COMMUNITY BOARDS
(From January 1, 2006 to December 31, 2008)

10009b

12/20/08

Community Board # 18 Address: 5717 AVENUE H - Ste 1D
BROOKLYN NY 11234-1999
Chairperson: Saul Needle District Manager: Dorothy Terano

1. Number of employees: 2

2. Ethnic and Gender composition of staff

Caucasian 2 Asian-American _____ African-American _____

Hispanic _____ Native American _____ Other _____

Male _____ Female 2

3. Does your office follow the Borough President's Equal Employment Opportunity Policy?

Yes No _____

4. Is the Borough President's Equal Employment Opportunity Policy available to employees?

Yes No _____

5. Do you post the Borough President's Equal Employment Opportunity Policy Statement?

Yes No _____

6. Does the Community Board Chairperson or his/her designee consult with the Borough President's Equal Employment Opportunity (EEO) Officer on all EEO issues?

Yes No _____

7. Does your office forward Internal employment discrimination complaints to the Borough Presidents' EEO Officer for investigation?

Yes No

8. Does your office post job vacancies in your office and the Borough President's office?

Yes No N/A

9. Does your office use the EEO tagline when advertising job vacancies?

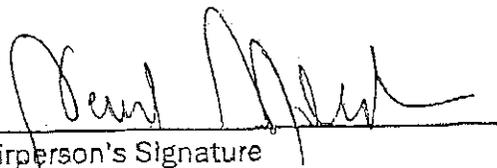
Yes No N/A

10. Describe any other EEO activities you have undertaken in last two years

Not Applicable

Confirmation

I hereby confirm that the above information is true and accurate.


Chairperson's Signature

1/7/09
Date

Attachments

Please attach the following:

- A. EEO Policy Statement used by your office. **ATTACHED**
- B. Any other documents or publications related to employees EEO rights and responsibilities available or distributed to staff. **NOT APPLICABLE**
- C. If vacancies were advertised within the last two years, copies of the advertisements, indicating where they were placed. **NOT APPLICABLE**
- D. List of current employees and their job titles. **ATTACHED**

Revised: 12/08



COMMUNITY BOARD No. 18

5715 AVENUE H – SUITE 1D • BROOKLYN, NEW YORK 11234-1999
TELEPHONE (718) 241-0422
TOLL FREE 1-800-564-5127
FAX (718) 531-3199
email: bkbrd18@optonline.net

MICHAEL R. BLOOMBERG
Mayor
MARTY MARKOWITZ
Borough President
SAUL NEEDLE
Chairperson
DOROTHY TURANO
District Manager

CURRENT EMPLOYEES

Dorothy Turano, District Manager

Marlene Berger, Community Associate



*The
City
of
New York*

MICHAEL R. BLOOMBERG
Mayor

MARTY MARKOWITZ
Borough President

SAUL NEEDLE
Chairperson

DOROTHY TURANO
District Manager

COMMUNITY BOARD No. 18

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TELEPHONE (718) 241-0422
TOLL FREE 1-800-564-5127
FAX (718) 531-3199
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3/22/09
10091

March 20, 2009

Ernest F. Hart, Esq.
Chairperson
NYC Equal Employment Practices Commission
40 Rector Street 14 Floor
New York, New York 10006

Dear Chairperson Hart:

We are in receipt of your preliminary desk audit determination of compliance by Community Board #18 with the Minimum Equal Employment Opportunity Standards for Community Boards.

We are also in receipt of the correction to page 3 wherein it now states: "Community Board No. 18 has two female employees. These employees identified their ethnicity as caucasian."

Thank you for your generous spirit of cooperation.

Sincerely,

Saul Needle
Chairperson

cc: Sandra Chapman, EEO Officer