

## BRONX COMMUNITY BOARDS (12)

### Community Board #1

- Letter of Preliminary Determination September 6, 2007
- Agency Response October 10, 2008

### Community Board #2

- Letter of Preliminary Determination September 6, 2007
- Agency Response October 31, 2007

### Community Board #3

- Letter of Preliminary Determination September 6, 2007
- Agency Response November 7, 2007

### Community Board #4

- Letter of Preliminary Determination September 6, 2007
- Agency Response September 27, 2007

### Community Board # 5

- Letter of Preliminary Determination September 6, 2007
- Agency Response October 23, 2008

### Community Board # 6

- Letter of Preliminary Determination September 6, 2007
- Agency Response October 24, 2008

Community Board # 7

- Letter of Preliminary Determination October 25, 2007
- Agency Response November 2, 2007

Community Board # 8

- Letter of Preliminary Determination September 6, 2007
- Agency Response October 29, 2007

Community Board # 9

- Letter of Preliminary Determination September 6, 2007
- Agency Response February 13, 2007

Community Board # 10

- Letter of Preliminary Determination September 6, 2007
- Agency Response September 12, 2007

Community Board # 11

- Letter of Preliminary Determination October 25, 2007
- Agency Response February 7, 2007

Community Board # 12

- Letter of Preliminary Determination September 6, 2007
- Agency Response February 12, 2008



# EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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

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

Ernest F. Hart, Esq.

*Chair*

Manuel A. Méndez

*Vice-Chair*

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Angela Cabrera

Veronica Villanueva, Esq.

*Commissioners*

Abraham May, Jr.

*Executive Director*

Eric Matusewitch, PHR, CAAP

*Deputy Director*

September 6, 2007

George Rodriguez

*Chairperson*

Bronx Community Board No. 1

348 E. 149<sup>th</sup> Street

Bronx, NY 10455

Re: Resolution #07/10-011/CB No. 1/Preliminary Determination Pursuant to the Desk Audit of Bronx 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 Rodriguez:

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 "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other 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 the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide the 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 office;
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 complaints 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 consistent with the aforementioned standards was forwarded to Community Board No. 1 on March 20, 2007. The completed questionnaire was received on May 2, 2007 (Attachment). The following preliminary determinations indicate where Community Board No. 1 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 Federal, State and City laws.

### **Audit Methodology**

Audit methodology included an analysis of Community Board No. 1's responses to nine specific desk audit questions.

### **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 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 or her community board. Community Board No. 1 has three employees: two Hispanics and one African American. One of those employees is a male and the other two are females.

## **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.

### **Equal Employment Opportunity Policy Statement**

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

Until last month, Bronx Community Board No. 1 had a copy of and followed the Bronx Borough President Office's (BBPO) Equal Employment Opportunity Policy of October 2002, which did not list all of the "protected classes" under recent civil rights laws. At the request of the Commission, on August 30, 2007 the BBPO sent the Board—and the EEPC—its revised EEO Policy, which contains an updated list of the protected classes. Bronx Community Board No. 1 now follows that revised document.

### **Statement Posting**

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

Community Board No. 1 has posted the Bronx Borough President's Equal Employment Opportunity Policy Statement.

### **Liaison with Borough President's EEO Office**

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

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

### **Discrimination Complaint Procedure**

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

No internal discrimination complaints were filed during the past two years.

## **Posting of Job Vacancies**

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

There were no job vacancies during the past two years.

## **EEO Tag Line on Job Recruitment Literature**

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

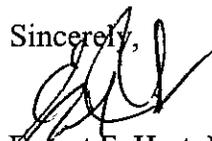
There were no job vacancies advertised during the past two years.

## **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. 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 to Vivian Velez, EEO Officer, Office of the Bronx Borough President.

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

Sincerely,  
  
Ernest F. Hart, Esq.  
Chair

## **Attachment**

c: Cedric Loftin, District Manager  
Vivian Velez, EEO Officer, Bronx Borough President's Office



7653

January 17, 2008

Mr. Ernest F. Hart, Chair  
Equal Employment Practices Commission  
40 Rector Street, 14<sup>th</sup> Floor  
New York, NY 10006

Dear Chairman Hart:

Enclosed please find the completed Equal Employment Practices Commission desk audit survey for Community Board One (CB #1).

As you requested, we have also attached the EEO policy statement used by the CB#1 office, copies of two advertisements used by CB#1 to publicize vacant positions that have been filled within the past two years, and a list of current CB#1 employees and job titles.

Please note that the two advertisements did not include the EEO tag line because we were not aware of that requirement at the time. We have now received information about this and other EEO requirements and we will follow all of them in the future as directed. We would also like to respectfully request that the EEPC come in and provide training to CB#1 staff members so that we will all be as fully aware of EEPC regulations as possible.

Sincerely,

Noah Pfefferblit  
District Manager

cc: Eric Matusewitch, Deputy Director, EEPC  
Wendy Garcia, EEO Officer, MBPO  
Gregory Brender, EEO Officer, MBPO

08ltrs/eepc





# EQUAL EMPLOYMENT PRACTICES COMMISSION

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Abraham May, Jr.  
*Executive Director*

Eric Matusewitch, PHR, CAAP  
*Deputy Director*

September 6, 2007

Roberto S. Garcia  
*Chairperson*  
Bronx Community Board No. 2  
1029 East 163<sup>rd</sup> Street  
Bronx, NY 10459

Re: Resolution #07/11-011/CB No. 2/Preliminary Determination Pursuant to the Desk Audit of Bronx 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 Garcia:

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 "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other 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 the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide the 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 office;
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 complaints 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 consistent with the aforementioned standards was forwarded to Community Board No. 2 on March 20, 2007. The completed questionnaire was received on May 23, 2007 (Attachment). The following preliminary determinations indicate where Community Board No. 2 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 Federal, State and City laws.

### **Audit Methodology**

Audit methodology included an analysis of Community Board No. 2's responses to nine specific desk audit questions.

### **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 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 or her community board. Community Board No. 2 has three employees: one Caucasian and two Hispanics. Two of those employees are females and one is a male.

## **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.

### **Equal Employment Opportunity Policy Statement**

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

Until last month, Bronx Community Board No. 2 had a copy of and followed the Bronx Borough President Office's (BBPO) Equal Employment Opportunity Policy of October 2002, which did not list all of the "protected classes" under recent civil rights laws. At the request of the Commission, on August 30, 2007 the BBPO sent the Board—and the EEPC—its revised EEO Policy, which contains an updated list of the protected classes. Bronx Community Board No. 1 now follows that revised document.

### **Statement Posting**

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

Community Board No. 2 has posted the Bronx Borough President's Equal Employment Opportunity Policy Statement.

### **Liaison with Borough President's EEO Office**

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

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

### **Discrimination Complaint Procedure**

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

No internal discrimination complaints were filed during the past two years.

## **Posting of Job Vacancies**

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

There were no job vacancies during the past two years.

## **EEO Tag Line on Job Recruitment Literature**

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

There were no job vacancies advertised during the past two years.

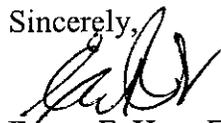
## **Conclusion**

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. 2 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 to Vivian Velez, EEO Officer, Office of the Bronx Borough President.

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

Sincerely,



Ernest F. Hart, Esq.  
Chair

Attachment

c: John Robert, District Manager  
Vivian Velez, EEO Officer, Bronx Borough President's Office

9005

# Bronx Community Board #2

Borough President Adolfo Carrión, Jr.

1029 East 163rd St.

Bronx, NY 10459

718-328-9125 • 718-991-4974 Fax

E-mail: [bronxcb2@optonline.net](mailto:bronxcb2@optonline.net)

[www.bronxcb2.org](http://www.bronxcb2.org)



**Roberto S. Garcia**  
Chairperson



**John Robert**  
District Manager

October 31, 2007

Mr. Ernest Hart  
Chair  
Equal Employment Practices Commission  
City of New York  
40 Rector Street, 14<sup>th</sup> Fl  
New York NY 10006

Dear Mr. Hart

As per your request, please be advised that Bronx Community Board #2 is in receipt of the preliminary determination in relation to the EEPC Desk Audit

You have no recommendations for corrective actions for Community Board #2. We agree and thank you.

Sincerely,

John Robert  
District Manager

Cc. Vivian Velez, EEO Officer, Bronx Borough President's Office



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*Commissioners*

Abraham May, Jr.

*Executive Director*

Eric Matusewitch, PHR, CAAP

*Deputy Director*

September 6, 2007

Gloria Alston

*Chairperson*

Bronx Community Board No. 3

1426 Boston Road

Bronx, NY 10456

Re: Resolution #07/12-011/CB No. 3/Preliminary Determination Pursuant to the Desk Audit of Bronx 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 Alston:

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).)

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

The Standards provide the community boards must:

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2. Post the Borough President's Equal Employment Opportunity Policy Statement in their office;
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 complaints 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 consistent with the aforementioned standards was forwarded to Community Board No. 3 on March 20, 2007. The completed questionnaire was received on March 27, 2007 (Attachment). The following preliminary determinations indicate where Community Board No. 3 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 Federal, State and City laws.

### **Audit Methodology**

Audit methodology included an analysis of Community Board No. 3's responses to nine specific desk audit questions.

### **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 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 or her community board. Community Board No. 3 has two employees: one African-American male and one African-American female.

## **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.

### **Equal Employment Opportunity Policy Statement**

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

Until last month, Bronx Community Board No. 3 had a copy of and followed the Bronx Borough President Office's (BBPO) Equal Employment Opportunity Policy of October 2002, which did not list all of the "protected classes" under recent civil rights laws. At the request of the Commission, on August 30, 2007 the BBPO sent the Board—and the EEPC—its revised EEO Policy, which contains an updated list of the protected classes. Bronx Community Board No. 1 now follows that revised document.

### **Statement Posting**

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

Community Board No. 1 has posted the Bronx Borough President's Equal Employment Opportunity Policy Statement.

### **Liaison with Borough President's EEO Office**

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

The community board chairperson, or her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

### **Discrimination Complaint Procedure**

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

No internal discrimination complaints were filed during the past two years.

**Posting of Job Vacancies**

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

There were no job vacancies during the past two years.

**EEO Tag Line on Job Recruitment Literature**

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

There were no job vacancies advertised during the past two years.

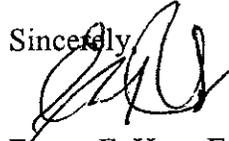
**Conclusion**

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. 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 to Vivian Velez, EEO Officer, Office of the Bronx Borough President.

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

Sincerely



Ernest F. Hart, Esq.  
Chair

**Attachment**

c: John W. Dudley, District Manager  
Vivian Velez, EEO Officer, Bronx Borough President's Office



**The City of New York  
Bronx Community Board Three**

1426 Boston Road, Bronx, NY 10456  
Telephone No.:(718)378-8054 – Fax No.:(718)378-8188  
E-mail Address: [brxcb3@optonline.net](mailto:brxcb3@optonline.net)

9615  
*[Handwritten signature]*

DIAL	Government Services
311	& Information for NYC
Comm. Bd. Info go to: <a href="mailto:bronxmail.com">bronxmail.com</a>	

**ADOLFO CARRION, JR.  
BRONX BOROUGH PRESIDENT**

**GLORIA ALSTON  
CHAIRWOMAN**

**JOHN W. DUDLEY  
DISTRICT MANAGER**

November 7, 2007

Mr. Ernest F. Hart, Esq., Chairman  
Equal Employment Practices Commission  
City of New York  
40 Rector Street, 14<sup>th</sup> Floor  
New York, NY 10006

**RE: RESOLUTION #07/12-011/CB No. 3  
DESK AUDIT OF BRONX COMMUNITY  
BOARD 3**

Dear Mr. Hart:

As it relates to the above caption and in accordance with correspondence sent by you dated September 6, 2007, wherein you requested acknowledgement of receipt of the Preliminary Determination Pursuant to the Desk Audit of Bronx Community Board No. 3 and its Compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity by Community Boards, I hereby acknowledge receipt of such and concur with the findings therein.

Sincerely,

John W. Dudley  
District Manager

Cc: Gloria S. Alston, Chairwoman  
Vivian Velez, EEO Officer

**EXECUTIVE OFFICERS**

Rev. Bruce Rivera  
1<sup>st</sup> Vice-Chairperson

Rev. Idus Nunn, Jr.  
2<sup>nd</sup> Vice-Chairperson

Adrienne Moses-Ridley  
Secretary

Juanita Hamilton  
Treasurer

Henry Johnson  
Sgt.-at-Arms/Parliamentarian



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*Executive Director*

Eric Matusewitch, PHR, CAAP

*Deputy Director*

September 6, 2007

Ms. D. Lee Ezell

Chairperson

Bronx Community Board No. 4

1650 Selwyn Avenue, Suites 11A & 11B

Bronx, NY 10457

Re: Resolution #07/13-011/CB No. 4/Preliminary Determination Pursuant to the Desk Audit of Bronx 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 Ezell:

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).)

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The Standards provide the community boards must:

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2. Post the Borough President's Equal Employment Opportunity Policy Statement in their office;
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 complaints 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 consistent with the aforementioned standards was forwarded to Community Board No. 4 on March 20, 2007. The completed questionnaire was received on July 16, 2007 (Attachment). 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 Federal, State and City laws.

### **Audit Methodology**

Audit methodology included an analysis of Community Board No. 4's responses to nine specific desk audit questions.

### **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 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 or her community board. Community Board No. 4 has three employees: one African American female, one Hispanic male, and one Hispanic female.

## **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.

### **Equal Employment Opportunity Policy Statement**

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

Until last month, Bronx Community Board No. 4 had a copy of and followed the Bronx Borough President Office's (BBPO) Equal Employment Opportunity Policy of October 2002, which did not list all of the "protected classes" under the recently civil rights laws. At the request of the Commission, on August 30, 2007 the BBPO sent the Board—and the EEPC—its revised EEO Policy, which contains an updated list of the protected classes. Bronx Community Board No 4 now follows that revised document.

### **Statement Posting**

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

Community Board No. 4 has posted the Bronx Borough President's Equal Employment Opportunity Policy Statement.

### **Liaison with Borough President's EEO Office**

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

The community board chairperson, or her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

### **Discrimination Complaint Procedure**

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

No internal discrimination complaints were filed during the past two years.

**Posting of Job Vacancies**

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

Community Board No. 4 issued a job vacancy notice for city seasonal aide (part-time), which was posted in its office and that of the Bronx Borough President's Office.

**EEO Tag Line on Job Recruitment Literature**

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

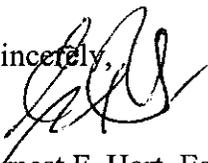
The job vacancy notice for city season aide (part-time) indicates that Community Board No. 4 is an equal opportunity employer.

**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 actions.

Please forward written acknowledgement of this preliminary determination within thirty days. Also forward a copy to Vivian Velez, EEO Officer, Office of the Bronx Borough President.

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

Sincerely,  
  
Ernest F. Hart, Esq.  
Chair

Attachment

c: David Mojica, District Manager  
Vivian Velez, EEO Officer, Bronx Borough President's Office



The City of New York  
**COMMUNITY BOARD 4**  
1650 Selwyn Avenue Suites 11A & 11B  
The Bronx, New York, 10457  
(718) 299-0800  
FAX (718) 294-7870 EMAIL: bx04@cb.nyc.gov

9567.

Ms. D. LEE EZELL  
Board Chair

MR. DAVID MOJICA  
District Manager

27 September 2007

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

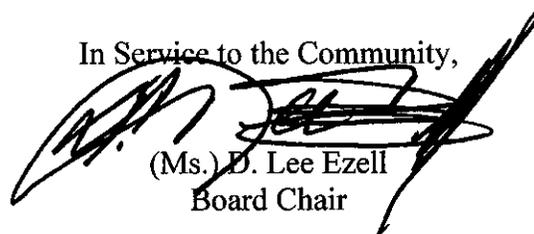
**Re: Resolution #07/13-011/CB No. 4/ Preliminary Determination Pursuant to the Desk Audit of Bronx Community Board No. 4 and its compliance with the Equal Employment Practices Commissions Minimum Standards for Equal Employment Opportunity by Community Boards**

Dear Mr. Hart:

This writing is in accordance with your request that Community Board No. 4 acknowledge receipt of your letter (dated 6 September 2007) which notified the Board that the EEPCC determined that we are in **complete compliance with the minimum standards established by the Equal Employment Practices Commission.** Therefore, recommendations for corrective actions are not warranted.

We hold strong beliefs that fair and equal employment practices are important to the citizens we serve and we will continue to strive to meet the required standards.

In Service to the Community,



(Ms.) D. Lee Ezell  
Board Chair

DLE/bms

cc: Ms. Vivian Velez, EEO Officer, Office of the Bronx Bor. President

Mr. Thomas Lucania, Dir. Community Board Unit, Office of the Bronx Bor. President



# EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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

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

Ernest F. Hart, Esq.  
*Chair*

Manuel A. Méndez  
*Vice-Chair*

Chereé A. Buggs, Esq.  
Angela Cabrera  
Veronica Villanueva, Esq.  
*Commissioners*

Abraham May, Jr.  
*Executive Director*

Eric Matusewitch, PHR, CAAP  
*Deputy Director*

September 6, 2007

Beverly D. Smith  
Chairperson  
Bronx Community Board No. 5  
University Avenue & West 181<sup>st</sup> Street  
Bronx Community College  
McCracken Hall, Room 12  
Bronx, NY 10453

Re: Resolution #07/14-011/CB No. 5/Preliminary Determination Pursuant to the Desk Audit of Bronx 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 Smith:

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 "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other 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 the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide the 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 office;
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 complaints 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 consistent with the aforementioned standards was forwarded to Community Board No. 5 on March 20, 2007. The completed questionnaire was received on April 3, 2007 (Attachment). The following preliminary determinations indicate where Community Board No. 5 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 Federal, State and City laws.

### **Audit Methodology**

Audit methodology included an analysis of Community Board No. 5’s responses to nine specific desk audit questions.

### **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 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 or her community board. Community Board No. 5 has three employees: one African-American female, one Hispanic male, and one Hispanic female.

## **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.

### **Equal Employment Opportunity Policy Statement**

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

Until last month, Bronx Community Board No. 5 had a copy of and followed the Bronx Borough President Office's (BBPO) Equal Employment Opportunity Policy of October 2002, which did not list all of the "protected classes" under recent civil rights laws. At the request of the Commission, on August 30, 2007 the BBPO sent the Board—and the EEPC—its revised EEO Policy, which contains an updated list of the protected classes. Bronx Community Board No. 5 now follows that revised document.

### **Statement Posting**

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

Community Board No. 1 has posted the Bronx Borough President's Equal Employment Opportunity Policy Statement.

### **Liaison with Borough President's EEO Office**

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

The community board chairperson, or her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

### **Discrimination Complaint Procedure**

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

No internal discrimination complaints were filed during the past two years.

## **Posting of Job Vacancies**

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

There were no job vacancies during the past two years.

## **EEO Tag Line on Job Recruitment Literature**

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

There were no job vacancies advertised during the past two years.

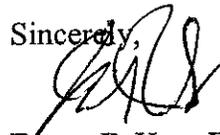
## **Conclusion**

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. 5 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 to Vivian Velez, EEO Officer, Office of the Bronx Borough President.

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

Sincerely,



Ernest F. Hart, Esq.  
Chair

Attachment

c: Xavier Rodriguez, District Manager  
Vivian Velez, EEO Officer, Bronx Borough President's Office



**THE CITY OF NEW YORK    BOROUGH OF THE BRONX**  
**COMMUNITY BOARD 5**

*Honorable Adolfo Carrion, Jr., Bronx Borough President*

Chairperson  
**Dr. Bola Omotosho**

District Manager  
**Xavier Rodriguez**

October 23, 2008

Equal Employment Practices Commission  
City of New York  
40 Rector Street, 14<sup>th</sup> Floor  
New York, NY 10006

To Whom This May Concern:

Community Board #5 agrees with Resolution #07/14-011/CB5/Preliminary Determination Pursuant and its Compliance with the Equal Employment Practices Community Board #5 received the Resolution #07/14-011/CB5/ on October 17, 2008.

If you need further information please call me @ (718) 364-2030.

Sincerely,

A handwritten signature in black ink, appearing to read "Xavier Rodriguez", written over a white background.

Xavier Rodriguez  
District Manager

BCC Campus • McCracken Hall, Rms. 12 & 13 • W. 181st Street & Dr. Martin Luther King, Jr. Blvd. • Bronx, New York 10453  
Telephone (718) 364-2030 • Facsimile (718) 220-1767 • Facsimile (718) 220-8426 • brxcb5@optonline.net

*Serving these Neighborhoods:*  
Fordham, Morris Heights, Mount Hope, University Heights



# EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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

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*Vice-Chair*

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Angela Cabrera  
Veronica Villanueva, Esq.  
*Commissioners*

Abraham May, Jr.  
*Executive Director*

Eric Matusewitch, PHR, CAAP  
*Deputy Director*

September 6, 2007

Wendy Rodriguez  
*Chairperson*  
Bronx Community Board No. 6  
1932 Arthur Avenue, Room 709  
Bronx, NY 10457

Re: Resolution #07/15-011/CB No. 6/Preliminary Determination Pursuant to the Desk Audit of Bronx 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 Rodriguez:

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 "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other 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 the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide the 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 office;
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 complaints 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. 6 with the above minimum standards. A desk audit questionnaire consistent with the aforementioned standards was forwarded to Community Board No. 6 on March 20, 2007. The completed questionnaire was received on April 16, 2007 (Attachment). 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 Federal, State and City laws.

### **Audit Methodology**

Audit methodology included an analysis of Community Board No. 2's responses to nine specific desk audit questions.

### **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 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 or her community board. Community Board No. 6 has two employees: one African American and one Hispanic. One of those employees is a male and the other is a female.

## **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.

### **Equal Employment Opportunity Policy Statement**

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

Until last month, Bronx Community Board No. 6 had a copy of and followed the Bronx Borough President Office's (BBPO) Equal Employment Opportunity Policy of October 2002, which did not list all of the "protected classes" under the recently civil rights laws. At the request of the Commission, on August 30, 2007 the BBPO sent the Board—and the EEPC—its revised EEO Policy, which contains an updated list of the protected classes. Bronx Community Board No 1 now follows that revised document.

### **Statement Posting**

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

Community Board No. 6 has posted the Bronx Borough President's Equal Employment Opportunity Policy Statement.

### **Liaison with Borough President's EEO Office**

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

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

### **Discrimination Complaint Procedure**

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

No internal discrimination complaints were filed during the past two years.

**Posting of Job Vacancies**

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

There were no job vacancies during the past two years.

**EEO Tag Line on Job Recruitment Literature**

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

There were no job vacancies advertised during the past two years.

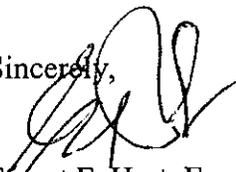
**Conclusion**

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. 6 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 to Vivian Velez, EEO Officer, Office of the Bronx Borough President.

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

Sincerely,



Ernest F. Hart, Esq.  
Chair

**Attachment**

c: Ivine Galarza, District Manager  
Vivian Velez, EEO Officer, Bronx Borough President's Office



**THE CITY OF NEW YORK**

**BRONX COMMUNITY BOARD #6**

**Honorable Adolfo Carrion, Jr., Bronx Borough President**  
**Honorable Joel Rivera, City Councilman, 15<sup>th</sup> Councilmatic District**

*9950*

**MS. WENDY RODRIGUEZ** October 24, 2008  
**Board Chairperson**

**MS. IVINE GALARZA**  
**District Manager**

**Sister Barbara Lenniger**  
**1<sup>st</sup> Vice Chairperson**

**Ms. Sara N. Logan**  
**2<sup>nd</sup> Vice Chairperson**

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

**Mr. Radame Perez, II**  
**Treasurer**

**Ms. Marie G. Riolo**  
**Secretary**

**RE: Resolution #07/15-011 CB No. 6 Preliminary**  
**Determination Pursuant to the Desk Audit of Bronx**  
**Community Board No. 6 and its Compliance with the**  
**Equal Employment Practices Commission's Minimum**  
**Standards for Equal Employment Opportunity by**  
**Community Boards.**

**Ms. Cheryl Holt-Andrews**  
**Parliamentarian**

**MEMBERS**

**Dear Mr. Hart:**

- Francine Acevedo**
- Jamie Armstrong**
- Virginia Bird**
- Santhamani Choudhary**
- Claudette Coles**
- Will Crittendon**
- Diana Diaz**
- Margarita Espinosa**
- Frank J. Franz**
- Pablo Gomez**
- Marie Howse**
- Kenneth Jackson**
- Michael Menotti**
- Thomas Murray**
- Floretta A. O'Brien**
- Rosa Peraza**
- Hector Torres**
- Perquida Williams**

**Please accept this letter as confirmation that Bronx Community Board #6 is in receipt of your correspondence dated September 6, 2007 regarding the Equal Employment Practices Commission's desk audit of the community board's compliance with the Commission's Equal Employment Opportunity standards.**

**Additionally, this letter also confirms that Bronx Community Board #6 is in agreement with the Commission's preliminary determination as it relates to said audit.**

**Very truly yours,**

**Staff**

  
**Ivine Galarza,**  
**District Manager**

- Leslie A. Jones**
- Evelyn Velazquez**

**c: Vivian Velez, EEO Officer, Bronx Borough President's Office**  
**Files**

**1932 ARTHUR AVENUE — ROOM 709 — BRONX, NEW YORK 10457**

**Telephone: (718) 579-6990 — Fax: (718) 579-6875**

**Serving the communities of Bathgate, Belmont, Bronx Park South, East Tremont, Crotona Park North and West Farms**



# EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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

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Ernest F. Hart, Esq.

*Chair*

Manuel A. Méndez

*Vice-Chair*

Chereé A. Buggs, Esq.

Angela Cabrera

Veronica Villanueva, Esq.

*Commissioners*

Abraham May, Jr.

*Executive Director*

Eric Matusewitch, PHR, CAAP

*Deputy Director*

October 25, 2007

Gregory Faulkner

*Chairperson*

Bronx Community Board No. 7

229-A East 204<sup>th</sup> Street

Bronx, NY 10458

Re: Resolution #07/16-011/CB No. 7/Preliminary Determination Pursuant to the Desk Audit of Bronx 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 Faulkner:

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 "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other 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 the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide the 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 office;
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 complaints 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 consistent with the aforementioned standards was forwarded to Community Board No. 7 on March 20, 2007. The completed questionnaire was received on April 4, 2007 (Attachment). The following preliminary determinations indicate where Community Board No.7 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 Federal, State and City laws.

### **Audit Methodology**

Audit methodology included an analysis of Community Board No. 7's responses to nine specific desk audit questions.

### **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 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 or her community board. Community Board No. 7 has three employees: one Caucasian female, one African American female, and one Hispanic female.

## **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.

### **Equal Employment Opportunity Policy Statement**

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

Until August 2007, Bronx Community Board No. 7 had a copy of and followed the Bronx Borough President Office's (BBPO) Equal Employment Opportunity Policy of October 2002, which did not list all of the "protected classes" under the recent civil rights laws. At the request of the Commission, on August 30, 2007 the BBPO sent the Board—and the EEPC—its revised EEO Policy, which contains an updated list of the protected classes. Bronx Community Board No 7 now follows that revised document.

### **Statement Posting**

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

Community Board No. 6 has posted the Bronx Borough President's Equal Employment Opportunity Policy Statement.

### **Liaison with Borough President's EEO Office**

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

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

### **Discrimination Complaint Procedure**

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

No internal discrimination complaints were filed during the past two years.

## Posting of Job Vacancies

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

Community Board No. 7 posted a job vacancy (for district manager) in its office and that of the Bronx Borough President.

## EEO Tag Line on Job Recruitment Literature

Community Board No. 7 is not in compliance with the following minimum standard:

Community Board No. 7 recently recruited for the position of district manager. Although its internal job vacancy notice contains the EEO tag line, the two newspaper advertisements (in the *Chief-Leader* and an unidentified publication) and Internet advertisement (*Craigslist.org*) for that position do not contain the EEO tag line. Corrective action is required.

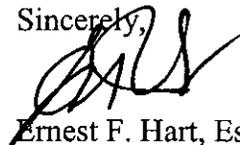
Recommendation: All job recruitment literature should indicate that Bronx Community Board No. 7 is an equal opportunity employer.

## 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. 7 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 Bronx Community Board No. 7 will implement the one recommendation.

Please forward your response within thirty days of receipt of this letter. Also forward a copy to Vivian Velez, EEO Officer, Office of the Bronx Borough President.

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

Sincerely,  
  
Ernest F. Hart, Esq.  
Chair

Attachment

c: Rita Kessler, District Manager  
Vivian Velez, EEO Officer, Bronx Borough President's Office

9410



**THE CITY OF NEW YORK  
COMMUNITY BOARD 7  
BOROUGH OF THE BRONX  
229-A EAST 204<sup>th</sup> STREET  
BRONX, NEW YORK 10458**

PHONE: (718) 933-5650  
FAX: (718) 933-1829

Gregory Faulkner, Chairperson

gfaulkner@cb.nyc.gov

November 2, 2007

Ernest F. Hart, Esq.  
NYC Equal Employment Practices Commission  
40 Rector Street, 14<sup>th</sup> floor  
New York, NY 10006

Dear Chairman Hart:

I am in receipt of your letter dated October 25, 2007 regarding the audit of Community Board #7, Bronx and its compliance with various EEO regulations.

I have reviewed the report and agree with your findings.

With regard to the one recommendation made by your office, for any future job postings Community Board #7 will include the EEO tag line on all postings, including newspaper and internet advertisements.

If you have any questions, please feel free to contact me through the Community Board #7 district office at 718-933-5650.

Sincerely,

  
Greg Faulkner  
Chairman

cc: Vivian Velez, EEO Officer- Office of the Bronx Borough President



## EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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

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

Ernest J. Hart, Esq.  
*Chair*  
Manuela A. Méndez  
*Vice-Chair*

Chereé A. Buggs, Esq.  
Angela Cabrera  
Verónica Villanueva, Esq.  
*Commissioners*

Abraham May, Jr.  
*Executive Director*

Eric Matusewitch, PHR, CAAP  
*Deputy Director*

September 6, 2007

Anthony P. Cassino  
Chairperson  
Bronx Community Board No. 8  
5676 Riverdale Avenue  
Bronx, NY 10471

Re: Resolution #07/17-011/CB No. 8/Preliminary Determination Pursuant to the Desk Audit of Bronx 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 Cassino:

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 "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other 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 the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide the 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 office;
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 complaints 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 consistent with the aforementioned standards was forwarded to Community Board No. 8 on March 20, 2007. The completed questionnaire was received on March 30, 2007 (Attachment). The following preliminary determinations indicate where Community Board No. 8 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 Federal, State and City laws.

### **Audit Methodology**

Audit methodology included an analysis of Community Board No. 8's responses to nine specific desk audit questions.

### **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 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 or her community board. Community Board No. 8 has three employees: two Caucasian females and one African-American female.

## **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.

### **Equal Employment Opportunity Policy Statement**

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

Until last month, Bronx Community Board No. 8 had a copy of and followed the Bronx Borough President Office's (BBPO) Equal Employment Opportunity Policy of October 2002, which did not list all of the "protected classes" under the recent civil rights laws. At the request of the Commission, on August 30, 2007 the BBPO sent the Board—and the EEPC—its revised EEO Policy, which contains an updated list of the protected classes. Bronx Community Board No. 8 now follows that revised document.

### **Statement Posting**

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

Community Board No. 8 has posted the Bronx Borough President's Equal Employment Opportunity Policy Statement.

### **Liaison with Borough President's EEO Office**

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

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

### **Discrimination Complaint Procedure**

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

No internal discrimination complaints were filed during the past two years.

**Posting of Job Vacancies**

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

There were no job vacancies during the past two years.

**EEO Tag Line on Job Recruitment Literature**

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

There were no job vacancies advertised during the past two years.

**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. 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 to Vivian Velez, EEO Officer, Office of the Bronx Borough President.

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

Sincerely,



Ernest F. Hart, Esq.  
Chair

**Attachment**

- c: Anthony P. Cassino, District Manager
- Vivian Velez, EEO Officer, Bronx Borough President's Office

#9584



# COMMUNITY BOARD NO. 8 BRONX

5676 RIVERDALE AVENUE, BRONX, NY 10471

TELEPHONE: (718) 884-3959 FAX: (718) 796-2763

E-MAIL: [Brxcb8@optonline.net](mailto:Brxcb8@optonline.net)

## OFFICERS:

### CHAIRMAN

Anthony Perez Cassino

### VICE CHAIRMAN

Damian McShane

### SECRETARY

Joyce M. Pilsner

### TREASURER

Laura Spalter

### PAST CHAIRPERSONS

William D. Abramson

Hon. June M. Eisland

Hon. Mark Friedlander

Lorance J. Hockert

Herbert Lieberman

Charles G. Moerdler

Robert M. Moll

Joyce M. Pilsner

Hon. Sidney Rosen

I. William Stone

Martin S. Wolfpoff

Hon. Adolfo Carrión, Jr.

BRONX BOROUGH PRESIDENT

October 29, 2007

BY FAX

Ernest Hart, Esq.

Chair

Equal Employment Practices Commission

City of New York

40 Rector Street, 14<sup>th</sup> Floor

New York, NY 10006

## COMMITTEE

### CHAIRPERSONS:

#### AGING

Karen Pesce

#### BUDGET

Ken O'Brien

#### ECONOMIC DEVELOPMENT

Julie Reyes

#### EDUCATION

Debbie Bowden

#### ENVIRONMENT & SANITATION

Saul Scheinbach

#### HEALTH, HOSPITALS & SOCIAL SERVICES

Martin Katzenstein

#### HOUSING

Jerald Kreppel

#### LAND USE

Charles G. Moerdler

#### LAW, RULES & ETHICS

Robert M. Moll

#### LIBRARIES & CULTURAL AFFAIRS

Libby Vazquez

#### PARKS & RECREATION

Vacant

#### PUBLIC SAFETY

Arlene Garbett Feldmeier

#### TRAFFIC & TRANSPORTATION

Bradford Trebach

#### YOUTH

Vacant

#### DISTRICT MANAGER

Nicole M. Stent, Esq.

Re: Resolution #07/17-011/CB No. 8/Preliminary Determination Pursuant to Desk Audit of Bronx Community Board No. 8 and its Compliance with the Equal Employment Practices Commission's Minimum Standard for Equal Employment Opportunity by Community Boards

Dear Mr. Hart:

Community Board No. 8 acknowledges receipt of the September 6, 2007 preliminary determination of the Equal Employment Practices Commission.

Sincerely,

Anthony Perez Cassino  
Chairperson

Community Board No. 8 Bronx

c: Vivian Velez, EEO Officer, Bronx Borough President's Office



# EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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

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

Ernest F. Hart, Esq.

*Chair*

Manuel A. Méndez

*Vice-Chair*

Chereé A. Buggs, Esq.

Angela Cabrera

Veronica Villanueva, Esq.

*Commissioners*

Abraham May, Jr.

*Executive Director*

Eric Matusewitch, PHR, CAAP

*Deputy Director*

September 6, 2007

Enrique Vega

*Chairperson*

Bronx Community Board No. 9

1967 Turnbull Avenue

Bronx, NY 10473

Re: Resolution #07/18-011/CB No. 9/Preliminary Determination Pursuant to the Desk Audit of Bronx 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 Vega:

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 "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other 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 the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide the 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 office;
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 complaints 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 consistent with the aforementioned standards was forwarded to Community Board No. 9 on March 20, 2007. The completed questionnaire was received on April 23, 2007 (Attachment). The following preliminary determinations indicate where Community Board No. 9 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 Federal, State and City laws.

### **Audit Methodology**

Audit methodology included an analysis of Community Board No.9's responses to nine specific desk audit questions.

### **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 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 or her community board. Community Board No. 9 has two employees: one Hispanic female and one Hispanic male.

## **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.

### **Equal Employment Opportunity Policy Statement**

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

Until last month, Bronx Community Board No. 9 had a copy of and followed the Bronx Borough President Office's (BBPO) Equal Employment Opportunity Policy of October 2002, which did not list all of the "protected classes" under the recent civil rights laws. At the request of the Commission, on August 30, 2007 the BBPO sent the Board—and the EEPC—its revised EEO Policy, which contains an updated list of the protected classes. Bronx Community Board No. 9 now follows that revised document.

### **Statement Posting**

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

Community Board No. 9 has posted the Bronx Borough President's Equal Employment Opportunity Policy Statement.

### **Liaison with Borough President's EEO Office**

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

The community board chairperson, or his/her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

### **Discrimination Complaint Procedure**

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

No internal discrimination complaints were filed during the past two years.

**Posting of Job Vacancies**

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

There were no job vacancies during the past two years.

**EEO Tag Line on Job Recruitment Literature**

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

There were no job vacancies advertised during the past two years.

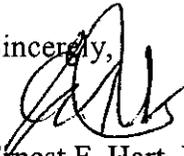
**Conclusion**

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 to Vivian Velez, EEO Officer, Office of the Bronx Borough President.

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

Sincerely,



Ernest F. Hart, Esq.  
Chair

**Attachment**

c: Francisco M. Gonzalez, District Manager  
Vivian Velez, EEO Officer, Bronx Borough President's Office



# COMMUNITY BOARD NUMBER 9

1967 TURNBULL AVENUE, SUITE 7  
BRONX, NEW YORK 10473

(718) 823-3034

bxbrd09@optonline.net

FAX (718) 823-6461

ADOLFO CARRION  
BRONX BOROUGH PRESIDENT

ENRIQUE VEGA  
CHAIRMAN

FRANCISCO M. GONZALEZ  
DISTRICT MANAGER

9695

SERVING

February 13, 2008

BRONX RIVER

CASTLE HILL

CLASON POINT

HARDING PARK

PARKCHESTER

PARK STRATTON

SOUNDVIEW/  
BRUCKNER

UNIONPORT

Mr. Abraham May, Jr.  
Executive Director  
Equal Employment Practice Commission  
City of New York  
49 Rector Street- 14<sup>th</sup> Floors  
New York, New York 10006

Dear Mr. Mays:

I am writing this letter acknowledging the receipt of the preliminary determination that was issued by the Commission pursuant to the desk audit of our board's compliance with the Equal Employment Practice Commission that was received on September 9<sup>th</sup>, 2007.

Should you need further information please do not hesitate to call me at (718) 823-3034.

Sincerely yours,

Enrique Vega,  
Chairman



# EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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

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

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*Chair*

Manuel A. Méndez

*Vice-Chair*

Chereé A. Buggs, Esq.

Angela Cabrera

Veronica Villanueva, Esq.

*Commissioners*

Abraham May, Jr.

*Executive Director*

Eric Matusewitch, PHR, CAAP

*Deputy Director*

September 6, 2007

Virginia Gallagher

*Chairperson*

Bronx Community Board No. 10

3165 East Tremont Avenue

Bronx, NY 10461

Re: Resolution #07/19-011/CB No. 10/Preliminary Determination Pursuant to the Desk Audit of Bronx 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 Gallagher:

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 "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other 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 the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide the 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 office;
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 complaints 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 consistent with the aforementioned standards was forwarded to Community Board No. 10 on March 20, 2007. The completed questionnaire was received on April 11, 2007 (Attachment). The following preliminary determinations indicate where Community Board No.10 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 Federal, State and City laws.

### **Audit Methodology**

Audit methodology included an analysis of Community Board No. 10's responses to nine specific desk audit questions.

### **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 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 or her community board. Community Board No. 10 has five employees (including two consultants): 4 Caucasian females and 1 Caucasian male.

## **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.

### **Equal Employment Opportunity Policy Statement**

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

Until last month, Bronx Community Board No. 10 had a copy of and followed the Bronx Borough President Office's (BBPO) Equal Employment Opportunity Policy of October 2002, which did not list all of the "protected classes" under the recent civil rights laws. At the request of the Commission, on August 30, 2007 the BBPO sent the Board—and the EEPC—its revised EEO Policy, which contains an updated list of the protected classes. Bronx Community Board No. 10 now follows that revised document.

### **Statement Posting**

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

Community Board No. 10 has posted the Bronx Borough President's Equal Employment Opportunity Policy Statement.

### **Liaison with Borough President's EEO Office**

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

The community board chairperson, or her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

### **Discrimination Complaint Procedure**

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

No internal discrimination complaints were filed during the past two years.

## Posting of Job Vacancies

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

There was one job vacancy notice during the past two years, which was posted in the Board's office and the Bronx Borough President's Office.

## EEO Tag Line on Job Recruitment Literature

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

The one job vacancy notice indicates that Community Board No. 10 is an equal opportunity employer.

## 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 to Vivian Velez, EEO Officer, Office of the Bronx Borough President.

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

Sincerely,

  
Ernest F. Hart, Esq.  
Chair

## Attachment

c: Kenneth Kearns, District Manager  
Vivian Velez, EEO Officer, Bronx Borough President's Office



## **BRONX COMMUNITY BOARD No. 10**

3165 East Tremont Avenue • Bronx, New York 10461

Tel: (718) 892-1161 • Fax: (718) 863-6860

E-mail: [bx10@cb.nyc.gov](mailto:bx10@cb.nyc.gov) • [www.bronxmall.com](http://www.bronxmall.com)



**Adolfo Carrion**  
*Borough President*

**Virginia Gallagher**  
*Chairperson*

**Kenneth Kearns**  
*District Manager*

September 12, 2007

Mr. Ernest F. Hart, Esq., Chair  
Equal Employment Opportunity Practices Commission  
City of New York  
40 Rector Street, 1<sup>4th</sup> Floor  
New York, NY 10006

Dear Mr. Hart:

The Board Office is in receipt of your correspondence of September 6, 2007 regarding the Preliminary Determination Pursuant to the Desk Audit for Bronx Community Board #10.

Please note that the body of the letter refers to Bronx Community Board #10, while the final paragraph refers to Community Board #9, the Board assumes that this is a typographical error, and is happy to note that it is in compliance with EEPD standards.

Thank you for your attention.

Sincerely,

A handwritten signature in cursive script that reads "Kenneth Kearns".

**Kenneth Kearns**  
District Manager

C: V. M. Gallagher, Chair  
Vivian Velez, EEO Officer



# EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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

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

Ernest F. Hart, Esq.

*Chair*

Manuel A. Méndez

*Vice-Chair*

Cherée A. Buggs, Esq.

Angela Cabrera

Verónica Villanueva, Esq.

*Commissioners*

Abraham May, Jr.

*Executive Director*

Eric Matusewitch, PHR, CAAP

*Deputy Director*

October 25, 2007

Dominic Castore

*Chairperson*

Bronx Community Board No. 11

1741 Colden Avenue

Bronx, NY 10462

Re: Resolution #07/20-011/CB No. 11/Preliminary Determination Pursuant to the Desk Audit of Bronx 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 Castore:

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 "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other 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 the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide the 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 office;
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 complaints 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 consistent with the aforementioned standards was forwarded to Community Board No. 11 on March 20, 2007. The completed questionnaire was received on September 2, 2007 (Attachment). The following preliminary determinations indicate where Community Board No. 11 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 Federal, State and City laws.

### **Audit Methodology**

Audit methodology included an analysis of Community Board No. 11's responses to nine specific desk audit questions.

### **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 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 or her community board. Community Board No. 11 has three employees: two Caucasian females and one Caucasian male.

## **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.

### **Equal Employment Opportunity Policy Statement**

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

Until August 2007, Bronx Community Board No. 11 had a copy of and followed the Bronx Borough President Office's (BBPO) Equal Employment Opportunity Policy of October 2002, which did not list all of the "protected classes" under the recent civil rights laws. At the request of the Commission, on August 30, 2007 the BBPO sent the Board—and the EEPC—its revised EEO Policy, which contains an updated list of the protected classes. Bronx Community Board No. 11 now follows that revised document.

### **Statement Posting**

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

Community Board No. 11 has posted the Bronx Borough President's Equal Employment Opportunity Policy Statement.

### **Liaison with Borough President's EEO Office**

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

The community board chairperson, or her designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

### **Discrimination Complaint Procedure**

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

No internal discrimination complaints were filed during the past two years.

## **Posting of Job Vacancies**

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

There were no job vacancies during the past two years.

## **EEO Tag Line on Job Recruitment Literature**

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

There were no job vacancies advertised during the past two 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. 11 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 to Vivian Velez, EEO Officer, Office of the Bronx Borough President.

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

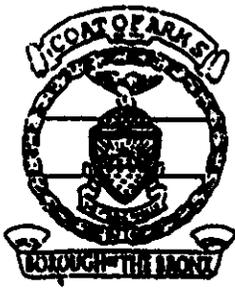
Sincerely,



Ernest F. Hart, Esq.  
Chair

Attachment

c: John A. Fratta, District Manager  
Vivian Velez, EEO Officer, Bronx Borough President's Office



**COMMUNITY BOARD #11, BRONX**  
**1741 COLDEN AVENUE**  
**BRONX, NEW YORK 10462**  
**(718) 892-6262 FAX (718) 892-1861**  
**E-Mail: [bx11@cb.nyc.gov](mailto:bx11@cb.nyc.gov)**  
**COMMUNITY BOARD WEBSITE**  
**[www.bronxmail.com/commboards/ed11.html](http://www.bronxmail.com/commboards/ed11.html)**



**Dominic Castore**  
**Chairman**

**Adolfo Carrion, Jr.**  
**Borough President**

**John A. Fratta**  
**District Manager**

## COMMITTEES

Community  
Development & Budget  
priorities  
Economic Development  
Education & Culture  
Health & Social Services  
Highways, Traffic &  
Transportation  
Housing  
Information &  
Technology  
Land Use  
Parks & playgrounds  
Public Safety  
Sanitation &  
Environmental  
Protection  
Youth

February 7, 2008

Abraham May, Jr.  
Executive Director  
Equal Employment Practices Commission  
40 Rector Street, 14<sup>th</sup> floor  
New York, New York 10006

Dear Mr. May:

I want to acknowledge receipt of your agency's preliminary determination Pursuant to the desk audit of Community Board 11 and our compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Opportunity by Community Boards.

This audit is a valuable tool for me as the District Manager to ensure that we are following the guidelines set forth by your office and the City Charter with regard to employment practices, programs, procedures and policies. I am pleased that no weaknesses were found in Community Board 11.

I want to thank you and your staff for the work that you do.

Sincerely,

John A. Fratta  
District Manager

CC: Vivian Velez, EEO Officer, Bronx Borough President's office

9082



# EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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

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

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*Chair*

Manuel A. Méndez  
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Veronica Villanueva, Esq.  
*Commissioners*

Abraham May, Jr.  
*Executive Director*

Eric Matusewitch, PHR, CAAP  
*Deputy Director*

September 6, 2007

Father Richard Gorman  
Chairperson  
Bronx Community Board No. 12  
4101 White Plains Road  
Bronx, NY 10466

Re: Resolution #07/21-011/CB No. 12/Preliminary Determination Pursuant to the Desk Audit of Bronx 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 Gorman:

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 "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other 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 the Commission distributed our desk audit questionnaires and issued audit recommendations to their respective community boards.

The Standards provide the 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 office;
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 complaints 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 consistent with the aforementioned standards was forwarded to Community Board No. 12 on March 20, 2007. The completed questionnaire was received on March 30, 2007 (Attachment). The following preliminary determinations indicate where Community Board No.12 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 Federal, State and City laws.

### **Audit Methodology**

Audit methodology included an analysis of Community Board No. 12's responses to nine specific desk audit questions.

### **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 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 or her community board. Community Board No. 12 has three employees: 1 Caucasian female, 1 African-American female, and 1 Hispanic female.

## **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.

### **Equal Employment Opportunity Policy Statement**

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

Until last month, Bronx Community Board No. 12 had a copy of and followed the Bronx Borough President Office's (BBPO) Equal Employment Opportunity Policy of October 2002, which did not list all of the "protected classes" under the recent civil rights laws. At the request of the Commission, on August 30, 2007 the BBPO sent the Board—and the EEPC—its revised EEO Policy, which contains an updated list of the protected classes. Bronx Community Board No. 12 now follows that revised document.

### **Statement Posting**

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

Community Board No. 12 has posted the Bronx Borough President's Equal Employment Opportunity Policy Statement.

### **Liaison with Borough President's EEO Office**

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

The community board chairperson, or his designee, consults with the borough president's EEO officer on all equal employment opportunity issues.

### **Discrimination Complaint Procedure**

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

No internal discrimination complaints were filed during the past two years.

**Posting of Job Vacancies**

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

There were no job vacancies during the past two years.

**EEO Tag Line on Job Recruitment Literature**

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

There were no job vacancies advertised during the past two years.

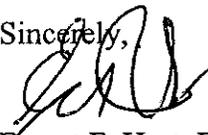
**Conclusion**

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. 12 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 to Vivian Velez, EEO Officer, Office of the Bronx Borough President.

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

Sincerely,

  
Ernest F. Hart, Esq.  
Chair

Attachment

c: Carmen Rosa, District Manager  
Vivian Velez, EEO Officer, Bronx Borough President's Office



# THE CITY OF NEW YORK Borough Of The Bronx

## COMMUNITY BOARD #12

FATHER RICHARD F. GORMAN, CHAIRMAN  
CARMEN ROSA, DISTRICT MANAGER

4101 WHITE PLAINS ROAD  
BRONX, NEW YORK 10466  
TELEPHONE: (718) 881-4455  
FAX: (718) 231-0635

**12 February 2007**

**Abraham May Jr, Executive Director  
Equal Employment Practices Commission  
City of New York  
40 Rector Street 14<sup>th</sup> Floor  
New York, New York 10006**

**Dear Mr. May:**

**This letter is to acknowledge that Community Board 12, Bronx has received from the Equal Employment Practices Commission the preliminary determination of the desk audit of Community Board 12's compliance with the Equal Employment Practices Commission's Minimum Standards for Equal Employment Opportunity.**

**If further information is needed, I may be reached at (718) 881-4455.**

**Sincerely,**

**Carmen Rosa  
District Manager**

**c Father Richard Gorman  
Barbara Becker**

