

#07/06-073C

BOARD OF CORRECTION

- Summary Compliance Report April 12, 2007
- Letter of Compliance Satisfaction April 12, 2007



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Board of Correction

Agency Head: Richard T. Wolf, Executive Director

EEO Officer: Cathy Potler

Audit Period: July 1, 2003 - December 31, 2004

Date of Preliminary Determination Letter:

March 9, 2006

Date of Response Letter:

March 29, 2006

Date of Final Determinations Letter:

April 21, 2006

Compliance Initiated:

August 2006

Compliance Completed:

April 2007

Covering Months:

July 2006 - March 2007

Date: April 12, 2007

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Audit of Compliance by the Board of Correction (BOC) with the City's Equal Employment Opportunity Policy (EEOP), EEPC initiated Audit Compliance with the BOC in August 2006. The BOC's final Monthly Compliance Report was submitted on April 4, 2007.

The BOC requested and was granted a three-month extension of the compliance period in order for the EEO Officer to complete the DCAS professionals training and develop a plan to conduct EEO training for staff.

Seven required actions were completed or accepted. Two required actions did not apply to the BOC. The following is a summary of the compliance reports:

- 1. BOC should adopt the Citywide EEO Policy and Discrimination Complaint Procedure or issue EEO policies and a Discrimination Complaint Procedure that are consistent with the Citywide EEO Policy.**

The BOC stated that it has adopted the Citywide EEO Policy and Discrimination Complaint Procedure.

The required action was completed in September 2006.

2. **BOC should distribute the Citywide EEO Policy and Discrimination Complaint Procedure or the agency's EEO policies and Discrimination Complaint Procedure to all current and new employees. ("In accordance with EEPC's Revised Protocols: Distribute the EEO Handbook, *About EEO: What You May Not Know* (DCAS, 2003 with Addendums) to all current and new employees.")**

The BOC said it distributed the Citywide EEO Policy, Discrimination Complaint Procedure and EEO Handbook to all current and new employees. It submitted a copy of the acknowledgement sheet with employee signatures.

The required action was completed in March 2006.

3. **BOC should post the Citywide EEO Policy and Discrimination Complaint Procedure or the agency's EEO policies and the Discrimination Complaint Procedure on agency bulletin boards.**

The BOC stated that the Citywide EEO Policy, Discrimination Complaint Procedure and EEO Handbook are posted on bulletin boards and available on a table in the common areas of both its facilities.

The required action was completed in July 2006.

4. **The agency's EEO Officer should receive EEO training from either DCAS or another appropriate organization or school (such as the EEO Studies Program of Cornell University's School of Industrial and Labor Relations).**

The BOC stated that the EEO Officer attended the DCAS 5-day training for EEO professionals in May 2006, but was unable to attend one session. This session was made-up on March, 29, 2007. The BOC submitted a copy of the EEO Officer's certificate of completion.

The required action was completed in April 2007.

5. **BOC should provide EEO training to all current and new employees. That training may be provided by DCAS or another reputable organization or individual.**

The BOC submitted its plan, including a timeframe, to provide EEO training to all current and new employees.

The required action was completed in April 2007.

6. **BOC should conduct an underutilization analysis to determine if minorities and/or women are underrepresented in the agency's job categories. BOC may seek the assistance of DCAS or another reputable organization or individual in conducting such analysis.**

The required action does not apply to BOC because it is a non-mayoral with only 13 employees.

The results of the study would not be statistically significant because of the small sample representation.

7. **If the agency's review reveals underutilization of minorities and/or women, BOC should engage in targeted recruitment efforts to address the underutilization.**

The required action does not apply to BOC.

8. **BOC should include the EEO tag line in all job recruitment literature.**

The BOC submitted copies of job vacancy notices, which contain the EEO tag line.

The required action was completed in July 2006.

9. **BOC's Executive Director should disseminate an agency-wide memorandum to discuss audit findings.**

The attached memorandum from Executive Director Richard T. Wolf was distributed on July 27, 2006.

The required action was completed in July 2006.

Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Executive Directive Richard T. Wolf, informing him that the BOC has implemented the recommended corrective actions to the Commission's satisfaction.

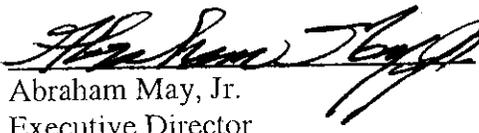
Respectfully Submitted,



Lisa Badner
Counsel



Eric Matusewitch
Deputy Director



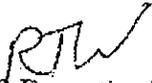
Abraham May, Jr.
Executive Director

Attachment

*City of New York
Board of Correction*

MEMORANDUM

To: All Staff

From: Richard T. Wolf, Executive Director 

Date: July 27, 2006

Subject: Equal Employment Practices Commission Audit

The Equal Employment Practice Commission (EEPC) recently completed its first desk audit of the Board of Correction compliance with the EEPC's "Minimum Equal Opportunity Standards for Non-Mayoral Agencies with less than 15 employees." The audit was conducted from July 1, 2003 to December 31, 2004.

The EEPC made several recommendations to improve the Board's EEO practices; all but one has been implemented:

- Issuance, distribution and posting of EEO policy;
- Training of our EEO officer; and
- Employee EEO training, which will be done in the Fall.

I reaffirm this agency's strong commitment to maintaining fair employment practices for all of its employees and job applicants. BOC is committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under the EEO policy and by encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of appreciation for the diversity reflected in our staff.

I encourage all employees to review the EEO policy and to address any concerns to EEO officer Cathy Potler.



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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Deputy Director

April 26, 2007

Richard T. Wolf

Executive Director

Board of Correction

51 Chambers Street, Room 923

New York, New York 10007

Re: Resolution #07/06-073C: Implementation of Corrective Actions Pursuant to the Audit of Compliance by the Board of Correction's (BOC) Equal Employment Opportunity Program (EEOP) from July 1, 2003 to December 31, 2004.

Dear Mr. Wolf:

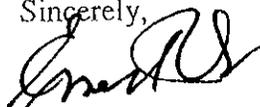
Pursuant to Section 832 of Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the of Correction (BOC) for a period not to exceed six months. The compliance period was July through December 2006. The BOC requested an extension of the compliance period and was granted a three-month extension. The BOC's Final Compliance Report was submitted on April 4, 2007.

The goal of monitoring was to determine if the BOC implemented all recommended corrective actions pursuant to our audit of compliance by your agency with the City's Equal Employment Opportunity Policy from July 1, 2003 to December 31, 2004.

After completing its review of the Compliance Reports submitted by your agency, EEPC staff submitted a Compliance Summary Report for Commission review. After reviewing the Report this Commission has determined that the BOC has implemented the recommended corrective actions as required by Chapter 35 and 36 of the New York City Charter to the Commission's satisfaction. The Board of Correction is now in compliance with the requirements of the City's Equal Employment Opportunity Policy.

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

Sincerely,



Ernest F. Hart, Esq.
Chair

C: Cathy Potler, EEO Officer