

#07/11-012C

BROOKLYN BOROUGH PRESIDENT'S OFFICE

- Summary Compliance Report September 16, 2007
- Letter of Compliance Satisfaction September 16, 2007



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Brooklyn Borough President's Office

Agency Head: Honorable Marty Markowitz, President

EEO Officer: Sandra Chapman

Audit Period: **January 1, 2005 - June 30, 2006**

Date of Preliminary Determination Letter: *April 26, 2007*
Date of Response Letter: *May 25, 2007*
Date of Final Determination Letter: *June 5, 2007*

Compliance Initiated: *August 2007*
Compliance Completed: *August 2007*
Covering Months: *July 2007*

Date: **September 6, 2007**

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEOC) Audit of Compliance by the Brooklyn Borough President's Office (BBPO) with the City's Equal Employment Opportunity Policy (EEOP), EEOC initiated Audit Compliance with the BBPO in August 2007. The BBPO's final Monthly Compliance Report was submitted on August 7, 2007.

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

- 1. The BBPO should officially appoint a disability rights coordinator and notify staff about that individual.**

The BBPO said that on April 24, 2007 staff was notified through memorandum of the appointment of the disability rights coordinator who is also the EEO officer.

Documentation was received at the Compliance Initiation Meeting in July 2007.

- 2. In keeping with the EEOP's Discrimination Complaint Procedure Implementation**

Guidelines, the agency head should sign all confidential reports, which contain the agency's findings and recommendations.

The BBPO stated that the agency head will sign all future confidential reports, which contain the agency's findings and recommendations. It reported that no complaints were filed during the audit period.

The response to the required action was accepted in August 2007.

- 3. The BBPO should follow Section IV of its EEO Policy (Training Standards and Plans") and develop a plan to train all existing and new employees who have not already received EEO training.**

The BBPO said that all employees including managers and supervisors received EEO training provided by the Department of Citywide Administrative Services/ Office of Citywide Equal Employment Opportunity. Managers and supervisors were trained separately. It provided copies of the sign-in sheets.

Documentation was received at the Compliance Initiation Meeting in July 2007.

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

The BBPO stated that appropriate documentation of meetings and other communications between the EEO officer and the chief of staff, direct report to the agency head, regarding EEO decisions are maintained. It submitted a copy of the April 24, 2007 meeting minutes.

The required action was completed in April 2007.

- 5. The EEO officer should be involved in developing recruitment strategies and selecting recruitment media, including newspapers and other publications.**

The BBPO submitted a copy of a memorandum from Chief of Staff Greg Atkins directing the human resources director to include the EEO officer in developing recruitment strategies and selecting recruitment media.

The required action was completed in July 2007.

- 6. The BBPO should develop a plan to provide structured interview training to personnel involved in the recruitment and hiring process.**

The BBPO said that it provided structured interview training to personnel involved in recruitment and hiring process on May 23, June 12 and August 2, 2007. It provided copies of sign-in sheets.

The required action was completed in August 2007.

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

The BBPO stated that its job vacancy postings are posted on the bulletin board and kept in a binder in the Human Resources Department. They are also posted on the agency's website. It stated that employees were notified of the information by memorandum.

The required action was completed in July 2007.

8. **The Brooklyn Borough President should disseminate an agency-wide memorandum to discuss audit findings.**

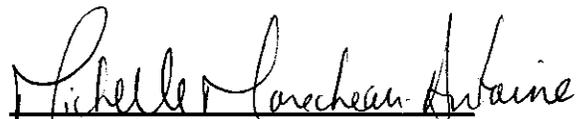
The attached memorandum from President Marty Markowitz was distributed on May 25, 2007.

Documentation was received at the Compliance Initiation Meeting in July 2007.

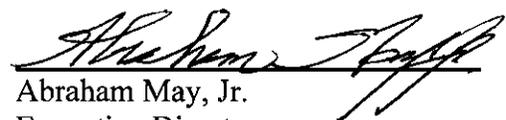
Recommendation

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

Respectfully Submitted,


Michelle Marecheau-Antoine
Sr. Auditor/ Compliance Officer


Eric Matusewitch
Deputy Director


Abraham May, Jr.
Executive Director

Attachment



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

TO: Brooklyn Borough President Office Employees
Community Boards: 1, 2, 3, 4, 5, 7, 8, 12, 13, 15, 16, 17 and 18

FROM: Marty Markowitz 

SUBJECT: Equal Employment Practices Commission (EEPC)

DATE: May 25, 2007

As borough president, I reaffirm this agency's strong commitment to maintaining fair employment practices for all of our employees and job applicants. I am fully committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations and by encouraging a work environment that tolerates and appreciates differences among employees. The Equal Employment Opportunity (EEO) Policy of this office reflects the federal, state and local laws that prohibit discrimination in employment and the City of New York's EEO Policy.

In September 2006, the Equal Employment Practices Commission (Commission) began conducting an audit of this agency's Equal Employment Opportunity Program from January 1, 2005 to June 30, 2006. At the conclusion of the audit, the Commission recommended the following actions that this office has included into its program.

EEO and Reasonable Accommodations for Persons with Disabilities:

○ **Recommendation:** The Brooklyn Borough President's Office should appoint a Disability Rights Coordinator. **Steps to Comply:** The Brooklyn Borough President sent a memo to staff informing them that Sandra, EEO Officer, is their Disability Rights Coordinator.

EEO Complaint and Investigation Procedures

○ **Recommendation:** The head of the Brooklyn Borough President's Office should sign-off on the "Confidential Written Report." **Steps to Comply:** The Agency head will sign all future confidential reports, which contain the agency's findings and recommendations.

EEO Training

- **Recommendation:** The Brooklyn Borough President Office should develop a plan to train existing and new employees. **Steps to Comply:** Training is scheduled for May 23, June 6, 7, and 8, 2007.

EEO Officer Reporting

- **Recommendation:** The Equal Employment Opportunity Officer of the Brooklyn Borough President's Office should prepare an agenda for or keep notes of meetings with the Chief of Staff. **Steps to Comply:** The Equal Employment Opportunity Officer will begin to prepare agendas prior to meetings and has started to include EEO reports in the agency's biweekly report to the agency head.

EEO Officer Responsibilities

- **Recommendation:** The Equal Employment Opportunity Officer of the Brooklyn Borough President's Office should be involved in developing job recruitment strategies. **Steps to Comply:** The agency's Director of Human Resources was directed by the Brooklyn Borough President to provide the Equal Employment Officer, starting FY 08, with a memo of updates and changes in the agency's selection of recruitment media.

Selection and Recruitment

- **Recommendation:** The Brooklyn Borough President's Office develop a plan to provide structured interview training to personnel involved in recruitment and hiring process. **Steps to Comply:** The Brooklyn Borough President's Office has received the Department of Citywide Administrative Services' PowerPoint presentation on structured interview training and has scheduled presentations for staff involved in interviewing process.

Job Performance/Advancement

- **Recommendation:** The Brooklyn Borough President's Office should post its job vacancy notices on bulletin boards or keep a binder in a central location. **Steps to Comply:** The Brooklyn Borough President's Office job positions are already posted on the bulletin board in the Human Resources Department. In addition, the agency's and New York City agency's job postings can be found in a binder in the Human Resources Department. The Brooklyn Borough President's Office started posting its vacancy notices on the agency's website. A memo was recently sent to staff notifying them of the location of the bulletin board and the binder, and that BBPO vacancy postings are posted on agency's website.



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th 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

Honorable Marty Markowitz
President
Borough of Brooklyn
209 Joralemon Street
Brooklyn, New York 11201

Re: Resolution #07/11-012C: Implementation of Corrective Actions Pursuant to the Audit of Compliance by the Brooklyn Borough President Office's (BBPO) Equal Employment Opportunity Program (EEOP) from January 1, 2005 to June 30, 2006.

Dear President Markowitz:

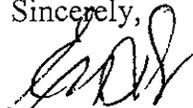
Pursuant to Section 832 of Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the Brooklyn Borough President's Office (BBPO) for a period not to exceed six months. The compliance period was July 2007 through December 2007. The BBPO's Final Compliance Report was submitted on August 7, 2007.

The goal of monitoring was to determine if the BBPO implemented all recommended corrective actions pursuant to our audit of compliance by your office with the City's Equal Employment Opportunity Policy from January 1, 2005 to June 30, 2006.

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 BBPO 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 Brooklyn Borough President's Office is now in compliance with the requirements of the City's Equal Employment Opportunity Policy.

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

Sincerely,



Ernest F. Hart, Esq.
Chair

C: Sandra Chapman, EEO Officer