

**# 07/05 OTB/C NEW YORK CITY OFF- TRACK BETTING
CORPORATION**

- Compliance Summary Report April 26, 2007
- Letter of Compliance Satisfaction April 26, 2007



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: New York City Off-Track Betting Corporation

Agency Head: Raymond V. Casey, President

EEO Officer: Martin Tall

Audit Period: **January 1, 2003 - December 31, 2004**

Date of Preliminary Determination Letter:	<i>October 26, 2005</i>
Date of Response Letter:	<i>November 28, 2005</i>
Date of Final Determinations Letter:	<i>January 11, 2006</i>
Date of Response Letter to the Commission's Final Determinations Letter:	<i>January 18, 2006</i>

Compliance Initiated:	<i>June 2006</i>
Compliance Completed:	<i>April 2007</i>
Covering Months:	<i>May 2006 - March 2007</i>

Date: **April 26, 2007**

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEOC) Audit of Compliance by the New York City Off-Track Betting Corporation (OTB) with the City's Equal Employment Opportunity Policy (EEOC), EEOC initiated Audit Compliance with the OTB in June 2006. The OTB's final Monthly Compliance Report was submitted on April 12, 2007.

The OTB requested and was granted a three-month extension of the compliance period in order to appoint an EEO Officer and to implement the outstanding required actions.

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

- 1. The agency's EEO policies should be revised to include all of the protected classes under the New York City and New York State Human Rights Laws.**

The OTB submitted copies of the revised EEO policies which included all of the protected

classes under the New York City and New York State Human Rights Laws. The EEO policies were distributed to staff on February 27, 2006.

The required action was completed in February 2006.

2. The agency's Discrimination Complaint Procedure should be revised to conform to the City's Discrimination Complaint Procedures Implementation Guidelines.

The OTB submitted a copy of its revised Discrimination Complaint Procedure which conforms to the City's Discrimination Complaint Procedures Implementation Guidelines. It was amended on January 17, 2006.

The required action was completed in January 2006.

3. The EEO Officer should develop a method to ensure that EEO policies are posted at each site where OTB conducts business.

The OTB stated that the EEO Officer checks each site on a regular basis (approximately five times a year) to ensure that the EEO policies are posted.

The response to the required action was accepted in May 2006.

4. The agency's EEO policies should be available in appropriate alternative formats for use by persons with disabilities (i.e., large print, audio tape and/or Braille).

The OTB submitted large print copies of its EEO policies. It stated that if requested, an audiotape and/or Braille format will be made available.

The required action was completed in February 2006.

5. All agency recruitment literature, including internal job postings, should indicate that OTB is an equal opportunity employer.

The OTB submitted job vacancy notices and a newspaper advertisement that contained the EEO tagline.

The required action was completed in May 2006.

6. OTB should ensure that all employees involved in job interviewing receive structured interview training, either through internal training or training provided by DCAS or another appropriate organization.

The OTB stated that it has developed an on-line structured interview training course for employees involved in job interviewing. Forty-two of the forty-five employees completed training. The three remaining employees were on leave. They were instructed to read the materials and report back to the EEO Office. Each employee signed a statement attesting that all questions raised were answered by OTB's EEO/HR department. It submitted copies of signed acknowledgement forms.

The required action was completed in April 2007.

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

The OTB stated that appropriate documentation of meetings and other communications between the EEO Officer and the Chief of Staff will be maintained. It submitted a copy of a memorandum documenting such communication.

The required action was completed in January 2007.

- 8. To ensure fair employment practices, the agency head should direct the human resources department to include the EEO Officer in the development of recruitment strategies and selection of recruitment media.**

The OTB said that the human resources department has been directed by the Chief of Staff to include the EEO Officer in the development of recruitment strategies and selection of recruitment media. It submitted a copy of the email in which the agency head was copied.

The required action was completed in July 2006.

- 9. It is the Commission's position that agencies with at least 750 employees should have full-time EEO Officers.**

The OTB stated that it now has a full-time EEO Officer.

The required action was completed in April 2007.

- 10. The agency should appoint and train an EEO Counselor for each borough.**

The OTB said that in lieu of EEO Counselors for each borough its EEO department has scheduled bi-monthly meetings in each borough to make EEO services more accessible. The EEO department has also conducted a series of field training. A memorandum is sent to each facility prior to the scheduled field visit. It submitted copies of the memoranda.

The response to the required action was accepted in July 2006.

- 11. OTB's President should disseminate an agency-wide memorandum to discuss audit findings.**

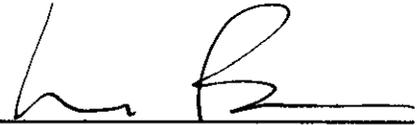
The attached memorandum from President Raymond V. Casey was distributed on July 10, 2006.

The required action was completed in June 2006.

Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to President Raymond V. Casey, informing him that the OTB has implemented the recommended corrective actions to the Commission's satisfaction.

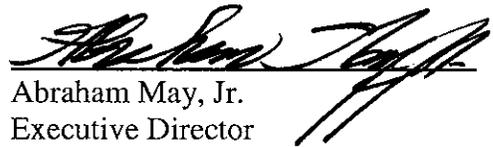
Respectfully Submitted,



Lisa Badner
Counsel



Eric Matusewitch
Deputy Director



Abraham May, Jr.
Executive Director

Attachment



New York City Off-Track Betting Corporation
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Raymond V. Casey
President
212-704-5101
Fax: 212-221-8023
E-mail: rcasey@otbnyc.com

To: All Staff

From: Raymond V. Casey

Date: July 10th, 2006

Subject: Equal Employment Practices Commission Audit

The Equal Employment Practices Commission (EEOC) conducted an audit of the Corporation's Equal Opportunity Programs for the period covering January 1, 2003 through December 31, 2004.

Overall, we received positive feedback from the EEOC with regard to our EEO policies. As a result of their findings and audit recommendations, the Corporation will be making some refinements to our EEO practices. Some of the changes include:

- Revising and updating of our EEO policy to include all of the protected classes that are currently recognized under the New York City and New York State Human Rights Law.
- Developing structured interview training for all staff that is involved with interviewing candidates for employment.
- Ensuring thru the BetStat program that EEO policies are posted at all of our locations, including the branches, restaurants, 1501 and the Maspeth warehouse.
- Making our EEO policies available to persons with disabilities by providing them in alternative formats (i.e., large print, audio tape and Braille)
- Making an EEO officer available for questions and answers in the field on a rotating basis in each borough. This will be done to make our EEO office even more accessible to field employees.

As the President of the Corporation, I want to reaffirm this organization's commitment to maintaining fair employment practices. Each individual has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices.

As always, Marty Tall of our EEO office is available to review and discuss any questions you may have with regard to our EEO policy.



EQUAL EMPLOYMENT PRACTICES COMMISSION

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April 26, 2007

Raymond V. Casey

President

New York City Off-Track Betting Corporation

1501 Broadway

New York, New York 10036-5572

Re: Resolution #07/05-OTB/C: Implementation of Corrective Actions Pursuant to the Audit of Compliance by the New York City Off-Track Betting Corporation's (OTB) Equal Employment Opportunity Program (EEOP) from January 1, 2003 to December 31, 2004.

Dear President Casey:

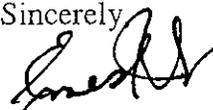
Pursuant to Section 832 of Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the New York City Off-Track Betting Corporation (OTB) for a period not to exceed six months. The compliance period was May through October 2006. The OTB requested an extension of the compliance period and was granted a three-month extension. The OTB's Final Compliance Report was submitted on April 12, 2007.

The goal of monitoring was to determine if the OTB implemented all recommended corrective actions pursuant to our audit of compliance by your agency with the City's Equal Employment Opportunity Policy from January 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 OTB 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 New York City Off-Track Betting Corporation 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, Chief of Staff Denise DePrima and EEO Officer Martin Tall for the cooperation extended to the EEPC Compliance Unit during the compliance-monitoring period.

Sincerely



Ernest F. Hart, Esq.
Chair

C: Denise DePrima, Chief of Staff
Martin Tall, EEO Officer