

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #03/09-856: Preliminary Determination Pursuant to the Audit of the Board of Standards and Appeal's (BSA) Equal Employment Opportunity Program from July 1, 2000 through December 30, 2002.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, the Equal Employment Practices Commission audited the BSA's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a preliminary determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved,

that pursuant to the audit of the BSA's compliance with its Equal Employment Opportunity Policy, as well as Commission policies and EEO standards expressed in City guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. The agency has not established an EEO Program.
2. The agency has not appointed a trained EEO Officer whose primary responsibility will be implementing the City's EEO Policy within the agency.
3. The agency's files are not maintained in a clearly marked, secure area so that they can be located by reviewing agencies.

Be It Finally Resolved,

that the Commission authorizes the Vice-Chairman to forward a letter to BSA Chairman, James Chin, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipts of the letter indicating what corrective actions BSA will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on June 30, 2003.

Angela Cabrera
Commissioner

A handwritten signature in black ink that reads "Frank R. Nicolazzi". The signature is written in a cursive style with a horizontal line underlining the name.

Frank R. Nicolazzi
Vice Chairman

C. Catherine Rimokh, Esq.
Commissioner

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #04/10-856C: Determination of implementation by the Board of Standards and Appeals of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Board of Standards and Appeals's Charter-mandated Equal Employment Opportunity Program from July 1, 2000 to December 31, 2002.

Whereas, pursuant to Chapter 36, Sections 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to its audit of the Board of Standards and Appeals (BSA), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated June 30, 2003 setting forth its findings and recommended corrective actions; and

Whereas, in response to EEPC's preliminary determination letter, BSA submitted its response on August 14, 2003; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its final determination letter on August 25, 2003 identifying those recommendations accepted and rejected by BSA; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor BSA for a period not to exceed six months, from November 2003 through April 2004, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, on June 4, 2004 the Board of Standards and Appeals requested a two-month extension of the compliance period; and,

Whereas, the Board of Standards and Appeals submitted its Final Compliance Report on September 10, 2004; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the City's Equal Employment Opportunity Policy; and

Whereas, the members of this Commission have reviewed a Compliance Summary Report, prepared by EEPC staff, affirming that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,

that the Board of Standards and Appeals has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapter 35 and 36 of the City Charter.

Be It Finally Resolved,

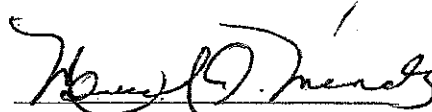
that the Commission authorizes the Vice-Chair to forward a letter to the Chair/Commissioner of the Board of Standards and Appeals, Ms. Meenakshi Srinivasan, formally informing her that BSA has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on November 19, 2004.

Chereé A. Buggs, Esq.
Commissioner

Angela Cabrera
Commissioner

Veronica Villanueva, Esq.
Commissioner



Manuel A. Méndez
Vice-Chair



Board of Standards and Appeals

40 Rector Street, 9th Floor • New York, New York 10006-1705 • Tel. (212) 788-8500 • Fax (212) 788-8769
Website @ <http://www.ci.nyc.ny.us/html/bsa/home.html>

MEENAKSHI SRINIVASAN
Chair/Commissioner

MEMORANDUM

To: BSA Staff
From: Meenakshi Srinivasan, Chair/Commissioner
Subject: Equal Employment Opportunity Program
Date: August 12, 2004

Pursuant to Chapter 35 of the New York City Charter, all mayoral agencies are to comply with the provisions of the City's Equal Employment Opportunity Policy. The Policy sets forth the City's anti-discrimination, complaint, and investigation policies and procedures; procedures for developing EEO training and annualized agency-specific plans; and a discussion about how work force composition data will be used to monitor the City's work force. Also included are standards for training, accountability, reporting, and for disseminating the City's policies and agency plans.

Roy Starrin, BSA Deputy Director, and Mireille Milfort, BSA Executive Assistant will serve as the EEO officers for the Board of Standards and Appeals. They will investigate and resolve complaints of discrimination, facilitate mediation, set and achieve training objectives, and provide guidance to me in developing agency-specific policies and plans.

The Board has adopted a formal BSA specific EEO Policy, Sexual Harassment Prevention Policy and Discrimination Complaint Procedure that conforms to Federal and City guidelines. The EEO Policy, Sexual Harassment Prevention Policy and Discrimination Complaint Procedure have been posted on the BSA bulletin board, and will be distributed.