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BY EMAIL

February 12, 2021

Tammy Meltzer
Chairperson
Manhattan Community Board No. 1
1 Centre Street Suite 2202 North
New York, NY 10007

Audit Status:
Evaluation of Sexual Harassment Prevention and Response Practices for Audit
Period January 1, 2020 to December 31, 2020.
Determination: **PRELIMINARY**

Dear Chairperson Meltzer:

On behalf of the members of the Equal Employment Practices Commission (EEPC), thank you and your agency for the cooperation extended to our staff thus far. This letter contains the EEPC's evaluation and preliminary determinations pursuant to the Manhattan Community Board No. 1's Sexual Harassment Prevention and Response Practices for the period covering January 1, 2020 to December 31, 2020.

Purpose

Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter) authorize the EEPC to audit, review, evaluate, and monitor the employment practices, procedures, and programs of city agencies and other municipal entities, hereinafter "entities," and their efforts to ensure fair and effective equal employment opportunity (EEO) for women and minority employees and applicants. Charter Sections 831(d)(2) and 832(c) authorize the EEPC to make a determination that any plan, program, procedure, approach, measure, or standard does not provide equal employment opportunity, require appropriate corrective action, and monitor the implementation of the corrective action prescribed.

The Manhattan Community Board No. 1, hereinafter simply termed "agency" or "entity," falls within the EEPC's purview under Chapter 36, Sections 830(a) and 831(a) of the Charter, to review, evaluate, and monitor the coordination and implementation of affirmative employment programs of equal employment opportunity for 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..."

The purpose of this audit and analysis is to evaluate the subject matter referenced, not to issue findings of discrimination pursuant to the New York City Human Rights Law.

Scope

The EEPC has adopted uniform standards for auditing municipal entities¹ and minimum standards for auditing Community Boards (collectively “Standards”) to review, evaluate, and monitor entities’ employment and EEO-related practices, procedures, approaches, measures, standards, and programs. These standards are founded upon, and consistent with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination. Corrective actions prescribed are consistent with the aforementioned parameters including, but not limited to, the City of New York’s *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies 2014*, as amended (Citywide EEO Policy); the New York City Human Rights Law (New York City Administrative Code Title 8); New York State Human Rights Law (New York Executive Law, Article 15); the New York State Civil Service Law §55-a; and the equal employment opportunity requirements of the New York City Charter.

Policy and Plan Requirements

The aforementioned Standards require, at minimum, that mayoral entities distribute the Citywide EEO Policy; non-mayoral entities establish or adopt a comprehensive EEO policy; and Community Boards, which are comprised of members appointed by the respective Borough Presidents, adopt and distribute the corresponding Borough President’s EEO Policy.

Because the EEPC is authorized to review and recommend actions that each entity should consider including in its annual plan of measures and programs to provide equal employment opportunity, or Annual EEO Plan, entities are also required to incorporate the EEPC’s corrective actions in prospective Annual EEO Plans and programs.

Methodology

The EEPC communicates with EEO professionals (including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, and 55-a Program Coordinators) and other employees identified as having involvement in EEO program administration such as the Principal Human Resources Professional and relevant Counsel.

The EEPC’s audit methodology includes review of the agency’s Annual EEO Plans and Quarterly EEO Reports; analysis of workforce and utilization data; and the collection and analysis of documents, records, and data an entity and its representatives provide in response to the Sexual Harassment Prevention and Response Preliminary Interview Questionnaires (PIQ) for Community Boards. All PIQs contain requests to attach supporting documentation for the answer options selected.

EEO Professionals designated for online interviews are assigned a three-week deadline to complete and return the PIQs. The EEPC’s PIQ(s)/requests were sent to the Manhattan Community Board No. 1 on December 18, 2020; with follow-up and reminder emails sent to the District Manager on December 22, 2020 and January 6, 2021; no response was received.

The following determination indicates where the Manhattan Community Board No. 1 has or has not complied, in whole or in part, with the established Standards.

¹ Corresponding audit/analysis standards are numbered throughout the document.

Description of the Agency

Community Boards are local representative bodies. Each of the fifty-nine (59) Community Boards is comprised of up to fifty (50) unsalaried members, appointed by the Borough President in consultation with the City Council Members who represent any part of the Board district. The Boards play an advisory role in zoning and other land-use issues, in community planning, in the city budget process, and in the coordination of municipal services. Any person with a residence, business, professional or other significant interest in a given area is eligible for appointment to the Community Board serving that area. Each Board hires a full time District Manager and other staff to run a district office that receives and works to resolve residents' service delivery problems. (Source: The Green Book. 3/2019). In addition to the Chairperson, Manhattan Community Board No. 1 had a headcount of three (3), which consisted of one (1) District Manager, one (1) Community Coordinator and one (1) Director of Planning and Land Use; as stated on the entity's webpage.²

PRELIMINARY DETERMINATIONS AFTER AUDIT AND ANALYSIS

Following are the corresponding audit standards for each subject area along with the EEPC's findings and required corrective actions, where appropriate:

I. Issuance, Distribution and Posting of EEO Policies

Determination: The agency is in non-compliance with the standards for this subject area.

1. Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

➤ Manhattan Community Board No. 1 did not demonstrate that, during the period in review, it distributed or posted an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment. Corrective action required.

Corrective Action #1: Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Follow, distribute and post the Borough President's policy(ies) against sexual harassment.

➤ Manhattan Community Board No. 1 did not demonstrate that, during the period in review, it followed, distributed, and posted the Office of the Manhattan Borough President's policy(ies) against sexual harassment. Corrective action required.

Corrective Action #2: Follow, distribute and post the Borough President's policy(ies) against sexual harassment.

² NYC Manhattan Community Board 1, *Contact Us, Staff* <https://www1.nyc.gov/site/manhattancb1/about-cb1/contact-us.page>

II. Agency-wide Training

Determination: The agency is in non-compliance with the standards for this subject area.

3. Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.

➤ Manhattan Community Board No. 1 did not demonstrate that, during the period in review, it ensured that all individuals who work within the board received training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities. Corrective action required.

Corrective Action #3: Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.

III. Complaint and Investigation Procedures

Summary of Complaint Activity: The Manhattan Community Board No. 1 did not report the number of internal and external complaints that were filed during the period in review.

Determination: The agency is in non-compliance with the standards for this subject area.

4. Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.

➤ Manhattan Community Board No. 1 did not demonstrate that, during the period in review, it ensured that all individuals who work within the board received information regarding the Office of the Manhattan Borough President's complaint investigation procedures. Corrective action required.

Corrective Action #4: Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.

5. Maintain a summary of annual complaint activity.

➤ Manhattan Community Board No. 1 did not demonstrate that, during the period in review, it maintained a summary of annual complaint activity. Corrective action required.

Corrective Action #5: Maintain a summary of annual complaint activity.

IV. Responsibility for Implementation

Determination: The agency is in non-compliance with the standards for this subject area.

6. Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

➤ Manhattan Community Board No. 1 did not demonstrate that, during the period in review, it directed employees to utilize the Office of the Manhattan Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint. Corrective action required.

Corrective Action #6: Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

7. Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

➤ Manhattan Community Board No. 1 did not demonstrate that, during the period in review, the Community Board Chairperson, or their designee, consulted and cooperated with the Office of the Manhattan Borough President's principal EEO Professionals on the prevention, investigation, and resolution of sexual harassment complaints. Corrective action required.

Corrective Action #7: Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

V. Reporting Standard for Agency Head

Determination: The agency is required to comply with the standards for this subject area.

8. Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators to the EEO program, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring. This final action is required to conclude the audit and monitoring process.

FINAL ACTION: Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators to the EEO program, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring. This final action is required to conclude the audit and monitoring process.

Summary of Corrective Actions:

The Manhattan Community Board No. 1 has 8 required corrective action(s) at this time. This includes the aforementioned final action.

Conclusion

Pursuant to Charter Chapter 36, the Manhattan Community Board No. 1 has the *option* to respond to this Preliminary Determination, but must respond to our Final Determination if corrective action is required. **Any response must be signed by the agency head and submitted to the EEPC's Executive Director.**

Optional Response to Preliminary Determination: If submitted, the Manhattan Community Board No. 1's optional response to the EEPC's Executive Director should indicate, with attached documentation, what steps have been or will be taken to correct outstanding areas of non-compliance, and must be received in our office within 14 days from the date of this letter. No extensions will be granted for the *option* to respond to the Preliminary Determination.

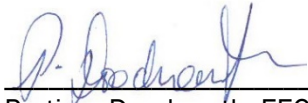
(Optional Conference) If requested, at the Optional Conference the EEPC will discuss the immediate steps that should be taken to correct outstanding areas of non-compliance and address questions regarding the Manhattan Community Board No. 1's implementation of the prescribed corrective action(s).

(No Response Option) If the Manhattan Community Board No. 1 does not respond to this Preliminary Determination within 14 days, it will become the EEPC's Final Determination.

Mandatory Response to Final Determination: Following this Preliminary Determination, the EEPC will issue a Final Determination where we may modify or eliminate the corrective action(s) based on verified information submitted as part of the response to the Preliminary Determination; identify remaining corrective action(s) that require further monitoring to ensure implementation; and assign a mandatory compliance-monitoring period of up to 6 months for this purpose. Pursuant to Charter Chapter 36, upon receipt, the Manhattan Community Board No. 1 must submit a response, signed by the agency head, to our Final Determination within 30 days. Your response to the Final Determination will initiate the compliance-monitoring period.

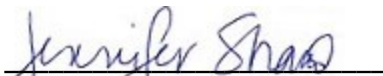
In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's EEO Program Analysts during the course of our audit and analysis.

Respectfully Submitted by,



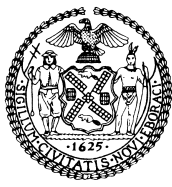
Pratima Doodnauth, EEO Research Specialist

Approved by,



For Charise L. Terry
Executive Director

c: Lucian Reynolds, District Manager, Manhattan Community Board No. 1
Connor Allerton, Principal EEO Professional, Office of the Manhattan Borough President
Luisa Lopez, Principal EEO Professional, Office of the Manhattan Borough President
William Peterson, Manager, Labor Relations Analysis and Audit, EEPC



The City of New York

Manhattan Community Board 1

Tammy Meltzer CHAIRPERSON | Lucian Reynolds DISTRICT MANAGER

February 26, 2021

Charise Terry
253 Broadway, Suite 602
New York, NY 10007

Dear Director Terry,

Please see below for Manhattan Community Board 1's (Agency 341) response to the Preliminary Determinations After Audit and Analysis. Our response is below the corrective action in italics.

Issuance Distribution and Posting of EEO Policies

1. Distribute/post an annual policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

This information is currently posted in the office. No further action is necessary.

2. Follow, distribute and post the Borough President's Policy against sexual harassment

This information is currently posted in the office. No further action is necessary. All employees receive information directly from the Borough President's Office (BP) on an individual basis as well.

Agency-wide Training

1. Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.

CB 1 will continue to require that all staff take and pass DCAS training as it is provided via the Office of the Manhattan Borough President, as is the current standing policy. In 2020, the BP did not extend any training to the 12 Manhattan Boards. It is unclear if DCAS had worked out the NYCNET bridging with DOITT as all previous trainings were required to be completed on a city computer in the past.

Complaint and Investigation Procedures

1. Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.

We will ensure that all future communications are received by all, though the BP's office sends such communications to all community board employees on an individual basis.

2. Maintain a summary of annual complaint activity.

We will maintain a summary of all complaints.

Responsibility for Implementation

1. Direct employees to utilize the Borough President's Equal Employment Opportunity Office to file an internal complaint.

All future guidance from the DM and Chair will direct employees to do so per the standing DCAS training.

2. Community Board Chairpersons, or their designees must consult and cooperate with the Borough President's principal EEO professionals on the prevention, investigation and resolution of sexual harassment complaints.

CB 1 has in the past and will continue to consult with the BP's EEO professionals on all EEOO complaints.

Reporting Standard for Agency Head

1. Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators. Other EEO programs, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring.

We will draft and send this signed communication in the coming week.

Please contact our District Manager, Lucian Reynolds, if you have any questions or would like to discuss further.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Meltzer", with a long horizontal flourish extending to the right.

Tammy Meltzer, Chairperson



Vacant
Chair

Angela Cabrera
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Charise L. Terry
Executive Director

Jennifer Shaw, Esq.
Executive Agency Counsel/
Director of Compliance

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BY MAIL AND EMAIL

March 15, 2021

Tammy Meltzer
Chairperson
Manhattan Community Board No. 1
1 Centre Street, Suite 2202 North
New York, NY 10007

Audit Status:

Evaluation of Sexual Harassment Prevention and Response Practices for Audit
Period January 1, 2020 to December 31, 2020.

Manhattan Community Board No. 1

Determination: **FINAL**

Resolution #: 2021AP/248-341-(2021)

Dear Chairperson Meltzer:

On behalf of the members of the Equal Employment Practices Commission (EEPC), thank you for the continued cooperation extended to our staff. This document serves as a follow-up evaluation and Final Determination to the following:

Preliminary Determination Issued on: February 12, 2021

Response Received: February 26, 2021

Purpose

Chapter 35, Sections 815(a)(15) and (19) of the New York City Charter (Charter) calls for agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity (EEO) for minority group members and women.

Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5) authorize the EEPC to audit, review, evaluate, and monitor the employment practices, procedures, and programs of city agencies and other municipal entities, hereinafter "entities," and their efforts to ensure fair and effective EEO for women and minority employees and applicants. Charter Sections 831(d)(2) and 832(c) authorize the EEPC to make a determination that any plan, program, procedure, approach, measure, or standard does not provide

equal employment opportunity, require appropriate corrective action, and monitor the implementation of the corrective action prescribed. The attachment contains the EEPC's final determination regarding the audit, review, and evaluation of the Manhattan Community Board No. 1's Sexual Harassment Prevention and Response Practices.

As the Manhattan Community Board No. 1 falls within the EEPC's purview under Charter Chapter 36, Section 831(a), the EEPC is authorized to review, evaluate, and monitor the coordination and implementation of its affirmative employment programs of EEO and related practices. As indicated in our Preliminary Determination, the EEPC has adopted uniform standards¹ to this end. The purpose of this Final Determination, as authorized by Charter Chapter 36, Section 832(c), is to determine the sufficiency of the Manhattan Community Board No. 1's actions taken or planned thus far to correct areas of non-compliance identified in the EEPC's Preliminary Determination. Further, Chapter 36, Section 832(c) requires that: (1) the EEPC assign a compliance-monitoring period of up to six (6) months to monitor efforts taken to eliminate areas of non-compliance, if any; and (2) the agency respond in thirty (30) days and submit a report each month during this period on the progress of efforts taken to correct outstanding areas of non-compliance.

Next Steps

The assigned compliance-monitoring period is: April 1, 2021 to May 31, 2021. Correcting all outstanding areas of non-compliance without delay is highly encouraged and will serve to shorten this period.

If corrective actions remain: Corrective actions will be listed under the *Monitoring Required* section of the attached Final Determination. The EEPC requires that the agency head submit a signed response to this Final Determination. The signed response should indicate what steps the Manhattan Community Board No. 1 has taken, or will take, to correct outstanding areas of non-compliance during the designated compliance-monitoring period. The Manhattan Community Board No. 1 will be monitored monthly until all outstanding areas of non-compliance have been sufficiently corrected. The Manhattan Community Board No. 1 is required to submit documentation that supports the implementation of each corrective action via TeamCentral, the EEPC's Automated Compliance-Monitoring System. Instruction on how to access and navigate TeamCentral is attached.

Final Memorandum: Upon the Manhattan Community Board No. 1's implementation of the final corrective action, if any, the EEPC requires that the Manhattan Community Board No. 1 submit a final memorandum, signed by the agency head, that recognizes the EEPC's audit and reiterates commitment to equal employment practices. **Upon receipt of this final memorandum, the EEPC will issue a *Determination of Compliance*.**

If no corrective actions remain: In lieu of a response to this Final Determination, the Manhattan Community Board No. 1 must submit a final memorandum (See Next Steps, Final Memorandum). Upon the EEPC's receipt of the final memorandum, the Manhattan Community Board No. 1 will be exempt from the abovementioned compliance-monitoring period.

¹ The EEPC's uniform standards for auditing municipal entities and minimum standards for auditing community boards (collectively "Standards") are founded upon, and consistent with, federal, state, and local laws and regulations, and policies and procedures, including, but not limited to, the City of New York's *Equal Employment Opportunity Policy, Standards and Procedures to be Utilized by City Agencies 2014*; New York City Human Rights Law (NYC Administrative Code 8); New York State Human Rights Law (New York Executive Law, Article 15); New York State Civil Service Law §55-a; and the equal employment opportunity requirements of the New York City Charter.

Conclusion

This is the EEPC's Final Determination. Questions regarding next steps may be addressed to Jennifer Shaw, Esq., Executive Agency Counsel/Director of Compliance at jshaw@eepc.nyc.gov or 212-615-8942.

Thank you and your staff for your continued cooperation.

Sincerely,


For Charise L. Terry
Executive Director

c: Lucian Reynolds, District Manager, Manhattan Community Board No. 1
Connor Allerton, Principal EEO Professional, Office of the Manhattan Borough President
Luisa Lopez, Principal EEO Professional, Office of the Manhattan Borough President
Jennifer Shaw, Esq., Executive Agency Counsel/Director of Compliance, EEPC
William Peterson, Manager, Labor Relations Analysis and Audit, EEPC
Pratima Doodnauth, EEO Research Specialist, EEPC

Enclosed: TeamCentral Agency Manual

FINAL DETERMINATION

A response indicating progress of Manhattan Community Board No. 1's efforts to correct outstanding areas of non-compliance, with supporting documentation, is due within 30 days.

The Equal Employment Practices Commission's findings and corrective actions required to remedy areas of non-compliance are based on the audit methodology, which included collection and analysis of the documents, records, and data provided; the EEPC's *Preliminary Interview Questionnaires* (PIQs) for EEO professionals and others involved in EEO program administration; and, if applicable, the *EEPC Employee Survey*, the *EEPC Supervisor/Manager Survey*, the *Annual EEO Plans* and *Quarterly EEO Reports* of the audited entity; and workforce data from the *Citywide Equal Employment Database System*. Additional research and follow-up discussions or interviews were conducted as appropriate.

After reviewing the optional response² (if applicable) to the EEPC's Preliminary Determination, our Final Determination is as follows:

Monitoring Required

The agency's implementation of the following required corrective actions will be monitored during the assigned compliance-monitoring period.

Corrective Action #1:

Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

Agency Response:

"This information is currently posted in the office."

EEPC Response:

The EEPC recognizes Manhattan Community Board No. 1's commitment to implement Corrective Action #1. To fully demonstrate compliance, provide documentation that an annual Policy statement or memorandum was distributed/posted by the Chairperson which reiterated commitment to the prevention of sexual harassment. The EEPC will monitor implementation of this corrective action during the compliance-monitoring period.

Corrective Action #2:

Follow, distribute and post the Borough President's policy(ies) against sexual harassment.

Agency Response:

"This information is currently posted in the office...All employees receive information directly from the Borough President's Office (BP) on an individual basis as well."

EEPC Response:

The EEPC recognizes Manhattan Community Board No. 1's commitment to implement Corrective Action #2. To fully demonstrate compliance, provide documentation of the posting and distribution of the Office of the Manhattan Borough President's policy(ies) against sexual harassment. The EEPC will monitor implementation of this corrective action during the compliance-monitoring period.

² Excerpts are italicized.

Corrective Action #3:

Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.

Agency Response:

“CB 1 will continue to require that all staff take and pass DCAS training as it is provided via the Office of the Manhattan Borough President, as is the current standing policy. In 2020, the BP did not extend any training to the 12 Manhattan Boards. It is unclear if DCAS had worked out the NYCNET bridging with DOITT as all previous trainings were required to be completed on a city computer in the past.”

EEPC Response:

The EEPC recognizes Manhattan Community Board No. 1’s commitment to implement Corrective Action #3. To fully demonstrate compliance, provide documentation that all employees received the required annual training on the prevention of sexual harassment and their related rights and responsibilities. The EEPC will monitor implementation of this corrective action during the compliance-monitoring period.

Corrective Action #4:

Ensure that all individuals who work within the board receive information regarding the Borough President’s complaint investigation procedures.

Agency Response:

“We will ensure that all future communications are received by all, though the BP’s office sends such communications to all community board employees on an individual basis.”

EEPC Response:

The EEPC recognizes Manhattan Community Board No. 1’s commitment to implement Corrective Action #4. To fully demonstrate compliance, provide documentation that all individuals who work within the board received information regarding the Office of the Manhattan Borough President’s complaint investigation procedures. The EEPC will monitor implementation of this corrective action during the compliance-monitoring period.

Corrective Action #5:

Maintain a summary of annual complaint activity.

Agency Response:

“We will maintain a summary of all complaints.”

EEPC Response:

The EEPC recognizes Manhattan Community Board No. 1’s commitment to implement Corrective Action #5. To fully demonstrate compliance, provide an affirmation of no complaint activity from January 1, 2020 to present or documentation that a summary of all complaints is maintained. The EEPC will monitor implementation of this corrective action during the compliance-monitoring period.

Corrective Action #6:

Direct employees to utilize the Borough President’s Equal Employment Opportunity (EEO) Office to file an internal complaint.

Agency Response:

“All future guidance from the DM and Chair will direct employees to do so per the standing DCAS training.”

EEPC Response:

The EEPC recognizes Manhattan Community Board No. 1's commitment to implement Corrective Action #6. To fully demonstrate compliance, provide documentation that employees were directed to utilize the Office of the Manhattan Borough President's EEO Office to file an internal complaint. The EEPC will monitor implementation of this corrective action during the compliance-monitoring period.

Corrective Action #7:

Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

Agency Response:

"CB 1 has in the past and will continue to consult with the BP's EEO professionals on all EEOO (sic) complaints."

EEPC Response:

The EEPC recognizes Manhattan Community Board No. 1's commitment to implement Corrective Action #7. To fully demonstrate compliance, provide documentation that Manhattan Community Board No. 1's Chairperson, or their designee consulted and cooperated with the Office of the Manhattan Borough President's principal EEO Professionals on the prevention, investigation, and resolution of sexual harassment complaints. The EEPC will monitor implementation of this corrective action during the compliance-monitoring period.

Final Action:

Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators to the EEO program, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring. This final action is required to conclude the audit and monitoring process.

The EEPC thanks you and your staff for your continued cooperation.



**RESOLUTION NO.
2021AP/248-341-(2021)
Manhattan Community Board No. 1
Chairperson Tammy Meltzer
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL**

S Y N O P S I S

Corrective Action(s):	Total: 7		
Period Audit Covered:	January 1, 2020 to December 31, 2020		
Preliminary Determination Issued:	February 12, 2021	Response Received	February 26, 2021
Final Determination Issued:	March 15, 2021	Response Due	April 14, 2021
Compliance-Monitoring:	Required	April 1, 2021 to May 31, 2021	

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter “entities”) and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities’ practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC’s determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Manhattan Community Board No. 1’s Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Manhattan Community Board No. 1’s Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated February 12, 2021, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
2. Follow, distribute and post the Borough President's policy(ies) against sexual harassment.
3. Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.
4. Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.
5. Maintain a summary of annual complaint activity.
6. Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.
7. Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity submitted a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on March 15, 2021, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, 5, 6, and 7; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from April 1, 2021 to May 31, 2021, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), on March 15, 2021, the entity was required to issue a response to the EEPC's Final Determination; Now Therefore,

Be It Resolved, that pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the EEPC approves the issuance of this Final Determination to Chairperson Tammy Meltzer to assign compliance-monitoring.

Approved unanimously on April 22, 2021.

/s/Angela Cabrera
Angela Cabrera
Commissioner/Mayoral Appointee

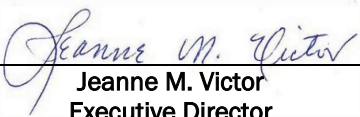
/s/Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner/Mayoral Appointee

/s/Arva R. Rice
Arva R. Rice
Commissioner/City Council Appointee

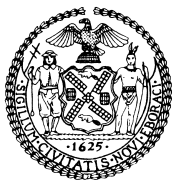
Vacant
Commissioner/City Council Appointee

Vacant
Chair/Commissioner/Joint Appointee

On behalf of all Commissioners in attendance,



Jeanne M. Victor
Executive Director



The City of New York

Manhattan Community Board 1

Tammy Meltzer CHAIRPERSON | **Lucian Reynolds** DISTRICT MANAGER

April 13, 2021

Charise Terry
253 Broadway, Suite 602
New York, NY 10007

Dear Director Terry

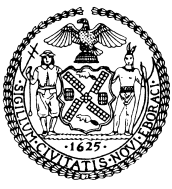
I am pleased to reconfirm Manhattan Community Board 1's (Agency 341) commitment to compliance with the standards set forth by the Equal Employment Practices Commission (EEOC). We look forward to receiving and complying with future guidance from the EEOC as is our practice. The staff is currently in a Sexual Harassment Training Cycle, as administrated by the Department of Citywide Administrative Services and facilitated by the Office of the Manhattan Borough President (MBPO).

I recently sent a memorandum to all CB 1 staff, members appointed by the Manhattan Borough President, and public members appointed by myself echoing this commitment to the current regulations and future regulations that are communicated to us by EEOC. I have attached a copy of this memorandum for your records. Please contact our District Manager, Lucian Reynolds, if you have any questions or would like to discuss further.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Meltzer", written over a light-colored background.

Tammy Meltzer, Chairperson



The City of New York

Manhattan Community Board 1

Tammy Meltzer CHAIRPERSON | Lucian Reynolds DISTRICT MANAGER

April 13, 2021

Dear Community Board 1 Staff, **Members, and Public Members,**

I am pleased to announce that Manhattan Community Board 1's (Agency 341) is in compliance with the standards set forth by the Equal Employment Practices Commission (EEOC). However, we must continue to be responsive to new regulations and keep our skills and understanding honed as staff, consultants, and appointed members. We look forward to receiving and complying with future guidance from the EEOC as is our practice. The staff is currently in a Sexual Harassment Training Cycle, as administered by the Department of Citywide Administrative Services and facilitated by the Office of the Manhattan Borough President (MBPO).

All CB 1 members should prepare to receive instructions from the MBPO on how to participate in similar training as **it will be a requirement for reappointment moving forward**. I will be inquiring about how CB 1 can make this training available for our public members as well, so that these principles will be understood among all the members of our team.

Please contact our District Manager, Lucian Reynolds, if you have any questions or would like to discuss further.

Sincerely,

A handwritten signature in black ink, appearing to read "T. Meltzer", written over a light-colored background.

Tammy Meltzer, Chairperson



Aldrin Rafael Bonilla
Chair

Minosca Alcantara
Elaine S. Reiss, Esq.
Commissioners

Jeanne M. Victor
Executive Director

Jennifer Shaw, Esq.
Executive Agency Counsel/
Director of Compliance

253 Broadway
Suite 602
New York, NY 10007

212. 615. 8939 tel.
212. 676. 2724 fax

BY EMAIL

July 22, 2021

Tammy Meltzer
Chairperson
Manhattan Community Board No. 1
1 Centre Street, Suite 2202 North
New York, NY 10007

Re: Resolution #2021AP/250-341-(2021)C43
DETERMINATION: Compliance

Dear Chairperson Meltzer:

On behalf of the members of the Equal Employment Practices Commission (EEPC), I write to inform you that pursuant to New York City Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity (EEO) for minority group members and women, the EEPC's Board of Commissioners has approved the attached Determination.

Thank you and District Manager Lucian Reynolds for the cooperation extended to the EEPC during the course of our review, evaluation, and monitoring of your agency's employment and EEO-related practices.

Sincerely,

A handwritten signature in black ink, appearing to read "Aldrin Rafael Bonilla". The signature is fluid and cursive.

Aldrin Rafael Bonilla
Chair

c: District Manager, Lucian Reynolds, Manhattan Community Board No. 1



Monitoring of Sexual Harassment Prevention and Response Practices

RESOLUTION NO.

2021AP/250-341-(2021)C43

Manhattan Community Board No. 1

Chairperson Tammy Meltzer

DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s):	Total: 7		
Period Audit Covered:	January 1, 2020 to December 31, 2020		
Preliminary Determination Issued:	February 12, 2021	Response Received	February 26, 2021
Final Determination Issued:	March 15, 2021	Response Received	April 13, 2021
Compliance-Monitoring:	Required	April 1, 2021 to May 31, 2021 without extension	

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter "entities") and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities' practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC's determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Manhattan Community Board No. 1's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Manhattan Community Board No. 1's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated February 12, 2021, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
2. Follow, distribute and post the Borough President's policy(ies) against sexual harassment.
3. Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.
4. Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.
5. Maintain a summary of annual complaint activity.
6. Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.
7. Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity submitted a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on March 15, 2021, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, 5, 6 and 7; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from April 1, 2021 to May 31, 2021, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), on April 13, 2021, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Manhattan Community Board No. 1 was monitored until May 21, 2021; and

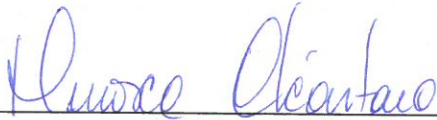
Whereas, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Chairperson submitted a copy of a memorandum to staff dated May 24, 2021, which recognized the EEPC's audit and reiterated commitment to the Manhattan Community Board No. 1's equal employment practices; Now Therefore,

Be It Resolved, that the Manhattan Community Board No. 1 has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters


35 and 36; and

Be It Resolved, that the EEPC's Board of Commissioners approves the issuance of this Determination of Compliance to Chairperson Tammy Meltzer of the Manhattan Community Board No. 1.

Approved unanimously on July 22, 2021.




Minosca Alcantara
Commissioner/Mayoral Appointee



Elaine S. Reiss, Esq.
Commissioner/Mayoral Appointee

Vacant
Commissioner/City Council Appointee

Vacant
Commissioner/City Council Appointee



Aldrin Rafael Bonilla
Chair/Commissioner/Joint Appointee

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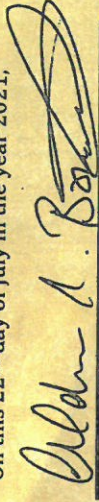
Determination of Compliance

is hereby issued to

Manhattan Community Board No. 1

for successful implementation of 7 of 7 required corrective action(s),
thereby achieving compliance with the Equal Employment Practices Commission's
Sexual Harassment Prevention and Response Practices
from January 1, 2020 to this date.

On this 22nd day of July in the year 2021,



Aldrin Rafael Bonilla, Chair



Jeanne M. Victor, Executive Director

In care of Chairperson Tammy Meltzer
and District Manager Lucian Reynolds