



Sasha Neha Ahuja  
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

253 Broadway  
Suite 602  
New York, NY 10007

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

BY EMAIL

February 8, 2021

Marie Torniali  
Chairperson  
Queens Community Board No. 1  
45-02 Ditmars Blvd. Suite 1025  
Astoria, New York 11105

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

Dear Chairperson Torniali:

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 Queens 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 Queens 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 entities<sup>1</sup> 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 Queens Community Board No. 1 on December 18, 2020; the completed PIQ(s) were returned on January 8, 2021. Supporting documentation was attached. Additional requests for information were made on January 19, 2021.

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

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<sup>1</sup> 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). During the period in review, in addition to the Chairperson, Queens Community Board No. 1's headcount included a District Manager, a Community Service Aide and two (2) Community Assistants.

## 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.

➤ Queens Community Board No. 1 did not distribute/post 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.

➤ Queens Community Board No. 1 did not demonstrate that, during the period in review, the Office of the Queens Borough President's policy(ies) against sexual harassment, were followed, distributed and posted. **Corrective Action Required**

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

### II. Agency-wide Training

**Determination: The agency is in 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.

✓ Certificates of completion from the Department of Citywide Administrative Services' (DCAS) Office of Learning and Development Citywide Training Center confirm that the District Manager and two (2) Community Assistants completed *Sexual Harassment Prevention: What to Know About Unlawful and Inappropriate Behaviors in the Workplace* computer-based training (SHP CBT) on December 1, 2020. According to DCAS' website SHP CBT covered the following topics: sexual harassment, federal, state and local laws, Prevention Techniques, and Procedures for Filing a Complaint.

**NOTE:** Queens Community Board No. 1 reported the Community Service Aide was absent for the duration of the period in review, therefore training/and or a guide on the prevention of sexual harassment and their related rights and responsibilities could not be received.

### **III. Complaint and Investigation Procedures**

**Summary of Complaint Activity:** The agency reported 0 internal and 0 external complaints were filed during the period in review.

**Determination:** The agency is in partial-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.

➤ Queens Community Board No. 1 did not demonstrate that all individuals who work within the board received information regarding the Office of the Queens Borough President's complaint investigation procedures. **Corrective Action Required.**

**Corrective Action #3:** 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.

**NOTE:** Queens Community Board No. 1 reported no complaints were filed during the audit period in review, therefore compliance with this standard could not be meaningfully measured.

### **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.

➤ Queens Community Board No. 1 did not demonstrate that it directed employees to utilize the Office of the Queens Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint. **Corrective Action Required.**

**Corrective Action #4:** 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.

➤ Queens Community Board No. 1 did not demonstrate that the Community Board Chairperson, or their designee, consulted and cooperated with the Office of the Queens Borough President's principal EEO Professionals on prevention of sexual harassment complaints. **Corrective Action Required.**

**Corrective Action #5:** Consult and cooperate with Borough President's principal EEO Professional on prevention, investigation and resolution of sexual harassment complaints.

**NOTE:** Queens Community Board No. 1 reported no complaints were filed during the audit period in review, therefore investigation and resolution of sexual harassment complaints could not be meaningfully measured.

#### **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 Queens Community Board No. 1 has 6 required corrective action(s) at this time. This includes the aforementioned final action.

#### **Conclusion**

Pursuant to Charter Chapter 36, the Queens 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 Queens Community Board No. 1's optional response to the EEPD'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.

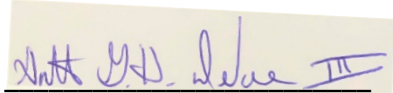
*(Optional Conference)* If requested, at the Optional Conference the EEPD will discuss the immediate steps that should be taken to correct outstanding areas of non-compliance and address questions regarding the Queens Community Board No. 1's implementation of the prescribed corrective action(s).

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

*Mandatory Response to Final Determination:* Following this Preliminary Determination, the EEPD 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 Queens 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,



Arthur G. H. DeVore III, EEO Program Analyst

Approved by,



Charise L. Terry  
Executive Director

c:     Flourence Koulouris, District Manager, Queen Community Board No. 1  
       Lisa Atkins, co-principal EEO Professional, Office of the Queens Borough President  
       Irving Poy, co-principal EEO Professional, Office of the Queens Borough President  
       ilacia Zuell, Manager, EEO Analysis and Audit Unit, EEPD



**City of New York  
Community Board #1, Queens**

The Pistilli Grand Manor  
45-02 Ditmars Boulevard, LL Suite 1025  
Astoria, N.Y. 11105  
Tel: 718-626-1021, Fax: 718-626-1072  
E-mail: [qn01@cb.nyc.gov](mailto:qn01@cb.nyc.gov)

Donovan Richards  
*Borough President, Queens*  
Maricela Cano  
*Director, Community Boards*  
Marie Torniali  
*Chairperson*  
Florence Koulouris  
*District Manager*

**EXECUTIVE BOARD**

Marie Torniali  
*Chairperson*  
Edward Babor  
*First Vice Chairperson*  
Amy Hau  
*Second Vice Chairperson*  
Richard Khuzami  
*Third Vice Chairperson*  
Andy Aujla  
*Executive Secretary*  
Thomas Ryan  
*Sergeant-at-Arms*

**COMMITTEES &  
CHAIRPERSONS**

*Airport*  
RoseMarie Poveromo  
*Community & Economic  
Development*  
Rod Townsend  
*Consumer Affairs*  
Eric Mouchette  
*Education/Library/Youth  
Services*  
Andre Stith  
*Environmental Protection*  
Antonella Di Saverio  
*Health & Human Services*  
Judy Trilivas  
Daniel Aliberti  
*Housing*  
Evie Hantzopoulos  
*Land Use & Zoning*  
Gerald Caliendo  
Elizabeth Erion  
*Legal, Legislative,  
Parliamentary*  
Loren Amor  
*Office-Staff/Budget/PR*  
Marie Torniali  
*Parks/Recreation/  
Cultural*  
Katie Ellman  
Kathleen Warnock  
*Public Safety*  
Ann Bruno  
Antonio Meloni  
*Transportation*  
Robert Piazza  
Mitchell Waxman

VIA E MAIL

February 9, 2021

Ms. Charise L. Terry  
Executive Director  
NYC EEP  
253 Broadway  
New York, New York 10007

Re: Queens Community Board 1 – Preliminary Audit

Dear Ms. Terry:

Thank you for EEP's thorough evaluation and preliminary determinations. Following please find responses to corrective actions as outlined in the preliminary audit.

Corrective Action # 1. Please see attached. Memorandum by Chairperson reiterating commitment to the prevention of sexual harassment was distributed February 9<sup>th</sup> to the staff of Community Board 1 Queens and posted. Going forward the Chairperson will prepare, distribute and ensure posting of such memorandum annually and as needed.

Corrective Action # 2. Previously, the Borough President's policies were followed, distributed and posted in the CB 1 office by the District Manager. On February 9, 2021, the Chairperson of Community Board 1 did follow, distribute, and ensure the posting of the Borough President's policy against sexual harassment in Queens Community Board 1's Offices.

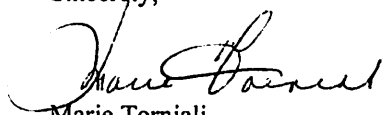
Corrective Action # 3. All staff of Community Board 1 Queens received information regarding the Borough President's complaint investigation procedures on February 9<sup>th</sup>, 2021 as part of the Borough Presidents EEO policy found in chapter A. Discrimination Complaint and Investigation Procedures. Pages 4-8.

Corrective Action # 4. All staff of Community Board 1 Queens were directed to utilize the borough President's Equal Opportunity Office to file a complaint. Contact info for the Queens Borough Presidents EEO officers was provided [REDACTED]@queensbp.org and/or [REDACTED]@queensbp.org

Corrective Action # 5. No EEO complaints were received. The District Manager does speak to the EEO officer regularly and updates or mandates are relayed by the EEO officer as necessary which are promptly adhered to. Going forward the Chairperson (or designee) will consult and of course cooperate with the Queens Borough Presidents EEO Professionals: [REDACTED] on prevention, investigation and resolution of sexual harassment complaints. The Chairperson initiated this practice on February 9, 2021 in consulting with EEO professional [REDACTED]

Please let me know if there are any other outstanding areas that should be addressed.

Sincerely,

  
Marie Torniali  
Chairperson

**BOARD MEMBERS (cont.)**

Rose Anne Alafogiannis  
George Alexiou  
Louise Bordley  
Irak Dahir Cehonski  
Jean Marie D'Alleva  
Mackenzi Farquer  
Dean O. Feratovic  
Shahenaz Hamde  
Helen Ho  
Pauline Jannelli  
Vanessa Jones-Hall  
Nancy Konipol  
Jerry Kril  
Hannah Lupien  
Jeffrey Martin  
Amin Mehedi  
Stella Nicolaou  
Norma Nieves-Blas  
Mary O'Hara  
Dino Panagoulas  
Juliet Payabyab  
Yawne Robinson  
Rodolfo Sarchese  
Dominic Stiller





Vacant  
Chair

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

Charise L. Terry  
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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**

February 25, 2021

Marie Torniali  
Chairperson  
Queens Community Board No. 1  
45-02 Ditmars Blvd. Suite 1025  
Astoria, New York 11105

**Audit Status:**

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

**Determination: FINAL**

**Resolution #: 2021AP/247-431-(2021)**

Dear Chairperson Torniali:

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 8, 2021

Response Received: February 9, 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 Queens Community Board No. 1's Sexual Harassment Prevention and Response Practices.

As the Queens 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 standards<sup>1</sup> 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 Queens 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: March 1, 2021 to April 30, 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 Queens Community Board No. 1 has taken, or will take, to correct outstanding areas of non-compliance during the designated compliance-monitoring period. The Queens Community Board No. 1 will be monitored monthly until all outstanding areas of non-compliance have been sufficiently corrected. The Queens 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 Queens Community Board No. 1's implementation of the final corrective action, if any, the EEPC requires that the Queens 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 Queens Community Board No. 1 must submit a final memorandum (See Next Steps, Final Memorandum). Upon the EEPC's receipt of the final memorandum, the Queens Community Board No. 1 will be exempt from the abovementioned compliance-monitoring period.

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<sup>1</sup> 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](mailto:jshaw@eepc.nyc.gov) or 212-615-8942.

Thank you and your staff for your continued cooperation.

Sincerely,



Charise L. Terry  
Executive Director

c: Florence Koulouris, District Manager, Queens Community Board No. 1  
Lisa Atkins, co-principal EEO Professional, Office of the Queens Borough President  
Irving Poy, co-principal EEO Professional, Office of the Queens Borough President  
Jennifer Shaw, Esq., Executive Agency Counsel/Director of Compliance, EEPC  
ilacia Zuell, Manager, EEO Analysis and Audit Unit, EEPC  
Arthur G.H. DeVore III, EEO Program Analyst, EEPC

Enclosed: TeamCentral Agency Manual

**FINAL DETERMINATION**

A response indicating progress of Queens 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 response<sup>2</sup> (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:**

*"Please see attached. Memorandum by Chairperson reiterating commitment to the prevention of sexual harassment was distributed February 9th to the staff of Community Board 1 Queens and posted. Going forward the Chairperson will prepare, distribute and ensure posting of such memorandum annually and as needed."*

**EEPC Response:**

The EEPC recognizes the agency's commitment to implement Corrective Action #1. To demonstrate compliance, submit documentation that demonstrates Queens Community Board No. 1's issuance and distribution to all staff of the aforementioned memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment. Implementation of this corrective action will be monitored during the assigned compliance-monitoring period.

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

**Agency Response:**

*"Previously, the Borough President's policies were followed, distributed and posted in the CB 1 office by the District Manager. On February 9, 2021, the Chairperson of Community Board 1 did follow, distribute, and ensure the posting of the Borough President's policy against sexual harassment in Queens Community Board 1's Offices."*

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<sup>2</sup> Excerpts are italicized.

EEPC Response:

The EEPC recognizes the agency's commitment to implement Corrective Action #2. To demonstrate compliance, provide documentation that demonstrates the Office of the Queens Borough President's policy(ies) against sexual harassment, were followed, distributed and posted (electronically/physically). Implementation of this corrective action will be monitored during the assigned compliance-monitoring period.

**Corrective Action #3:** Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.

Agency Response:

*"All staff of Community Board 1 Queens received information regarding the Borough President's complaint investigation procedures on February 9th, 2021 as part of the Borough Presidents EEOP policy found in chapter A. Discrimination Complaint and Investigation Procedures."*

EEPC Response:

The EEPC recognizes the agency's commitment to implement Corrective Action #3. To demonstrate compliance, provide documentation that demonstrates that all individuals who work within the board received a copy of the Office of the Queens Borough President's EEO Policy (e.g. the policy that was distributed on February 9, 2021). Implementation of the corrective will be monitored during the assigned compliance-monitoring period.

**Corrective Action #4:** Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

Agency Response:

*"All staff of Community Board 1 Queens were directed to utilize the borough President's Equal Opportunity Office to file a complaint."*

EEPC Response:

The EEPC recognizes the agency's commitment to implement Corrective Action #4. To demonstrate compliance, provided documentation that employees were directed to utilize the Office of the Queens Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint. Implementation of this corrective action will be monitored during the assigned compliance-monitoring period.

**Corrective Action #5:** Consult and cooperate with Borough President's principal EEO Professional on prevention, investigation and resolution of sexual harassment complaints.

Agency Response:

*"No EEO complaints were received. The District Manager does speak to the EEO officer regularly and updates or mandates are relayed by the EEO officer as necessary which are promptly adhered to. Going forward the Chairperson (or designee) will consult and of course cooperate with the Queens Borough Presidents EEO Professionals: [name]/[name] on prevention, investigation and resolution*



*of sexual harassment complaints. The Chairperson initiated this practice on February 9, 2021 in consulting with EEO professional [name]."*

**EEPC Response:**

The EEPC recognizes the agency's commitment to implement Corrective Action #5. To demonstrate compliance, provide documentation that demonstrates the Queens Community No. 1's Chairperson, or their designee, consulted with the Office of the Queen's Borough President's principal EEO Professionals on the prevention, investigation, and resolution of sexual harassment complaints (e.g. correspondence regarding the distribution of the Office of the Queens Borough President's EEO Policy or deployment of sexual harassment prevention training). Implementation of this corrective action will be monitored during the assigned 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/247-431-(2021)  
Queens Community Board No. 1  
Chairperson Marie Torniali  
Sexual Harassment Prevention and Response Practices  
DETERMINATION: FINAL**

**S Y N O P S I S**

<b>Corrective Action(s):</b>	<b>Total: 5</b>		
<b>Period Audit Covered:</b>	January 1, 2020 to December 31, 2020		
<b>Preliminary Determination Issued:</b>	February 8, 2021	Response Received	February 9, 2021
<b>Final Determination Issued:</b>	February 25, 2021	Response Due	March 27, 2021
<b>Compliance-Monitoring:</b>	Required	March 1, 2021 to April 30, 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 Office of the Queens Community Board No. 1’s Sexual Harassment Prevention and Response Practices; and

**Whereas**, pursuant to the audit, review, and evaluation of the Office of the Queens Community Board No. 1’s Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated February 8, 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 Presidents' policy(ies) against sexual harassment.
3. Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.
4. Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.
5. Community Board Chairpersons, or their designees, must consult and cooperate with Borough President's principal EEO Professional on 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 February 25, 2021, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4 and 5.

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from March 1, 2021 to April 30, 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 February 25, 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 Marie Torniali to assign compliance-monitoring.

Approved unanimously on February 25, 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,

  
\_\_\_\_\_  
**Charise L Terry**  
Executive Director



## City of New York Community Board #1, Queens

The Pistilli Grand Manor  
45-02 Ditmars Boulevard, LL Suite 1025  
Astoria, N.Y. 11105  
Tel: 718-626-1021, Fax: 718-626-1072  
E-mail: [qn01@cb.nyc.gov](mailto:qn01@cb.nyc.gov)

Donovan Richards  
*Borough President, Queens*  
Maricela Cano  
*Director, Community Boards*  
Marie Tomiali  
*Chairperson*  
Florence Koulouris  
*District Manager*

### EXECUTIVE BOARD

Marie Tomiali  
*Chairperson*  
Edward Babor  
*First Vice Chairperson*  
Amy Hau  
*Second Vice Chairperson*  
Richard Khuzami  
*Third Vice Chairperson*  
Andy Aujla  
*Executive Secretary*  
Thomas Ryan  
*Sergeant-at-Arms*

### COMMITTEES & CHAIRPERSONS

*Airport*  
RoseMarie Poveromo  
*Community & Economic  
Development*  
Rod Townsend  
*Consumer Affairs*  
Eric Mouchette  
*Education/Library/Youth  
Services*  
Andre Stith  
*Environmental Protection*  
Antonella Di Saverio  
*Health & Human Services*  
Judy Trilivas  
Daniel Aliberti  
*Housing*  
Evie Hantzopoulos  
*Land Use & Zoning*  
Gerald Caliendo  
Elizabeth Erion  
*Legal, Legislative,  
Parliamentary*  
Loren Amor  
*Office-Staff/Budget/PR*  
Marie Tomiali  
*Parks/Recreation/  
Cultural*  
Katie Ellman  
Kathleen Warnock  
*Public Safety*  
Ann Bruno  
Antonio Meloni  
*Transportation*  
Robert Piazza  
Mitchell Waxman

VIA E MAIL

March 1, 2021

Ms. Charise L. Terry  
Executive Director  
NYC EEPC  
253 Broadway  
New York, New York 10007

Re: Queens Community Board 1 – Audit – Final Determination

Dear Ms. Terry:

Thank you for EEPC's thorough evaluation. Following are responses to corrective actions as outlined.

Corrective Action # 1 - Memorandum by Chairperson reiterating commitment to the prevention of sexual harassment was distributed to Community Board 1 staff and posted in the office on February 9, 2021 and again on March 1, 2021. Documentation attached.

Corrective Action # 2 - On February 9, 2021, the Chairperson of Community Board 1 did follow, distribute electronically, and ensure the posting physically of the Borough President's Policy Against Sexual Harassment in Queens Community Board 1's Offices. Aforementioned was provided again on March 1, 2021. Documentation attached.

Corrective Action # 3. All staff of Community Board 1 Queens received information regarding the Borough President's complaint investigation procedures on February 9<sup>th</sup>, 2021 as part of the Borough Presidents EEOP policy found in chapter A. Discrimination Complaint and Investigation Procedures. Pages 4-8. This was reiterated today March 1, 2021. Documentation attached.

Corrective Action # 4. All staff of Community Board 1 Queens were directed to utilize the borough President's Equal Opportunity Office to file a complaint. Contact info for the Queens Borough Presidents EEO officers was provided [\[redacted\]@queensbp.org](mailto:[redacted]@queensbp.org) and/or [\[redacted\]@queensbp.org](mailto:[redacted]@queensbp.org). This information was provided again on March 1, 2021 to emphasize the importance. Documentation attached.

### BOARD MEMBERS (cont.)

Rose Anne Alafogiannis  
George Alexiou  
Louise Bordley  
Irak Dahir Cehonski  
Jean Marie D'Alleva  
Mackenzi Farquer  
Dean O. Feratovic  
Shahenaz Hamde  
Helen Ho  
Pauline Jannelli  
Vanessa Jones-Hall  
Nancy Konipol  
Jerry Kril  
Hannah Lupien  
Jeffrey Martin  
Amin Mehedi  
Stella Nicolaou  
Norma Nieves-Blas  
Mary O'Hara  
Dino Panagoulis  
Juliet Payabyab  
Yawne Robinson  
Rodolfo Sarchese  
Dominic Stiller

**QN01@cb.nyc.gov (CB)**

---

**From:** Marie Torniali <[REDACTED]>  
**Sent:** Monday, March 01, 2021 3:19 PM  
**To:** QN01@cb.nyc.gov (CB)  
**Subject:** EEO Corrective Actions Follow up - ATTENTION ALL STAFF IMPORTANT  
**Attachments:** eomemorandum.docx; EEO.pdf

VIA E MAIL

March 1, 2021

Community Board 1, Queens Office Staff [REDACTED]  
[REDACTED]

45-02 Ditmars Blvd. Suite Lower Level 1025

Astoria, NY 11105

[Qn01@cb.nyc.gov](mailto:Qn01@cb.nyc.gov)

Re: Queens Community Board 1 – EEO Sexual Harassment Follow up

Dear Staff:

Please see my attached memorandum of February 1, 2021, reiterating again my commitment to the prevention of sexual harassment. This was previously distributed February 9<sup>th</sup> to you, the staff of Community Board 1, Queens, and posted in the office. I will prepare, distribute and ensure posting of such memorandum annually, and as needed.

Community Board 1 will Follow, distribute and post the Borough President's policy (ies) against sexual harassment – As you know on February 9, 2021 these policies were provided to you electronically and posted in the offices of Community Board 1. Due to the importance of this matter I am once again today (March 1,2021) distributing these policies to emphasize the importance of this material and assure you that I will follow these policy(ies) against sexual harassment.

The Borough President's EEO policy (ies) provides for complaint and investigation procedures. This information is found in Chapter A. Discrimination Complaint and Investigation Procedures distributed to you on February 9, 2021 and again today, March 1, 2021.

As stated previously on February 9, 2021, and I reiterate today, should you desire to file an internal complaint, please utilize the Borough President's Equal Employment Opportunity EEO office. Contact information as follows.

[REDACTED]@queensbp.org or [REDACTED]@queensbp.org.

No EEO complaints were received by Community Board 1. I (or my designee) will consult and of course cooperate with the Queens Borough Presidents EEO Professionals: [REDACTED] / [REDACTED] on prevention, investigation and resolution of sexual harassment complaints. I initiated this practice on February 9, 2021 in consultation with EEO professional [REDACTED] and again on February 26, 2021.

Kindly acknowledge receipt of this memo of corrective actions and attachments (Chair's memorandum and the Borough President's EEO Policy) by individual e mail back to me at [REDACTED]. Thank you for your attention.



Vacant  
Chair

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

April 22, 2021

Marie Torniali  
Chairperson  
Queens Community Board 1  
45-02 Ditmars Boulevard, LL Suite 1025  
Astoria, New York 11105

Re: Resolution #2021AP/248-431-(2021)C17  
DETERMINATION: Compliance

Dear Chairperson Torniali:

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 Florence Koulouris 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 "Elaine S. Reiss".

Elaine S. Reiss, Esq.  
Commissioner

c: Florence Koulouris, District Manager, Queens  
Community Board No. 1

**Monitoring of Sexual Harassment Prevention and Response Practices**

**RESOLUTION NO.**

**2021AP/248-431-(2021)C17**

**Queens Community Board No. 1**

**Chairperson Marie Torniali**

**DETERMINATION: COMPLIANCE**

**SYNOPSIS**

<b>Corrective Action(s):</b>	Total: 5		
<b>Period Audit Covered:</b>	January 1, 2020 to December 31, 2020		
<b>Preliminary Determination Issued:</b>	February 8, 2021	Response Received	February 9, 2021
<b>Final Determination Issued:</b>	February 25, 2021	Response Received	March 1, 2021
<b>Compliance-Monitoring:</b>	Required	March 1, 2021 to April 30, 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 Queens Community Board No. 1’s Sexual Harassment Prevention and Response Practices; and

**Whereas**, pursuant to the audit, review, and evaluation of the Queens Community Board No. 1’s Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated February 8, 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 Presidents' policy(ies) against sexual harassment.
3. Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.
4. Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.
5. Consult and cooperate with Borough President's principal EEO Professional on 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 February 25, 2021, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4 and 5; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from March 1, 2021 to April 30, 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 1, 2021, the entity issued a response to the EEPC's Final Determination; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), the Queens Community Board No. 1 was monitored until April 14, 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 April 15, 2021, which recognized the EEPC's audit and reiterated commitment to the Queens Community Board No. 1's equal employment practices; Now Therefore,

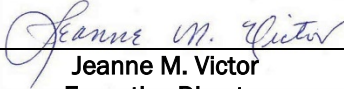
**Be It Resolved**, that the Queens Community Board No. 1 has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and

**Be It Resolved**, that the EEPC's Board of Commissioners approves the issuance of this Determination of Compliance to Chairperson Marie Torniali of the Queens Community Board No. 1.

Approved unanimously on April 22, 2021.

<hr/>	<hr/>
/s/ Angela Cabrera	/s/ Elaine S. Reiss
<b>Angela Cabrera</b>	<b>Elaine S. Reiss, Esq.</b>
<b>Commissioner/Mayoral Appointee</b>	<b>Commissioner/Mayoral Appointee</b>
<hr/>	<hr/>
/s/ Arva R. Rice	
<b>Arva R. Rice</b>	<b>Vacant</b>
<b>Commissioner/City Council Appointee</b>	<b>Commissioner/City Council Appointee</b>
	<hr/>
	<b>Vacant</b>
	<b>Chair/Commissioner/Joint Appointee</b>

On behalf of all Commissioners in attendance,

---

**Jeanne M. Victor**  
**Executive Director**



*This*

# *Determination of Compliance*

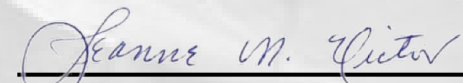
*is hereby issued to*

## *Queens Community Board No. 1*

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*for successful implementation of 5 of 5 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 22<sup>nd</sup> day of April in the year 2021,



Jeanne M. Victor, Executive Director

*In care of Chairperson Marie Torniali  
and District Manager Florence Koulouris*