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BY EMAIL

January 28, 2021

Martha Taylor  
Chair  
Queens Community Board No. 8  
197-15 Hillside Avenue  
Hollis, New York 11423

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

Dear Chair Taylor:

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. 8'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. 8, 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. 8 on December 18, 2020; the completed PIQ(s) were returned on January 6, 2021. Supporting documentation was attached. Additional requests for information were made on January 12, 2021.

The following determination indicates where the Queens Community Board No. 8 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). In addition to the Chairperson, during the period in review Queens Community Board No. 8's headcount consisted of a *District Manager*, *Community Associate* and *Community Assistant*.

## 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 partial-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. 8 did not distribute or 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.

✓ On December 10, 2020, the Queens Community Board No. 8 District Manager distributed the Office of the Queens Borough President's EEO policies to all community board employees via email. The email included the following attachments: a *Memorandum* with the subject *Our EEO Commitment* that reiterated the Office of the Queens Borough President's commitment to EEO and sexual harassment prevention, the *City of New York Office of the President of the Borough of Queens Equal Employment Opportunity Policy* (hereinafter referred to as *Equal Employment Opportunity Policy*), and the Office of the Queens Borough President's *EEO and Sexual Harassment Prevention Policy Statement*. The *EEO and Sexual Harassment Prevention Policy Statement* included a "...commitment to equal employment opportunity and the prevention of sexual harassment, as well as the most recent copy of the QBPO EEO Policy..." that was distributed to all employees.

- Queens Community Board No. 8 did not demonstrate that it posted the Equal Employment Opportunity Policy. **Corrective Action Required.**

**Corrective Action #2:** Follow, distribute and post the Borough President's 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.
- ✓ Training certificates confirm that all Queens Community Board No. 8 employees (three (3) during the period in review) completed the Department of Citywide Administrative Services' *Sexual Harassment Prevention: What to Know About Unlawful and Inappropriate Behaviors in the Workplace* computer-based training, which informed employees of their rights and responsibilities relating to sexual harassment. Additionally, the Office of the Queens Borough President's *EEO and Sexual Harassment Prevention Policy Statement*, distributed on December 10, 2020, included the following sections: *What is Sexual Harassment*, *Strict Prohibition of Sexual Harassment*, and *How to Report Sexual Harassment*, which provided guidance to employees on the prevention of sexual harassment.

## 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 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.
- ✓ On December 10, 2020, the District Manager distributed the Equal Employment Opportunity Policy, which included a section titled *Discrimination Complaint and Investigation Procedures* and included the definition of sexual harassment, examples of what constitutes sexual harassment and instructions for filing a sexual harassment complaint with the Office of the Queens Borough President's principal EEO Professional. The *When to File A Complaint* section of the Equal Employment Opportunity Policy stated, "[a]n employee or applicant for employment should consult with one of the QBPO's EEO Officers if he or she is being discriminated against by a manager, supervisor, another employee, or an independent contractor of the office...The EEO professional will assist the person to determine whether the issue raised is appropriate for resolution through the complaint process."

5. Maintain a summary of annual complaint activity.

**NOTE:** Queens Community Board No. 8 reported no complaints were filed during the period in review. Compliance with this standard could not be meaningfully measured for the period in review.

#### **IV. Responsibility for Implementation**

**Determination: The agency is in partial-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.

- ✓ The District Manager distributed the Office of the Queens Borough President's EEO policies on December 10, 2020 (see §1.2). The *Where to File an Internal Complaint or Seek Assistance with an EEO Matter* section of the Equal Employment Opportunity Policy stated, "[a]ny person who wishes to talk about a question or problem related to the agency's equal employment opportunity policy, to file a complaint of discrimination, or to receive assistance with an EEO matter may contact one of the EEO officers."

**NOTE:** Queens Community Board No. 8 reported no complaints were filed during the period in review.

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. 8 reported but did not demonstrate that during the period in review, the District Manager consulted with the Office of the Queens Borough President's principal EEO Professional regarding Sexual Harassment Prevention training. **Corrective Action Required.**

**Corrective Action #3:** 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.

**NOTE:** Queens Community Board No. 8 reported no complaints were filed during the period in review, which made consultation and collaboration on the investigation and resolution of sexual harassment complaints impractical.

## **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. 8 has 4 required corrective action(s) at this time. This includes the aforementioned final action.

### **Conclusion**

Pursuant to Charter Chapter 36, the Queens Community Board No. 8 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. 8'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 Queens Community Board No. 8's implementation of the prescribed corrective action(s).

*(No Response Option)* If the Queens Community Board No. 8 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 Queens Community Board No. 8 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,



Samantha Tarallo, EEO Program Analyst

Approved by,



Charise L. Terry  
Executive Director

c: Marie Adam-Ovide, District Manager, Queens Community Board No. 8  
Lisa M. Atkins, Principal EEO Professional, Office of the Queens Borough President  
Irving Poy, Principal EEO Professional, Office of the Queens Borough President  
Ilacia Zuell, Manager, EEO Analysis and Audit Unit, EEPC



Chairperson, Martha Taylor

*The City of New York*  
*Borough of Queens*

**Community Board 8**

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District Manager, Marie Adam-Ovide

February 11, 2021

Charise L. Terry, Executive Director  
Equal Employment Practices Commission  
*Via email to: [cterry@eepc.nyc.gov](mailto:cterry@eepc.nyc.gov)*

Dear Ms. Terry:

This is in response to your Preliminary Determination of the audit of Community Board 8, Queens.

Attached are the following:

1. Copy of the yearly memo given to the staff reiterating Community Board 8 Q's commitment to Equal Employment Opportunity, sexual harassment prevention and that we follow the Queens Borough President's policy. This memo was received, signed and dated by all members of the staff.
2. Here is the picture of the same memo and the QBP's policy packet posted on our bulletin board in the front office, which is accessible to all.
3. Please see attached memo from Lisa Atkins, QBP EEO Officer requesting that all Community Board staff members take two courses. The email sent to Ms. Atkins in response with proof that we have complied.

These should satisfy the issues raised in the initial audit.

Sincerely,

Martha Taylor  
Chairperson



Vacant  
Chair

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

Charise L. Terry  
Executive Director

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Executive Agency Counsel/  
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**BY EMAIL**

February 18, 2021

Martha Taylor  
Chairperson  
Queens Community Board No. 8  
197-15 Hillside Avenue  
Hollis, New York 11423

Audit Status:  
Evaluation of Sexual Harassment Prevention and Response Practices for Audit  
Period January 1, 2020 to December 31, 2020.  
Determination: **FINAL**  
Resolution #: 2021AP/247-438-(2021)

Dear Chairperson Taylor:

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: January 28, 2021  
Response Received: February 11, 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. 8's Sexual Harassment Prevention and Response Practices.

As the Queens Community Board No. 8 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. 8'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. 8 has taken, or will take, to correct outstanding areas of non-compliance during the designated compliance-monitoring period. The Queens Community Board No. 8 will be monitored monthly until all outstanding areas of non-compliance have been sufficiently corrected. The Queens Community Board No. 8 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. 8's implementation of the final corrective action, if any, the EEPC requires that the Queens Community Board No. 8 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. 8 must submit a final memorandum (See Next Steps, Final Memorandum). Upon the EEPC's receipt of the final memorandum, the Queens Community Board No. 8 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,

  
For Charise L. Terry  
Executive Director

c: Marie Adam-Ovide, District Manager, Queens Community Board No. 8  
Lisa M. Atkins, Principal EEO Professional, Office of the Queens Borough President  
Irving Poy, 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  
Samantha Tarallo, EEO Program Analyst, EEPC

Enclosed: TeamCentral Agency Manual

**FINAL DETERMINATION**

A response indicating progress of Queens Community Board No. 8'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:

**Agree**

Regarding your responses to the following EEPC required corrective actions, we *Agree* based on documentation that is attached to your response.

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

Agency Response: *"Copy of the yearly memo given to the staff reiterating Community Board No. 8 Q's commitment to Equal Employment Opportunity, sexual harassment prevention and that we follow the Queens Borough President's Policy. This memo was received, signed and dated by all members of the staff."*

EEPC Response: The EEPC accepts the entity's response and February 11, 2021 Memo, which reiterated the Chairperson's commitment to the prevention of sexual harassment and was signed and dated by all Queens Community Board No. 8 employees to confirm receipt, as confirmation that Corrective Action #1 has been implemented.

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

Agency Response: *"Here is the picture of the same memo and the QBP's policy packet posted on our bulletin board in the front office, which is accessible to all."*

EEPC Response: The EEPC accepts the entity's response and picture of the office bulletin board, which demonstrated the posting of the Office of the Queens Borough President's EEO Policy which included the Sexual Harassment Policy as well as the EEO and Sexual Harassment Policy Statement, as confirmation that Corrective Action #2 has been implemented.

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

**Corrective Action #3:** 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:** *"Please see attached memo from Lisa Atkins, QBP EEO Officer requesting that all Community Board staff members take two courses. The email sent to Ms. Atkins in response with proof that we have complied."*

**EEPC Response:** The EEPC accepts the entity's response and November 30, 2020 and December 16, 2020 emails between the Office of the Queens Borough President's principal EEO Professional and the District Manager of Queens Community Board No. 8 regarding Sexual Harassment Prevention computer-based training, as demonstration that the District Manager, who is the Chairperson's designee, consulted and cooperated with the Office of the Queens Borough President's principal EEO Professional on the prevention of sexual harassment complaints. Corrective Action #3 has been implemented.

### **Monitoring Required**

The agency's implementation of the following required corrective actions 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/247-438-(2021)  
Queens Community Board No. 8  
Chairperson Martha Taylor  
Sexual Harassment Prevention and Response Practices  
DETERMINATION: FINAL

S Y N O P S I S

<b>Corrective Action(s):</b>	<b>Total:</b> 3
<b>Period Audit Covered:</b>	January 1, 2020 to December 31, 2020
<b>Preliminary Determination Issued:</b>	January 28, 2021      Response Received      February 11, 2021
<b>Final Determination Issued:</b>	February 18, 2021      Response Due      March 22, 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 Queens Community Board No. 8’s Sexual Harassment Prevention and Response Practices; and

**Whereas**, pursuant to the audit, review, and evaluation of the Queens Community Board No. 8’s Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated January 28, 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. 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 February 18, 2021, which indicated that no areas required corrective action; 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 February 18, 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 Martha Taylor 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

Borough President, Donovan Richards



Chairperson, Martha Taylor

*The City of New York*  
*Borough of Queens*

**Community Board 8**

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Deputy Borough President – Rhonda Binda



District Manager, Marie Adam-Ovide

March 16, 2021

Charise L. Terry, Executive Director  
Equal Employment Practices Commission  
*Via email to: [cterry@eepc.nyc.gov](mailto:cterry@eepc.nyc.gov)*

**Re: Resolution#: 2021AP/247-438-(2021)**

Dear Ms. Terry:

We are in receipt of the Final Determination for the Audit Period January 1, 2020 to December 31, 2020 for Community Board 8, Queens.

Following the determination, we have submitted a memo to all the staff via email reiterating Queens Community Board 8's commitment to work practices that encourage and maintain a workplace free from unlawful discrimination, sexual harassment and actions to be taken by the Board. Furthermore, I have made all employees aware of their rights and obligations under the agency's equal employment opportunity policies.

We will continue to work to with your office and that of the Queens Borough President to prevent sexual harassment in New York City

Sincerely,

Martha Taylor  
Chairperson

Cc: Lisa Atkins, Principal EEO Professional, Office of the Queens Borough President  
Jennifer Shaw, Esq., Executive Agency Counsel/Director of Compliance  
Samantha Tarallo, EEO Program Analyst



Chairperson, Martha Taylor

*The City of New York*  
*Borough of Queens*

**Community Board 8**

197-15 Hillside Avenue  
Hollis, NY 11423-2126  
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Qn08@cb.nyc.gov  
www.nyc.gov/queenscb8



District Manager, Marie Adam-Ovide

## MEMO

To: All Employees  
From: Martha Taylor, Chairperson *MT*  
Date: March 16, 2021  
Re: EEPC Audit of Queens Community Board No. 8

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The New York City Charter requires the Equal Employment Practices Commission (EEPC) to conduct an audit once every four years to ensure each City agency or municipal entity (collectively “agency”) complies with federal, state, and local laws and regulations, and policies and procedures that increase equal opportunity for employees and applicants.

The EEPC recently concluded an audit and evaluation of the Queens Community Board No. 8’s practices and procedures for compliance with city, state, and federal equal employment opportunity laws and regulations, and identified enhancement by means of the following:

- Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
- Follow, distribute and post the Borough President’s policy(ies) against sexual harassment.
- 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.

Through successful completion of the EEPC’s audit, evaluation, and monitoring processes and the aforementioned enhancements I, Chairperson Martha Taylor, reaffirms the commitment to ensuring that the Queens Community Board No. 8’s employment practices encourage and maintain a workplace free from unlawful discrimination and sexual harassment, and that all employees are aware of their rights and obligations under the agency’s equal employment opportunity policies.



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  
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New York, NY 10007

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**BY EMAIL**

April 22, 2021

Martha Taylor  
Chairperson  
Queens Community Board No. 8  
197-15 Hillside Avenue  
Hollis, New York 11423

Re: Resolution #2021AP/248-438-(2021)C15  
DETERMINATION: Compliance

Dear Chairperson Taylor:

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 Marie Adam-Ovide 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,  


Elaine S. Reiss, Esq.  
Commissioner

c: Marie Adam-Ovide, District Manager, Queens Community Board  
No. 8

Monitoring of Sexual Harassment Prevention and Response Practices

RESOLUTION NO.

2021AP/248-438-(2021)C15

Queens Community Board No. 8

Chairperson Martha Taylor

DETERMINATION: COMPLIANCE

SYNOPSIS

<b>Corrective Action(s):</b>	Total: 3
<b>Period Audit Covered:</b>	January 1, 2020 to December 31, 2020
<b>Preliminary Determination Issued:</b>	January 28, 2021      Response Received      February 11, 2021
<b>Final Determination Issued:</b>	February 18, 2021      Exempt
<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. 8’s Sexual Harassment Prevention and Response Practices; and

**Whereas**, pursuant to the audit, review, and evaluation of the Queens Community Board No. 8’s Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated January 28, 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. 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 February 18, 2021, which indicated that no areas required corrective action; 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 February 18, 2021, the entity was exempt from issuing a response to the EEPC's Final Determination; and

**Whereas**, in accordance with Charter Chapter 36, Section 832(c), the Queens Community Board No. 8 was monitored until March 18, 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 March 16, 2021, which recognized the EEPC's audit and reiterated commitment to the Queens Community Board No. 8's equal employment practices; Now Therefore,

**Be It Resolved**, that the Queens Community Board No. 8 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 Martha Taylor of the Queens Community Board No. 8.

Approved unanimously on April 22, 2021.

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**/s/Angela Cabrera**  
**Angela Cabrera**  
**Commissioner/Mayoral Appointee**

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

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

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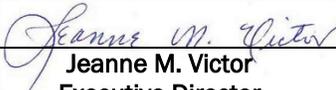
**Vacant**  
**Commissioner/City Council Appointee**

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**Vacant**  
**Chair/Commissioner/Joint Appointee**

On behalf of all Commissioners in attendance,

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



*This*

# *Determination of Compliance*

*is hereby issued to the*

## *Queens Community Board No. 8*

*for successful implementation of 3 of 3 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,

A handwritten signature in cursive script that reads "Jeanne M. Victor". The signature is written in black ink and is positioned above a horizontal line.

Jeanne M. Victor, Executive Director

*In care of Chairperson Martha Taylor,  
and Principal EEO Professional Marie Adam-Ovide*