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BY EMAIL

February 11, 2021

Rene Cheatham-Hill
Chairperson
Queens Community Board No. 12
90-28 161st Street
Jamaica, New York 11432

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

Dear Chairperson Cheatham-Hill:

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. 12'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. 12, hereinafter simply termed "agency" or "entity," falls within the EEPC's purview under Chapter 36, Sections 830(a) and 831(a) of the Charter, to review, evaluate, and monitor the coordination and implementation of affirmative employment programs of equal employment opportunity for any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."

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

Scope

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

Policy and Plan Requirements

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

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

Methodology

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

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

EEO Professionals designated for online interviews are assigned a three-week deadline to complete and return the PIQs. The EEPC’s PIQ(s)/requests were sent to the Queens Community Board No. 12 on December 18, 2020; the completed PIQ(s) were returned on January 7, 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. 12 has or has not complied, in whole or in part, with the established Standards.

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

Description of the Agency

Community Boards are local representative bodies. Each of the fifty-nine (59) Community Boards is comprised of up to fifty (50) unsalaried members, appointed by the Borough President in consultation with the City Council Members who represent any part of the Board district. The Boards play an advisory role in zoning and other land-use issues, in community planning, in the city budget process, and in the coordination of municipal services. Any person with a residence, business, professional or other significant interest in a given area is eligible for appointment to the Community Board serving that area. Each Board hires a full time District Manager and other staff to run a district office that receives and works to resolve residents' service delivery problems. (Source: The Green Book. 3/2019). In addition to the Chairperson, during the period in review Queens Community Board No. 12's headcount consisted of a *District Manager*, two (2) *Community Assistants*, and a *Community Service Aide*.

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. 12 did not demonstrate that an annual Policy Statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment was distributed or posted. **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.

- ✓ A *Staff Acknowledgement of 2020 EEO Policy* receipt, signed by all employees of Queens Community Board No. 12 (four (4) during the period in review) on December 10, 2020, demonstrated receipt of the *City of New York Office of the President of the Borough of Queens Equal Employment Opportunity Policy* (hereinafter referred to as EEO Policy) which included a section entitled, *Sexual Harassment Policy*.

- Queens Community Board No. 12 did not demonstrate that it electronically or physically posted the Office of the Queens Borough President's policy against sexual harassment. **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 partial-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 three (3) Queens Community Board No. 12 employees completed the Department of Citywide Administrative Services' (DCAS) *Sexual Harassment Prevention: What to Know About Unlawful and Inappropriate Behaviors in the Workplace* computer-based training during the period in review. The training included a definition of sexual harassment, a summary of relevant laws and regulations pertaining to sexual harassment, and provided instructions for filing a complaint with local, state and federal agencies that investigate complaints against discrimination and sexual harassment.
- Queens Community Board No. 12 did not demonstrate that one (1) remaining employee completed training and/or received a guide on the prevention of sexual harassment and their related rights and responsibilities during the period in review. **Corrective Action Required.**

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

III. Complaint and Investigation Procedures

Summary of Complaint Activity: Queens Community Board No. 12 did not report the number of internal and external complaints 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.
- ✓ On December 10, 2020, all Queens Community Board No. 12 employees confirmed receipt of the Office of the Queens Borough President's EEO Policy by signing a *Staff Acknowledgement of 2020 EEO Policy*. The Office of the Queens Borough President's EEO Policy included a section entitled *Discrimination Complaint and Investigation Procedure*, which provided employees with information for filing a complaint and included an outline of the Office of the Queens Borough President's complaint procedure.
5. Maintain a summary of annual complaint activity.
- Queens Community Board No. 12 did not report the number of internal and external complaints filed during the period in review. **Corrective Action Required.**

Corrective Action #4: Maintain a summary of annual complaint activity.

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.
- ✓ A *Staff Acknowledgement of 2020 EEO Policy* receipt signed by all employees demonstrates that on December 10, 2020, all Queens Community Board No. 12 employees received the Office of the Queens Borough President's EEO Policy (see §1.2). The Office of the Queens Borough President's EEO Policy included the section entitled *Where to File an Internal Complaint or Seek Assistance with an EEO Matter*, which included the following direction: "[a]ny person who wishes . . . to file a complaint of discrimination, or to receive assistance with an EEO matter may contact one of the EEO officers."
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. 12 reported, but did not demonstrate, that the Chairperson, or their designee consulted and cooperated with the Office of the Queens Borough President's principal EEO Professionals on the prevention, investigation, and resolution of sexual harassment complaints. **Corrective Action Required.**

Corrective Action #5: Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

V. Reporting Standard for Agency Head

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

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

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

Summary of Corrective Actions:

The Queens Community Board No. 12 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. 12 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. 12'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.

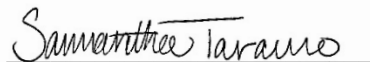
(Optional Conference) If requested, at the Optional Conference the EEPC will discuss the immediate steps that should be taken to correct outstanding areas of non-compliance and address questions regarding the Queens Community Board No. 12's implementation of the prescribed corrective action(s).

(No Response Option) If the Queens Community Board No. 12 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. 12 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: Yvonne Reddick, District Manager, Queens Community Board No. 12
Lisa M. Atkins, Principal EEO Professional, Office of the Queens Borough President
Irving Poy, Principal EEO Professional, Office of the Queens Borough President
William B. Peterson, Manager, Labor Relations Analysis and Audit, EEPC



Community Board 12

The City of New York

Borough of Queens

Jamaica, Hollis, St. Albans, South Ozone Park, and Springfield Gardens

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Donovan Richards
BOROUGH PRESIDENT

Rev. Carlene O. Thorbs
CHAIRPERSON

Maricela Cano
DIRECTOR OF COMMUNITY BOARDS

Yvonne Reddick
DISTRICT MANAGER

Hello Ms. Terry,

Please find below the CB12 Preliminary Determinations After Audit and Analysis and the Corrective Actions that the CB12 office has taken. Feel free to contact us if you have any further questions, or if there is anything else that you may need from us.

Sincerely,

CB12
718-658-3308

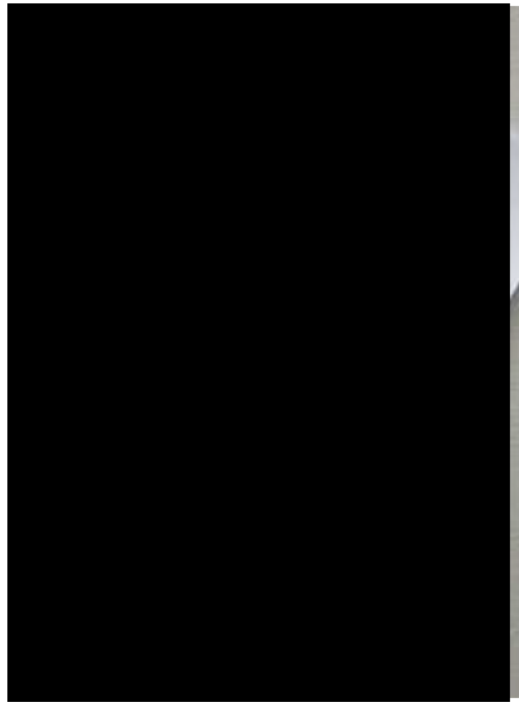
CB12 Preliminary Determinations After Audit and Analysis

I. Issuance, Distribution and Posting of EEO Policies

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

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

Action Taken:



(Posted)

II. Agency-wide Training

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

Action Taken: Training was completed and confirmation was forwarded over to [REDACTED] of Borough Hall.

III. Complaint and Investigation Procedures

Corrective Action #4: Queen Community Board No. 12 did not report the number of internal and external complaints filed during the period in review.

Action Taken: Queens Community Board 12 did not receive any internal or external complaints.

IV. Responsibility for Implementation

Corrective Action #5: 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.

Action Taken: If there are any sexual harassment complaints the Chairperson [REDACTED] will get in contact with [REDACTED] and [REDACTED] of Borough Hall to deal with the prevention, investigation, and resolution.

V. Reporting Standard for Agency Head

Corrective Action #6: 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.

Action Taken: Upon the EEPC'S determination that the entity does not require further review or monitoring Chairperson [REDACTED] will then distribute a memorandum 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.

Sincerely,

A handwritten signature in black ink, appearing to read "Rev. Carlene O. Thorbs".

Rev. Carlene O. Thorbs
Chairperson
Community Board 12



Vacant
Chair

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

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BY EMAIL

March 5, 2021

Carlene Thorbs
Chairperson
Queens Community Board No. 12
90-28 161st Street
Jamaica, New York 11432

Audit Status:
Evaluation of Sexual Harassment Prevention and Response Practices for Audit
Period January 1, 2020 to December 31, 2020.
Determination: **FINAL**
Resolution #: 2021AP/248-442-(2021)

Dear Chairperson Thorbs:

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 11, 2021
Response Received: February 25, 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. 12's Sexual Harassment Prevention and Response Practices.

As the Queens Community Board No. 12 falls within the EEPC's purview under Charter Chapter 36, Section 831(a), the EEPC is authorized to review, evaluate, and monitor the coordination and implementation of its affirmative employment programs of EEO and related practices. As indicated in our Preliminary Determination, the EEPC has adopted uniform standards¹ to this end. The purpose of this Final Determination, as authorized by Charter Chapter 36, Section 832(c), is to determine the sufficiency of the Queens Community Board No. 12's actions taken or planned thus far to correct areas of non-compliance identified in the EEPC's Preliminary Determination. Further, Chapter 36, Section 832(c) requires that: (1) the EEPC assign a compliance-monitoring period of up to six (6) months to monitor efforts taken to eliminate areas of non-compliance, if any; and (2) the agency respond in thirty (30) days and submit a report each month during this period on the progress of efforts taken to correct outstanding areas of non-compliance.

Next Steps

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

If corrective actions remain: Corrective actions will be listed under the *Monitoring Required* section of the attached Final Determination. The EEPC requires that the agency head submit a signed response to this Final Determination. The signed response should indicate what steps the Queens Community Board No. 12 has taken, or will take, to correct outstanding areas of non-compliance during the designated compliance-monitoring period. The Queens Community Board No. 12 will be monitored monthly until all outstanding areas of non-compliance have been sufficiently corrected. The Queens Community Board No. 12 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. 12's implementation of the final corrective action, if any, the EEPC requires that the Queens Community Board No. 12 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. 12 must submit a final memorandum (See Next Steps, Final Memorandum). Upon the EEPC's receipt of the final memorandum, the Queens Community Board No. 12 will be exempt from the abovementioned compliance-monitoring period.

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

Conclusion

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

Thank you and your staff for your continued cooperation.

Sincerely,



Charise L. Terry
Executive Director

c: Yvonne Reddick, District Manager, Queens Community Board No. 12
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
William Peterson, Manager, Labor Relations Analysis and Audit, EEPc
Samantha Tarallo, EEO Program Analyst, EEPc

Enclosed: TeamCentral Agency Manual

FINAL DETERMINATION

A response indicating progress of Queens Community Board No. 12's efforts to correct outstanding areas of non-compliance, with supporting documentation, is due within 30 days.

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

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

Agree

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

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

Agency Response: "(Posted)" Included was a photograph of the office bulletin board.

EEPC Response: The EEPC accepts Queens Community Board No. 12's response and documentation provided, which demonstrates the Office of the Queens Borough President's *Equal Employment Opportunity Policy* (that included the sexual harassment policy) was posted to the office bulletin board, as demonstration that Corrective Action #2 has been implemented.

Corrective Action #4: Maintain a summary of annual complaint activity.

Agency Response: "*Queens Community Board 12 did not receive any internal or external complaints.*"

EEPC Response: The EEPC accepts Queens Community Board No. 12's response, which clarifies that during the period in review no internal or external complaints were filed, making maintenance of a summary of complaint activity unnecessary, as demonstration that Corrective Action #4 has been implemented.

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.

² Excerpts are italicized.

Agency Response: “(Posted)”

EEPC Response: The EEPC recognizes Queens Community Board No. 12’s commitment to the implementation of Corrective Action #1. Queens Community Board No. 12’s response included a photo of the posting of the Office of the Queens Borough President’s Policy memorandum entitled *Our EEO Commitment*. To demonstrate compliance, distribute/post an annual Policy statement or memorandum signed by Queens Community Board No. 12’s Chairperson reiterating commitment to the prevention of sexual harassment and provide documentation which demonstrates its distribution (i.e. email, signed policy receipts, photo). 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 training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.

Agency Response: “*Training was completed and confirmation was forwarded over to [the principal EEO Professional] of Borough Hall.*”

EEPC Response: The EEPC recognizes Queens Community Board No. 12’s commitment to the implementation of Corrective Action #3. Queens Community Board No. 12 reported training was completed, however documentation was not provided. To demonstrate compliance, provide documentation (i.e. training certificates of completion) which demonstrates the remaining employee received training on the prevention of sexual harassment and their related rights and responsibilities. Implementation of this corrective action will be monitored during the assigned compliance-monitoring period.

Corrective Action #5: 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: “*If there are any sexual harassment complaints the Chairperson... will get in contact with [the principal EEO Professionals] of Borough Hall to deal with the prevention, investigation, and resolution.*”

EEPC Response: The EEPC recognizes Queens Community Board No. 12’s commitment to the implementation of Corrective Action #5. Queens Community Board No. 12’s reported that in the event of a sexual harassment complaint, its Chairperson will contact the principal EEO Professionals from the Office of the Queens Borough President. To demonstrate compliance, provide documentation which demonstrates the Chairperson, or their designee, consulted and cooperated with the Office of the Queens Borough President’s principal EEO Professionals on the prevention of sexual harassment complaints. 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/248-442-(2021)
Queens Community Board No. 12
Chairperson Carlene Thorbs
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

S Y N O P S I S

Corrective Action(s):	Total: 5		
Period Audit Covered:	January 1, 2020 to December 31, 2020		
Preliminary Determination Issued:	February 11, 2021	Response Received	February 25, 2021
Final Determination Issued:	March 5, 2021	Response Due	April 4, 2021
Compliance-Monitoring:	Required	April 1, 2021 to May 31, 2021	

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

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

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

Whereas, the EEPC conducted an audit, review, and evaluation of the Queens Community Board No. 12’s Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Queens Community Board No. 12’s Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated February 11, 2021, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

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

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

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

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

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

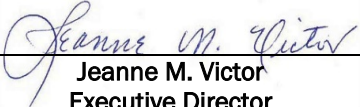
Whereas, in accordance with Charter Chapter 36, Section 832(c), on March 5, 2021, the entity was required to issue a response to the EEPC's Final Determination; Now Therefore,

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 Carlene Thorbs to assign compliance-monitoring.

Approved unanimously on April 22, 2021.

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

On behalf of all Commissioners in attendance,


Jeanne M. Victor
Executive Director



Community Board 12

The City of New York

Borough of Queens

Jamaica, Hollis, St. Albans, South Ozone Park, and Springfield Gardens

90-28 161st Street
Jamaica, New York 11432
qn12@cb.nyc.gov
www.nyc.gov/qcb12

(718) 658-3308
Fax (718) 739-6997

Donovan Richards
BOROUGH PRESIDENT

Rev. Carlene O. Thorbs
CHAIRPERSON

Maricela Cano
DIRECTOR OF COMMUNITY BOARDS

Yvonne Reddick
DISTRICT MANAGER

April 19, 2021

Dear Ms. Victor,

Please find below the CB12 Final Resubmission Response to the EEPC'S Final Determination Response After Audit and Analysis and the Corrective Actions that the CB12 office has taken. As per the Final Determination Monitoring was required for Corrective Action #1, Corrective Action #3, and Corrective Action #5.

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

Solution: Please see email attachment with the Chairperson's letter reiterating commitment to the prevention of sexual harassment

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

Solution: Please see email attachment with provided documentation (i.e. training certificates of completion) which demonstrates the remaining employee received training on the prevention of sexual harassment and their related rights and responsibilities.

Corrective Action #5: 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.

Solution: At this time or previously, there has been nothing to report to the Office of the Queens Borough President's principal EEO Professionals. In the event of a sexual harassment complaint, as Chairperson I will contact the principal EEO Professionals from the Office of the Queens Borough President.

Feel free to contact us if you have any further questions, or if there is anything else that you may need from us.

Sincerely,

A handwritten signature in black ink, appearing to read "Rev. Carlene O. Thorbs". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Rev. Carlene O. Thorbs

Chairperson

Community Board 12

Memorandum

TO: All Employees
FROM: Equal Employment Practices Commission
DATE: 6/3/2021
RE: Audit: Review, Evaluation, and Monitoring of Sexual Harassment Prevention and Response Practices
Queens Community Board No. 12

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. 12’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.
- 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.
- Maintain a summary of annual complaint activity.
- 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 Chairperson Thorbs reaffirms the commitment to ensuring that the Queens Community Board No. 12 ’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.



Aldrin Rafael Bonilla
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

June 10, 2021

Carlene Thorbs
Chairperson
Queens Community Board No. 12
90-28 161st Street
Jamaica, New York 11432

Re: Resolution #2021AP/249-442-(2021)C39
DETERMINATION: Compliance

Dear Chairperson Thorbs:

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 Yvonne Reddick 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: Yvonne Reddick, District Manager, Queens Community Board
No. 12

Monitoring of Sexual Harassment Prevention and Response Practices

RESOLUTION NO.

2021AP/249-442-(2021)C39

Queens Community Board No. 12

Chairperson Carlene Thorbs

DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s):	Total: 5		
Period Audit Covered:	January 1, 2020 to December 31, 2020		
Preliminary Determination Issued:	February 11, 2021	Response Received	February 25, 2021
Final Determination Issued:	March 5, 2021	Response Received	April 29, 2021
Compliance-Monitoring:	Required	April 1, 2021 to May 31, 2021 without extension	

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

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

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

Whereas, the EEPC conducted an audit, review, and evaluation of the Queens Community Board No. 12’s Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Queens Community Board No. 12’s Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated February 11, 2021, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

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

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

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

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

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

Whereas, in accordance with Charter Chapter 36, Section 832(c), on April 29, 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. 12 was monitored until June 3, 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 June 3, 2021, which recognized the EEPC's audit and reiterated commitment to the Queens Community Board No. 12's equal employment practices; Now Therefore,

Be It Resolved, that the Queens Community Board No. 12 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 Carlene Thorbs of the Queens Community Board No. 12.

Approved unanimously on June 10, 2021.

/s/ Angela Cabrera
Angela Cabrera
Commissioner/Mayoral Appointee

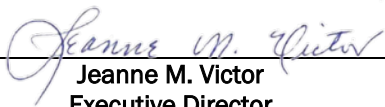
/s/ Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner/Mayoral Appointee

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

Vacant
Commissioner/City Council Appointee

/s/ Aldrin Rafael Bonilla
Aldrin Rafael Bonilla
Chair/Commissioner/Joint Appointee

On behalf of all Commissioners in attendance,


Jeanne M. Victor
Executive Director

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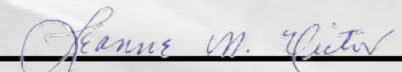
Determination of Compliance

is hereby issued to

Queens Community Board No. 12

*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 10th day of June in the year 2021,



Jeanne M. Victor, Executive Director

*In care of Chairperson Carlene Thorbs
and District Manager Yvonne Reddick*