

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

RESOLUTION #97/09-806: Preliminary Determinations Pursuant to the Audit of the New York City Department of Housing Preservation and Development and its compliance with the City Charter-mandated Affirmative Employment Plan from April 1, 1994-September 30, 1996.

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

Whereas, the Equal Employment Practices Commission audited the New York City Department of Housing Preservation and Development's compliance with the Affirmative Employment Plan; and

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

Be It Resolved,

that pursuant to the audit of the New York City Department of Housing Preservation and Development (HPD) and its compliance with the City Charter-mandated Affirmative Employment Plan (AEP), the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. All of the twenty-three supervisors interviewed by EEPC auditors indicated that the agency had never evaluated their EEO performance.
2. The EEO Office did not complete the investigation of all internal discrimination complaints within the 90 day time-frame required by the EEOP's Discrimination Complaint Procedure Guidelines.
3. Only new hires are receiving sexual harassment prevention training.
4. Discrepancies existed between HPD and CEEDS workforce data.
5. HPD did not conduct adverse impact studies.

6. HPD's list of minority- and female-oriented recruitment sources has not been updated in four years.
7. 56% of supervisors/managers interviewed by EEPC auditors were unaware that HPD had an Affirmative Employment Plan.
8. 82% of supervisors/managers interviewed by EEPC auditors indicated that they had not held meetings with their staffs to discuss the AEP.
9. 56% of supervisors/managers interviewed by EEPC auditors indicated they had not received training and a structured interview guide for interviewing new hires.
10. 91% of supervisors/managers interviewed by EEPC auditors indicated they had not discussed the agency's discrimination complaint procedure with their staffs.

Be It Finally Resolved,
that the Commission authorizes the Chairman to forward a letter to the Commissioner of the New York City Department of Housing Preservation and Development, Mr. Richard T. Roberts, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions the New York City Department of Housing Preservation and Development will take to bring the agency in compliance with the New York City Equal Employment Opportunity Policy.

Approved unanimously on October 29, 1997..

Angela Cabrera
Commissioner

Jeanette Diaz, Esq.
Commissioner

Manuel A. Mendez
Commissioner

Frank R. Nicolazzi
Vice-Chairman


Dr. Charles Hughes
Chairman

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

RESOLUTION #99/01-806C. Determination of implementation by the Department of Housing Preservation and Development of recommended corrective actions made by the EEPC pursuant to its audit of the New York City Department of Housing Preservation and Development's Affirmative Employment Plan from April 1, 1994 to September 30, 1996.

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

Whereas, pursuant to its audit of the New York City Department of Housing Preservation and Development, the Equal Employment Practices Commission issued a preliminary determination letter, dated October 29, 1997, setting forth its findings and recommended corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC monitored the New York City Department of Housing Preservation and Development for a period of six months, from June 1998 through November 1998, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, all of the aforementioned recommended corrective actions are required by the City's Equal Employment Opportunity Policy which replaced the former Affirmative Employment Plan (AEP). Now, Therefore,

Be It Resolved,
that the New York City Department of Housing Preservation and Development has fully implemented all recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapter 35 and 36 of the City Charter.

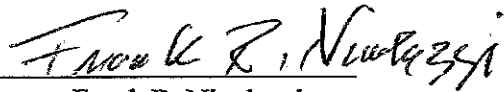
Be It Finally Resolved,
that the Commission authorizes the Vice-Chairman to forward a letter to the Commissioner of the New York City Department of Housing Preservation and Development, Richard T. Roberts, formally informing him that the agency has implemented all recommended corrective actions to the Commission's satisfaction.

Approved unanimously on January 7, 1999.

Jeanette Diaz
Commissioner

Manuel Mendez
Commissioner

Angela Cabrera
Commissioner

A handwritten signature in cursive script that reads "Frank R. Nicolazzi". The signature is written in dark ink and is positioned above a horizontal line.

Frank R. Nicolazzi
Vice-Chairman




City of New York
DEPARTMENT OF
HOUSING PRESERVATION AND DEVELOPMENT
100 GOLD STREET, NEW YORK, N.Y. 10038

RICHARD T. ROBERTS
Commissioner

MEMORANDUM

TO: HPD Employees

FROM: Richard T. Roberts 

SUBJECT: Equal Employment Opportunity Program

DATE: July 10, 1998

As a result of audits conducted by the Equal Employment Practices Commission (EEPC) and the Department of Citywide Administrative Services (DCAS), I would like to inform you of several initiatives that the Department of Housing Preservation and Development has taken and will take to enhance its Equal Employment Opportunity (EEO) Program.

Training: Beginning May 1998, the Agency's EEO Officer, Shirley Rodriguez Remeneski, has begun to execute a comprehensive training program for which all employees are required to attend. All sessions will cover:

- Agency EEO Policy
- EEO Laws/Theories
- Internal Discrimination Compliant Procedure
- ADA/Reasonable Accommodation Policy and Procedure
- Sexual Harassment Prevention
- Cultural Diversity

Agency managers and supervisors will receive additional areas of training that address their responsibility as "supervisors" to implement and enforce the Agency's EEO policies. In particular, this aspect of the supervisors' training will inform managers and supervisors that:

EEO Day: I intend to set aside one day during the spring in which all supervisors must hold an EEO meeting with their staff. The director of each Agency program shall be responsible for record keeping that would document compliance. Supervisors are expected to review the Agency's EEO policy with staff on that day. All staff will receive ample notice of our first EEO Day.

HPD plans to continue its assertive strategy towards the improvement of its equal opportunity program, one that is beneficial to all employees. As Commissioner, I reaffirm this Agency's strong commitment to maintaining fair employment practices for all HPD employees and job applicants. I expect all staff to comply with the letter and spirit of our equal opportunity policy.

cc: S. R. Remeneski: EEO Officer