

278th EEPC COMMISSION MEETING
EEPC Meeting Minutes for January 30, 2025

CHAIR/COMMISSIONERS PRESENT

Aldrin Rafael Bonilla, Chair
Elaine S. Reiss, Esq., Vice-Chair
Ngozi Okaro, Esq., Commissioner
Nicole Yearwood, MPA, Commissioner

EEPC STAFF PRESENT

Jeanne M. Victor, Executive Director
Russell Ferri, Director of Research
Menelik Allsop, Director of Audits
Suat Albayrak, Admin. of Computer Sys. & Sup.

I. CALL TO ORDER

A. 278th Commission Meeting of the Equal Employment Practices Commission

The 278th meeting of the Board of Commissioners (Board) of the Equal Employment Practices Commission (EEPC) was called to order at 10:21AM. The meeting was held in the Conference Room at the EEPC's office and via Teams video conference that was live streamed to YouTube.

B. Roll Call of Commissioners¹

Chair and Commissioner Aldrin Bonilla asked Executive Director Jeanne M. Victor (ED Victor) to call the roll. Present at the meeting were Chair and Commissioner Aldrin Rafael Bonilla (Chair Bonilla), Vice-Chair and Commissioner Elaine S. Reiss (Vice-Chair Reiss), Commissioner Nicole Yearwood (Commissioner Yearwood) and Commissioner Ngozi Okaro (Commissioner Okaro). There was a quorum, so the meeting proceeded.

Chair Bonilla asked the Commissioners for their reflections on the activities happening at the federal level with respect to equal employment opportunity.

II. APPROVAL OF MINUTES

A. Meeting Minutes: December 17, 2024

Having previously received and reviewed the Minutes of the meeting held on December 17, 2024, Chair Bonilla asked if there was a motion to approve the Minutes. Vice-Chair Reiss moved to approve the Minutes and Commissioner Okaro seconded the motion. There was one

¹ Commissioner Minosca Alcantara was unable to attend due to a family emergency.

correction to change the EEPC's Conference for 2025 from the 35th Anniversary to the 36th Anniversary of the EEPC. Thereafter, the Minutes were approved unanimously, as corrected.

III. Approval of Audit Resolutions

A. 2024 Final Determination Resolutions

Chair Bonilla noted that the EEPC has 12 Final Determination Resolutions for approval by the Board that will be approved as a bundle. Menelik Allsop, Director of Audits (Director Allsop) presented the Resolutions to the Board. Vice-Commissioner Reiss moved, and Commissioner Okaro seconded, a motion to approve **Resolution #2024AP/278-820-(2024)** Office of Administrative Trials and Hearings, **Resolution #2024AP/278-465-(2024)** Kingsborough Community College, **Resolution #2024AP/278-057-(2024)** New York City Fire Department, **Resolution #2024AP/278-125-(2024)** Department for the Aging, **Resolution #2024AP/278-906-(2024)** Office of the Special Narcotics Prosecutor, **Resolution #2024AP/278-256-(2025)** New York City Police Pension Fund, **Resolution #2024AP/278-072-(2025)** Department of Correction, **Resolution #2024AP/278-905-(2025)** Office of the Richmond County District Attorney, **Resolution #2024AP/278-858-(2025)** New York City Office of Technology and Innovation, **Resolution # 2024AP/278-013-(2025)** Office of the Queens Borough President, **Resolution #2024AP/278-463-(2025)** Bronx Community College, and **Resolution #2024AP/278-214-(2025)** New York City Office of Labor Relations. The Chair asked if any Commissioner was recused from voting on any of these agencies. Vice-Chair Reiss said she was recused from Kingsborough and Bronx Community Colleges and Commissioner Yearwood said she was also recused from Kingsborough and Bronx Community Colleges, as well as the Office of the Queens Borough President. There was some discussion about whether there was a quorum if two Commissioners recused themselves from the vote, so it was determined to vote for all of the resolutions except for the three agencies that were the subject of the recusals. Vice-Chair moved, and Commissioner Okaro seconded the motion. There being no further discussion, the resolutions were adopted unanimously. Thereafter, the Commissioners voted to adopt the Office of the Queens Borough President since only Commissioner Yearwood was recused from this vote. Vice-Chair Reiss moved, and Commissioner Okaro seconded the motion. There being no further discussion, the resolution was adopted unanimously. Lastly, it was determined to bring the last two agencies, Kingsborough Community College and Bronx Community College, to a vote, pending a review of the rules. Commissioner Okaro moved, and Chair Bonilla seconded the motion. (Vice-Chair Reiss and Commissioner Yearwood recused themselves from this vote). There being no further discussion, the resolutions were adopted unanimously, pending further review.

B. 2024 Final Determination and Compliance Resolutions

Chair Bonilla noted that the EEPC has 2 Final Determination and Compliance Resolutions for approval by the Board. Director Allsop presented these Final Determinations and Resolutions to the Board for vote. Vice Chair Reiss moved, and Commissioner Yearwood seconded, a motion to approve **Resolution #2024AP/278-941-(2025)C1** New York County Public Administrator, and **Resolution #2024AP/278-902-(2025)C2** Office of the Bronx County District Attorney. Commissioner Yearwood noted that she was recused from the vote for the Bronx County District Attorney, so it was determined to vote for each agency separately. Chair Bonilla asked if there was a motion to approve the New York County Public Administrator. Vice-Chair Reiss moved, and Commissioner Okaro seconded the motion. There being no further discussion, the resolution was adopted unanimously. Chair Bonilla then asked if there was a motion to approve the Office of the Bronx County District Attorney. Vice-Chair Reiss moved, and Commissioner Okaro seconded the motion. Commissioner Yearwood was recused. There being no further discussion, the resolution was adopted unanimously.

IV. OLD BUSINESS

A. Status of EEPC Personnel (Hirings and Promotions)

ED Victor advised the Board that the EEPC received OMB approval to fill two (2) new City Research Analyst positions. Offers were made to both candidates, both accepted, but thereafter one declined so the next candidate on the list of acceptable candidates will be offered the position. The Research Analyst that accepted will start on Tuesday, February 18th. A new EEO Program Analyst will also start in mid-February. The EEPC also received OMB approval for the Part-Time Executive Agency Counsel, who may also start as early as mid-February and OMB approval is currently pending to fill the Administrator of Audits and Executive Services vacancy. Lastly, there is a City Research Scientist who is leaving the agency today so backfilling his vacancy will be a priority. When all positions are filled, the total number of employees at the EEPC will be 16.

B. Status of Draft EEO Officers' Handbook

ED Victor provided the Board with a semi-completed draft of the EEO Officers' Handbook and asked for their comments before it is finalized.

C. EEPC Audit Standards

ED Victor provided the Commissioners with a chart listing all of the EEPC's audit standards and which audit standards were used during the last 3 audits. Vice-Chair Reiss suggested that every

EEPC audit should include an audit standard which addresses the reporting relationship between the EEO Professional and the agency head. Chair Bonilla also mentioned that he would like to see more substance in the next audit cycle, such as whether agencies are actually meeting required timelines as opposed to whether they have a process for keeping track of their required timelines.

D. Invitation for Commissioner Molina at DCAS

ED Victor said she extended an invitation to Commissioner Molina's office to meet with the Board and that his office is looking at potential dates.

V. NEW BUSINESS

A. Preliminary Budget Hearing March 7th at 11:30AM

Vice-Chair Reiss noted that Commissioner Yearwood would attend the hearing. Vice-Chair Reiss also asked for a copy of our testimony before the budget hearing, one to two weeks before the hearing. There was additional discussion about the current budgetary needs of the EEPC.

B. Clarification for Report on Obstacles Facing Hispanics in City Government

Chair Bonilla asked the EEPC to rerun some of the data in its reports from 4 years ago that show the percentage of different racial/ethnic groups within City agencies compared against the percentage of those groups in the general population of New York City. Chair Bonilla explained that Latinos were reflected by their percentage in the population in only 3 City agencies, and moreover, with respect to occupational segregation, Latinos were overrepresented in the job groups that were least paid. There was additional discussion about obstacles and issues around recruiting that could also be addressed in this analysis.

C. Plan to Conduct Audit Spot Checks

ED Victor suggested that when violations of EEO laws/policies are reported in the news, the EEPC should look at its audit standards and/or conduct audit spot checks into possible violations of EEO processes within the agency. There was some discussion about possible cultural influences within an agency which may contribute to such violations. Also noted was whether all senior-level agency staff have completed their mandatory EEO training, which could become its own audit standard.

VI. Audit Update

A. 2024 Audit Plan Status Updates

EEPC Director of Audits Menelik Allsop (Director Allsop) summarized the status of the agencies audited in 2024.

B. 2025 Audit Plan Status Updates

The EEPC will be auditing 35 agencies in this Audit Plan year. Director Allsop estimated that if all of the agencies are in compliance by the end of this calendar year, it would result in 58 agencies receiving compliance resolutions.

VII. RESEARCH UPDATE

A. EEPC Annual Report

Director of Research Russell Ferri (Director Ferri) reported that the EEPC's Annual Report is ready to be submitted, pending remarks from the Chair. The report is due February 15th. All Commissioners who have comments are asked to submit their comments within a week.

B. Local Law 13 Report

Director Ferri noted that the draft report is also ready to be submitted, pending Commissioner comments. It was agreed that any comments were to be submitted by March 7th.

C. Pilot Project Report

Director Ferri explained that the report was submitted to the Commissioners yesterday. There is no hard deadline for comments regarding this report, but that it will be submitted to the agency after receipt of the comments.

D. March Reception

Director Ferri said that he reached out to some of the people who were involved with the Charter Commission when the EEPC was created but none of these people would be available, for a variety of reasons. Commissioner Okaro noted that this was meant to be a look towards the future – where are we now and what should this agency look like going forward.

VIII. ADJOURNMENT

There being no further business, Chair Bonilla asked for a motion to adjourn the public session. Vice-Chair Reiss moved, and Commissioner Yearwood seconded, a motion to adjourn, which was adopted unanimously. The public session was adjourned at 11:37AM. There was no Executive Session.

These minutes were prepared by:

Jeanne M. Victor, Executive Director EEP