EEPC EQUAL EMPLOYMENT PRACTICES COMMISSION



ANNUAL REPORT 2019

BOARD MEMBERS - COMMISSIONERS

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Mayoral/City Council Appointee



Chair/Commissioner

Message from the Board:

The Board of Commissioners of the Equal Employment Practices Commission (EEPC) view as sacrosanct our duty to aid entities in implementing equal employment opportunities for employees of, and applicants to, the City of New York. Toward this end, in 2019, the EEPC continued the Sexual Harassment Prevention and Response Practices Audit, an issue-specific audit, which emphasizes implementation of the city, state and federal laws, regulations and policies that directly impact sexual harassment prevention and response practices. The EEPC also initiated follow-up audits of municipal entities that had received Determinations of Non-Compliance during the Employment Practices Audit that was conducted in previous years.

We want to thank the employees of this Commission, and in particular the Executive Director, without whose leadership these accomplishments could not occur. We also thank the municipal entities that continue to extend their cooperation and participation. We look forward to the continued rewards of implementing equal employment opportunities within the City of New York.

Executive Director



Charise L. Terry
Executive Director

Executive Staff



Jennifer Shaw, Esq.
Executive Agency Counsel
Director of Compliance



Letizia Gambrell-Boone, Ed.D.
Director of Research Initiatives
& Public Hearings

Executive Summary

In 2019, the Equal Employment Practices Commission (EEPC) continued its successful fulfillment of pertinent New York City Charter (City Charter) mandates. The year was productive as the EEPC welcomed the appointment of a new Chairperson and dedicated attention to reinforcing efficiency in auditing and monitoring procedures, advancing research initiatives, and strengthening organizational effectiveness.

Appointment of Chairperson

In July 2019, the EEPC's Board of Commissioners (Board) welcomed Sasha Neha Ahuja as the City Charter required fifth Commissioner and Chairperson. This joint appointment, made by the Mayor and New York City Council Speaker, filled a vacancy that had existed since 2015. In addition to her role as the EEPC's Chair/Commissioner, Ms. Ahuja serves as Chief of Staff at Girls for Gender Equity, an intergenerational grassroots organization committed to the physical, psychological, social, and economic development of girls and women. She is also an Adjunct Professor at the Silberman School of Social Work at Hunter College and at the Touro Graduate School of Social Work. Ms. Ahuja previously served as the Deputy Director of the Policy and Innovation Division at the New York City Council, and ran the New York City Young Women's Initiative, a public-private investment and policymaking process to uplift young women and girls of color, which engaged approximately 200 advocates and senior officials across multiple City entities. The appointment of a Chairperson enables the Board to fully operate as intended by the Charter and reinforces the EEPC's standing as the independent oversight entity for equal employment opportunity matters.

Audit: Review, Evaluation, and Monitoring

n 2019, the EEPC initiated year two (2) of a four-year audit plan dedicated to evaluating and monitoring sexual harassment prevention and response practices in City entities. To execute the plan, the EEPC created an issue-specific *Sexual Harassment Prevention and Response Audit* (SHPRA) to evaluate municipal entities' equal employment opportunity (EEO) strategies, policies, and programs, and ascertain the extent to which they effectively prevent and respond to sexual harassment. The SHPRA applies relative and uniform standards to entities' practices, deploys electronic data collection tools and questionnaires to support an interactive process, and utilizes automated methods to accept and manage real-time uploads of pertinent entity-specific documents and records. The efficiency resulting from these practices led to the issuance of SHRPA Final Determinations to forty-eight (48) municipal entities in 2019.

In addition to conducting the SHPRA, in 2019 the EEPC also issued Final Determinations to three (3) municipal entities that received a follow-up *Employment Practices Audit* (EPA). Each entity previously received a Determination of Non-compliance as a result of an EPA in 2017. In total, the EEPC completed the review and evaluation of fifty (51) municipal entities in 2019 (forty-eight (48) SHRPA and three (3) EPA). The most frequently issued corrective actions are included in Appendix IV.

Surpassing the annual number issued historically, forty-four (44) municipal entities were each issued a Determination of Compliance for implementing corrective actions received as a result of a SHPRA. Twelve (12) of these entities eliminated the need for a compliance-monitoring period by having no corrective actions or promptly implementing all corrective actions in response to the EEPC's Final Determination. Twenty-nine (29) more entities (ten (10) evaluated in 2018 and nineteen (19) evaluated in 2019) required and completed a compliance-monitoring period. Three (3) additional entities implemented corrective actions to address previously non-compliant subject areas as a result of a follow-up EPA.

Research Initiatives

To advance research initiatives, the EEPC welcomed a new Director of Research Initiatives and Public Hearings who, as a senior-level administrator with over twenty (20) years of experience in data driven decision making, brings a wealth of research and assessment strategies to the EEPC's Research Unit. Under this direction, in 2019, the Research Unit focused on assessing organizational efficiency and effectiveness and recommending approaches on how the EEPC may enhance operations while working to strengthen the quality of the New York City workforce. The Research Unit found the following:

- City Charter Mandate: The EEPC initiated and completed the largest number of audits since its inception. In fact, the number of Determinations of Compliance issued increased 43% in 2019 (over 2018) and surpassed the annual number of Determinations historically issued.
- Internal Study: The EEPC enhanced current practices, policies and procedures by examining the applicability of its auditing standards.

  Training and Development: The Research Unit enhanced the EEPC's efficacy through its development of an electronic platform for entity-wide training on sexual harassment prevention and response practices. This process improved training delivery and evaluation times. All staff members achieved a 100% exam pass rate and were presented with certificates of completion.

Reflecting upon the organizational health of the EEPC, significant indicators (i.e. attaining the highest annual number of charter-mandated audit and compliance determinations in the EEPC's history; enhancing current practices, policies and procedures; delivering an efficient training and assessment program; and applying effective audit practices that positively impact jurisdictional entities' EEO and sexual harassment prevention practices) demonstrate that the EEPC is diligently and progressively working to fulfill the charge of the New York City Charter.

Testimony before New York City Council

In 2019, EEPC representatives were invited to present testimony before the New York City Council Committee on Civil and Human Rights (Committee). On March 25, 2019, the EEPC's Executive Director and two (2) members of the Board of Commissioners provided testimony on the fiscal impact the requirements of Local Law No. 13 will have on the EEPC.

Concurrent with the EEPC's implementation of City Charter-required annual audit plans and compliance-monitoring procedures, Local Law No. 13 tasks the EEPC with significant additional responsibilities at the same level of resources. To fulfill the reporting requirements of Local Law No. 13, the EEPC must collect voluminous Citywide data, and perform both qualitative and statistical analyses. The Executive Director advised the Committee that the current level of funding and the convergence of duties create an excessive burden that necessitates additional staff and resources. In order to responsibly fulfill Local Law No. 13 obligations, the EEPC requested funding to hire, at a minimum, a full-time Data Scientist or Statistician, a full-time Labor Economist, two (2) subject matter consultants, and two (2) Policy Interns as well as supporting resources. The absence of the requested aid would compromise the fulfillment of the additional mandate. As of December 2019, the EEPC's request had not been granted. The EEPC's testimony before the New York City Council is included as Appendix V.

Mission Statement

The Equal Employment Practices Commission (EEPC) audits, evaluates, and monitors the City of New York's employment programs, practices, policies, and procedures to ensure that municipal entities and the City as an employer maintain a properly structured, efficiently administered affirmative employment program of equal opportunity for minority group members and women employed by, or seeking employment with, City government. The EEPC advises and assists municipal entities in their efforts to establish affirmative plans, measures, and programs to provide, and educate employees about, equal employment opportunities; implement and maintain effective employment practices that are non-discriminatory; and utilize discrimination complaint investigation procedures that conform to federal, state and local laws, regulations, policies, and procedures.

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About the EEPC

The New York City Equal Employment Practices Commission (EEPC) was established by vote in favor of amendments to the New York City Charter (City Charter) to ensure that municipal entities maintain an effective employment program of equal employment opportunity for all who are employed by or seek employment with New York City (City) governmental entities.

The EEPC is an independent non-mayoral body empowered by Chapter 36 of the City Charter to audit, evaluate, and monitor municipal entities once every four (4) years for compliance with the City Charter, the City's Human Rights Law, state and federal anti-discrimination laws and regulations, and policies and procedures to increase equal opportunity within municipal employment. Towards that end, EEPC reviews, evaluates and monitors their employment practices, procedures, approaches, measures, standards, and programs, and their efforts to ensure fair and effective equal employment opportunity for women, minority group members and other employees and job applicants identified for protection from discrimination; and recommends practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts.

Municipal entities meeting the following criteria are governed by the EEPC's purview:

- the majority of the board members are appointed by the Mayor;
- the majority of the board members serve by virtue of being City officers; or
- the entity is funded, in whole or in part, by the City treasury.

City Charter Chapter 36 also authorizes the EEPC to monitor coordination of affirmative employment programs established by the City; and propose policy, legislative and/or regulatory recommendations to the Mayor, New York City Council, and Department of Citywide Administrative Services (DCAS).

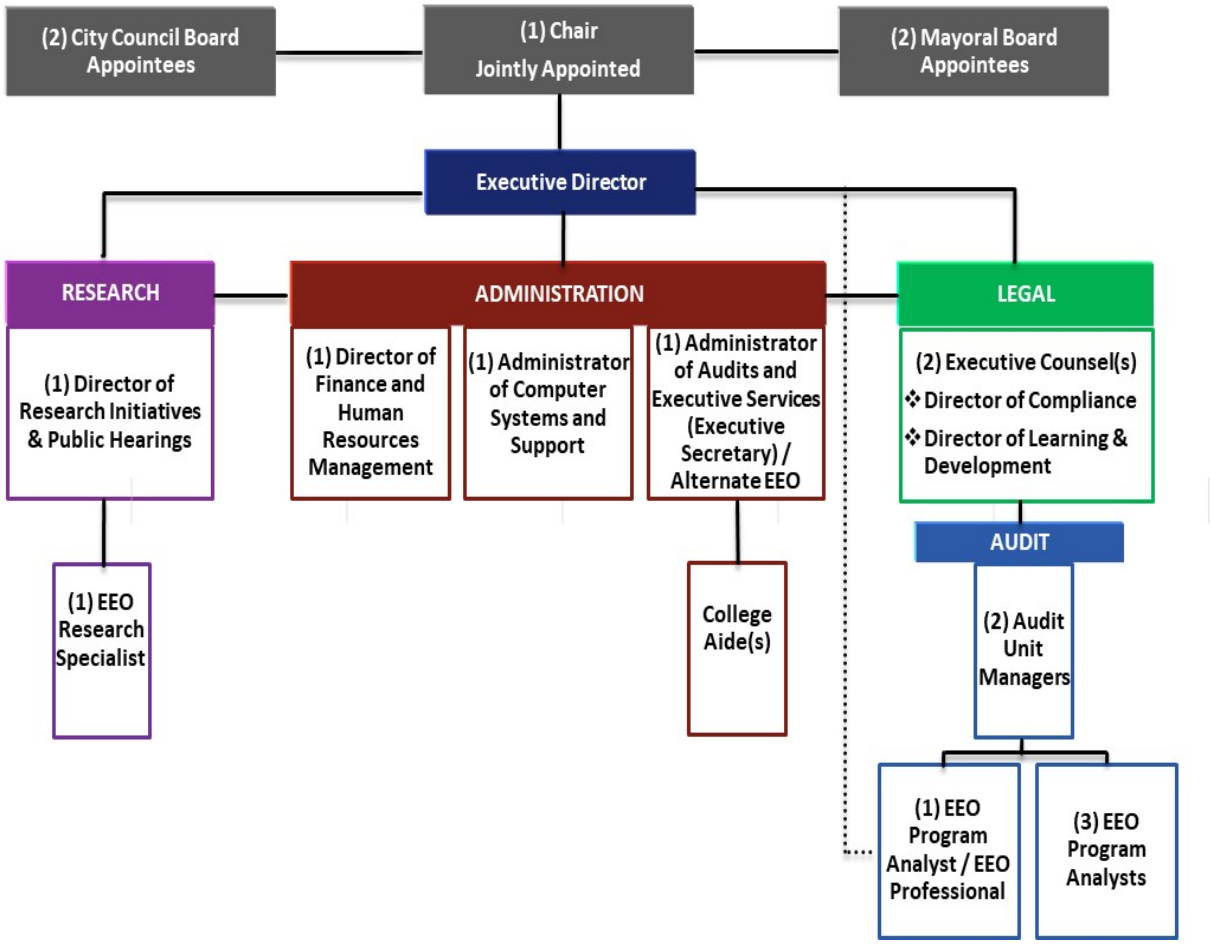
The EEPC has a duty to:

- review the standards, procedures, and programs established by DCAS to ensure a fair and effective affirmative employment plan of equal employment opportunity for City entities;
- review the affirmative employment plan of each City entity and provide appropriate comments and suggestions;
- advise City entities in their efforts to increase employment of minority group members and women who seek employment with city entities;
- audit and evaluate the employment practices and procedures of each City entity at least once every four (4) years and whenever requested by the New York City Civil Service Commission or Commission on Human Rights, and recommend procedures, standards, and programs to be utilized to ensure fair and effective programs of equal employment opportunity;
- establish a compliance procedure to monitor the implementation of all corrective actions; hold public and private hearings, compel the attendance of witnesses, and administer oaths for the purpose of ascertaining whether entities are in compliance with equal employment opportunity requirements;
- establish advisory committees;
- serve as the City liaison to federal, state and local entities responsible for compliance with equal employment opportunity for minority group members and women who are employed by or who seek to be employed by City entities;
- publish a report to the Mayor and City Council on the effectiveness of each City entity's affirmative employment efforts and the efforts by DCAS to ensure equal employment opportunity; and
- make policy, legislative and budgetary recommendations to the Mayor, City

Council, and DCAS necessary to ensure equal employment opportunity for minority group members.

While the EEPC is not authorized to investigate individual complaints of employment discrimination, the EEPC's audit, evaluation and monitoring processes provide a mechanism to ensure each municipal entity institutes and maintains properly structured, efficiently administered employment opportunity practices that comply with federal, state, and city equal employment opportunity laws, requirements, policies and practices calculated to avert errors in judgment or procedure from potentially becoming allegations of employment discrimination.

EEPC Organizational Chart



EEPC Structure

The Board of Commissioners

To fulfill the aforementioned powers and duties, the City Charter assigns a Board of five (5) per diem Commissioners. The Board is comprised of two (2) appointees each from the Mayor and City Council, and a Chair jointly appointed by the Mayor and Speaker of the City Council. This arrangement ensures balance and insulation from political influence and facilitates exercise of jurisdiction over the employment practices of mayoral and non-mayoral entities, as well as the offices of elected officials and political appointees.

The Board of Commissioners (Board) performs the following duties and responsibilities essential to the mandate:

- review and approve the annual audit plan;
- review the auditing standards used to ensure entities' compliance with the City Charter, New York City Human Rights Law, and other relevant city, state, and federal EEO laws, regulations, procedures and policies;
- review, approve, and adopt Resolutions pursuant to EEO Program Analysts' findings and issue Determination letters;
- review and approve entities' implementation of corrective actions, adopt Determinations of Compliance or Non-Compliance at the end of the City Charter-mandated compliance-monitoring period, and issue relevant Resolutions;
- deliberate on issues and trends of employment practices pursuant to the audit and evaluation of entities;
- publish an annual report to the Mayor and City Council on the activities of the Commission and the effectiveness of each City entity's affirmative employment efforts and the efforts by DCAS to ensure equal employment opportunity for employees and applicants for employment with City entities;
- make budgetary, legislative and policy recommendations to the Mayor, City Council, DCAS or any City entity as the EEPC deems necessary to improve the City's equal employment opportunity programs;
- conduct public hearings on major EEO topics relevant to the City; and
- when appropriate, compel the testimony of witnesses, and establish advisory committees.

Executive Director

The Board of Commissioners appoints the Executive Director to effectuate the powers and duties delegated to the EEPC in the City Charter including but not limited to:

- advise and assist the Board in the development and implementation of strategic plans and initiatives;
- establish the organizational structure, plans and methods for the execution of mandated City Charter duties;
- develop the EEPC's annual audit plans;
- develop the EEPC's audit, evaluation and monitoring standards to ensure municipal entities' compliance with the City Charter, New York City Human Rights Law, and other relevant city, state, and federal EEO laws, regulations, procedures and policies;
- formulate audit, evaluation and monitoring protocols according to the Board's decisions and in conformance with the aforementioned laws and policies;
- manage the audit and evaluation processes for municipal entities under the EEPC's jurisdiction;
- advise the Board in its deliberations, report issues, and present audit Determinations and Resolutions;
- present audit findings to entity heads;
- develop public hearings on topics of interest to the EEPC; and
- testify at relevant New York City Council hearings.

Legal Unit

The Legal Unit serves to interpret and reinforce the EEPC's authority; support and enhance the EEPC's foundation; ensure the legal application of the EEPC's Uniform Standards for Auditing Municipal Entities to audits of municipal entities, and the City as an employer; and maintain legal compliance with laws and policies.

The Legal Unit is comprised of two (2) Executive Agency Counsels: the Director of Compliance and the Director of Learning and Development. The Legal Unit serves as resource for the EEPC by performing the following duties and responsibilities essential to the City Charter mandate:

- identify municipal entities that are under the EEPC's jurisdiction based on Chapter 36 of the New York City Charter and New York City Law Department decisions and opinions;
- interpret legal issues relative to the administration of the responsibilities, duties and authority of the EEPC;
- propose policy, legislative and/or regulatory recommendations to the Mayor, New York City Council, and DCAS, and other entities as delineated in the City Charter;
- provide guidance to ensure audit and evaluation protocols are verified, sound and devoid of legal misinterpretation;
- conduct legal research and investigations relative to compliance within the legal framework of current federal, state and local EEO laws, regulations, and judicial decisions;
- approve legal documents for presentation to the Executive Director and Board of Commissioners;
- manage the City Charter-mandated compliance monitoring process to ensure that municipal entities implement corrective actions appropriately and effectively;
- inform the Board whether municipal entities have taken appropriate and effective corrective actions to remedy non-compliance, and if not, whether further action is warranted under the City Charter; and
- research and provide opportunities for training and development of EEPC staff.

Audit Unit

The Audit Unit is comprised of a Co-Manager, EEO Analysis and Audit and Co-Manager, Labor Relations Analysis and Audit, and four (4) EEO Program Analysts. The Audit Unit reports to the EEPC's Legal Unit to ensure comprehension of the legal foundation and interpretation of EEO laws and policies, ensure the implementation of Audit Unit protocols, and sustain efficiency in the management of audits. The Audit Unit serves as resource for the EEPC by performing the following duties and responsibilities essential to the City Charter mandate:

- conduct comprehensive and issue-specific reviews, audits, and evaluations of entities' employment/ EEO programs at least once every four (4) years;
- administer surveys and interview questionnaires, and conduct follow-up interviews with EEO personnel and others involved in employment and EEO program administration;
- analyze information and prepare audit Determinations, which include findings and prescribe corrective action, to bring entities into compliance with city, state, and federal EEO laws, regulations, procedures and policies; and
- serve as a resource to the Director of Compliance, Executive Director, and Board for audit findings and conclusions.

Research Unit

The Research Unit performs the following duties and responsibilities essential to the City Charter mandate:

- conduct longitudinal research projects to develop policy recommendations to the Mayor, City Council, and DCAS for ensuring equal employment opportunities;
- conduct trend analysis on audit data and information, and research employment/EEO compliance risks within and among municipal entities;
- analyze recruitment and selection systems, availability, adverse impact and underutilization;
- develop advisory committees on pertinent employment/EEO issues for the purpose of ascertaining facts or determining whether entities comply;
- collaborate with organizations, institutions and governmental entities to promote research initiatives and recruit interns;
- develop audit risk assessment indicators and audit impact measurement systems;
- develop relevant data collection tools and databases for the EEPC's use; and
- propose prominent topics for public hearings.

Commission Meetings

The City Charter requires that the Board meet at least once every eight (8) weeks. Consequently, the Board meets eight to ten (8-10) times a year. Notices of the Board's meetings are published in the City Record at least five (5) days prior to each meeting. Three (3) Commissioners constitute a quorum for a meeting. In accordance with the New York Open Meetings Law, Board meetings are open to the public. Additionally, pursuant to Local Law 103 of 2013, Board meetings are recorded and made available to the public online.

During meetings, the Board adopts and approves audit-related Resolutions, which delineate corrective actions, and compliance-related Resolutions, which confirm entities' implementation of such actions.

The Board deliberates on whether issues and trends revealed through entity audits are appropriate for further investigation, for public hearings or, consistent with its role as monitor of the City's employment practices, for recommendation to the Mayor, City Council, and DCAS to improve the City's equal employment opportunity policies and programs.

Authority

Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the City Charter authorize the EEPC to audit, evaluate and monitor the employment practices, procedures, and programs of City agencies and other municipal entities, and their efforts to ensure fair and effective equal employment opportunity, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities for compliance with federal, state, and local laws and regulations, and policies and procedures designed to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination.

For a comprehensive understanding of the EEPC's mandate, Chapter 36 of the City Charter is provided in its entirety as Appendix I.

Jurisdiction

City Charter Chapter 36

Chapter 36, Section 831(a) of the City Charter accords EEPC this authority 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…"

These entities include, but are not limited to, the offices of elected officials such as the Mayor, New York City Council, Borough Presidents, City Comptroller, District Attorneys, and Public Advocate; non-pedagogical employees of the Department of Education and the community colleges of the City University of New York; the New York City Housing Authority; and the Pension and Retirement Systems.

New York City Corporation Counsel's Opinion 11-90

The New York City Corporation Counsel (Corporation Counsel) issued Opinion No. 11-90 (Opinion 11-90) to address whether provisions of the 1989 amendment to the City Charter -- regarding conflicts of interest, administrative rule-making procedures, procurement, the budget process, equal employment and economic opportunity requirements, and audit by the Comptroller -- applied to entities established by or pursuant to State law to perform a local governmental function or serve a governmental purpose in New York City. The inquiry sought to determine whether application of the 1989 Charter requirements would frustrate, curtail, impair or conflict with the provisions of State law that established the entity.

The parameters of the EEPC's jurisdiction are clarified by Opinion No. 11-90, and subsequent Corporation Counsel Opinions. Opinion 11-90 cited the record of the 1989 Charter Revision Commission, which expressed its intention to incorporate as broad a definition of "agency" as legally possible "to widen the effect of the City's anti-discrimination policies […]" (NYC Corp. Op. 11-90 1990 WL 709125 (WestLaw), December 20, 1990). Thus, the Corporation Counsel concluded that "the equal employment opportunity provisions of Chapter 36 … are a central component of the City's personnel administration[.]"

Opinion 11-90 discusses the EEPC's jurisdiction with respect to the following entities:

New York City Housing Authority

The New York City Housing Authority (NYCHA) is a public benefit corporation established pursuant to the New York State Public Housing Law. NYCHA is required by that law to conform to the personnel standards of the City of New York with regard to employment classifications, salaries, hours of work, and terms and conditions of employment. NYCHA hires employees from the same DCAS-established civil service lists as are used by other City

entities. Based on these requirements, Corporation Counsel concluded in Opinion 11-90 that the equal employment opportunity provisions of City Charter Chapter 36 apply to NYCHA.

Department of Education: Non-Pedagogical Employees

The Department of Education (DOE) is funded in part from the City treasury, and is headed by the Chancellor, who is appointed by the Mayor. The DOE is subject to EEPC's audit, evaluation and monitoring of its employment practices with regard to its non-teaching (non-pedagogical) employees only. The non-pedagogical employees are within the classified service and are governed by the City Personnel Rules and Regulations. New York State Education Law requires that pedagogical employees, teachers, and teaching supervisors, are hired and promoted pursuant to standards and tests prepared and administered by the Chancellor and State Board of Examiners. For this reason, Corporation Counsel concluded the DOE's employment practices regarding pedagogical employees are not subject to local authority, such as the EEPC's audit, evaluation and monitoring pursuant to Chapter 36 of the City Charter.

New York City Housing Development Corporation

The New York City Housing Development Corporation (HDC) is a public benefit corporation, created under the New York State Private Housing Finance Law and the New York City Housing Development Corporation Act. It is headed by two (2) mayoral and two (2) gubernatorial appointees; its expenses are not funded by the City treasury; and its employees are not City employees. HDC is not subject to the 1988 and 1989 City Charter amendments. Nevertheless, Opinion 11-90 concluded that because the HDC follows the provisions of the civil service law and the rules of the city civil service commission, application of Chapter 36 would not be inconsistent with the law governing HDC. On January 30, 1991, HDC issued its subsequent opinion regarding Opinion 11-90, stating that even though HDC is not obliged to adhere to its requirements by law, as a matter of policy HDC agreed to comply with the substance of Chapter 36 of the City Charter. Since 1991, HDC has consented to the EEPC's audit and evaluation of its employment practices, and consistently adopts and implements prescribed corrective actions, if any.

New York City Economic Development Corporation

The New York City Economic Development Corporation (NYCEDC) is a public benefit corporation, which is not funded by the City treasury and its employees are not City employees. Although Opinion 11-90 concluded the predecessor entity to NYCEDC was not subject to the requirements of City Charter Chapter 36, it opined the equal employment opportunity provisions could be applied to its employment practices without conflict or contradiction with its legal foundation. NYCEDC has also voluntarily consented to the EEPC's audit, evaluation and monitoring of its EEO program. Based on NYCEDC's commitment to ensure that no person is excluded from participation in, or denied the benefits of equal opportunity, NYCEDC consistently adopts and implements EEPC's prescribed corrective actions, if any.

NYC Health + Hospitals

NYC Health + Hospitals (H+H) (formerly the New York City Health and Hospitals Corporation) was established by the New York City Health and Hospitals Corporation Act, a State law, to operate the citywide health and medical services system separate from the City administration. H+H's autonomy includes the authority to establish its own job titles and specifications. Corporation Counsel, in Opinion 11-90, determined that although City Charter Section 831(a) includes H+H among the entities within the EEPC's jurisdiction, because the H+H has autonomy in its personnel administration, its employment practices are not subject to operational review by the EEPC.

Board of Elections

Opinion 11-90 determined that although the Board of Elections (BOE) is paid entirely by the

City and its employees are City employees, because the New York State Constitution requires that all local boards of elections have equal representation of both major political parties, its employment practices are not subject to the EEPC's review.

School Construction Authority

The School Construction Authority (SCA) was created and is governed by the New York State Public Authorities Law (PAL). The PAL specifically grants the SCA autonomy in personnel matters, including the autonomy to establish its own job titles and civil service lists. With respect to equal employment practices, the PAL states explicitly "no other agency shall have jurisdiction over the compliance by the Authority with the requirements of any [EEO] program."

New York City Water Board and Water Finance Authority

The New York City Water Board (WB) and Water Finance Authority (WFA) were established by the PAL for financing expansion of the City's water supply and sewage systems. The seven (7) members of the WB are appointed by the Mayor. All of WB's employees are employees of the New York City Department of Environmental Protection (DEP), with rights and responsibilities under its EEO Program; therefore, the EEPC does not conduct a separate audit and evaluation of the WB's employment practices.

A majority of the WFA's members are City officers or Mayoral appointees. The statute governing the WFA provides that WFA employees are neither city nor state employees during their employment, and that the qualifications, duties and compensation of the WFA employees are subject to the state civil service law and the rules of the Civil Service Commission. Therefore, WFA's employment practices are not subject to the EEPC's audit and evaluation.

New York City Corporation Counsel's Subsequent Opinion

On occasion, the EEPC has requested additional guidance on its jurisdiction from the Office of the Corporation Counsel and received formal as well as informal opinions. One such opinion follows.

Offices of the District Attorneys

In 2003, the Corporation Counsel responded to the EEPC's inquiry regarding whether the Offices of the District Attorneys within New York City were subject to the jurisdiction of the EEPC. Although the District Attorneys are established by State law, they are elected within each county in New York City and the City has jurisdiction over personnel management of county offices. Thus, Corporation Counsel concluded that the District Attorneys are county officers, subject to personnel management by the City of New York, and the EEPC has jurisdiction over the employment practices of Offices of the District Attorneys.

EEO-Related Responsibilities Assigned by the City Charter

City Charter Chapter 35 ascribes EEO-related responsibilities to the DCAS Commissioner and the head of each City entity. In addition, City Charter Chapters 35 and 36 vest the EEPC with specific powers and duties that pertain to their respective equal employment opportunity related responsibilities.

City Charter Chapter 35 Section 812(a) states that the personnel policies and practices of the City government, in furtherance of the City Charter, the civil service law and rules and other applicable law, shall: (1) preserve and promote merit and fitness in City employment, (2) ensure that appointments and promotions in City service are made, and that wages are set, without regard to political affiliation, and without unlawful discrimination based on sex, race, color, religion, religious observance, national origin, disability, age, marital status, citizenship status or sexual orientation; and promote and support the efficient and effective delivery of services to the public.

Included in the EEPC's powers set forth in City Charter Chapter 36 is the duty "to review the uniform standards, procedures, and programs of [DCAS] pursuant to [sections 814(a)(12) and 814(a)(14).]"

City Charter Chapter 35 Section 814 assigns the following responsibilities concerning equal employment opportunity to the DCAS Commissioner:

- establish and enforce uniform procedures and standards to be utilized by City entities in establishing measures, programs and plans to ensure equal employment opportunity for minority group members and women who are employed by, or who seek employment with, City entities;
- set the procedures for each entity to develop its plan for equal employment opportunity (Annual EEO Plan);
- review and provide comments and suggestions on each entity's draft EEO plan; and
- provide assistance to minority group members and women employed by, or interested in being employed by, City entities to ensure that they benefit, to the maximum extent possible from City employment and educational assistance programs.

The DCAS Commissioner also has the responsibility to submit an annual report to the EEPC on DCAS's activities to ensure equal employment opportunity for City employees and those who seek employment with City entities, which must include the following:

- an analysis of the city government workforce and applicants for such employment by entity;
- an analysis of the effectiveness of the City's efforts to provide fair and effective affirmative employment practices; and
- legislative, programmatic and budgetary recommendations for the development, implementation or improvement of such activities.

In addition, the DCAS Commissioner has the responsibility to submit a quarterly report to the Mayor, New York City Council, New York City Civil Service Commission and the EEPC on the:

- number of provisional employees specified by entity and by title;
- length of time such employees have served in their provisional positions; and
- actions taken by the City to reduce the number of employees serving in provisional positions.

City Chapter 35 Section 815 assigns the following powers and duties concerning equal employment opportunity in personnel management to Entity Heads:

- ensure and promote equal opportunity for all persons in appointment, payment of wages, development and advancement;
- establish measures and programs to ensure fair and effective equal employment opportunity;
- adopt and implement an annual plan of such measures, standards and procedures to accomplish this objective;
- provide assistance to minority group members and women employed, or interested in being employed, by City entities;
- ensure that minority group members and women benefit, to the maximum extent possible, from City employment and educational assistance programs; and
- ensure that their entities do not discriminate against employees or applicants for employment as prohibited by federal, state and local law.

To effectuate these goals, City Charter Chapter 35 Section 815(h) requires the head of each City entity to:

- establish measures and programs to ensure equal employment opportunity for minority group members and women who are employed by, or who seek employment with, the entity;
- adopt and implement an annual plan of such measures, standards and procedures to accomplish this objective;
- present a draft Annual EEO Plan for review by DCAS and the EEPC;
- file copies of the Annual EEO Plan with the Mayor, New York City Council, New York City Civil Service Commission, DCAS and the EEPC; and
- submit quarterly reports on their entity's efforts during the previous quarter to implement the Annual EEO Plan to the Mayor, New York City Council, DCAS, and the EEPC.

The EEPC meticulously considers the responsibilities the City Charter assigns to City entities, the heads of entities and the DCAS Commissioner, in developing its audit, evaluation and monitoring protocols. The aforementioned duties also play a vital role in any policy, legislative, and budgetary recommendation the EEPC may make to the Mayor, City Council, and DCAS regarding equal employment opportunities for women, minority group members and other employees and job applicants identified for protection from discrimination.

EEO Policies, Laws and Enforcement

City of New York's EEO Policy

The Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies, as amended (Citywide EEO Policy), was established by DCAS in fulfillment of its City Charter mandated duty "[t]o establish ... uniform procedures and standards to be utilized by city agencies ... to ensure a fair and effective ... equal employment opportunity plan for ... minority group members and women who are employed by, or who seek employment with, city agencies." (Chapter 35 §814(a)(12)). The Citywide EEO Policy also includes the City's EEO training, accountability, and reporting requirements for supervisors, managers, and entity heads.

The EEPC evaluates municipal entities for compliance with the following city, state, and federal laws and regulations to provide job applicants and employees equal opportunities to the various terms, conditions and privileges of employment in municipal entities.

New York City's EEO Laws

New York City Human Rights Law

New York City Human Rights Law (NYCHRL) (Administrative Code of the City of New York, Title 8) prohibits an employer with four (4) or more employees from refusing to hire or employ, barring or discharging a person from employment; representing that any employment or position is not available when in fact it is available; or discriminating against a person in compensation or in terms, conditions or privileges of employment based on: actual or perceived age, race, religion, creed, color, national origin, alienage or citizenship status, gender (including gender identity and sexual harassment), disability (including pregnancy related conditions), marital status, partnership status, caregiver status, sexual orientation, uniformed service, status as a victim of domestic violence, stalking, and sex offenses, consumer credit history, salary history or unemployment status and sexual and reproductive health decisions; or to deny employment due to arrest or criminal conviction record. Discrimination based on a person's association with a member of a protected class; retaliation for filing a complaint or otherwise opposing discrimination; and bias-related harassment are also prohibited.

The City Commission on Human Rights (CCHR) is charged with receiving, investigating and making determinations on complaints of discrimination, and investigating group tensions, bias, and discrimination against persons or groups of persons. The CCHR has

the authority to work with other government entities, groups and organizations in an effort to reduce or eliminate prejudice and discrimination.

New York State's EEO Laws

New York State Human Rights Law

Under the New York Executive Law, Article 15, Human Rights Law (NYSHRL), it is an unlawful discriminatory practice for an employer with four (4) or more employees to refuse to hire/employ, bar or discharge from employment, or discriminate against an individual in compensation or in terms, conditions or privileges of employment because of an individual's age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status.

The NYSHRL charges the State Division of Human Rights with the authority to investigate and resolve complaints of discrimination; promote human rights through affirmative measures; develop, articulate, and advocate human rights policy and legislation; and act as a resource to assist public and private entities in preventing or eliminating discrimination.

New York State Civil Service Law Section 55-a

New York State Civil Service Law Section 55-a was enacted to encourage municipal employers to hire and employ qualified persons with disabilities in positions that would be reserved for the competitive class by designation of positions having duties which may be performed by persons with physical or mental disabilities. Civil Service Law Section 55-a requires the municipal employer to treat employees appointed pursuant to section 55-a as if they were employees in the competitive class with regard to abolishment, reduction in rank or salary grade, suspension or demotion of positions.

New York State Labor Law

In 2018, New York State promulgated laws to combat sexual harassment in the workplace, including requiring all public and private employers in New York State, regardless of the size or nature of the business to establish a sexual harassment prevention policy and sexual harassment prevention training that equals or exceeds the minimum standards provided by the model sexual harassment prevention policy developed by the New York State Department of Labor in consultation with the State Division of Human Rights. The New York State Public Officers Law also requires officers and employees of the state or of any public entity to reimburse the entity for any state or public payment made upon a money judgement of intentional wrongdoing related to a claim of sexual harassment.

The Department of Labor Division of Labor Standards enforces EEO related Labor Laws such as paid family leave and provisions for nursing mothers to receive break time to express breast milk at work.

Federal EEO Laws

Federal laws prohibit workplace discrimination and require that federal, state and local governments, educational institutions, labor organizations and private employers with fifteen (15) or more employees provide equal opportunities to employees and applicants for employment. Under federal law, discrimination is prohibited in recruitment, selection, promotion, layoffs, benefits, compensation, and other aspects of employment based on:

Race, Color, Religion, Sex, National Origin: Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious

practices where the accommodation does not impose undue hardship.

Individuals With Disabilities: Title I of the Americans with Disabilities Act of 1990, as amended, and ADA Amendments Act of 2008, prohibits discrimination "against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment." This includes using qualification standards, employment tests or other selection criteria that screen out or tend to screen out an individual with a disability or a class of individuals with disabilities unless the standard, test or other selection criteria, as used by the covered entity, is shown to be job-related for the position in question and is consistent with business necessity. Employment discrimination on the basis of disability includes not making reasonable accommodations to known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. The law also protects from discrimination because of asserting one's rights and based on having a relationship with a person with a disability.

Section 503 of the Rehabilitation Act of 1973, as amended, requires that government entities that work on or under federal contracts refrain from discriminating in employment against individuals with disabilities, and requires these employers to take affirmative action to recruit, hire, promote, and retain individuals with disabilities at all levels of employment, including the executive level.

Disabled, Recently Separated, Other Protected, and Armed Forces Service Medal Veterans: The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. §4212, prohibits job discrimination and requires affirmative action to employ and advance in employment veterans who are disabled or recently separated (within three (3) years of discharge or release from active duty); who served during a war or in a campaign or expedition for which a campaign badge has been authorized; and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

Age: The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees forty (40) years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

Sex: The Lilly Ledbetter Fair Pay Act of 2009 strengthened the protections against sex discrimination under Title VII of the Civil Rights Act, and the Equal Pay Act of 1963, which prohibits sex-based wage discrimination between men and women in the same establishment who perform jobs that require substantially equal skill, effort, and responsibility under similar working conditions. Under the Lilly Ledbetter Fair Pay Act of 2009, the statutory time period to file a claim for discrimination in compensation is measured not only from the time a discriminatory compensation decision or practice is adopted, but also when the employee or applicant is affected by application of the discriminatory compensation decision or practice, including each time wages, benefits, or other compensation is paid as a result of such a decision or practice.

Genetics: Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by

applicants, employees, or their family members.

Retaliation: Federal EEO laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

Resources for Filing Complaints

The local, state, and federal entities listed below investigate, and enforce laws against, individual claims of discrimination. The statutory time periods for filing of charges are also listed (starting from the date of the last alleged discriminatory action occurred):

New York City Commission on Human Rights
22 Reade Street – First Floor
New York, NY 10007
(212) 306-7450

Statutory time period: One year (NYC Administrative Code, Title 8, Chapter 1).

New York State Division of Human Rights
One Fordham Plaza, 4th Floor
Bronx, NY, 10458
Phone: (888) 392-3644
TDD: 1-718-741-8300

Statutory time period: One year (New York Executive Law, Article 15 §297(5); see also §297(9)).

United States Equal Employment Opportunity Commission
New York District Office
33 Whitehall Street, 5th Floor
New York, NY 10004
Phone: 1-800-669-4000
Fax: 212-336-3790
TTY: 1-800-669-6820

Statutory time period: 180 days, unless a proceeding involving the same act is instituted first before the SDHR or CCHR. In that case, filing with the EEOC must occur within 300 days (42 U.S.C. 2000e-5(e)).

City employees have the right to file a complaint of employment discrimination with their entity's EEO Professional prior to contacting any of the federal, state, and local entities listed above.

New York City Entities Under Jurisdiction

OFFICES OF ELECTED OFFICIALS

- Bronx Borough President, Office of the
- Brooklyn Borough President, Office of the
- Comptroller, Office of the New York City
- Council, New York City
- Manhattan Borough President, Office of the
- Mayor, Office of the
- Public Advocate, Office of the
- Queens Borough President, Office of the
- Staten Island Borough President, Office of the

OFFICES OF COUNTY OFFICIALS

- Bronx County District Attorney, Office of the
- Bronx County Public Administrator, Office of the
- Kings County District Attorney, Office of the
- Kings County Public Administrator, Office of the
- New York County District Attorney, Office of the
- New York County Public Administrator, Office of the
- Queens County District Attorney, Office of the
- Queens County Public Administrator, Office of the
- Richmond County District Attorney, Office of the
- Richmond County Public Administrator, Office of the
- Special Narcotics Prosecutor, Office of

OFFICES OF COMMUNITY BOARDS

- Community Boards - Brooklyn (Nos. 1-18)
- Community Boards - Bronx (Nos. 1-12)
- Community Boards - Manhattan (Nos. 1-12)
- Community Boards - Queens (Nos. 1-14)
- Community Boards – Staten Island (Nos. 1-3)

COMMUNITY COLLEGES

- Community College, Borough of Manhattan
- Community College, Bronx
- Community College, Eugenio Maria De Hostos
- Community College, Fiorello H. LaGuardia
- Community College, Kingsborough
- Community College, Queensborough
- Community College, Stella and Charles Guttman

MAYORAL ENTITITES

- Administrative Tax Appeals, Office of
- Administrative Trials and Hearings, Office of
- Aging, Department for the
- Buildings, Department of
- Business Integrity Commission
- Children's Services, Administration for
- City Planning, Department of
- Citywide Administrative Services, Department of
- Collective Bargaining, Office of
- Commission on Human Rights, New York City
- Consumer and Worker Protection, Department of
- Correction, Department of
- Cultural Affairs, Department of
- Design and Construction, Department of
- Education, Department of
- Emergency Management, Office of
- Environmental Protection, New York City
- Finance, Department of
- Financial Information Services Agency
- Fire Department, New York City
- Health and Mental Hygiene, Department of
- Housing Preservation and Development, New York City
- Information Technology and Telecommunications, Department of
- Investigation, Department of
- Labor Relations, Office of
- Landmarks Preservation Commission
- Law Department, New York City
- Management and Budget, Office of
- Parks and Recreation, Department of
- Payroll Administration, Office of
- Police Department, New York City
- Probation, Department of
- Records and Information Services, Department of
- Sanitation, Department of
- Small Business Services, Department of
- Social Services, Department of (merger of Homeless Services and Human Resources Administration)
- Taxi and Limousine Commission
- Transportation, Department of
- Veterans' Services, Department of
- Youth and Community Development, Department of

NON-MAYORAL ENTITIES

- Actuary, New York City Office of the
- Campaign Finance Board
- City Clerk, Office of the
- Civil Service Commission
- Civilian Complaint Review Board
- Conflicts of Interest Board
- Correction, Board of
- Economic Development Corporation (by consent), New York City
- Education Retirement System, Board of
- Employees' Retirement System, New York City
- Housing Authority, New York City
- Housing Development Corporation (by consent), New York City
- Independent Budget Office, New York City
- Police Pension Fund, New York City
- Standards and Appeals, Board of
- Teachers' Retirement System

Audits: Evaluating and Monitoring Procedure

Review and Evaluation

The purpose of an EEPC audit is to analyze and evaluate a municipal entity's employment practices and EEO Program to ensure that it fulfills the EEO-related responsibilities assigned by the City Charter.

The EEPC audit examines an entity's efforts to establish and maintain:

- affirmative plans, measures, and programs to provide equal opportunities for minority group members and women,
- a firm policy against discriminatory employment practices,
- a meaningful and responsive procedure for investigating discrimination complaints, and
- a program to educate employees about unlawful discriminatory practices.

The EEPC adopted uniform standards to review, evaluate, and monitor entities' employment and EEO-related practices, procedures, approaches, measures, standards, programs, and policies for compliance with local, state and federal laws, regulations, policies and procedures designed to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination. These standards are founded upon and consistent with federal, state and local laws, regulations, procedures and policies including but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Entities; the employment provisions of the New York City Human Rights Law (NYC 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; the Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7); the Americans with Disabilities Act and its Accessibility Guidelines, as amended; and the equal employment opportunity requirements of the City Charter. Prescribed corrective actions are consistent with the aforementioned parameters.

The EEPC is not authorized to investigate individual complaints of employment discrimination and does not issue findings of discrimination pursuant to the New York City Human Rights Law. The EEPC's audit, evaluation and monitoring processes provide a mechanism to ensure each municipal entity institutes and maintains properly structured, efficiently administered employment opportunity practices that comply with federal, state, and city equal employment opportunity laws, requirements, policies and practices calculated to avert errors in judgment or procedure from potentially becoming allegations of employment discrimination.

Subject Areas

A typical EEPC audit examines the following aspects of a municipal entity's EEO program: Issuance, Distribution and Posting of EEO Policies; EEO Training; Discrimination and Sexual Harassment Complaint and Investigation Procedures; Review and Analysis of Employment Practices; Discrimination Complaints and Legal Activities; Selection and Recruitment Systems (including Career Counseling, if applicable); EEO and Reasonable Accommodations Procedures for Employees and Applicants for Employment with Disabilities; Responsibility for EEO Plan Implementation (EEO Professionals, Supervisors, and Managers); and EEO-related Reporting Standards for Entity Heads.

Methodology

The EEPC's audit, review and evaluation commences with distribution of an Audit Overview Chart at the initiation of each audit. This document introduces the EEPC Interview Questionnaire Topics, Documents Suggested for Reference/Upload, and the estimated time needed to complete each questionnaire. The

audit proceeds with the collection and analysis of documents, records and data that an entity provides in response to the EEPC Preliminary Interview Questionnaires (PIQs); review of the entity's Annual EEO Plans and Quarterly EEO Reports; analysis of utilization data from the Citywide Equal Employment Database System (CEEDS); and review of responses to interview questionnaires for EEO professionals and others involved in EEO program administration.

Preliminary Interview Questionnaires

The EEPC utilizes online interview questionnaires referred to as PIQs (Preliminary Interview Questionnaires) to gather the necessary information and data from the relevant employees, 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, Section 55-a Program Coordinators, and others involved in employment and EEO program administration such as the Entity Counsel and Human Resources/Personnel Directors. The municipal entity is typically given three (3) weeks to complete the individual interview questionnaires regarding their role in their agency's employment practices and programs, complaint investigation program, sexual harassment prevention program and EEO program as a whole. The recently revised PIQs were upgraded to include the additional functionality that allowed files (and other relevant documents) to be uploaded simultaneously whilst responding to the questions. The interview questionnaires aim to collect relevant information in the most effective and concise manner for the entity. When necessary, the EEO Program Analysts also conduct follow-up discussions or interviews with EEO personnel.

Citywide Equal Employment Database System (CEEDS) Reports

The EEPC's EEO Program Analysts review data from CEEDS to better understand the municipal entity's workforce. The EEPC utilizes the CEEDS Reports generated by DCAS. The CEEDS Workforce Composition Summary Report provides a snapshot of the entity's workforce by EEO job group category, job title, ethnicity and gender. This report gives the EEPC the necessary baseline information on the entity's workforce for a specific period. The CEEDS Ethnic/Gender Summary by Agency, Type, Job Group and Title Report provides the entity's hires, promotions, and separations by EEO job group, job title, ethnicity and gender. Such personnel transactions are reviewed in order to ascertain a municipal entity's employment practices. The Work Force Compared with Internal & External Pools Report provides underutilization information by EEO job group, ethnicity and gender. This report examines the concentrations of race/gender groups within a municipal entity's workforce, and imbalances between the number of employees in a particular job category and the number that would reasonably be expected when compared to their availability in the relevant labor market. Where underutilization is revealed within a municipal entity's workforce, EEO Program Analysts assess whether the entity has undertaken reasonable measures to address it. (CEEDS may be unavailable for certain non-mayoral entities. In such cases, the EEPC requests that these entities submit similar statistics and analyses.). These reports provide the EEPC with tangible data, which, in combination with the responses given by the entity, assists in producing findings that are thorough, detailed and holistic in nature.

Discrimination

The EEPC's EEO Program Analysts review the complaint and investigation component of a municipal entity's EEO Program to ascertain whether it has established effective, uniform and responsive procedures for investigating discrimination complaints. EEO Analysts examine the number and types of complaints the municipal entity has received; the availability of personnel for complaint intake and investigation; the complaint tracking and monitoring system; documentation of investigations conducted; communications between the municipal entity and parties to a

complaint and the roles responsibilities of the EEO personnel, Entity Council and Entity Head in the complaint investigation process..

After a review and analysis of documents, records and data, the EEPC issues its Preliminary and Final Determination Letters, which delineate audit findings and corrective actions, if any, a municipal entity should take to achieve compliance with city, state, federal EEO laws, regulations, policies and procedures.

Merging of Audit, Evaluation and Compliance-Monitoring Procedures

Preliminary/Final Determination

If the EEPC makes a preliminary determination that a municipal entity has adopted or utilized a plan, program, procedure, approach, measure or standard that does not provide equal employment opportunity; and/or has not provided equal employment opportunity, the EEPC notifies the entity in writing of its findings, prescribes appropriate corrective action, and provides an opportunity for response.

The EEPC then considers the response and consults with the entity. If corrective actions taken or planned by the entity are not sufficient to correct the non-compliance identified in the Preliminary Determination, the EEPC issues a Final Determination which includes any remaining corrective action, to which the entity must respond within thirty (30) days. If the entity opts to forego responding to the Preliminary Determination, that Determination becomes the Final Determination to which the entity is required to respond.

Merging of Audit, Evaluation and Compliance-Monitoring Procedures

The EEPC's compliance-driven procedures eliminate findings of non-compliance when a municipal entity demonstrates it has taken corrective activity during the audit. The EEPC issues a Preliminary Determination after its initial EEO program audit and evaluation; the entity may issue an optional response; if the entity submits a response with attached documentation of corrective activity since the initial analysis, the EEPC revises or eliminates any corresponding corrective action. The Board votes on a Resolution to issue a Final Determination with contemporaneous findings/corrective action, if any, and assigns a period of up to six (6) months for monitoring. The entity is then monitored for a written reply and implementation of the remaining corrective action(s).

Entities that demonstrate implementation of all corrective actions prior to the issuance of or in response to a Final Determination are exempt from a period of monitoring for compliance.

Compliance -Monitoring Procedure

After receiving the entity's written reply, the EEPC commences monitoring the entity's efforts to achieve compliance for a period of up to six (6) months. During this period, the entity submits monthly compliance monitoring updates on its progress implementing any remaining corrective action. Each entity receives an assigned period of up to six (6) months for compliance monitoring; however, implementing corrective actions immediately is encouraged.

Determination of Compliance

At the end of an entity's assigned compliance monitoring period, the Board votes on a Resolution to issue a *Determination of Compliance* (or *Non-Compliance*). In order for the EEPC to determine that an entity has satisfactorily completed the compliance monitoring phase of the audit, the EEPC requires the Entity Head to inform employees of the corrective actions that the entity received and implemented as a result of the EEPC's audit.

Because the City Charter mandates the EEPC to recommend actions entities should consider including in their Annual EEO Plans, the EEPC also requires that an entity incorporate the corrective actions into prospective EEO Plans and its EEO Program.

Non-Compliance

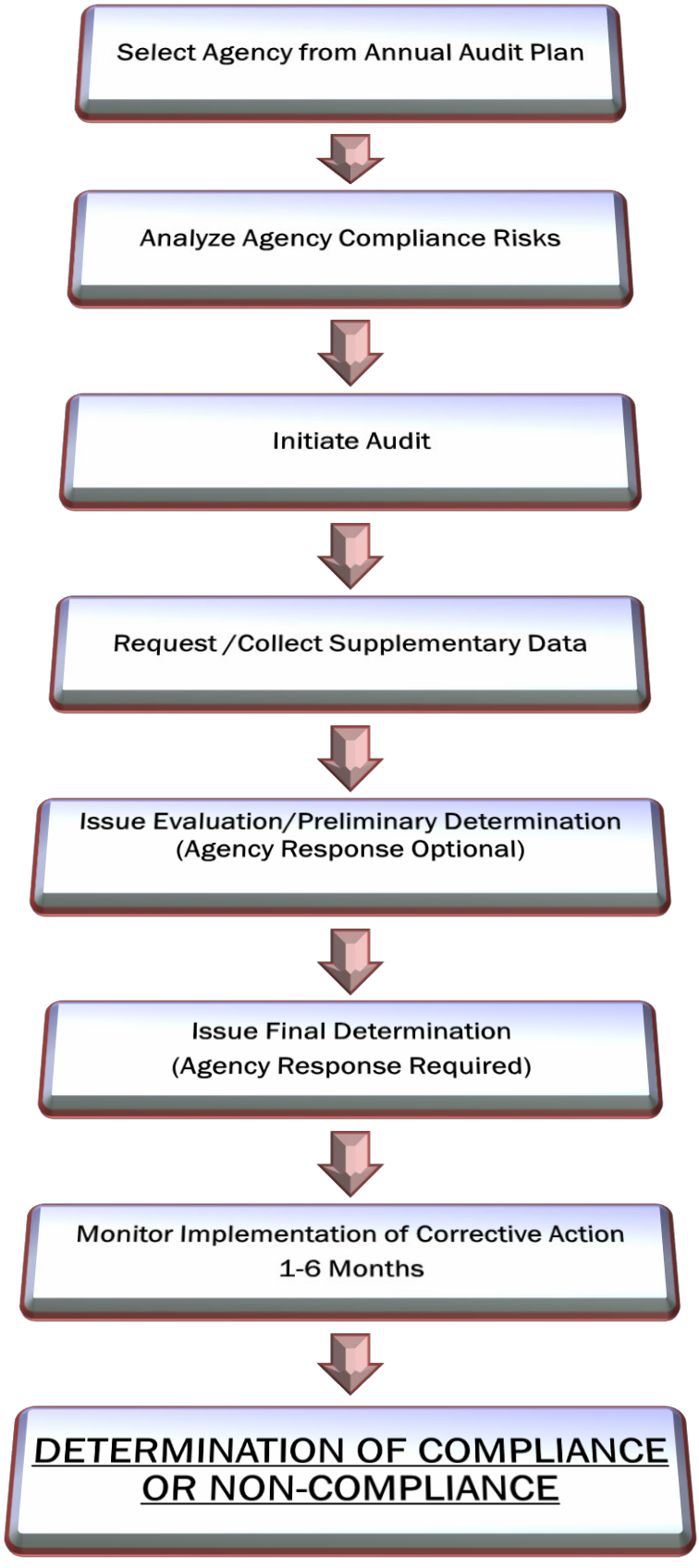
After six (6) months of monitoring, if the EEPC determines that an entity has not taken appropriate and effective corrective action, the entity will receive a *Determination of Non-Compliance*, and will be subject to another audit and evaluation in less than four (4) years. Thereafter, the EEPC will take appropriate steps as outlined in City Charter, Chapter 36, Section 832(c), which include notifying the entity in writing and publishing a report of its findings and prescribed corrective action.

For mayoral entities: In addition to the aforementioned, the EEPC may recommend to the Mayor whatever appropriate corrective action it deems necessary to ensure that the entity's EEO Program provides equal employment opportunity to employees and applicants for employment.

Availability of Audit Determinations

Pursuant to Local Law 11 and Chapter 49, Section 1133(a) of the City Charter, the EEPC forwards electronically publishes each entity's audit Determinations, responses, Resolutions (which includes the corrective actions the entity has implemented), and the entity head's memorandum to staff on the Open Records portal maintained by the Department of Records and Information Services.

Audit Process: Compliance or Non-Compliance?



Audit Types

An audit is a methodical review and analysis for evaluating the condition of a municipal entity's practices, procedures, and programs, and its efforts to ensure fair and effective equal employment opportunity for women, minority group members and other employees and job applicants identified for protection from discrimination. It concludes upon the implementation of corrective action, if any. The EEPC has developed and uses various audit types as described below.

General Employment and EEO Program Audit

A general employment and EEO Program audit is comprehensive in scope and assesses a municipal entity's employment and EEO program, policies and/or practices for compliance with the EEPC's standards and local, state and federal rules, regulations, laws and policies designed to increase equal opportunity for employees and job applicants.

Municipal Entities with 150 or more employees

For entities with 150 or more employees, the EEPC uses broad protocols that examine employment practices and EEO program including, but not limited to personnel, discrimination complaint and legal activities; issuance, distribution and posting of EEO policies and procedures; EEO and sexual harassment prevention training; discrimination and sexual harassment complaint and investigation procedures; recruitment and selection systems; career counseling; accessibility of facilities for employees and applicants for employment with physical disabilities; reasonable accommodations for employees/applicants for employment with disabilities; responsibility for EEO plan implementation (EEO professionals and supervisors/managers); and reporting standards for entity heads.

Municipal Entities with fewer than 150 employees

Specific protocols are used for a general employment and EEO Program audit of municipal entities with fewer than 150 employees. These smaller municipal entities are evaluated to ensure that they: issue, distribute, and post EEO and sexual harassment prevention policies and an EEO/sexual harassment prevention Policy Statement; promote EEO in internal/external job advertisements; provide EEO and sexual harassment prevention training to employees; appoint trained and appropriate EEO personnel for complaint intake/investigation (or secure such personnel through a memorandum of agreement with another entity); establish a procedure whereby employees may request and receive consideration for reasonable accommodations; ensure that facilities are accessible for employees and applicants for employment with physical disabilities; and maintain reporting standards for entity heads.

Community Boards (five or fewer employees)

The Community Boards are comprised of unsalaried members appointed by the respective Borough Presidents, a full time, salaried District Manager and between one and five (1-5) salaried support staff to administer its District Office. Under the EEPC's protocol for audits of Community Boards, the expectation is that each Community Board adopts and distributes the respective Borough President's EEO policies. (A Community Board may, however, adopt the Citywide EEO Policy.) A typical audit and evaluation of a Community Board evaluates: the issuance, distribution, and posting of EEO Policies; consultation and cooperation with the Borough President's EEO Officer on EEO issues; dissemination of EEO information/EEO training for employees; discrimination complaint system; posting of job vacancies; use of an EEO tagline in advertising; and assessment of facilities for accessibility to applicants/employees with disabilities.

Issue-Specific Audits

The EEPC also developed the following issue-specific audit and evaluation protocols:

Employment Practices Audit (EPA)

The EPA (formerly the Selection and Recruitment Audit) evaluates an entity's workforce data and employment practices (i.e. recruitment, selection, and retention), policies, programs, and procedures to identify whether the entity affords equal opportunities in the terms and conditions of employment by establishing and utilizing tools that eliminate potential barriers.

The EEPC audits, evaluates and monitors whether the entity has conducted an assessment of its recruitment or selection procedures to determine if there is adverse impact upon any particular racial, ethnic, disability, or gender group; and the entity's development of plans to correct deficiencies (e.g. underutilization) within the entity's selection, recruitment, and retention systems. If underutilization or adverse impact is identified in titles where an entity has discretion in hiring, the EEPC examines the entity's efforts toward remedial measures.

Typical remedial measures would include identifying titles within particular job groups which experience underutilization; targeting recruitment strategies; training personnel involved in the recruitment and selection processes to effectively recruit and identify the most capable candidates; developing a recruitment and/or selection plan to increase employment opportunities for titles closed for recruitment; and establishing and utilizing tools that afford equal opportunity (e.g. annual performance evaluation programs that assess employee and managerial performance and substantiate employment decisions made with regard to probation, promotion, assignments, incentives and training).

The EEPC also examines the entity's EEO obligations as a result of government grants and/or contracts and what, if any, corrective actions are required under court decrees and/or governmental audits.

Discrimination Complaint and Investigation Procedure Audit (DCIPA)

The DCIPA evaluates the complaint and investigation component of an entity's EEO Program to ascertain whether the entity has established a meaningful and responsive procedure for investigating discrimination complaints. EEO Program Analysts examine the number and types of complaints the entity has received; the entity's complaint intake process, complaint investigation procedures, and complaint files; the timeliness with which complaints are investigated; the availability and training of personnel for complaint intake and investigation; and the roles and responsibilities of EEO Professionals, related personnel, Entity Counsel and entity head in the entity's complaint investigation process.

Although the EEPC may conduct a DCIPA in cases where a municipal entity has received either excessive discrimination complaints or a saturation of a particular complaint type, these conditions are not prerequisites to this type of audit.

Sexual Harassment Prevention and Response Practices Audit (SHPRA)

The SHPRA framework examines and evaluates components of the entity's workforce and workplace structure. The SHPRA entails review of policies instituted to prevent sexual harassment; procedures for receiving and investigating sexual harassment complaints; review of documentation of complaints investigated, determinations made, and remedial action taken; the roles and responsibilities of EEO professionals, Entity Counsel and the entity head in sexual harassment complaint intake, investigation and response procedures; and the entity's sexual harassment prevention awareness and training program.

The corrective actions most frequently issued and implemented during the 2019 SHPRA are included in Appendix IV.

Disability, Accessibility & Reasonable Accommodation Audit (DARAA)

The DARAA examines the policies, practices, procedures and efforts the entity has made to employ, promote and/or accommodate qualified individuals with disabilities. This includes availability of trained personnel dedicated to implementation of the reasonable accommodation procedures, and review of reasonable accommodation procedures for compliance with federal, state, and local laws, as well as City and entity policies pertaining to employees, and applicants for employment, with disabilities.

The DARAA also reviews an entity's assessment of accessibility of its facilities, barriers within its facilities and the efforts the entity has taken, or will take, to remove barriers pursuant to the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities.

For suggestions on additional audit types, email mpinckney@eepc.nyc.gov.

YEAR 2019

Audits Initiated

A total of 48 audits were initiated during the calendar year.

1. Business Integrity Commission
2. Campaign Finance Board
3. Children's Services, Administration for
4. City Council, New York
5. City Planning, Department of
6. Community College, Borough of Manhattan
7. Community College, Queensborough
8. Conflicts of Interest Board
9. Consumer and Worker Protection, Department of
10. Correction, Board of
11. Community Board – Brooklyn No. 1
12. Community Board – Brooklyn No. 2
13. Community Board – Brooklyn No. 3
14. Community Board – Brooklyn No. 4
15. Community Board – Brooklyn No. 5
16. Community Board – Brooklyn No. 6
17. Community Board – Brooklyn No. 7
18. Community Board – Brooklyn No. 8
19. Community Board – Brooklyn No. 9
20. Community Board – Brooklyn No. 10
21. Community Board – Brooklyn No. 11
22. Community Board – Brooklyn No. 12
23. Community Board – Brooklyn No. 13
24. Community Board – Brooklyn No. 14
25. Community Board – Brooklyn No. 15
26. Community Board – Brooklyn No. 16
27. Community Board – Brooklyn No. 17
28. Community Board – Brooklyn No. 18
29. Cultural Affairs, Department of
30. Design and Construction, Department of
31. New York County District Attorney, Office of the
32. Economic Development Corporation, New York City
33. Employees' Retirement System, New York City
34. Finance, Department of
35. Housing Development Corporation, New York City
36. Housing Preservation & Development, New York City
37. Landmarks Preservation Commission
38. Management and Budget, Office of
39. Parks and Recreation, Department of
40. Probation, Department of
41. Queens County Public Administrator, Office of the
42. Records and Information Services, Department of
43. Sanitation, Department of
44. Small Business Services, Department of
45. Standards and Appeals, Board of
46. Taxi and Limousine Commission
47. Teachers' Retirement System
48. Youth and Community Development, Department of

Audit Determinations

The grand total of Final Determinations issued, including 11 entities that had no corrective action(s) was **51**. The grand total of Final Determinations with corrective action(s) Issued was **40**. See below for breakdown.

Entities that received Final Determinations containing corrective action(s) that pertained to the review and evaluation of their Sexual Harassment Prevention and Response Practices: 37.

1. Business Integrity Commission
2. Campaign Finance Board
3. Children's Services, Administration for
4. City Planning, Department of
5. Community Board – Bronx No. 01
6. Community Board – Bronx No. 04
7. Community Board – Bronx No. 07
8. Community Board – Bronx No. 12
9. Community Board – Brooklyn No. 02
10. Community Board – Brooklyn No. 03
11. Community Board – Brooklyn No. 05
12. Community Board – Brooklyn No. 07
13. Community Board – Brooklyn No. 08
14. Community Board – Brooklyn No. 09
15. Community Board – Brooklyn No. 14
16. Community Board – Brooklyn No. 17
17. Community Board – Brooklyn No. 18
18. Conflicts of Interest Board
19. Consumer and Worker Protection, Department of

20. Correction, Board of
21. Council, New York City
22. Design and Construction, Department of
23. Economic Development Corporation, New York City
24. Employees' Retirement System, New York City
25. Finance, Department of
26. Housing Development Corporation, New York City
27. Housing Preservation & Development, New York City
28. Landmarks Preservation Commission
29. Management and Budget, Office of
30. New York County District Attorney, Office of the
31. Probation, Department of
32. Queens County Public Administrator, Office of the
33. Small Business Services, Department of
34. Standards and Appeals, Board of
35. Taxi and Limousine Commission
36. Teachers' Retirement System
37. Youth and Community Development, Department of

Entities that received Final Determinations containing corrective action(s) that pertained to the review and evaluation of their Employment Practices: 3

1. Bronx County Public Administrator, Office of the
2. Queens County District Attorney, Office of the
3. Richmond County Public Administrator, Office of the

As a result of the corrective actions received, the abovementioned entities were assigned a compliance monitoring period of up to six (6) months.

For specific information on the 2019 determinations see Appendix II or visit the EEPC's website at www.nyc.gov/eepc.

Compliance Determinations

The total number of *Determination of Compliance* certificates issued in 2019 was **44** (including 12 designated as Compliance Without Monitoring).

Compliance Without Monitoring

If an entity has achieved compliance with the prescribed audit standards or has implemented the corrective actions before issuance of the Final Determination, a *Determination of Compliance* is issued and the entity is assigned "Compliance Without Monitoring" status.

Entities issued Determinations indicating NO corrective action and NO monitoring required: 11

1. **Community Board – Brooklyn No. 01** • RESOLUTION #2019AP/230-471-(2019)
2. **Community Board – Brooklyn No. 04** • RESOLUTION #2019AP/235-474-(2019)
3. **Community Board – Brooklyn No. 06** • RESOLUTION #2019AP/234-476-(2019)
4. **Community Board – Brooklyn No. 10** • RESOLUTION #2019AP/230-480-(2019)
5. **Community Board – Brooklyn No. 11** • RESOLUTION #2019AP/230-481-(2019)
6. **Community Board – Brooklyn No. 12** • RESOLUTION #2019AP/230-482-(2019)
7. **Community Board – Brooklyn No. 13** • RESOLUTION #2019AP/230-483-(2019)
8. **Community Board – Brooklyn No. 15** • RESOLUTION #2019AP/230-485-(2019)
9. **Community Board – Brooklyn No. 16** • RESOLUTION #2019AP/230-486-(2019)
10. **Cultural Affairs, Department of** • RESOLUTION #2019AP/233-126-(2019)
11. **Records & Information Services, Dept. of** • RESOLUTION # 2019AP/232-860-(2019)

Entities issued Determinations indicating NO monitoring required: 1

12. **Community Board – Bronx No. 4** • RESOLUTION #2018AP/227-384-(2019)

Compliance-Monitoring

City Charter Chapter 36, Section 832(c) authorizes the EEPC to make a determination that any plan, program, procedure, approach, measure, or standard utilized by any municipal entity does not provide equal employment opportunity; require appropriate corrective action; and assign a compliance-monitoring period of up to six (6) months to monitor efforts taken to eliminate areas of non-compliance, if any. The entity is required to 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.

At the end of the Monitoring Period, a *Determination of Compliance* is issued if the EEPC determines that the entity eliminated areas of non-compliance and satisfied the equal employment standards set by the EEPC pursuant to its authority under City Charter Chapters 35 and 36.

If an entity was monitored for up to six (6) months to satisfy the corrective actions prescribed, and received a *Determination of Compliance* as a result, it is assigned "Compliance With Monitoring" status.

Entities that implemented Corrective Actions to obtain a Determination of Compliance in 2019: 32.

1. **Bronx Borough President, Office of the** • Issued/Implemented 6 corrective actions
2. **Bronx County Public Administrator, Office of the** • Issued/Implemented 7 corrective actions
3. **Brooklyn Borough President, Office of the** • Issued/Implemented 6 corrective actions
4. **Business Integrity Commission** • Issued/Implemented 1 corrective action
5. **Campaign Finance Board** • Issued/Implemented 1 corrective action
6. **Community Board – Bronx No. 01** • Issued/Implemented 4 corrective actions
7. **Community Board – Bronx No. 07** • Issued/Implemented 2 corrective actions
8. **Community Board – Bronx No. 12** • Issued/Implemented 4 corrective actions

9. **Community Board – Brooklyn No. 02** •
   Issued/Implemented 1 corrective action
10. **Community Board – Brooklyn No. 03** •
    Issued/Implemented 2 corrective actions
11. **Community Board – Brooklyn No. 07** •
    Issued/Implemented 5 corrective actions
12. **Community Board – Brooklyn No. 8** •
    Issued/Implemented 2 corrective actions
13. **Community Board – Brooklyn No. 9** •
    Issued/Implemented 5 corrective actions
14. **Community Board – Brooklyn No. 14** •
    Issued/Implemented 4 corrective actions
15. **Community Board – Brooklyn No. 17** •
    Issued/Implemented 1 corrective action
16. **Community Board – Brooklyn No. 18** •
    Issued/Implemented 1 corrective action
17. **Correction, Board of** •
    Issued/Implemented 5 corrective actions
18. **Emergency Management, Office of** •
    Issued/Implemented 9 corrective actions
19. **Finance, Dept. of** •
    Issued/Implemented 5 corrective actions
20. **Housing Development Corporation, NYC** •
    Issued/Implemented 6 corrective actions
21. **Housing Preservation and Development, Department of** •
    Issued/Implemented 7 corrective actions
22. **Landmarks Preservation Commission** •
    Issued/Implemented 1 corrective action
23. **Management and Budget, Office of** •
    Issued/Implemented 4 corrective actions
24. **Manhattan Brough President, Office of the** •
    Issued/Implemented 8 corrective actions
25. **Mayor, Office of** •
    Issued/Implemented 10 corrective actions
26. **New York County District Attorney, Office of** •
    Issued/Implemented 1 corrective action
27. **Probation, Dept. of** •
    Issued/Implemented 4 corrective actions
28. **Queens County District Attorney, Office of the** •
    Issued/Implemented 13 corrective actions
29. **Queens County Public Administrator, Office of the** •
    Issued/Implemented 2 corrective actions
30. **Richmond County Public Administrator, Office of the** •
    Issued/Implemented 11 corrective actions
31. **Social Services, Department of** •
    Issued/Implemented 9 corrective actions
32. **Taxi and Limousine Commission** •
    Issued/Implemented 1 corrective action

Entities Undergoing Compliance-Monitoring at the Conclusion of 2019: 13

Agency	Compliance-Monitoring Start Date	Corrective Actions (CAs) Issued	CAs implemented as of 12.31.19
Children's Services, Administrator for	November 2019	9	3
City Council, New York	August 2019	29	0
City Planning, Dept. of	August 2019	14	0
Community Board – Brooklyn No. 05	December 2019	1	0
Conflicts of Interest Board	September 2019	6	3
Consumer and Worker Protection, Dept. of	October 2019	14	1
Design and Construction, Dept. of	October 2019	6	1
Economic Development Corporation, NYC	November 2019	20	2
Employees' Retirement System, NY	January 2020	9	0
Small Business Services, Department of	September 2019	16	0
Standards and Appeals, Board of	September 2019	4	2
Teachers' Retirement System	August 2019	13	1
Youth & Comm. Development, Dept. of	December 2019	3	2

For additional details regarding the compliance-monitoring period and the corrective actions implemented, please review the agency-related Resolutions under Appendix III or on the EEPC's website at www.nyc.gov/eepc.

The EEPC makes other audit-related documents (i.e., the EEPC Preliminary Determination and Optional Entity Response, and the EEPC Final Determination and Entity Response) available to the New York City Department of Records and Information Services. Audit-related documents are also made available via Freedom of Information Law (FOIL) request. Documents pertaining to an entity's audit are available upon the EEPC's issuance of a determination of compliance or non-compliance, which is the concluding step in an audit.

Non-Compliance

At the end of the Monitoring Period, if the Commission determines that compliance with the prescribed corrective actions has not been accomplished, or compliance with only some of the corrective actions has been accomplished a *Determination of Non-Compliance, or Partial Non-Compliance* is issued, respectively.

In 2019, no municipal entity received a *Determination of Partial Non-Compliance* or *Determination of Non-Compliance*.

EEPC Conference/Hearing

To suggest a topic for an EEPC Conference/Hearing, or to volunteer for an Advisory Committee, send an email to mpinckney@eepc.nyc.gov.

Meeting Calendar 2019

The Board of Commissioners held ten (10) meetings in 2019. The dates are as follows:

Thursday, February 7 @ 9:30 AM
Thursday, March 14 @ 9:30 AM
Thursday, April 18 @ 9:30 AM
Thursday, May 21 @ 9:30 AM
Thursday, June 21 @ 9:30 AM
Thursday, July 11 @ 9:30 AM
Thursday, September 12 @ 9:30 AM
Thursday, October 31 @ 9:30 AM
Thursday, November 21 @ 9:30 AM
Thursday, December 19 @ 10:30 AM

Meetings typically commenced between 9:15 and 9:30 am and adjourned by 11:00am.

As required by Local Law 103 of 2013, since April 3rd, 2015, the Board's meetings have been recorded and made available to the public online at: https://www.youtube.com/channel/UCdgAeD4p-esdjymDTdGScfA

2020 and Beyond

The EEPC audits each municipal entity once every four (4) years at a minimum. In order to meet the City Charter mandate, annual audit plans are developed to ensure entities not audited within the previous four (4) years receive priority. In 2020, the EEPC will conduct the *Sexual Harassment Prevention and Responsive Practices Audit* of thirty-four (34) municipal entities.

Upcoming Audits:

- Actuary, Office of the
- Administrative Tax Appeals, Office of
- Administrative Trials and Hearings, Office of
- Aging, Department for the
- Bronx County District Attorney, Office of the
- Citywide Administrative Services, Department of
- Civil Service Commission
- Civilian Complaint Review Board
- Commission on Human Rights, New York City
- Community College, Bronx
- Community College, Eugenio Maria De Hostos
- Community College, Fiorello H. LaGuardia
- Community College, Kingsborough
- Community College, Stella and Charles Guttman

- Correction, Department of
- Education, Department of
- Education Retirement System, Board of
- Environmental Protection, New York City
- Fire Department, New York City
- Housing Authority, New York City
- Independent Budget Office, New York City
- Information Technology and Telecommunications, Department of
- Investigation, Department of
- Kings County District Attorney, Office of the
- Kings County Public Administrator, Office of the
- Labor Relations, Office of
- Law Department, New York City
- New York County Public Administrator, Office of the
- Police Pension Fund, New York City
- Public Advocate, Office of the
- Queens Borough President, Office of the
- Richmond County District Attorney, Office of the
- Special Narcotics Prosecutor, Office of
- Transportation, Department of

Meeting Calendar 2020

Ten (10) Board of Commissioners' meetings are scheduled for the following dates in 2020:

Thursday, January 30 @ 9:30 AM
Thursday, March 5 @ 9:30 AM
Thursday, April 16 @ 9:30 AM
Thursday, May 21 @ 9:30 AM
Thursday, June 25 @ 9:30 AM
Thursday, July 30 @ 9:30 AM
Thursday, September 3 @ 9:30 AM
Thursday, October 8 @ 9:30 AM
Thursday, November 12 @ 9:30 AM
Thursday, December 17 @ 9:30 AM

This schedule is subject to revision. Public notice of the Board's meetings are published in the City Record for five (5) successive days prior to the date of the meeting.

NYC Open Data

New York City Local Law 11 of 2012 (Open Data Law) mandates that all "public" data be made freely available on a single web portal. According to the Open Data Law, a "public dataset" is any comprehensive collection of data that is maintained on a computer system by, or on behalf of, a City entity. *NYC Open Data*, which is the free public data published by New York City entities, provides an opportunity to engage New Yorkers in the information that is produced and used by City government.

The EEPC is committed to *NYC Open Data* for all to increase transparency, accountability, and accessibility within City government. To that end, the EEPC appointed an Open Data Coordinator, who serves as the main point of contact for the public, and works to identify, document, structure, and manage the EEPC's public datasets. In 2019, the EEPC continued to identify and develop datasets, with accompanying data dictionaries, to be published on the NYC Open Data Portal. For additional information on *NYC Open Data*, please visit:
https://opendata.cityofnewyork.us/

Appendix I: Chapter 36

§830 of the New York City Charter
[Equal Employment Practices Commission]

a. There shall be an equal employment practices commission which shall review, evaluate and monitor the employment procedures, practices and programs of any city agency and the department of citywide administrative services to maintain an effective affirmative employment program of equal employment opportunity for minority group members and women who are employed by or who seek employment with city agencies.
b. The commission shall consist of five members who, shall be compensated on a per diem basis. The mayor and the council shall each appoint two members. In addition, the mayor and the speaker of the council shall appoint a fifth member to serve as the chair of the commission for a term of four years.
c. A vacancy in the commission shall not impair the right of the remaining members to exercise all the powers of the commission and three members thereof shall constitute a quorum.
d. Members shall be appointed for four-year terms except that of the members first appointed, one of those appointed by the mayor and one of those appointed by the council shall serve for terms expiring on the thirtieth day of June, nineteen hundred ninety-two, one of those appointed by the mayor and one of those appointed by the council shall serve for terms expiring on the thirtieth day of June nineteen hundred ninety-five; and the chair shall serve for a term expiring on the thirtieth day of June, nineteen hundred ninety-four.
e. The commission may, within the appropriations available therefor, appoint an executive director and such deputies, assistants, and other employees as may be needed for the performance of the duties prescribed herein.
f. The commission may meet as necessary to implement the provisions of this chapter provided that the commission shall meet at least once every eight weeks.

§ 831 Duties and powers of the New York City equal employment practices commission.

a. The commission: (i) shall monitor the employment policies, programs and practices of each 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, including the board of education, city and community colleges, the financial services corporation, the health and hospital corporation, the public development corporation, and the city housing authority; and (ii) monitor the coordination and implementation of any city affirmative employment program of equal employment opportunity for minority group members and women who are employed by or who seek employment with city agencies, including the activities of the department of citywide administrative services, and the civil service commission, pursuant to chapter thirty-five, and any other agency designated by the mayor to assist in the implementation or coordination of such efforts, and all city agencies required by section eight hundred fifteen to establish agency programs
b. The commission may request and shall receive from any city agency such information, other than information which is required by law to be kept confidential or which is privileged as attorney-client communications, attorney work products or material prepared for litigation, and such assistance as may be necessary to carry out the provisions of this chapter.
c. The commission shall communicate to the commission on human rights any information regarding

suspected or alleged violations of chapter one of title eight of the administrative code.

d. The commission shall have the following powers and duties:
    1. to review the uniform standards, procedures, and programs of the department of citywide administrative services pursuant to paragraphs twelve and fourteen of subdivision a of section eight hundred, fourteen, and to review the plans adopted by city agencies in accordance with the provisions of paragraph nineteen of subdivision a of section eight hundred fifteen, and to provide any such agency or the department of citywide administrative services with such comments and suggestions as the commission deems necessary and appropriate;
    2. to recommend to the department of citywide administrative services, all city agencies, or any one or more particular agencies, procedures, approaches, measures, standards and programs to be utilized by such agencies in their efforts to ensure a fair and effective affirmative employment program of equal employment opportunity for minority group members and women who are employed by or seek employment with city agencies;
    3. to recommend to any city agency actions which such agency should consider including in its next annual plan as required by paragraph nineteen of subdivision a of section eight hundred fifteen;
    4. to advise and, if requested, assist city agencies in their efforts to increase employment of minority group members and women who are employed by or who seek employment with city agencies;
    5. to audit and evaluate the employment practices and procedures of each city agency and their efforts to ensure fair and effective equal employment opportunity for minority group members and women at least once every four years and whenever requested by the civil service commission or the human rights commission or whenever otherwise deemed necessary by this commission;
    6. to make such policy, legislative and budgetary recommendations to the mayor, council, the department of citywide administrative services or any city agency as the commission deems necessary to ensure equal employment opportunity for minority group members and women;
    7. to publish by the fifteenth of February of each year a report to the mayor and the council on the activities of the commission and the effectiveness of each city agency's affirmative employment efforts and the efforts by the department of citywide administrative services to ensure equal employment opportunity for minority group members and women who are employed by or seek to be employed by city agencies;
    8. to establish appropriate advisory committees;
    9. to serve with such other agencies or officials as shall be designated by the mayor as the city liaison to federal, state and local agencies responsible for compliance with equal employment opportunity for minority group members and women who are employed by or who seek to be employed by city agencies; and
    10. to take such other actions as are appropriate to effectuate the provisions and purposes of this chapter.

§ 832 Compliance Procedures.

a. The commission shall conduct such study or investigations and hold such hearings as may be necessary to determine whether agencies are in compliance with the equal employment opportunity requirements of this chapter and chapter thirty-five.
b. For the purpose of ascertaining facts in connection with any study or investigation authorized by this chapter, the commission shall have power to compel the attendance of witnesses, to administer oaths and to examine such persons as they may deem necessary. The commission or any agent or employee thereof duly designated in writing by them for such purposes may administer oaths or affirmations, examine witnesses in public or private hearing, receive evidence and preside at or conduct any such study or investigation.

c. If the commission makes a preliminary determination pursuant to subdivision d of section eight hundred thirty-one, that any plan, program, procedure, approach, measures or standard adopted or utilized by any city agency or the department of citywide administrative services does not provide equal employment opportunity; and/or if the commission makes a preliminary determination pursuant to this chapter and chapter thirty-five, that an agency has not provided equal employment opportunity, the commission shall notify the agency in writing of this determination and provide an opportunity for the agency to respond. If the commission, after consideration of any such response and after consulting with the agency, concludes that the corrective actions, if any, taken or planned by the agency are not sufficient to correct the non-compliance identified in the preliminary determination, it should make a final determination in writing, including such recommended corrective action as the commission may deem appropriate. The agency shall within thirty days thereafter respond to the commission on any corrective action it intends to make and shall make monthly reports to such commission on the progress of such corrective action. If the commission, after a period not to exceed six months, determines that the agency has not taken appropriate and effective corrective action, the commission shall notify the agency in writing of this determination and the commission may thereafter publish a report and recommend to the mayor whatever appropriate corrective action the commission deems necessary to ensure compliance with equal employment opportunity pursuant to the requirements of this chapter and chapter thirty-five. Within thirty days of such determination the agency shall submit a written response to the commission and the mayor. The mayor after reviewing the commission's findings and the agency's response, if any, shall order and publish such action as he or she deems appropriate.

Appendix II: Audit and Evaluation Resolutions

The following pages contain the EEPC's 2019 Resolutions pursuant to the audit and evaluation of entities' employment practices. The EEPC reviews, approves, and adopts Resolutions of EEO Program Analysts' findings for each entity. An audit-related Resolution specifies the audit period, delineates the corrective action prescribed to an entity as a result of the EEPC's audit and evaluation, and authorizes the mailing of a Final Determination. The entities are listed below in alphabetical order. In addition, Resolutions can be found on the EEPC's website at: http://www.nyc.gov/html/eepc/html/about/eepc_jurisdiction.shtml.

Bronx County Public Administrator, Office of the • RESOLUTION #2018AP/227-942-(2019)
Business Integrity Commission • RESOLUTION #2019AP/233-831-(2019)
Campaign Finance Board • RESOLUTION #2019AP/233-004-(2019)
Children's Services, Administration for • RESOLUTION #2019AP/234-067-(2019)
City Planning, Department of • RESOLUTION #2019AP/235-030-(2019)
Community Board – Bronx No. 01 • RESOLUTION #2018AP/228-381-(2019)
Community Board – Bronx No. 04 • RESOLUTION #2018AP/227-384(2019)
Community Board – Bronx No. 07 • RESOLUTION #2018AP/228-387-(2019)
Community Board – Bronx No. 12 • RESOLUTION #2018AP/228-392-(2019)
Community Board – Brooklyn No. 01 • RESOLUTION #2019AP/230-471-(2019)
Community Board – Brooklyn No. 02 • RESOLUTION #2019AP/231-472-(2019)
Community Board – Brooklyn No. 03 • RESOLUTION #2019AP/231-473-(2019)
Community Board – Brooklyn No. 04 • RESOLUTION #2019AP/235-474-(2019)
Community Board – Brooklyn No. 05 • RESOLUTION # 2019AP/235-475-(2019)
Community Board – Brooklyn No. 06 • RESOLUTION #2019AP/234-476-(2019)
Community Board – Brooklyn No. 07 • RESOLUTION #2019AP/230-477-(2019)
Community Board – Brooklyn No. 08 • RESOLUTION #2019AP/234-478-(2019)
Community Board – Brooklyn No. 09 • RESOLUTION #2019AP/230-479-(2019)
Community Board – Brooklyn No. 10 • RESOLUTION #2019AP/230-480-(2019)
Community Board – Brooklyn No. 11 • RESOLUTION #2019AP/230-481-(2019)
Community Board – Brooklyn No. 12 • RESOLUTION #2019AP/230-482-(2019)
Community Board – Brooklyn No. 13 • RESOLUTION #2019AP/230-483-(2019)
Community Board – Brooklyn No. 14 • RESOLUTION #2019AP/230-484-(2019)
Community Board – Brooklyn No. 15 • RESOLUTION #2019AP/230-485-(2019)
Community Board – Brooklyn No. 16 • RESOLUTION #2019AP/230-486-(2019)
Community Board – Brooklyn No. 17 • RESOLUTION #2019AP/230-487-(2019)
Community Board – Brooklyn No. 18 • RESOLUTION #2019AP/230-488-(2019)
Conflicts of Interest Board • RESOLUTION #2019AP/233-312-(2019)
Consumer Affairs and Worker Protection, Department of • RESOLUTION #2019AP/233-866-(2019)
Correction, Board of • RESOLUTION #2019AP/234-073-(2019)
Council, New York City • RESOLUTION #2019AP/233-102-(2019)
Cultural Affairs, Department of • RESOLUTION #2019AP/233-126-(2019)
Design and Construction, Department of • RESOLUTION #2019AP/234-850-(2019)
Economic Development Corporation, New York City • RESOLUTION #2019AP/234-998-(2019)
Employees' Retirement System, New York City • RESOLUTION #2019AP/236-009-(2019)
Finance, Department of • RESOLUTION #2019AP/230-836-(2019)
Housing Development Corporation, New York City • RESOLUTION #2019AP/233-907-(2019)
Housing Preservation and Development, New York City • RESOLUTION #2019AP/234-806-(2019)
Landmarks Preservation Commission • RESOLUTION #2019AP/230-136-(2019)
Management and Budget, Office of • RESOLUTION #2019AP/234-019-(2019)

New York County District Attorney, Office of the • RESOLUTION #2019AP/233-901-(2019)
Probation, Department of • RESOLUTION #2019AP/235-781-(2019)
Queens County District Attorney, Office of the • RESOLUTION #2018AP/228-904-(2019)
Queens County Public Administrator, Office of the • RESOLUTION #2019AP/232-944-(2019)
Records and Information Services, Department of • RESOLUTION # 2019AP/232-860-(2019)
Richmond County Public Administrator, Office of the • RESOLUTION #2018AP/229-945-(2019)
Small Business Services, Department of • RESOLUTION #2019AP/233-801-(2019)
Standards and Appeals, Board of • RESOLUTION # 2019AP/233-059-(2019)
Taxi & Limousine Commission • RESOLUTION #2019AP/233-156-(2019)
Teachers' Retirement System • RESOLUTION #2019AP/233-041-(2019)
Youth and Community Development, Department of • RESOLUTION #2019AP/235-261-(2019)

NYC
Equal Employment
Practices Commission

RESOLUTION NO.
2018AP/227-942-(2019)
Bronx County Public Administrator
Public Administrator Matilde B. Sanchez
Employment Practices and Procedures
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s)	**Total: 7**		
Period Audit Covered	**July 1, 2017** to **June 30, 2018**		
Preliminary Determination Issued	**January 11, 2019**	**Response Received**	**January 25, 2019**
Final Determination Issued	**February 6, 2019**	**Response Due**	**March 6, 2019**
Compliance-Monitoring	**Required**	**March 1, 2019 to August 31, 2019**	

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 practices and procedures 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 Municipal Entities and Minimum Equal Employment Opportunity Standards for 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 Bronx County Public Administrator's Employment Practices and Procedures; and

Whereas, pursuant to the audit, review, and evaluation of the Bronx County Public Administrator's Employment Practices and Procedures, the EEPC issued a Preliminary Determination, dated January 11, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Corrective Action #1: Issue a general EEO Policy statement or memorandum annually reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and

attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.

2. Corrective Action #2: Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency EEO Policy that conforms to city, state and federal EEO laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: a policy against sexual harassment; uniform and responsive procedures for investigating discrimination complaints and providing reasonable accommodations; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals, as well as federal, state and local agencies that enforce laws against discrimination.

3. Corrective Action #3: Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

4. Corrective Action #4: Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names or identification number, race/ethnicity, gender, disability, veteran status, interview date, interviewers' names, result (or disposition), reason selected/not selected for each applicant, and recruitment source. (For employers that collect protected status criteria via visual observation: Minimize the risk that an applicant's protected status may play a role in his/her hire by having someone other than the final decision-maker conduct the visual observation.)

5. Corrective Action #5: Appoint a principal EEO Professional to implement EEO policies and standards within the agency. Ensure the principal EEO Professional is trained regarding city, state, and federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints.

6. Corrective Action #6: Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

7. Corrective Action #7: Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

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 6, 2019, which indicated that the following areas required corrective action: 1, 2, 3, 4, 5, 6, 7; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from March 1, 2019 to August 31, 2019 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 6, 2019, the entity is 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 Public Administrator Matilde B. Sanchez to assign compliance-monitoring.

Approved unanimously on February 7, 2019.

Angela Cabrera
Commissioner

absent
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/233-831-(2019)
Business Integrity Commission
Chair Noah D. Genel
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 1		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	July 12, 2019	Response Received	July 23, 2019
Final Determination Issued:	July 26, 2019	Response Received	August 1, 2019
Compliance-Monitoring:	Required	August 1, 2019 to January 31, 2020	

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 Business Integrity Commission's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Business Integrity Commission's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated July 12, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

Corrective Action #1: Ensure the managerial performance evaluation form contains a rating for EEO

(which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

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 July 26, 2019, 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 August 1, 2019 to January 31, 2020, 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 July 25, 2019, 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 Chair Noah D. Genel to assign compliance-monitoring.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/233-004-(2019)
Campaign Finance Board
Executive Director Amy M. Loprest
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 1		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	July 19, 2019	Response Received	July 30, 2019
Final Determination Issued:	August 5, 2019	Response Due	September 4, 2019
Compliance-Monitoring:	Required	September 1, 2019 to February 29, 2020	

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 Campaign Finance Board's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Campaign Finance Board's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated July 19, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

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 August 5, 2019, which indicated that the following areas required corrective action: no. 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from September 1, 2019 to February 29, 2020, 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 August 5, 2019, 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 Executive Director Amy M. Loprest to assign compliance-monitoring.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/234-067-(2019)
Administration for Children's Services
Commissioner David A. Hansell
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 9		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	October 3, 2019	Response Received	October 17, 2019
Final Determination Issued:	October 18, 2019	Response Due	November 18, 2019
Compliance-Monitoring:	Required	November 1, 2019 to April 30, 2020	

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 Administration for Children's Services' Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Administration for Children's Services' Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 3, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue a Policy Statement or memorandum reiterating commitment to the prevention of sexual harassment annually.

2. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

3. Include in the complaint file a completed Complaint Intake Form, or a written complaint that captures facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the complaint.

4. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

5. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

6. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

7. Establish and utilize a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the complaint investigation process, the issues and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.

8. Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the number of sexual harassment complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to employment opportunities that may be related to sexual harassment and determine what, if any, actions are required to correct deficiencies.

9. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 October 18, 2019, which indicated that the following areas required corrective action: no(s). 1 and 3 - 9; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination,

the EEPC assigned a monitoring period from November 1, 2019 to April 30, 2020, 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 October 18, 2019, 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 Commissioner David A. Hansell to assign compliance-monitoring.

Approved unanimously on October 31, 2019.

Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/235-030-(2019)
Department of City Planning
Chair Marisa Lago
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 14		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	October 24, 2019	Response Received	November 1, 2019
Final Determination Issued:	November 8, 2019	Response Due	December 8, 2019
Compliance-Monitoring:	Required	December 1, 2019 to May 31, 2020	

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 Department of City Planning's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of City Planning's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 24, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Include in the complaint file a completed Complaint Intake Form, or a written complaint that

captures facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the complaint.

2. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

3. Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file.

4. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

5. Generate at the end of each complaint investigation, a conclusive confidential report which includes a summary of the allegations and responses, a summary of the procedural history of the investigation, a statement of the relevant facts gathered, a determination, a recommendation and documentation of the Agency Head's Review.

6. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.

7. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

8. Ensure each internal discrimination complaint file contains a written determination of its outcome and corrective action(s) taken as a result.

9. Notify the complainant and respondent in writing when the investigation by the EEO professional has been transferred because of the filing of an external complaint.

10. Establish and utilize a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the complaint investigation process, the issues and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.

11. Where the agency's organizational structure necessitates multiple EEO professionals, select such individuals from different office locations and, where possible, from a variety of levels within the organizational structure. Appoint EEO professionals who are trained in EEO laws and procedures, and their responsibilities under the EEO Policy.

12. Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

13. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions

based on merit and equal consideration, or treat others in an equitable and impartial manner).

14. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 November 8, 2019, which indicated that the following areas required corrective action: no(s). 1 - 14; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from December 1, 2019 to May 31, 2020, 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 November 8, 2019, 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 Chair Marisa Lago to assign compliance-monitoring.

Approved unanimously on November 21, 2019.

Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2018AP/228-381-(2019)
Bronx Community Board No. 1
Chairperson George L. Rodriguez
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 4		
Period Audit Covered:	July 1, 2017 to June 30, 2018		
Preliminary Determination Issued:	December 7, 2018	No Response Received	
Final Determination Issued:	January 3, 2019	Response Due	February 4, 2019
Compliance-Monitoring:	Required	January 3, 2019 to February 28, 2019	

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 Bronx Community Board No. 1's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Bronx Community Board No. 1's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated December 7, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Community Boards must distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Community Boards must follow, distribute, and post the Borough President's policy(ies) against sexual harassment.

3. Community Boards must ensure that all individuals who work within the Board receive information

regarding the Borough President's complaint investigation procedures.

4. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on January 3, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, and 4; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from January 3, 2019 to February 28, 2019, 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 4, 2019, 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 George L. Rodriguez to assign compliance-monitoring.

Approved unanimously on March 14, 2019.

Angela Cabrera
Angela Cabrera
Commissioner

Malini Cadambi Daniel
Malini Cadambi Daniel
Commissioner

ABSENT
Arva R. Rice
Commissioner

Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner

NYC
Equal Employment
Practices Commission

RESOLUTION NO.
2018AP/227-384-(2019)
Bronx Community Board No. 4
Chairperson Kathleen Saunders
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s)	**Total: 6**		
Period Audit Covered	**July 2, 2017** to **June 30, 2018**		
Preliminary Determination Issued	**December 7, 2018**	**Response Received**	**December 21, 2018**
Final Determination Issued	**January 7, 2019**	**Exempt from Responding**	
Compliance-Monitoring	**Not Required**		

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 practices and procedures 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 Municipal Entities and Minimum Equal Employment Opportunity Standards for 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 Bronx Community Board No. 4's Sexual Harassment Prevention and Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Bronx Community Board No. 4's Sexual Harassment Prevention and Practices, the EEPC issued a Preliminary Determination, dated December 7, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Community Boards must distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Community Boards must follow, distribute, and post the Borough President's policy(ies) against sexual harassment.

3. Community Boards must 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. Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.

5. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

6. Community Boards 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 January 7, 2019, 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 January 2019 to February 2019 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 January 7,2019, the entity was exempt from issuing a response to the EEPC's Final Determination; Now Therefore,

Be It Resolved, that pursuant to Charter Chapter 35, Section 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 Kathleen Saunders to

exempt compliance-monitoring.

Approved unanimously on February 7, 2019.

Angela Cabrera
Commissioner

absent
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2018AP/228-387-(2019)
Bronx Community Board No. 7
Chairperson Jean Hill
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 2		
Period Audit Covered:	July 1, 2017 to June 30, 2018		
Preliminary Determination Issued:	December 7, 2018	Response Received	December 13, 2018
Final Determination Issued:	January 3, 2019	Response Due	February 4, 2019
Compliance-Monitoring:	Required	January 3, 2019 to February 28, 2019	

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 Bronx Community Board No. 7's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Bronx Community Board No. 7's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated December 7, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Community Boards must distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Community Boards must follow, distribute, and post the Bronx Borough President's policy(ies) against sexual harassment.

3. Community Boards must 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. Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.

5. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

6. 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 January 3, 2019, which indicated that the following areas required corrective action: no(s). 1 and 5; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from January 3, 2019 to February 28, 2019, 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 4, 2019, 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 Jean Hill to assign compliance-monitoring.

Approved unanimously on March 14, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

ABSENT
Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2018AP/228-392-(2019)
Bronx Community Board No. 12
Chairperson William Hall
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 4		
Period Audit Covered:	July 1, 2017 to June 30, 2018		
Preliminary Determination Issued:	December 7, 2018	No Response Received	
Final Determination Issued:	January 3, 2019	Response Due	February 4, 2019
Compliance-Monitoring:	Required	January 3, 2019 to February 28, 2019	

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 Bronx Community Board No. 12's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Bronx Community Board No. 12's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated December 7, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Community Boards must distribute/post an annual policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Community Boards must follow, distribute, and post the Borough President's policy(ies) against sexual harassment.

3. Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.

4. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on January 3, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, and 4; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from January 3, 2019 to February 28, 2019, 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 4, 2019, 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 William Hall to assign compliance-monitoring.

Approved unanimously on March 14, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

ABSENT
Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/230-471-(2019)
Brooklyn Community Board No. 1
Chairperson Dealice Fuller
Sexual Harassment Prevention and Response Practices Audit
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 0		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	May 3, 2019	Response Received	May 6, 2019
Final Determination Issued:	May 10, 2019	Exempt	
Compliance-Monitoring:	Not Required		

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 Brooklyn Community Board No. 1's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 1's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated May 3, 2019, setting forth findings.

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 May 10, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 10, 2019, the entity was exempt from issuing 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 Dealice Fuller to exempt compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/231-472-(2019)
Brooklyn Community Board No. 2
Chairperson Lenue H. Singletary
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 1		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	May 10, 2019	Response Received	May 28, 2019
Final Determination Issued:	May 31, 2019	Response Due	June 30, 2019
Compliance-Monitoring:	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 2's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 2's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated May 10, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

Corrective Action #1: Community Boards must distribute/post an annual policy statement or memorandum

by the Chairperson reiterating commitment to the prevention of sexual harassment.

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 May 31, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 31, 2019, 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 Lenue H. Singletary to assign compliance-monitoring.

Approved unanimously on June 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/231-473-(2019)
Brooklyn Community Board No. 3
Chairperson Richard Flateau
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 2		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	May 21, 2019	No Response Received	
Final Determination Issued:	June 14, 2019	Response Due	July 14, 2019
Compliance-Monitoring:	Required	July 1, 2019 to August 31, 2019	

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 Brooklyn Community Board No. 3's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 3's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated May 21, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

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: 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 did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on June 14, 2019, which indicated that the following areas required corrective action: no(s). 1 and 2; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from July 1, 2019 to August 31, 2019, 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 June 14, 2019, 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 Richard Flateau to assign compliance-monitoring.

Approved unanimously on June 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Absent
Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/235-474-(2019)
Brooklyn Community Board No. 4
Chairperson Robert Camacho
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 0		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	October 25, 2019	Response Received	November 8, 2019
Final Determination Issued:	November 13, 2019	Exempt	
Compliance-Monitoring:	Not Required	December 1, 2019 to January 31, 2020	

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 Brooklyn Community Board No. 4's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 4's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 25, 2019, setting forth findings.

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 November 13, 2019, 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 December 1, 2019 to January 31, 2020, 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 November 13, 2019, the entity was exempt from issuing 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 Robert Camacho to exempt compliance-monitoring.

Approved unanimously on November 21, 2019.

Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/235-475-(2019)
Brooklyn Community Board No. 5
Chairperson Andre T. Mitchell
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 1		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	November 4, 2019	No Response Received	
Final Determination Issued:	November 20, 2019	Response Due	December 20, 2019
Compliance-Monitoring:	Required	December 1, 2019 to January 31, 2020	

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 Brooklyn Community Board No. 5's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 5's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated November 4, 2019, 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.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on November 20, 2019, which indicated that the following areas required corrective action: no(s). 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from December 1, 2019 to January 31, 2020, 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 November 20, 2019, 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 Andre T. Mitchell to assign compliance-monitoring.

Approved unanimously on November 21, 2019.

Angela Cabrera
Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Arva R. Rice
Commissioner

Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/234-476-(2019)
Brooklyn Community Board No. 6
Chairperson Peter Fleming
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 0		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	October 25, 2019	Response Received	October 28, 2019
Final Determination Issued:	October 30, 2019	Exempt	
Compliance-Monitoring:	Not Required		

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 Brooklyn Community Board No. 6's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 6's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 25, 2019, setting forth findings.

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 October 30, 2019, 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 November 1, 2019 to December 31, 2019, 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 October 29, 2019, the entity was exempt from issuing 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 Peter Fleming to exempt compliance-monitoring.

Approved unanimously on October 31, 2019.

Angela Cabrera
Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/230-477-(2019)
Brooklyn Community Board No. 7
Chairperson Cesar Zuniga
Sexual Harassment Prevention and Response Practices Audit
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 5		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	April 19, 2019	No Response Received	
Final Determination Issued:	May 10, 2019	Response Due	June 10, 2019
Compliance-Monitoring:	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 7's Sexual Harassment Prevention and Response Practices Audit; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 7's Sexual Harassment Prevention and Response Practices Audit, the EEPC issued a Preliminary Determination, dated April 19, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Community Boards must distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Community Boards must follow, distribute and post the Borough President's policy(ies) against sexual harassment.

3. Community Boards must ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.

4. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

5. Community Board Chairpersons, or their designees, must consult and cooperate with 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 did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 10, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, and 5; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to July 31, 2019, 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 May 10, 2019, 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 Cesar Zuniga to assign compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/234-478-(2019)
Brooklyn Community Board No. 8
Chairperson Ethel Tyus, Esq.
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 2		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	October 18, 2019	Response Received	October 25, 2019
Final Determination Issued:	October 29, 2019	Response Due	November 29, 2019
Compliance-Monitoring:	Required	November 1, 2019 to December 31, 2019	

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 Brooklyn Community Board No. 8's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 8's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 18, 2019, 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. 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.

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 October 29, 2019, 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 November 1, 2019 to December 31, 2019, 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 October 29, 2019, 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 Ethel Tyus, Esq. to assign compliance-monitoring.

Approved unanimously on October 31, 2019.

Angela Cabrera
Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/230-479-(2019)
Brooklyn Community Board No. 9
Chairperson Patricia Baker
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 5		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	April 26, 2019	No Response Received	
Final Determination Issued:	May 15, 2019	Response Due	June 15, 2019
Compliance-Monitoring:	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 9's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 9's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 26, 2019, 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 information regarding the Borough President's complaint investigation procedures.

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

5. Community Board Chairpersons, or their designees, must consult and cooperate with 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 did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 15, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, and 5; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to July 31, 2019, 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 May 15, 2019, 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 Patricia Baker to assign compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/230-480-(2019)
Brooklyn Community Board No. 10
Chairperson Doris Cruz
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 0		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	April 22, 2019	No Response Received	
Final Determination Issued:	May 15, 2019	Response Due	June 14, 2019
Compliance-Monitoring:	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 10's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 10's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 22, 2019, setting forth findings.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 15, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 15, 2019, 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 Doris Cruz to assign compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/230-481-(2019)
Brooklyn Community Board No. 11
Chairperson William Guarinello
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 0		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	April 22, 2019	No Response Received	
Final Determination Issued:	May 15, 2019	Response Due	June 14, 2019
Compliance-Monitoring:	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 11's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 11's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 22, 2019, setting forth findings.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 15, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 15, 2019, 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 William Guarinello to assign compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/230-482-(2019)
Brooklyn Community Board No. 12
Chairperson Yidel Perlstein
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 0		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	April 25, 2019	No Response Received	
Final Determination Issued:	May 15, 2019	Response Due	June 14, 2019
Compliance-Monitoring:	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 12's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 12's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 25, 2019, setting forth findings.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 15, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 15, 2019, 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 Yidel Perlstein to assign compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/230-483-(2019)
Brooklyn Community Board No. 13
Chairperson Joann Weiss
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 0		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	April 25, 2019	No Response Received	
Final Determination Issued:	May 15, 2019	Response Due	June 14, 2019
Compliance-Monitoring:	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 13's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 13's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 25, 2019, setting forth findings.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 15, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 15, 2019, 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 Joann Weiss to assign compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/230-484-(2019)
Brooklyn Community Board No. 14
Chairperson Ed Powell
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 4		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	April 22, 2019	Response Received	May 1, 2019
Final Determination Issued:	May 15, 2019	Response Due	June 14, 2019
Compliance-Monitoring:	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 14's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 14's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 22, 2019, 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 information regarding the Borough President's complaint investigation procedures.

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

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 May 15, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 15, 2019, 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 Ed Powell to assign compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/231-485-(2019)
Brooklyn Community Board No. 15
Chairperson Theresa Scavo
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 0		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	April 26, 2019	Response Received	April 29, 2019
Final Determination Issued:	May 13, 2019	Exempt	
Compliance-Monitoring:	Not Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 15's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 15's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 26, 2019, setting forth findings.

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 May 13, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 15, 2019, the entity was exempt from issuing 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 Theresa Scavo to exempt compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/231-486-(2019)
Brooklyn Community Board No. 16
Chairperson Genese Morgan
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 0		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	April 22, 2019	Response Received	April 29, 2019
Final Determination Issued:	May 15, 2019	Exempt	
Compliance-Monitoring:	Not Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 16's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 16's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 22, 2019, setting forth findings.

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 May 15, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 15, 2019, the entity was exempt from issuing 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 Genese Morgan to exempt compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/230-487-(2019)
Brooklyn Community Board No. 17
Chairperson Barrington Barrett
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 1		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	April 25, 2019	No Response Received	
Final Determination Issued:	May 10, 2019	Response Due	June 10, 2019
Compliance-Monitoring:	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 17's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 17's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 25, 2019, 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.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 10, 2019, which indicated that the following areas required corrective action: no(s). 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to July 31, 2019, 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 May 10, 2019, 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 Barrington Barrett to assign compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/230-488-(2009)
Brooklyn Community Board No. 18
Chairperson Gardy Brazela
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 1		
Period Audit Covered:	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued:	April 25, 2019	Response Received	April 30, 2019
Final Determination Issued:	May 15, 2019	Response Due	June 15, 2019
Compliance-Monitoring:	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 18's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 18's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 25, 2019, 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.

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 May 15, 2019, which indicated that the following areas required corrective action: no(s). 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to July 31, 2019, 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 May 15, 2019, 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 Gardy Brazela to assign compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/233-312-(2019)
Conflicts of Interest Board
Executive Director Carolyn Miller
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 6		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	July 29, 2019	Response Received	August 9, 2019
Final Determination Issued:	August 15, 2019	Response Due	September 16, 2019
Compliance-Monitoring:	Required	September 1, 2019 to February 29, 2020	

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 Conflicts of Interest Board's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Conflicts of Interest Board's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated July 29, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue a Policy Statement or memorandum reiterating commitment to the prevention of

sexual harassment annually.

2. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

3. Where the agency's organizational structure necessitates multiple EEO professionals, select such individuals from different office locations and, where possible, from a variety of levels within the organizational structure. Appoint EEO professionals who are trained in EEO laws and procedures, and their responsibilities under the EEO Policy.

4. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

5. Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

6. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 August 15, 2019, which indicated that the following areas required corrective action: no(s). 2, 3, 4 and 5; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from September 1, 2019 to February 29, 2020, 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 August 15, 2019, 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 Executive Director Carolyn Miller to assign compliance-monitoring.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/233-866-(2019)
Department of Consumer and Worker Protection
Commissioner Lorelei Salas
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 14		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	August 26, 2019	No Response Received	
Final Determination Issued:	September 11, 2019	Response Due	October 11, 2019
Compliance-Monitoring :	Required	October 1, 2019 to March 31, 2020	

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 Department of Consumer and Worker Protection's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Consumer

and Worker Protection's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated August 26, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Include in the complaint file a completed *Complaint Intake Form*, or a written complaint that captures facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the complaint.

2. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

3. Take thorough notes of words spoken and facts provided, during each interview. Include these notes in each complaint file.

4. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

5. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

6. Maintain complaint files in a secure area and ensure that they can be located and reviewed by the agency head, agency general counsel, and other appropriate staff identified by the agency head.

7. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.

8. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

9. Ensure each internal discrimination complaint file contains a written determination of its outcome and corrective action(s) taken as a result.

10. Establish and utilize a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the complaint investigation process, the issues and bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.

11. Ensure that the principal EEO Professional, HR Professional, and General Counsel reviewed the number of sexual harassment complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to employment opportunities that may be related to sexual harassment and determine what, if any, actions are required to correct deficiencies.

12. Assign the principal EEO Professional (or EEO-related designee) the responsibility to supervise the activities of EEO professionals, and ensure that: the policies against sexual harassment and complaint procedures are distributed/posted at all agency locations; employees/managers receive sexual harassment prevention training; EEO-related policies are made available in alternative formats (i.e., large print, audio recording and/or Braille) upon request; managers, supervisors and human resource professionals receive guidance on issues pertaining to sexual harassment; and allegations of sexual harassment are promptly investigated.

13. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

14. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on September 11, 2019, which indicated that the following areas required corrective action: no(s). 1 - 14; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from October 1, 2019 to March 31, 2020, 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 September 11, 2019, 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 Commissioner Lorelei Salas to assign compliance-monitoring.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/234-073-(2019)
Board of Correction
Acting Executive Director Michele Ovesey
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 5		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	August 23, 2019	Response Received	September 6, 2019
Final Determination Issued:	September 18, 2019	Response Due	October 18, 2019
Compliance-Monitoring:	Required	October 1, 2019 to March 31, 2020	

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 Board of Correction's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Board of Correction's

Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated August 23, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue a Policy Statement or memorandum reiterating commitment to the prevention of sexual harassment annually.

2. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

3. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

4. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

5. Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the number of sexual harassment complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to employment opportunities that may be related to sexual harassment and determine what, if any, actions are required to correct deficiencies.

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 September 18, 2019, which indicated that the following areas required corrective action: no(s). 2, 3, and 4; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from October 1, 2019 to March 31, 2020, 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 September 18, 2019, 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 Acting Executive Director Michele Ovesey to assign compliance-monitoring.

Approved unanimously on October 31, 2019.

Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/233-102-(2019)
New York City Council
Speaker Corey Johnson
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 29		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	June 25, 2019	No Response Received	
Final Determination Issued:	July 19, 2019	Response Due	August 19, 2019
Compliance-Monitoring:	Required	August 1, 2019 to January 31, 2020	

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 New York City Council's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the New York City Council's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated June 25, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue a Policy Statement or memorandum reiterating commitment to the prevention of

sexual harassment annually.

2. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

3. Establish and implement a training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on the prevention of sexual harassment as well as discrimination complaint and investigation procedures.

4. Include in the complaint file a completed Complaint Intake Form, or a written complaint that captures facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the complaint.

5. Provide the option to file a complaint anonymously.

6. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

7. Issue/maintain written confirmation when an internal complaint/mediation is terminated, withdrawn or resolved by agreement of the parties or EEO Office.

8. Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file.

9. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

10. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

11. Generate at the end of each complaint investigation, a conclusive confidential report which includes a summary of the allegations and responses, a summary of the procedural history of the investigation, a statement of the relevant facts gathered, a determination, a recommendation and documentation of the Agency Head's Review.

12. Maintain complaint files in a secure area and ensure that they can be located and reviewed by the agency head, agency general counsel, and other appropriate staff identified by the agency head.

13. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.

14. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

15. Ensure each internal discrimination complaint file contains a written determination of its outcome and corrective action(s) taken as a result.

16. Notify the complainant and respondent in writing when the investigation by the EEO professional has been transferred because of the filing of an external complaint.

17. Establish and utilize a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the complaint investigation process, the issues and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.

18. Ensure that the General Counsel assists the agency head in identifying and determining appropriate responses to sexual harassment; works with the principal EEO Professional in the implementation of the City's policies and procedures pertaining to sexual harassment; informs the principal EEO Professional when external complaints or litigation involving sexual harassment is brought against the agency; is available to consult on internal sexual harassment complaint investigations; and is responsible for the investigation of, and response to, external sexual harassment complaints.

19. Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the number of sexual harassment complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to employment opportunities that may be related to sexual harassment and determine what, if any, actions are required to correct deficiencies.

20. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. Ensure the principal EEO Professional is trained regarding city, state, federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination and sexual harassment complaints.

21. Ensure that the responsibilities of the principal EEO Professional are competently discharged by providing adequate resources such as opportunities for continuing education and professional development, and/or support staff to meet EEO obligations.

22. Where the agency's organizational structure necessitates multiple EEO professionals, select such individuals from different office locations and, where possible, from a variety of levels within the organizational structure. Appoint EEO professionals who are trained in EEO laws and procedures, and their responsibilities under the EEO Policy.

23. Ensure that the principal EEO Professional works cooperatively and closely with the General

Counsel in the implementation of policies and procedures concerning EEO and sexual harassment.

24. Assign the principal EEO Professional (or EEO-related designee) the responsibility to supervise the activities of EEO professionals, and ensure that: the policies against sexual harassment and complaint procedures are distributed/posted at all agency locations; employees/managers receive sexual harassment prevention training; EEO-related policies are made available in alternative formats (i.e., large print, audio recording and/or Braille) upon request; managers, supervisors and human resource professionals receive guidance on issues pertaining to sexual harassment; and allegations of sexual harassment are promptly investigated.

25. Ensure that the principal EEO Professional reports directly to the agency head (or a direct report other than the General Counsel) in order to exercise the necessary authority and independent judgment to fulfill EEO responsibilities.

26. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

27. Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

28. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

29. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on July 19, 2019, which indicated that the following areas required corrective action: no(s). 1 - 29; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from August 1, 2019 to January 31, 2020, 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 July 19, 2019, 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 Speaker Corey Johnson to assign compliance-monitoring.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/233-126-(2019)
Department of Cultural Affairs
Commissioner Tom Finkelpearl
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 0		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	July 18, 2019	Response Received	July 24, 2019
Final Determination Issued:	July 26, 2019	Response Due	August 26, 2019
Compliance-Monitoring:	Required	August 1, 2019 to January 31, 2020	

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 Department of Cultural Affairs' Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Cultural Affairs' Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated July 18, 2019, setting forth findings.

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 July 26, 2019, 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 August 1, 2019 to January 31, 2020, 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 July 26, 2019, 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 Commissioner Tom Finkelpearl to assign compliance-monitoring.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/234-850-(2019)
Department of Design and Construction
Commissioner Lorraine Grillo
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 6		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	September 6, 2019	No Response Received	
Final Determination Issued:	September 25, 2019	Response Due	October 25, 2019
Compliance-Monitoring:	Required	October 1, 2019 to March 31, 2020	

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 Department of Design and Construction's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Design and Construction's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated September 6, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue a Policy Statement or memorandum reiterating commitment to the prevention of sexual harassment annually.

2. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

3. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

4. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

5. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration or treat others in an equitable and impartial manner).

6. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on September 25, 2019, which indicated that the following areas required corrective action: no(s). 1-6; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from October 1, 2019 to March 31, 2020, 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 September 25, 2019, 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 Commissioner Lorraine Grillo to assign compliance-monitoring.

Approved unanimously on October 31, 2019.

Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/234-998-(2019)
New York City Economic Development Corporation
President and CEO James Patchett
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 20		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	October 3, 2019	Response Received	October 17, 2019
Final Determination Issued:	October 24, 2019	Response Due	November 23, 2019
Compliance-Monitoring:	Required	November 1, 2019 to April 30, 2020	

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 New York City Economic Development Corporation's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the New York City Economic Development Corporation's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 3, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

2. Include in the complaint file a completed Complaint Intake Form, or a written complaint that captures facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the complaint.

3. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

4. Issue/maintain written confirmation when an internal complaint/mediation is terminated, withdrawn or resolved by agreement of the parties or EEO Office.

5. Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file.

6. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

7. Generate at the end of each complaint investigation, a conclusive confidential report which includes a summary of the allegations and responses, a summary of the procedural history of the investigation, a statement of the relevant facts gathered, a determination, a recommendation and documentation of the Agency Head's Review.

8. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.

9. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

10. Ensure each internal discrimination complaint file contains a written determination of its outcome and corrective action(s) taken as a result.

11. Notify the complainant and respondent in writing when the investigation by the EEO professional has been transferred because of the filing of an external complaint.

12. Establish and utilize a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the complaint investigation process, the issues and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.

13. Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the number of sexual harassment complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to employment opportunities that may be related to sexual harassment and determine what, if any, actions are required to correct deficiencies.

14. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. Ensure the principal EEO Professional is trained regarding city, state, federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination and sexual harassment complaints.

15. Where the agency's organizational structure necessitates multiple EEO professionals, select such individuals from different office locations and, where possible, from a variety of levels within the organizational structure. Appoint EEO professionals who are trained in EEO laws and procedures, and their responsibilities under the EEO Policy.

16. Assign the principal EEO Professional (or EEO-related designee) the responsibility to supervise the activities of EEO professionals, and ensure that: the policies against sexual harassment and complaint procedures are distributed/posted at all agency locations; employees/managers receive sexual harassment prevention training; EEO-related policies are made available in alternative formats (i.e., large print, audio recording and/or Braille) upon request; managers, supervisors and human resource professionals receive guidance on issues pertaining to sexual harassment; and allegations of sexual harassment are promptly investigated.

17. Ensure that the principal EEO Professional reports directly to the agency head (or a direct report other than the General Counsel) in order to exercise the necessary authority and independent judgment to fulfill EEO responsibilities.

18. Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

19. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

20. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 October 24, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 18, 19 and 20; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from November 1, 2019 to April 30, 2020, 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 October 24, 2019, 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 President and CEO James Patchett to assign compliance-monitoring.

Approved unanimously on October 31, 2019.

Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/236-009-(2019)
New York City Employees' Retirement System
Executive Director Melanie Whinnery
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 9		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	November 29, 2019	No Response Received	
Final Determination Issued:	December 18, 2019	Response Due	January 18, 2020
Compliance-Monitoring:	Required	January 1, 2020 to June 30, 2020	

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 New York City Employees' Retirement System's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the New York City Employees' Retirement System's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated November 29, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.
2. Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file.
3. Generate at the end of each complaint investigation, a conclusive confidential report which includes a summary of the allegations and responses, a summary of the procedural history of the investigation, a statement of the relevant facts gathered, a determination, a recommendation and documentation of the Agency Head's Review.
4. Maintain complaint files in a secure area and ensure that they can be located and reviewed by the agency head, agency general counsel, and other appropriate staff identified by the agency head.
5. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.
6. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.
7. Establish and utilize a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the complaint investigation process, the issues and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.
8. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. Ensure the principal EEO Professional is trained regarding city, state, federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination and sexual harassment complaints.
9. Assign the principal EEO Professional (or EEO-related designee) the responsibility to supervise the activities of EEO professionals, and ensure that: the policies against sexual harassment and complaint procedures are distributed/posted at all agency locations; employees/managers receive sexual harassment prevention training; EEO-related policies are made available in alternative formats (i.e., large print, audio recording and/or Braille) upon request; managers, supervisors and human resource professionals receive guidance on issues pertaining to sexual harassment; and allegations of sexual harassment are promptly investigated.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on December 18, 2019, which indicated that the following areas required corrective action: no(s). 1 – 9 ; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from January 1, 2020 to June 30, 2020, 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 December 18, 2019, 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 Executive Director Melanie Whinnery to assign compliance-monitoring.

Approved unanimously on December 19, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/230-836-(2019)
Department of Finance
Commissioner Jacques Jiha
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 5		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	April 25, 2019	No Response Received	
Final Determination Issued:	May 10, 2019	Response Due	June 10, 2019
Compliance-Monitoring:	Required	June 1, 2019 to November 30, 2019	

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 Department of Finance's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Finance's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 25, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Corrective Action #1: Serve the respondent with a notice of the complaint that includes the

respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

2. Corrective Action #2: Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

3. Corrective Action #3: In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

4. Corrective Action #4: Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

5. Corrective Action #5: Appoint EEO professionals who are trained in EEO laws and procedures, and their responsibilities under the EEO Policy.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 10, 2019, which indicated that the following areas required corrective action: no(s). 1 - 5; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to November 30, 2019, 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 May 10, 2019, 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 Commissioner Jacques Jiha to assign compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

NYC
Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/233-907-(2019)
Housing Development Corporation
President Eric Enderlin
Evaluation of Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 6		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	June 28, 2019	Response Received	July 11, 2019
Final Determination Issued:	July 18, 2019	Response Due	August 17, 2019
Compliance-Monitoring :	Required	August 1, 2019 to January 31, 2020	

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 Housing Development Corporation's Evaluation of Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Housing Development Corporation's Evaluation of Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated June 28, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy,

Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

2. Provide the option to file a complaint anonymously.

3. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

4. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.

5. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

6. Establish and utilize a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the complaint investigation process, the issues and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.

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 July 18, 2019, which indicated that the following areas required corrective action: no(s). 1 - 5; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from August 1, 2019 to January 31, 2020, 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 July 18, 2019, 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 President Eric Enderlin to assign compliance-monitoring.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/234-806-(2019)
Department of Housing Preservation & Development
Commissioner Louise Carroll
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 7		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	September 9, 2019	Response Received	September 23, 2019
Final Determination Issued:	September 30, 2019	Response Due	October 30, 2019
Compliance-Monitoring:	Required	October 1, 2019 to March 31, 2020	

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 Department of Housing Preservation & Development's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Housing Preservation & Development's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated September 9, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

2. Provide the option to file a complaint anonymously.

3. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

4. Establish and utilize a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the complaint investigation process, the issues and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.

5. Ensure that the General Counsel assists the agency head in identifying and determining appropriate responses to sexual harassment; works with the principal EEO Professional in the implementation of the City's policies and procedures pertaining to sexual harassment; informs the principal EEO Professional when external complaints or litigation involving sexual harassment is brought against the agency; is available to consult on internal sexual harassment complaint investigations; and is responsible for the investigation of, and response to, external sexual harassment complaints.

6. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

7. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 September 30, 2019, which indicated that the following areas required corrective action: no(s). 1 and 6; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from October 1, 2019 to March 31, 2020, 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 September 30, 2019, 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 Commissioner Louise Carroll to assign compliance-monitoring.

Approved unanimously on October 31, 2019.

Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/230-136-(2019)
Landmarks Preservation Commission
Chair Sarah Carroll
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 1		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	April 23, 2019	Response Received	April 29, 2019
Final Determination Issued:	May 10, 2019	Response Due	June 9, 2019
Compliance-Monitoring:	Required	June 1, 2019 to November 30, 2019	

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 Landmarks Preservation Commission's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Landmarks Preservation Commission's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 23, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment

opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 May 10, 2019, which indicated that the following areas required corrective action: no(s). 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to November 30, 2019, 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 May 10, 2019, 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 Chair Sarah Carroll to assign compliance-monitoring.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/234-019-(2019)
Office of Management and Budget
Budget Director Melanie Hartzog
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 4		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	October 16, 2019	Response Received	October 29, 2019
Final Determination Issued:	October 30, 2019	Response Due	November 29, 2019
Compliance-Monitoring:	Required	November 1, 2019 to April 30, 2020	

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

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

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

Whereas, the EEPC conducted an audit, review, and evaluation of the Office of Management and Budget's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Office of Management and Budget's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 16, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Ensure that the principal EEO Professional works cooperatively and closely with the General Counsel in the implementation of policies and procedures concerning EEO and sexual harassment.

2. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

3. Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

4. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

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 October 30, 2019, which indicated that the following areas required corrective action: no(s). 2 and 4; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from November 1, 2019 to April 30, 2020, 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 October 30, 2019, 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 Budget Director Melanie Hartzog to assign compliance-monitoring.

Approved unanimously on October 31, 2019.

Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/233-901-(2019)
Office of the New York County District Attorney
District Attorney Cyrus R. Vance, Jr.
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 1		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	July 26, 2019	Response Received	August 7, 2019
Final Determination Issued:	August 8, 2019	Response Due	September 9, 2019
Compliance-Monitoring:	Required	September 1, 2019 to February 29, 2020	

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

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

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

Whereas, the EEPC conducted an audit, review, and evaluation of the Office of the New York County District Attorney's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the New York County District Attorney's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated July 26, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy,

Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

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 August 8, 2019, which indicated that the following areas required corrective action: no(s). 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from September 1, 2019 to February 29, 2020, 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 August 8, 2019, 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 District Attorney Cyrus R. Vance, Jr. to assign compliance-monitoring.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/235-781-(2019)
Department of Probation
Commissioner Ana M. Bermudez
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 4		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	November 6, 2019	Response Received	November 12, 2019
Final Determination Issued:	November 13, 2019	Response Due	December 13, 2019
Compliance-Monitoring:	Required	December 1, 2019 to May 31, 2020	

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 Department of Probation's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Probation's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated November 6, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

2. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

3. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

4. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

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 November 13, 2019, 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 December 1, 2019 to May 31, 2020, 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 November 13, 2019, 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 Commissioner Ana M. Bermudez to assign compliance-monitoring.

Approved unanimously on November 21, 2019.

Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2018AP/228-904-(2019)
Office of the Queens County District Attorney
District Attorney, Richard A. Brown
Employment Practices and Procedures
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 13		
Period Audit Covered:	July 1, 2017 to June 30, 2018		
Preliminary Determination Issued:	February 8, 2019	No Response Received	
Final Determination Issued:	March 1, 2019	Response Due	April 1, 2019
Compliance-Monitoring:	Required	April 1, 2019 to September 30, 2019	

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

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

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

Whereas, the EEPC conducted an audit, review, and evaluation of the Office of the Queens County District Attorney's Employment Practices and Procedures; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the Queens County District Attorney's Employment Practices and Procedures, the EEPC issued a Preliminary Determination, dated February 8, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Establish and implement an EEO training plan for new and existing employees to ensure

that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

2. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when positions become available or where the agency may otherwise use discretion in hiring.
3. Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender) the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal employment opportunities and determine what, if any, actions are required to correct deficiencies. (e.g. underutilization or adverse impact).
4. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon a particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.
5. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, determine the usefulness of the selection procedures (criteria, practices, and patterns) and their relevancy to measuring suitability for the job and advertise in minority- or female-oriented media outlets; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and hire qualified candidates.
6. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
7. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).
8. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: encouraging and providing training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.
9. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names or identification number, race/ethnicity, gender, disability, veteran status, interview date, interviewers' names, result (or disposition), reason selected/not selected for each applicant, and recruitment

source. (For employers that collect protected status criteria via visual observation: Minimize the risk that an applicant's protected status may play a role in his/her hire by having someone other than the final decision-maker conduct the visual observation.)

10. Utilize the Section 55-a Program, which allows City agencies to employ qualified persons who have been certified as disabled in competitive positions on a non-competitive basis.
11. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of EEO programs, policies or procedures.
12. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).
13. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on March 1, 2019, which indicated that the following areas required corrective action: no(s).

1. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.
2. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when positions become available or where the agency may otherwise use discretion in hiring.
3. Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender) the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal employment opportunities and determine what, if any, actions are required to correct deficiencies. (e.g. underutilization or adverse impact).
4. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon a particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.
5. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, determine the usefulness of the selection procedures (criteria, practices, and patterns) and their relevancy to measuring suitability for the job and advertise in minority- or female-oriented media outlets; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses;

or use internships to attract interested persons and hire qualified candidates.

6. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
7. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).
8. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: encouraging and providing training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.
9. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names or identification number, race/ethnicity, gender, disability, veteran status, interview date, interviewers' names, result (or disposition), reason selected/not selected for each applicant, and recruitment source. (For employers that collect protected status criteria via visual observation: Minimize the risk that an applicant's protected status may play a role in his/her hire by having someone other than the final decision-maker conduct the visual observation.)
10. Utilize the Section 55-a Program, which allows City agencies to employ qualified persons who have been certified as disabled in competitive positions on a non-competitive basis.
11. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of EEO programs, policies or procedures.
12. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).
13. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from April 1, 2019 to September 30, 2019, 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 1, 2019, 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 District Attorney, Richard A. Brown to assign compliance-monitoring.

Approved unanimously on March 14, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

ABSENT

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/232-944-(2019)
Office of the Queens County Public Administrator
Public Administrator Lois Rosenblatt
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 2		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	June 7, 2019	Response Received	June 21, 2019
Final Determination Issued:	July 9, 2019	Response Due	August 8, 2019
Compliance-Monitoring:	Required	August 1, 2019 to January 31, 2020	

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

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

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

Whereas, the EEPC conducted an audit, review, and evaluation of the Office of the Queens County Public Administrator's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the Queens County Public Administrator's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated June 7, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Maintain documentation regarding directives or decisions between the agency head (or a

direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

2. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 July 9, 2019, which indicated that the following areas required corrective action: no(s). 1 and 2; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from August 1, 2019 to January 31, 2020, 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 July 9, 2019, 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 Public Administrator Lois Rosenblatt to assign compliance-monitoring.

Approved unanimously on July 11, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/232-860-(2019)
Department of Records and Information Services
Commissioner Pauline Toole
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 0		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	June 25, 2019	Response Received	July 1, 2019
Final Determination Issued:	July 3, 2019	Exempt	
Compliance-Monitoring:	Not Required		

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 Department of Records and Information Services' Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Records and Information Services' Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated June 25, 2019, setting forth findings.

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 July 3, 2019, 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 July 1, 2019 to December 31, 2019, 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 July 3, 2019, the entity was exempt from issuing 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 Commissioner Pauline Toole to exempt compliance-monitoring.

Approved unanimously on July 11, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2018AP/229-945-(2019)
Office of the Richmond County Public Administrator
Public Administrator Edwina Frances Martin, Esq.
Employment Practices and Procedures
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	Total: 11		
Period Audit Covered:	July 1, 2017 to June 30, 2018		
Preliminary Determination Issued:	December 21, 2018	Response Received	March 21, 2019
Final Determination Issued:	April 15, 2019	Response Due	May 15, 2019
Compliance-Monitoring:	Required	May 1, 2019 to October 31, 2019	

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

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

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

Whereas, the EEPC conducted an audit, review, and evaluation of the Office of the Richmond County Public Administrator's Employment Practices and Procedures; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the Richmond County Public Administrator's Employment Practices and Procedures, the EEPC issued a Preliminary Determination, dated April 15, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue a general EEO Policy statement or memorandum annually reiterating commitment to

EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.

2. Distribute/Post a paper or electronic copy of the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies* – or an agency EEO Policy that conforms to city, state and federal EEO laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: a policy against sexual harassment; uniform and responsive procedures for investigating discrimination complaints and providing reasonable accommodations; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals, as well as federal, state and local agencies that enforce laws against discrimination.

3. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

4. Ensure that information regarding employee EEO-related rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio recording and/or Braille) upon request to employees and applicants for employment with disabilities.

5. Document reasonable accommodation requests and their outcomes.

6. Ensure the principal EEO Professional is trained regarding city, state and federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints.

7. Ensure that the responsibilities of the principal EEO Professional are competently discharged by providing adequate resources such as opportunities for continuing education and professional development, and/or support staff to meet EEO obligations.

8. Assign the principal EEO Professional (or EEO-related designee) the responsibility to supervise the activities of EEO professionals, and ensure that: the policies against sexual harassment and complaint procedures are distributed/posted at all agency locations; employees/managers receive sexual harassment prevention training; EEO-related policies are made available in alternative formats (i.e., large print, audio recording and/or Braille) upon request; managers, supervisors and human resource professionals receive guidance on issues pertaining to sexual harassment; and allegations of sexual harassment are promptly investigated.

9. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of EEO programs, policies or procedures.

10. Establish and administer an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training.

11. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

Whereas, within a three month 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 April 15, 2019, which indicated that the following areas required corrective action: no(s). 3, 6, 9 10, and 11; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from May 1, 2019 to October 31, 2019, 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 is 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 May 15, 2019, the entity is 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 Public Administrator Edwina Frances Martin, Esq. of the Office of the Richmond County Public Administrator to assign compliance-monitoring.

Approved unanimously on April 18, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/233-801-(2019)
Department of Small Business Services
Commissioner Gregg Bishop
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	Total: 16		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	August 14, 2019	No Response Received	
Final Determination Issued:	August 30, 2019	Response Due	September 30, 2019
Compliance-Monitoring:	Required	September 1, 2019 to February 29, 2020	

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 Department of Small Business Services' Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Small Business Services' Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated August 14, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue a Policy Statement or memorandum reiterating commitment to the prevention of sexual

harassment annually.

2. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

3. Include in the complaint file a completed Complaint Intake Form, or a written complaint that captures facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the complaint.

4. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

5. Issue/maintain written confirmation when an internal complaint/mediation is terminated, withdrawn or resolved by agreement of the parties or EEO Office.

6. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

7. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.

8. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

9. Ensure each internal discrimination complaint file contains a written determination of its outcome and corrective action(s) taken as a result.

10. Ensure that the General Counsel assists the agency head in identifying and determining appropriate responses to sexual harassment; works with the principal EEO Professional in the implementation of the City's policies and procedures pertaining to sexual harassment; informs the principal EEO Professional when external complaints or litigation involving sexual harassment is brought against the agency; is available to consult on internal sexual harassment complaint investigations; and is responsible for the investigation of, and response to, external sexual harassment complaints.

11. Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the number of sexual harassment complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to employment opportunities that may be related to sexual harassment and determine what, if any, actions are required to correct deficiencies.

12. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. Ensure the principal EEO Professional is trained regarding city, state, federal EEO laws; the

requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination and sexual harassment complaints.

13. Ensure that the principal EEO Professional reports directly to the agency head (or a direct report other than the General Counsel) in order to exercise the necessary authority and independent judgment to fulfill EEO responsibilities.

14. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

15. Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

16. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on August 30, 2019, which indicated that the following areas required corrective action: no(s). 1-16; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from September 1, 2019 to February 29, 2020, 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 August 30, 2019, 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 Commissioner Gregg Bishop to assign compliance-monitoring.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/233-059-(2019)
Board of Standards & Appeals
Executive Director Carlo Costanza
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	Total: 4		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	July 19, 2019	Response Received	July 30, 2019
Final Determination Issued:	August 7, 2019	Response Due	September 9, 2019
Compliance-Monitoring:	Required	September 1, 2019 to February 29, 2020	

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 Board of Standards & Appeals' Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Board of Standards & Appeals' Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated July 19, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

2. Ensure that managers and supervisors are held accountable for enforcing the entity's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

3. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

4. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 August 7, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, and 3; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from September 1, 2019 to February 29, 2020, 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 August 7, 2019, 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 Executive Director Carlo Costanza to assign compliance-monitoring.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/233-156-(2019)
Taxi and Limousine Commission
Acting Commissioner Bill Heinzen
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 1		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	August 8, 2019	No Response Received	
Final Determination Issued:	August 12, 2019	Response Due	September 12, 2019
Compliance-Monitoring:	Required	September 1, 2019 to February 29, 2020	

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 Taxi and Limousine Commission's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Taxi and Limousine Commission's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated August 8, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Maintain documentation regarding directives or decisions between the agency head (or a

direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on August 12, 2019, which indicated that the following areas required corrective action: no(s). 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from September 1, 2019 to February 29, 2020, 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 August 12, 2019, 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 Acting Commissioner Bill Heinzen to assign compliance-monitoring.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/233-041-(2019)
Teachers' Retirement System
Executive Director Patricia Reilly
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 13		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	June 28, 2019	Response Received	July 11, 2019
Final Determination Issued:	July 16, 2019	Response Received	August 16, 2019
Compliance-Monitoring:	Required	August 1, 2019 to January 31, 2020	

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 Teachers' Retirement System's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Teachers' Retirement System's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated June 28, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Include in the complaint file a completed Complaint Intake Form, or a written complaint that

captures facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the complaint.

2. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

3. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

4. Generate at the end of each complaint investigation, a conclusive confidential report which includes a summary of the allegations and responses, a summary of the procedural history of the investigation, a statement of the relevant facts gathered, a determination, a recommendation and documentation of the Agency Head's Review.

5. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.

6. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

7. Ensure each internal discrimination complaint file contains a written determination of its outcome and corrective action(s) taken as a result.

8. Establish and utilize a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the complaint investigation process, the issues and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.

9. Where the agency's organizational structure necessitates multiple EEO professionals, select such individuals from different office locations and, where possible, from a variety of levels within the organizational structure. Appoint EEO professionals who are trained in EEO laws and procedures, and their responsibilities under the EEO Policy.

10. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

11. Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

12. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

13. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 July 16, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from August 1, 2019 to January 31, 2020, 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 July 16, 2019, 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 Executive Director Patricia Reilly to assign compliance-monitoring.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/235-261-(2019)
Department of Youth and Community Development
Commissioner Bill Chong
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	**Total:** 3		
Period Audit Covered:	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued:	November 4, 2019	Response Received	November 12, 2019
Final Determination Issued:	November 20, 2019	Response Due	December 20, 2019
Compliance-Monitoring:	Required	December 1, 2019 to May 31, 2020	

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 Department of Youth and Community Development's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Youth and Community Development's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated November 4, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Where the agency's organizational structure necessitates multiple EEO professionals, select such individuals from different office locations and, where possible, from a variety of levels within the organizational structure. Appoint EEO professionals who are trained in EEO laws and procedures, and their responsibilities under the EEO Policy.

2. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impacted the administration and operation of programs, policies or procedures concerning sexual harassment.

3. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 November 20, 2019, which indicated that the following areas required corrective action: no(s). 2; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from December 1, 2019 to May 31, 2020, 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 November 20, 2019, 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 Commissioner Bill Chong to assign compliance-monitoring.

Approved unanimously on November 21, 2019.

Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Appendix III:
Determination of Compliance Resolutions

Pursuant to the City Charter-mandated compliance-monitoring procedure and period, the EEPC considers, in consultation with an entity, whether programs, or procedures utilized by the entity are in compliance with the equal employment opportunity standards of the EEPC and requirements of Chapters 35 and 36 of the City Charter; and reviews, approves, and adopts a Determination of Compliance or Non-Compliance at the end of an assigned monitoring period. The following pages contain the EEPC's 2019 Compliance Resolutions, which specify whether the entity required corrective action, whether the entity required monitoring, the compliance-monitoring period, the corrective actions implemented by the entity and the entity's status at the end of the period. Adoption of a Compliance Resolution authorizes the mailing of a *Determination of Compliance* and Certificate, if applicable, to the entity head. The entities are listed below in alphabetical order. In addition, Resolutions can be found on the EEPC's website at:
http://www.nyc.gov/html/eepc/html/about/eepc_jurisdiction.shtml.

Bronx Borough President, Office of the • RESOLUTION #2018AP/229-011-(2019)C6
Bronx County Public Administrator, Office of the • RESOLUTION #2018AP/233-942-(2019)C28
Brooklyn Borough President, Office of the • RESOLUTION #2018AP/229-012-(2019)C7
Business Integrity Commission • RESOLUTION #2019AP/233-831-(2019)C25
Campaign Finance Board • RESOLUTION #2019AP/233-004-(2019)C35
Community Board – Bronx No. 01 • RESOLUTION #2018AP/228-381-(2019)C4
Community Board – Bronx No. 04 • RESOLUTION #2018AP/227-384-(2019)C1
Community Board – Bronx No. 07 • RESOLUTION #2018AP/228-387-(2019)C3
Community Board – Bronx No. 12 • RESOLUTION #2018AP/228-392-(2019)C2
Community Board – Brooklyn No. 01 • RESOLUTION #2019AP/230-471-(2019)C11
Community Board – Brooklyn No. 02 • RESOLUTION #2019AP/231-472-(2019)C20
Community Board – Brooklyn No. 03 • RESOLUTION #2019AP/233-473-(2019)C27
Community Board – Brooklyn No. 04 • RESOLUTION #2019AP/235-474-(2019)C38
Community Board – Brooklyn No. 06 • RESOLUTION #2019AP/234-476-(2019)C37
Community Board – Brooklyn No. 07 • RESOLUTION #2019AP/233-477-(2019)C26
Community Board – Brooklyn No. 08 • RESOLUTION #2019AP/236-478-(2019)C41
Community Board – Brooklyn No. 09 • RESOLUTION #2019AP/232-479-(2019)C24
Community Board – Brooklyn No. 10 • RESOLUTION #2019AP/231-480-(2019)C15
Community Board – Brooklyn No. 11 • RESOLUTION #2019AP/231-481-(2019)C16
Community Board – Brooklyn No. 12 • RESOLUTION #2019AP/230-482-(2019)C14
Community Board – Brooklyn No. 13 • RESOLUTION #2019AP/231-483-(2019)C17
Community Board – Brooklyn No. 14 • RESOLUTION #2019AP/231-484-(2019)C18
Community Board – Brooklyn No. 15 • RESOLUTION #2019AP/230-485-(2019)C12
Community Board – Brooklyn No. 16 • RESOLUTION #2019AP/230-486-(2019)C13
Community Board – Brooklyn No. 17 • RESOLUTION #2019AP/231-487-(2019)C19
Community Board – Brooklyn No. 18 • RESOLUTION #2019AP/231-488-(2019)C21
Correction, Board of • RESOLUTION #2019AP/235-073-(2019)C39
Cultural Affairs, Department of • RESOLUTION #2019AP/233-126-(2019)C29
Emergency Management, Office of • RESOLUTION #2018AP/230-017-(2019)C9
Finance, Department of • RESOLUTION #2019AP/234-836-(2019)C36
Housing Development Corporation, New York City • RESOLUTION #2019AP/233-907-(2019)C32
Housing Preservation and Development, New York City • RESOLUTION #2019AP/237-806-

(2019)C44
Landmarks Preservation Commission • RESOLUTION #2019AP/232-136-(2019)C23
Management and Budget, Office of • RESOLUTION #2019AP/236-019-(2019)C42
Manhattan Borough President, Office of the • RESOLUTION #2018AP/229-010-(2019)C8
Mayor, Office of the • RESOLUTION #2018AP/228-002-(2019)C5
New York County District Attorney, Office of the • RESOLUTION #2019AP/233-901-(2019)C31
Probation, Department of • RESOLUTION #2019AP/235-781-(2019)C40
Queens County District Attorney, Office of the • RESOLUTION #2018AP/236-904-(2019)C43
Queens County Public Administrator, Office of the • RESOLUTION #2019AP/233-944-(2019)C34
Records and Information Services, Department of • RESOLUTION #2019AP/232-860-(2019)C22
Richmond County Public Administrator, Office of the • RESOLUTION #2018AP/233-945-(2019)C30
Social Services, Department of • RESOLUTION #2018AP/230-069071-(2019)C10
Taxi and Limousine Commission • RESOLUTION #2019AP/233-156-(2019)C33

Equal Employment Practices Commission

RESOLUTION NO.
2018AP/229-011-(2019)C6
Office of the Bronx Borough President
Borough President Ruben Diaz, Jr.
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 6		
Period Audit Covered	January 1, 2016 to December 31, 2017		
Preliminary Determination Issued	September 27, 2018	Response Received	October 10, 2018
Final Determination Issued	October 16, 2018	Response Received	January 15, 2019
Compliance-Monitoring	Required	November 1, 2018 to April 30, 2019 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 Office of the Bronx Borough President's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the Bronx Borough President's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated September 27, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

2. Take thorough notes, of words spoken and facts provided, during each interview. Include these notes in each complaint file.

3. Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the number of sexual harassment complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to employment opportunities that may be related to sexual harassment and determine what, if any, actions are required to correct deficiencies.

4. Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

5. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

6. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

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 October 16, 2018, which indicated that the following areas required corrective action: no(s). 1 - 6; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from November 1, 2018 to April 30, 2019, 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 January 15, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Office of the Bronx

Borough President was monitored until March 22, 2019; 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 Borough President submitted a copy of a memorandum to staff dated March 18, 2019, which recognized the EEPC's audit and reiterated commitment to the Office of the Bronx Borough President's equal employment practices; Now Therefore,

Be It Resolved, that the Office of the Bronx Borough President 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 Borough President Ruben Diaz, Jr. of the Office of the Bronx Borough President.

Approved unanimously on April 18, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2018AP/233-942-(2019)C28
Office of the Bronx County Public Administrator
Public Administrator Matilde B. Sanchez
Employment Practices and Procedures
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 7		
Period Audit Covered	July 1, 2017 to June 30, 2018		
Preliminary Determination Issued	January 11, 2019	Response Received	January 25, 2019
Final Determination Issued	February 7, 2019	Response Received	March 13, 2019
Compliance-Monitoring	Required	March 1, 2019 to August 31, 2019 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 Office of the Bronx County Public Administrator's Employment Practices and Procedures; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the Bronx County Public Administrator's Employment Practices and Procedures, the EEPC issued a Preliminary Determination, dated January 11, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue a general EEO Policy statement or memorandum annually reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.

2. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency EEO Policy that conforms to city, state and federal EEO laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: a policy against sexual harassment; uniform and responsive procedures for investigating discrimination complaints and providing reasonable accommodations; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals, as well as federal, state and local agencies that enforce laws against discrimination.

3. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

4. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names or identification number, race/ethnicity, gender, disability, veteran status, interview date, interviewers' names, result (or disposition), reason selected/not selected for each applicant, and recruitment source. (For employers that collect protected status criteria via visual observation: Minimize the risk that an applicant's protected status may play a role in his/her hire by having someone other than the final decision-maker conduct the visual observation.)

5. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. Ensure the principal EEO Professional is trained regarding city, state, and federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints.

6. Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

7. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

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 7, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, 5, 6 and 7; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from March 1, 2019 to August 31, 2019, 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 13, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Office of the Bronx County Public Administrator was monitored until August 8, 2019; 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 Public Administrator Matilde B. Sanchez submitted a copy of a memorandum to staff dated August 20, 2019, which recognized the EEPC's audit and reiterated commitment to the Office of the Bronx County Public Administrator's equal employment practices; Now Therefore,

Be It Resolved, that the Office of the Bronx County Public Administrator 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 Public Administrator Matilde B. Sanchez of the Office of the Bronx County Public Administrator.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2018AP/229-012-(2019)C7
Office of the Brooklyn Borough President
Borough President Eric L. Adams
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 6		
Period Audit Covered	January 1, 2016 to December 31, 2017		
Preliminary Determination Issued	September 4, 2018	No Response Received	
Final Determination Issued	September 21, 2018	Response Received	October 5, 2018
Compliance-Monitoring	Required	October 1, 2018 to March 31, 2019 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 Office of the Brooklyn Borough President's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the Brooklyn Borough President's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated September 4, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue a Policy Statement or memorandum reiterating commitment to the prevention of sexual harassment annually.

2. Distribute/Post a paper or electronic copy of the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies* – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

3. Ensure that the responsibilities of the principal EEO Professional are competently discharged by providing continuing education and professional development.

4. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

5. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

6. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on September 21, 2018, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, 5 and 6; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from October 1, 2018 to March 31, 2019, 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 October 5, 2018, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Office of the Brooklyn Borough President was monitored until March 27, 2019; 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 Borough President submitted a copy of a memorandum to staff dated March 26, 2019, which recognized the EEPC's audit and reiterated commitment to the Office of the Brooklyn Borough President's equal employment practices; Now Therefore,

Be It Resolved, that the Office of the Brooklyn Borough President 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 Borough President Eric L. Adams of the Office of the Brooklyn Borough President.

Approved unanimously on April 18, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

NYC
Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/233-831-(2019)C25
Business Integrity Commission
Chair Noah D. Genel
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 1		
Period Audit Covered	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued	July 12, 2019	Response Received	July 23, 2019
Final Determination Issued	July 26, 2019	Response Received	August 1, 2019
Compliance-Monitoring	Required	August 1, 2019 to January 31, 2020	

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 Business Integrity Commission's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Business Integrity Commission's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated July 12, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

Corrective Action #1: Ensure the managerial performance evaluation form contains a rating for EEO

(which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

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 July 26, 2019, 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 August 1, 2019 to January 31, 2020, 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 August 1, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Business Integrity Commission was monitored until August 1, 2019; 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 Chair submitted a copy of a memorandum to staff dated August 1, 2019, which recognized the EEPC's audit and reiterated commitment to the Business Integrity Commission's equal employment practices; Now Therefore,

Be It Resolved, that the Business Integrity Commission 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 Chair Noah D. Genel of the Business Integrity Commission.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/233-004-(2019)C35
Campaign Finance Board
Executive Director Amy M. Loprest
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 1		
Period Audit Covered	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued	July 19, 2019	Response Received	July 30, 2019
Final Determination Issued	August 5, 2019	Response Received	August 21, 2019
Compliance-Monitoring	Required	September 1, 2019 to February 29, 2020	

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 Campaign Finance Board's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Campaign Finance Board's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated July 19, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive

procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

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 August 5, 2019, which indicated that the following areas required corrective action: no(s). 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from September 1, 2019 to February 29, 2020, 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 August 21, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Campaign Finance Board was monitored until August 22, 2019; 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 Executive Director submitted a copy of a memorandum to staff dated August 22, 2019, which recognized the EEPC's audit and reiterated commitment to the Campaign Finance Board's equal employment practices; Now Therefore,

Be It Resolved, that the Campaign Finance Board 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 Executive Director Amy M. Loprest of the Campaign Finance Board.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

NYC
Equal Employment
Practices Commission

RESOLUTION NO.
2018AP/228-381-(2019)C4
Bronx Community Board No. 1
Chairperson George L. Rodriguez
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 4		
Period Audit Covered	July 1, 2017 to June 30, 2018		
Preliminary Determination Issued	December 7, 2018	No Response Received	
Final Determination Issued	January 3, 2019	Response Received	February 28, 2019
Compliance-Monitoring	Required	January 3, 2019 to February 28, 2019 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 Bronx Community Board No. 1's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Bronx Community Board No. 1's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated December 7, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Community Boards must distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Community Boards must follow, distribute, and post the Borough President's policy(ies) against sexual harassment.

3. Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.

4. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on January 3, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, and 4; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from January 3, 2019 to February 28, 2019, 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 28, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Bronx Community Board No. 1 was monitored until February 28, 2019; Now Therefore,

Be It Resolved, that the Bronx Community Board No. 1 has satisfied the equal

employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and

Be It Resolved, that the EEPC's Board of Commissioners approves the issuance of this Determination of Compliance to Chairperson George L. Rodriguez of the Bronx Community Board No. 1.

Approved unanimously on March 14, 2019.

Angela Cabrera
Angela Cabrera
Commissioner

M Cadambi - Daniel
Malini Cadambi Daniel
Commissioner

ABSENT
Arva R. Rice
Commissioner

Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2018AP/227-384-(2019)C1
Bronx Community Board No. 4
Chairperson Kathleen Saunders
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 6		
Period Audit Covered	July 2, 2017 to June 30, 2018		
Preliminary Determination Issued	December 7, 2018	Response Received	December 21, 2018
Final Determination Issued	January 7, 2019	Exempt from Responding	
Compliance-Monitoring	Not Required		

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 practices and procedures 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 Municipal Entities and Minimum Equal Employment Opportunity Standards for 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 Bronx Community Board No. 4's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Bronx Community Board No. 4's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated December 7, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Community Boards must distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Community Boards must follow, distribute, and post the Borough President's policy(ies) against sexual harassment.

3. Community Boards must 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. Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.

5. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

6. Community Boards 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 January 7, 2019, 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 January 2019 to February 2019, 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 January 7, 2019, 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 Bronx Community Board No. 4 was exempt from monitoring on January 7, 2019; Now Therefore,

Be It Resolved, that the Bronx Community Board No. 4's 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 Kathleen Saunders of the Bronx Community Board No. 4.

Approved unanimously on February 7, 2019.

Angela Cabrera
Angela Cabrera
Commissioner

absent
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2018AP/228-387-(2019)C3
Bronx Community Board No. 7
Chairperson Jean Hill
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 2		
Period Audit Covered	July 1, 2017 to June 30, 2018		
Preliminary Determination Issued	December 7, 2018	Response Received	December 13, 2018
Final Determination Issued	January 3, 2019	Response Received	February 25, 2019
Compliance-Monitoring	Required	January 3, 2019 to February 28, 2019 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 Bronx Community Board No. 7's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Bronx Community Board No. 7's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated December 7, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Community Boards must distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Community Boards must follow, distribute, and post the Bronx Borough President's policy(ies) against sexual harassment.

3. Community Boards must 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. Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.

5. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

6. 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 January 3, 2019, which indicated that the following areas required corrective action: no(s). 1 and 5; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, **the** EEPC assigned a monitoring period from January 3, 2019 to February 28, 2019, to determine whether the entity eliminated areas of non-compliance, if any; and

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

Whereas, in accordance with Charter Chapter 36, Section 832(c), on February 25,

2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Bronx Community Board No. 7 was monitored until February 25, 2019; Now Therefore,

Be It Resolved, that the Bronx Community Board No. 7 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 Jean Hill of the Bronx Community Board No. 7.

Approved unanimously on March 14, 2019.

Angela Cabrera
Angela Cabrera
Commissioner

M Cadambi Daniel
Malini Cadambi Daniel
Commissioner

ABSENT
Arva R. Rice
Commissioner

Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner

NYC
Equal Employment
Practices Commission

RESOLUTION NO.
2018AP/228-392-(2019)C2
Bronx Community Board No. 12
Chairperson William Hall
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 4		
Period Audit Covered	July 1, 2017 to June 30, 2018		
Preliminary Determination Issued	December 7, 2018	No Response Received	
Final Determination Issued	January 3, 2019	Response Received	February 14, 2019
Compliance-Monitoring	Required	January 3, 2019 to February 28, 2019 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 Bronx Community Board No. 12's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Bronx Community Board No. 12's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated December 7, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Community Boards must distribute/post an annual policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Community Boards must follow, distribute, and post the Borough President's policy(ies) against sexual harassment.

3. Community Boards must ensure that all individuals who work within the Board receive information regarding the Borough President's complaint investigation procedures.

4. Community Boards must direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on January 3, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, and 4; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from January 3, 2019 to February 28, 2019, 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 14, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Bronx Community Board No. 12 was monitored until February 14, 2019; Now Therefore,

Be It Resolved, that the Bronx 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 William Hall of the Bronx Community Board No. 12.

Approved unanimously on March 14, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

ABSENT
Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

NYC
Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/230-471-(2019)C11
Brooklyn Community Board No. 1
Chairperson Dealice Fuller
Sexual Harassment Prevention and Response Practices Audit
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 0		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	May 3, 2019	Response Received	May 6, 2019
Final Determination Issued	May 10, 2019	Exempt	
Compliance-Monitoring	Not Required		

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 Brooklyn Community Board No. 1's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 1's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated May 3, 2019, setting forth findings; and

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 May 10, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 10, 2019, 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 Brooklyn Community Board No. 1 was exempt from monitoring on May 10, 2019; 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 May 6, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 1's equal employment practices; Now Therefore,

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

Be It Resolved, that the EEPC's Board of Commissioners approves the issuance of this Determination of Compliance to Chairperson Dealice Fuller of the Brooklyn Community Board No. 1.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/231-472-(2019)C20
Brooklyn Community Board No. 2
Chairperson Lenue H. Singletary
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 1		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	May 10, 2019	Response Received	May 28, 2019
Final Determination Issued	May 31, 2019	Response Received	June 17, 2019
Compliance-Monitoring	Not Required		

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 Brooklyn Community Board No. 2's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 2's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated May 10, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

Corrective Action #1: Community Boards must distribute/post an annual policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

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 May 31, 2019, 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 June 1, 2019 to July 31, 2019, 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 June 17, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 2 was exempt from monitoring on June 17, 2019; 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 17, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 2's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 2 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 Lenue H. Singletary of the Brooklyn Community Board No. 2.

Approved unanimously on June 21, 2019.

Angela Cabrera
Angela Cabrera
Commissioner

M. Cadambi-Daniel
Malini Cadambi Daniel
Commissioner

Absent
Arva R. Rice
Commissioner

Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/233-473-(2019)C27
Brooklyn Community Board No. 3
Chairperson Richard Flateau
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 2		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	May 21, 2019	No Response Received	
Final Determination Issued	June 14, 2019	Response Received	July 1, 2019
Compliance-Monitoring	Required	July 1, 2019 to August 31, 2019 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 Brooklyn Community Board No. 3's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 3's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated May 21, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

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: 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 did not

submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on June 14, 2019, which indicated that the following areas required corrective action: no(s). 1 and 2; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from July 1, 2019 to August 31, 2019, 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 July 1, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 3 was monitored until August 7, 2019; 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 August 6, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 3's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 3 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 Richard Flateau of the Brooklyn Community Board No. 3.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/235-474-(2019)C38
Brooklyn Community Board No. 4
Chairperson Robert Camacho
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 0		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	October 25, 2019	Response Received	November 8, 2019
Final Determination Issued	November 13, 2019	Exempt	
Compliance-Monitoring	Not Required		

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 Brooklyn Community Board No. 4's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 4's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 25, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

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 November 13, 2019, 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 December 1, 2019 to January 31, 2020, 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 November 13, 2019, 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 Brooklyn Community Board No. 4 was exempt from monitoring on November 13, 2019; 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 November 12, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 4's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 4 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 Robert Camacho of the Brooklyn Community Board No. 4.

Approved unanimously on November 21, 2019.

Angela Cabrera
Commissioner

absent
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

NYC
Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/234-476-(2019)C37
Brooklyn Community Board No. 6
Chairperson Peter Fleming
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 0		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	October 25, 2019	Response Received	October 28, 2019
Final Determination Issued	October 30, 2019	Exempt	
Compliance-Monitoring	Not Required		

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 Brooklyn Community Board No. 6's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 6's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 25, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

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 October 30, 2019, 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 November 1, 2019 to December 31, 2019, 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 October 30, 2019, 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 Brooklyn Community Board No. 6 was exempt from monitoring on October 30, 2019; 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 October 28, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 6's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 6 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 Peter Fleming of the Brooklyn Community Board No. 6.

Approved unanimously on October 31, 2019.

Angela Cabrera
Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/233-477-(2019)C26
Brooklyn Community Board No. 7
Chairperson Cesar Zuniga
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 5		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	April 19, 2019	No Response Received	
Final Determination Issued	May 10, 2019	Response Received	July 18, 2019
Compliance-Monitoring	Required	June 1, 2019 to July 31, 2019 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 Brooklyn Community Board No. 7's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 7's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 19, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

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

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

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

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

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.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 10, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, and 5; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to July 31, 2019, 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 July 18, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 7 was monitored until July 30, 2019; 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 August 5, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 7's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 7 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 Cesar Zuniga of the Brooklyn Community Board No. 7.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/236-478-(2019)C41
Brooklyn Community Board No. 8
Chairperson Ethel Tyus, Esq.
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 2		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	October 18, 2019	Response Received	October 25, 2019
Final Determination Issued	October 29, 2019	Response Received	November 22, 2019
Compliance-Monitoring	Required	November 1, 2019 to December 31, 2019 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 Brooklyn Community Board No. 8's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 8's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 18, 2019, 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. 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.

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 October 29, 2019, 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 November 1, 2019 to December 31, 2019, 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 November 22, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 8 was monitored until November 22, 2019; 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 November 20, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 8's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn 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 Ethel Tyus of the Brooklyn Community Board No. 8.

Approved unanimously on December 19, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/232-479-(2019)C24
Brooklyn Community Board No. 9
Chairperson Patricia Baker
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 5		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	April 26, 2019	No Response Received	
Final Determination Issued	May 15, 2019	Response Received	June 14, 2019
Compliance-Monitoring	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 9's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 9's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 26, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

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.

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

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

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.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 15, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, and 5; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to July 31, 2019, 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 June 14, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 9 was monitored until July 8, 2019; 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 July 9, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 9's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 9 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 Patricia Baker of the Brooklyn Community Board No. 9.

Approved unanimously on July 11, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/231-480-(2019)C15
Brooklyn Community Board No. 10
Chairperson Doris Cruz
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 0		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	April 22, 2019	No Response Received	
Final Determination Issued	May 15, 2019	Response Received	May 30, 2019
Compliance-Monitoring	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 10's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 10's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 22, 2019, setting forth findings.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 15, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 30, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 10 was monitored until May 30, 2019; 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 May 15, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 10's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 10 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 Doris Cruz of the Brooklyn Community Board No. 10.

Approved unanimously on June 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Absent
Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/231-481-(2019)C16
Brooklyn Community Board No. 11
Chairperson William Guarinello
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 0		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	April 22, 2019	No Response Received	
Final Determination Issued	May 15, 2019	Response Received	May 30, 2019
Compliance-Monitoring	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 11's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 11's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 22, 2019, setting forth findings.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 15, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 30, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 11 was monitored until May 30, 2019; 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 May 15, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 11's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 11 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 William Guarinello of the Brooklyn Community Board No. 11.

Approved unanimously on June 21, 2019.

Angela Cabrera
Angela Cabrera
Commissioner

Malini Cadambi Daniel
Malini Cadambi Daniel
Commissioner

Absent
Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/230-482-(2019)C14
Brooklyn Community Board No. 12
Chairperson Yidel Perlstein
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 0		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	April 25, 2019	No Response Received	
Final Determination Issued	May 15, 2019	Response Received	May 20, 2019
Compliance-Monitoring	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 12's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 12's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 25, 2019, setting forth findings.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 15, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 20, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 12 was monitored until May 20, 2019; 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 May 15, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 12's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn 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 Yidel Perlstein of the Brooklyn Community Board No. 12.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/231-483-(2019)C17
Brooklyn Community Board No. 13
Chairperson Joann Weiss
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 0		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	April 25, 2019	No Response Received	
Final Determination Issued	May 15, 2019	Response Received	May 30, 2019
Compliance-Monitoring	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 13's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 13's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 25, 2019, setting forth findings.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 15, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 30, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 13 was monitored until May 30, 2019; 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 May 30, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 13's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 13 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 Joann Weiss of the Brooklyn Community Board No. 13.

Approved unanimously on June 21, 2019.

Angela Cabrera
Angela Cabrera
Commissioner

Malini Cadambi Daniel
Malini Cadambi Daniel
Commissioner

Absent
Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/231-484-(2019)C18
Brooklyn Community Board No. 14
Chairperson Ed Powell
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 4		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	April 22, 2019	Response Received	May 1, 2019
Final Determination Issued	May 15, 2019	Response Received	May 29, 2019
Compliance-Monitoring	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 14's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 14's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 22, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

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.

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

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

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 May 15, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 29, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 14 was monitored until May 29, 2019; 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 May 15, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 14's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 14 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 Ed Powell of the Brooklyn Community Board No. 14.

Approved unanimously on June 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Absent
Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/230-485-(2019)C12
Brooklyn Community Board No. 15
Chairperson Theresa Scavo
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 0		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	April 26, 2019	Response Received	April 29, 2019
Final Determination Issued	May 15, 2019	Exempt	
Compliance-Monitoring	Not Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 15's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 15's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 26, 2019, setting forth findings.

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 May 15, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 15, 2019, 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 Brooklyn Community Board No. 15 was exempt from monitoring on May 15, 2019; and

Whereas, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Chairperson submitted a copy of a memorandum to staff dated April 30, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 15's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 15 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 Theresa Scavo of the Brooklyn Community Board No. 15.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/230-486-(2019)C13
Brooklyn Community Board No. 16
Chairperson Genese Morgan
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 0		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	April 22, 2019	Response Received	April 29, 2019
Final Determination Issued	May 15, 2019	Exempt	
Compliance-Monitoring	Not Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 16's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 16's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 22, 2019, setting forth findings; and

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 May 15, 2019, 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 June 1, 2019 to July 31, 2019, 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 May 15, 2019, 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 Brooklyn Community Board No. 16 was exempt from monitoring on May 15, 2019; and

Whereas, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Chairperson submitted a copy of a memorandum to staff dated April 25, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 16's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 16 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 Genese Morgan of the Brooklyn Community Board No. 16.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/231-487-(2019)C19
Brooklyn Community Board No. 17
Chairperson Barrington Barrett
Sexual Harassment and Prevention Responses
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 1		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	April 25, 2019	No Response Received	
Final Determination Issued	May 10, 2019	Response Received	May 24, 2019
Compliance-Monitoring	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 17's Sexual Harassment and Prevention Responses; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 17's Sexual Harassment and Prevention Responses, the EEPC issued a Preliminary Determination, dated April 25, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

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

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 10, 2019, which indicated that the following areas required corrective action: no(s). 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to July 31, 2019, 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 May 24, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 17 was monitored until June 12, 2019; 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 14, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 17's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 17 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 Barrington Barrett of the Brooklyn Community Board No. 17.

Approved unanimously on June 21, 2019.

Angela Cabrera
Angela Cabrera
Commissioner

M Cadambi-Daniel
Malini Cadambi Daniel
Commissioner

Absent
Arva R. Rice
Commissioner

Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/231-488-(2019)C21
Brooklyn Community Board No. 18
Chairperson Gardy Brazela
Sexual Harassment and Prevention Responses
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 1		
Period Audit Covered	January 1, 2018 to December 31, 2018		
Preliminary Determination Issued	April 25, 2019	Response Received	April 30, 2019
Final Determination Issued	May 15, 2019	Response Received	May 16, 2019
Compliance-Monitoring	Required	June 1, 2019 to July 31, 2019	

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 Brooklyn Community Board No. 18's Sexual Harassment and Prevention Responses; and

Whereas, pursuant to the audit, review, and evaluation of the Brooklyn Community Board No. 18's Sexual Harassment and Prevention Responses, the EEPC issued a Preliminary Determination, dated April 25, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

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

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 May 15, 2019, which indicated that the following areas required corrective action: no(s).1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to July 31, 2019, 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 May 16, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Brooklyn Community Board No. 18 was monitored until June 19, 2019; 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 20, 2019, which recognized the EEPC's audit and reiterated commitment to the Brooklyn Community Board No. 18's equal employment practices; Now Therefore,

Be It Resolved, that the Brooklyn Community Board No. 18 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 Gardy Brazela of the Brooklyn Community Board No. 18.

Approved unanimously on June 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Absent
Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/235-073-(2019)C39
Board of Correction
Acting Executive Director Michele Ovesey
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 5		
Period Audit Covered	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued	August 23, 2019	Response Received	September 6, 2019
Final Determination Issued	September 18, 2019	Response Received	October 9, 2019
Compliance-Monitoring	Required	October 1, 2019 to March 31, 2020 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 Board of Correction's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Board of Correction's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated August 23, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue a Policy Statement or memorandum reiterating commitment to the prevention of sexual harassment annually.

2. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

3. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

4. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

5. Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the number of sexual harassment complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to employment opportunities that may be related to sexual harassment and determine what, if any, actions are required to correct deficiencies.

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 September 18, 2019, which indicated that the following areas required corrective action: no(s). 2, 3, and 4; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from October 1, 2019 to March 31, 2020, 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 October 9, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Board of Correction was monitored until November 13, 2019; 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 Acting Executive Director submitted a copy of a memorandum to staff dated November 4, 2019, which recognized the EEPC's audit and reiterated commitment to the Board of Correction's equal employment practices; Now Therefore,

Be It Resolved, that the Board of Correction 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 Acting Executive Director Michele Ovesey of the Board of Correction.

Approved unanimously on November 21, 2019.

Angela Cabrera
Commissioner

absent
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/233-126-(2019)C29
Department of Cultural Affairs
Commissioner Tom Finkelpearl
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 0		
Period Audit Covered	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued	July 18, 2019	Response Received	July 24, 2019
Final Determination Issued	July 26, 2019	Response Received	August 20, 2019
Compliance-Monitoring	Not Required	August 1, 2019 to January 31, 2020	

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 Department of Cultural Affairs' Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Cultural Affairs' Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated July 18, 2019, setting forth findings; and

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 July 26, 2019, 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 August 1, 2019 to January 31, 2020, 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 August 20, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Department of Cultural Affairs was exempt from monitoring on August 22, 2019; 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 Commissioner submitted a copy of a memorandum to staff dated August 19, 2019, which recognized the EEPC's audit and reiterated commitment to the Department of Cultural Affairs' equal employment practices; Now Therefore,

Be It Resolved, that the Department of Cultural Affairs 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 Commissioner Tom Finkelpearl of the Department of Cultural Affairs.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2018AP/230-017-(2019) C9
Office of Emergency Management
Commissioner Joseph J. Esposito
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 9		
Period Audit Covered	January 1, 2016 to December 31, 2017		
Preliminary Determination Issued	October 16, 2018	Response Received	October 31, 2018
Final Determination Issued	November 15, 2018	Response Received	December 17, 2018
Compliance-Monitoring	Required	November 1, 2018 to April 30, 2019 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 Office of Emergency Management's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Office of Emergency Management's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 16, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Establish and implement a training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training

on the prevention of sexual harassment as well as discrimination complaint and investigation procedures.

2. Ensure that the General Counsel works with the principal EEO Professional in the implementation of the City's policies and procedures pertaining to sexual harassment.

3. Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to employment opportunities that may be related to sexual harassment and determine what, if any, actions are required to correct deficiencies.

4. Appoint EEO professionals who are trained in EEO laws and procedures and their responsibilities under the EEO Policy.

5. Ensure that the principal EEO Professional works cooperatively and closely with the General Counsel in the implementation of policies and procedures concerning EEO and sexual harassment

6. Assign the principal EEO Professional (or EEO-related designee) the responsibility of ensuring that employees/managers received sexual harassment prevention raining and that the policies against sexual harassment and complaint procedures are distributed/posted at all agency locations.

7. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

8. Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

9. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

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 November 15, 2018, which indicated that the following areas required corrective action: no(s). 1, 2, and 4 through 9; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from November 1, 2018 to April 30, 2019, 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 December 17, 2018, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Office of Emergency Management was monitored until April 26, 2019; 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 Commissioner submitted a copy of a memorandum to staff dated April 26, 2019, which recognized the EEPC's audit and reiterated commitment to the Office of Emergency Management's equal employment practices; Now Therefore,

Be It Resolved, that the Office of Emergency Management 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 Commissioner Joseph J. Esposito of the Office of Emergency Management.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

NYC
Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/234-836-(2019)C36
Department of Finance
Commissioner Jacques Jiha, Ph.D.
Evaluation of Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 5	
Period Audit Covered	January 1, 2017 to December 31, 2018	
Preliminary Determination Issued	April 25, 2019	No Response Received
Final Determination Issued	May 10, 2019	Response Received June 7, 2019
Compliance-Monitoring	Required	June 1, 2019 to November 30, 2019 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 Department of Finance's Evaluation of Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Finance's Evaluation of Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated April 25, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

2. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

3. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

4. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

5. Appoint EEO professionals who are trained in EEO laws and procedures, and their responsibilities under the EEO Policy.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on May 10, 2019, which indicated that the following areas required corrective action: no(s). 1 - 5; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to November 30, 2019, 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 June 7, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Department of Finance was monitored until September 19, 2019; 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 Commissioner submitted a copy of a memorandum to staff dated September 19, 2019, which recognized the EEPC's audit and reiterated commitment to the Department of Finance's equal employment practices; Now Therefore,

Be It Resolved, that the Department of Finance 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 Commissioner Jacques Jiha, Ph.D. of the Department of Finance.

Approved unanimously on October 31, 2019.

Angela Cabrera
Commissioner

ABSENT
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/233-907-(2019)C32
Housing Development Corporation
President Eric Enderlin
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 6		
Period Audit Covered	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued	June 28, 2019	Response Received	July 11, 2019
Final Determination Issued	July 18, 2019	Response Received	August 16, 2019
Compliance-Monitoring	Required	August 1, 2019 to January 31, 2020 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 Housing Development Corporation's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Housing Development Corporation's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated June 28, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity P Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforn city, state and federal laws against sexual harassment– for use by managers, supervisors, legal, human resources and EEO professionals. Include, or attach as addenda: uniform responsive procedures for investigating discrimination/sexual harassment complaints, current contact information for the agency's EEO professionals as well as federal, state and agencies that enforce laws against discrimination/sexual harassment.

2. Provide the option to file a complaint anonymously.

3. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

4. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.

5. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

6. Establish and utilize a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the complaint investigation process, the issues and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.

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 July 18, 2019, which indicated that the following areas required corrective action: no(s). 1-5; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from August 1, 2019 to January 31, 2020, 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 August 16, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Housing Development

Corporation was monitored until August 20, 2019; 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 President submitted a copy of a memorandum to staff dated September 5, 2019, which recognized the EEPC's audit and reiterated commitment to the Housing Development Corporation's equal employment practices; Now Therefore,

Be It Resolved, that the Housing Development Corporation 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 President Eric Enderlin of the Housing Development Corporation.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/237-806-(2019)C44
Department of Housing Preservation & Development
Commissioner Louise Carroll
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 7		
Period Audit Covered	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued	September 9, 2019	Response Received	September 23, 2019
Final Determination Issued	September 30, 2019	Response Received	October 30, 2019
Compliance-Monitoring	Required	October 1, 2019 to March 31, 2020 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 Department of Housing Preservation & Development's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Housing Preservation & Development's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated September 9, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms

to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

2. Provide the option to file a complaint anonymously.

3. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

4. Establish and utilize a complaint tracking and monitoring system that permits the agency to identify the location, status, and length of time elapsed in the complaint investigation process, the issues and the bases of the complaints, the aggrieved individuals, and other information necessary to analyze complaint activity to identify trends.

5. Ensure that the General Counsel assists the agency head in identifying and determining appropriate responses to sexual harassment; works with the principal EEO Professional in the implementation of the City's policies and procedures pertaining to sexual harassment; informs the principal EEO Professional when external complaints or litigation involving sexual harassment is brought against the agency; is available to consult on internal sexual harassment complaint investigations; and is responsible for the investigation of, and response to, external sexual harassment complaints.

6. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

7. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 September 30, 2019, which indicated that the following areas required corrective action: no(s). 1 and 6; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from October 1, 2019 to March 31, 2020, 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 October 30, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Department of Housing Preservation & Development was monitored until December 13, 2019; 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 Commissioner submitted a copy of a memorandum to staff dated December 13, 2019, which recognized the EEPC's audit and reiterated commitment to the Department of Housing Preservation & Development's equal employment practices; Now Therefore,

Be It Resolved, that the Department of Housing Preservation & Development 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 Commissioner Louise Carroll of the Department of Housing Preservation & Development.

Approved unanimously on January 30, 2020.

Angela Cabrera
Angela Cabrera
Commissioner

Absent
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/232-136-(2019)C23
Landmarks Preservation Commission
Chair Sarah Carroll
Sexual Harassment Prevention and Response Practices Audit
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 1		
Period Audit Covered	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued	April 23, 2019	Response Received	April 29, 2019
Final Determination Issued	May 10, 2019	Response Received	May 20, 2019
Compliance-Monitoring	Required	June 1, 2019 to June 28, 2019 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 Landmarks Preservation Commission's Sexual Harassment Prevention and Response Practices Audit; and

Whereas, pursuant to the audit, review, and evaluation of the Landmarks Preservation Commission's Sexual Harassment Prevention and Response Practices Audit, the EEPC issued a Preliminary Determination, dated April 23, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

Corrective Action #1: Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 May 10, 2019, which indicated that the following areas required corrective action: no. 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from June 1, 2019 to November 30, 2019, 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 May 20, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Landmarks Preservation Commission was monitored until June 28, 2019; 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 Chair submitted a copy of a memorandum to staff dated June 28, 2019, which recognized the EEPC's audit and reiterated commitment to the Landmarks Preservation Commission's equal employment practices; Now Therefore,

Be It Resolved, that the Landmarks Preservation Commission 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 Chair Sarah Carroll of the Landmarks Preservation Commission.

Approved unanimously on July 11, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2019AP/236-019-(2019)C42
Office of Management and Budget
Budget Director Melanie Hartzog
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 4		
Period Audit Covered	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued	October 16, 2019	Response Received	October 29, 2019
Final Determination Issued	October 30, 2019	Response Received	November 25, 2019
Compliance-Monitoring	Required	November 1, 2019 to April 30, 2020 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 Office of Management and Budget's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Office of Management and Budget's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 16, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Ensure that the principal EEO Professional works cooperatively and closely with the General Counsel in the implementation of policies and procedures concerning EEO and sexual harassment.

2. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

3. Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

4. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

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 October 30, 2019, which indicated that the following areas required corrective action: no(s). 2 and 4; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from November 1, 2019 to April 30, 2020, 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 November 25, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Office of Management and Budget was monitored until December 11, 2019; 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 Budget Director submitted a copy of a memorandum to staff dated December 11, 2019, which recognized the EEPC's audit and reiterated commitment to the Office of Management and Budget's equal employment practices; Now Therefore,

Be It Resolved, that the Office of Management and Budget 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 Budget Director Melanie Hartzog of the Office of Management and Budget.

Approved unanimously on December 19, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2018AP/229-010-(2019)C8
Office of the Manhattan Borough President
Borough President Gail A. Brewer
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 8		
Period Audit Covered	January 1, 2016 to December 31, 2018		
Preliminary Determination Issued	August 31, 2018	Response Received	September 14, 2018
Final Determination Issued	September 26, 2018	Response Received	October 24, 2018
Compliance-Monitoring	Required	October 1, 2018 to March 31, 2019 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 Office of the Manhattan Borough President's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the Manhattan Borough President's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated August 31, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/Post a paper or electronic copy of the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies* – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

2. Establish and implement a training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on the prevention of sexual harassment as well as discrimination complaint and investigation procedures.

3. Include in the complaint file a completed Complaint Intake Form, or a written complaint that captures facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the complaint.

4. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

5. Notify the complainant and respondent in writing when the investigation by the EEO professional has been transferred because of the filing of an external complaint.

6. Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

7. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

8. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

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 September 26, 2018, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, 5, 6, 7 and 8; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from October 1, 2018 to March 31, 2019, 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 October 24, 2018, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Office of the Manhattan Borough President was monitored until March 28, 2019; 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 Borough President submitted a copy of a memorandum to staff dated March 28, 2019, which recognized the EEPC's audit and reiterated commitment to the Office of the Manhattan Borough President's equal employment practices; Now Therefore,

Be It Resolved, that the Office of the Manhattan Borough President 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 Borough President Gail A. Brewer of the Office of the Manhattan Borough President.

Approved unanimously on April 18, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment Practices Commission

RESOLUTION NO.
2018AP/228-002-(2019)C5
Office of the Mayor
Chief of Staff, Emma Wolfe
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 10		
Period Audit Covered	January 1, 2016 to December 31, 2017		
Preliminary Determination Issued	September 18, 2018	Response Received	October 2, 2018
Final Determination Issued	October 17, 2018	Response Received	November 19, 2018
Compliance-Monitoring	Required	November 1, 2018 to March 14, 2019 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 Office of the Mayor's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the Mayor's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated September 18, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from November 1, 2018 to April 30, 2019, 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 November 19, 2018, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Office of the Mayor's was monitored until March 4, 2019; 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 Chief of Staff submitted a copy of a memorandum to staff dated March 12, 2019, which recognized the EEPC's audit and reiterated commitment to the Office of the Mayor's equal employment practices; Now Therefore,

Be It Resolved, that the Office of the Mayor 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 Chief of Staff, Emma Wolfe of the Office of the Mayor.

Approved unanimously on March 14, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

ABSENT
Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/233-901-(2019)C31
Office of the New York County District Attorney
District Attorney Cyrus R. Vance, Jr.
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 1		
Period Audit Covered	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued	July 26, 2019	Response Received	August 7, 2019
Final Determination Issued	August 8, 2019	Response Received	August 19, 2019
Compliance-Monitoring	Required	September 1, 2019 to February 29, 2020 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 Office of the New York County District Attorney's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the New York County District Attorney's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated July 26, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency Policy that conforms to city, state and federal laws against sexual harassment– for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the agency's EEO professionals as well as federal, state and local agencies that enforce laws against discrimination/sexual harassment.

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 August 8, 2019, which indicated that the following areas required corrective action: no(s). 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from September 1, 2019 to February 29, 2020, 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 August 19, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Office of the New York County District Attorney was monitored until August 20, 2019; 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 District Attorney submitted a copy of a memorandum to staff dated August 23, 2019, which recognized the EEPC's audit and reiterated commitment to the Office of the New York County District Attorney's equal employment practices; Now Therefore,

Be It Resolved, that the Office of the New York County District Attorney 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 District Attorney Cyrus R. Vance, Jr. of the Office of the New York County District Attorney.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/235-781-(2019)C40
Department of Probation
Commissioner Ana M. Bermudez
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 4		
Period Audit Covered	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued	November 6, 2019	Response Received	November 12, 2019
Final Determination Issued	November 13, 2019	Response Received	November 18, 2019
Compliance-Monitoring	Not Required	December 1, 2019 to May 31, 2020	

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 Department of Probation's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Probation's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated November 6, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

2. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

3. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

4. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

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 November 13, 2019, 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 December 1, 2019 to May 31, 2020, 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 November 18, 2019**,** the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Department of Probation was monitored until November 18, 2019; 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 Commissioner submitted a copy of a memorandum to staff dated November 15, 2019, which recognized the EEPC's audit and reiterated commitment to the Department of Probation's equal employment practices; Now Therefore,

Be It Resolved, that the Department of Probation 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 Commissioner Ana M. Bermudez of the Department of Probation.

Approved unanimously on November 21, 2019.

Angela Cabrera
Commissioner

absent
Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2018AP/236-904-(2019)C43
Office of the Queens County District Attorney
Acting District Attorney John M. Ryan, Esq.
Employment Practices and Procedures
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 13		
Period Audit Covered	July 1, 2017 to June 30, 2018		
Preliminary Determination Issued	February 8, 2019	No Response Received	
Final Determination Issued	March 1, 2019	Response Received	April 1, 2019
Compliance-Monitoring	Required	April 1, 2019 to December 13, 2019 with extensions	

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

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

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

Whereas, the EEPC conducted an audit, review, and evaluation of the Office of the Queens County District Attorney's Employment Practices and Procedures; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the Queens County District Attorney's Employment Practices and Procedures, the EEPC issued a Preliminary Determination, dated February 8, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

2. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when positions become available or where the agency may otherwise use discretion in hiring.

3. Ensure that the principal EEO Professional, HR Professional, and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender) the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal employment opportunities and determine what, if any, actions are required to correct deficiencies. (e.g. underutilization or adverse impact).

4. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon a particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related and adopt methods which diminish adverse impact.

5. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, determine the usefulness of the selection procedures (criteria, practices, and patterns) and their relevancy to measuring suitability for the job and advertise in minority- or female-oriented media outlets; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and hire qualified candidates.

6. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

7. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

8. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: encouraging and providing training, development or mentorship programs to improve their performance and skills; establishing internal talent

pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.

9. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names or identification number, race/ethnicity, gender, disability, veteran status, interview date, interviewers' names, result (or disposition), reason selected/not selected for each applicant, and recruitment source. (For employers that collect protected status criteria via visual observation: Minimize the risk that an applicant's protected status may play a role in his/her hire by having someone other than the final decision-maker conduct the visual observation.)

10. Utilize the Section 55-a Program, which allows City agencies to employ qualified persons who have been certified as disabled in competitive positions on a non-competitive basis.

11. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of EEO programs, policies or procedures.

12. Ensure the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration or treat others in an equitable and impartial manner).

13. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on March 1, 2019, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from April 1, 2019 to September 30, 2019, 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 1, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, on October 31, 2019, the EEPC's Board of Commissioners voted to approve Resolution #2019/234R3, which extended the Office of the Queens County District Attorney's compliance monitoring period; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Office of the Queens County District Attorney was monitored until December 13, 2019; 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 Acting District Attorney submitted a copy of a memorandum to staff dated December 17, 2019, which recognized the EEPC's audit and reiterated commitment to the Office of the Queens County District Attorney's equal employment practices; Now Therefore,

Be It Resolved, that the Office of the Queens County District Attorney 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 Acting District Attorney John M. Ryan, Esq. of the Office of the Queens County District Attorney.

Approved unanimously on December 19, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/233-944-(2019)C34
Office of the Queens County Public Administrator
Public Administrator Lois Rosenblatt
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 2		
Period Audit Covered	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued	June 7, 2019	Response Received	June 21, 2019
Final Determination Issued	July 9, 2019	Response Received	September 10, 2019
Compliance-Monitoring	Required	August 1, 2019 to January 31, 2020 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 Office of the Queens County Public Administrator's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the Queens County Public Administrator's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated June 7, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

2. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 July 9, 2019, which indicated that the following areas required corrective action: no(s). 1, 2; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from August 1, 2019 to January 31, 2020, 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 September 10, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Office of the Queens County Public Administrator was monitored until September 10, 2019; 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 Public Administrator submitted a copy of a memorandum to staff dated September 9, 2019, which recognized the EEPC's audit and reiterated commitment to the Office of the Queens County Public Administrator's equal employment practices; Now Therefore,

Be It Resolved, that the Office of the Queens County Public Administrator 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 Public Administrator Lois Rosenblatt of the Office of the Queens County Public Administrator.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/232-860-(2019)C22
Department of Records and Information Services
Commissioner Pauline Toole
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 0		
Period Audit Covered	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued	June 25, 2019	Response Received	July 1, 2019
Final Determination Issued	July 3, 2019	Exempt	
Compliance-Monitoring	Not Required		

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 Department of Records and Information Services' Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Records and Information Services' Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated June 25, 2019, setting forth findings.

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 July 3, 2019, 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 July 1, 2019 to December 31, 2019, 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 July 3, 2019, 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 Department of Records and Information Services was exempt from monitoring on July 3, 2019; 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 Commissioner submitted a copy of a memorandum to staff dated July 1, 2019, which recognized the EEPC's audit and reiterated commitment to the Department of Records and Information Services' equal employment practices; Now Therefore,

Be It Resolved, that the Department of Records and Information Services 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 Commissioner Pauline Toole of the Department of Records and Information Services.

Approved unanimously on July 11, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2018AP/233-945-(2019)C30
Office of the Richmond County Public Administrator
Public Administrator Edwina Frances Martin, Esq.
Employment Practices and Procedures
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 11		
Period Audit Covered	July 1, 2017 to June 30, 2018		
Preliminary Determination Issued	December 21, 2018	Response Received	March 21, 2019
Final Determination Issued	April 15, 2019	Response Received	May 14, 2019
Compliance-Monitoring	Required	May 1, 2019 to October 31, 2019 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 Office of the Richmond County Public Administrator's Employment Practices and Procedures; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the Richmond County Public Administrator's Employment Practices and Procedures, the EEPC issued a Preliminary Determination, dated December 21, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Issue a general EEO Policy statement or memorandum annually reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.

2. Distribute/Post a paper or electronic copy of the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies* – or an agency EEO Policy that conforms to city, state and federal EEO laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: a policy against sexual harassment; uniform and responsive procedures for investigating discrimination complaints and providing reasonable accommodations; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals, as well as federal, state and local agencies that enforce laws against discrimination.

3. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

4. Ensure that information regarding employee EEO-related rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio recording and/or Braille) upon request to employees and applicants for employment with disabilities.

5. Document reasonable accommodation requests and their outcomes.

6. Ensure the principal EEO Professional is trained regarding city, state and federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints.

7. Ensure that the responsibilities of the principal EEO Professional are competently discharged by providing adequate resources such as opportunities for continuing education and professional development, and/or support staff to meet EEO obligations.

8. Assign the principal EEO Professional (or EEO-related designee) the responsibility to supervise the activities of EEO professionals, and ensure that: the policies against sexual harassment and complaint procedures are distributed/posted at all agency locations; employees/managers receive sexual harassment prevention training; EEO-related policies are made available in alternative formats (i.e., large print, audio recording and/or Braille) upon request; managers, supervisors and human resource professionals receive guidance on issues pertaining to sexual harassment; and allegations of sexual harassment are promptly investigated.

9. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of EEO programs, policies or procedures.

10. Establish and administer an annual managerial/non-managerial performance evaluation

program to be used for probationary periods, promotions, assignments, incentives and training.

11. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

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 April 15, 2019, which indicated that the following areas required corrective action: no(s). 3, 6, 9, 10, and 11; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from May 1, 2019 to October 31, 2019, 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 May 14, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Office of the Richmond County Public Administrator was monitored until August 5, 2019; 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 Public Administrator submitted a copy of a memorandum to staff dated August 26, 2019, which recognized the EEPC's audit and reiterated commitment to the Office of the Richmond County Public Administrator's equal employment practices; Now Therefore,

Be It Resolved, that the Office of the Richmond County Public Administrator 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 Public Administrator Edwina Frances Martin, Esq. of the Office of the Richmond County Public Administrator.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Equal Employment Practices Commission

RESOLUTION NO.
2018AP/230-069071-(2019)C10
Department of Social Services
Commissioner Steven Banks
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 9		
Period Audit Covered	January 1, 2016 to December 31, 2017		
Preliminary Determination Issued	October 5, 2018	Response Received	October 19, 2018
Final Determination Issued	October 30, 2018	Response Received	November 27, 2018
Compliance-Monitoring	Required	November 1, 2018 to April 30, 2019 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 Department of Social Services' Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Department of Social Services' Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated October 5, 2018, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Establish and implement a training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on the prevention of sexual harassment as well as discrimination complaint and investigation procedures.

2. Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.

3. Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.

4. In rare circumstances where a complaint investigation cannot commence immediately, or where a conclusive report cannot be issued within 90 days, specify in the complaint file the reason for the delay and project a time frame for completion of the report. Notify the complainant and respondent of the delay.

5. Establish and implement a policy whereby the agency head (or an approved direct report other than the General Counsel) reviews the principal investigator's conclusive report; issues a written/electronic determination adopting, rejecting, or modifying the recommended action; and signs each determination, via writing or electronically, to indicate it has been reviewed and adopted.

6. Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the agency's complaint procedure.

7. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.

8. Ensure that managers and supervisors are held accountable for enforcing the agency's sexual harassment prevention policies and complaint procedures. Document this expectation and its implementation.

9. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.

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 October 30, 2018, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 4, 5, 6, 7, and 8; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from November 1, 2018 to April 30, 2019, 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 November 27, 2018, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Department of Social Services was monitored until April 29, 2019; 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 Commissioner submitted a copy of a memorandum to staff dated April 29, 2019, which recognized the EEPC's audit and reiterated commitment to the Department of Social Services' equal employment practices; Now Therefore,

Be It Resolved, that the Department of Social Services 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 Commissioner Steven Banks of the Department of Social Services.

Approved unanimously on May 21, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Equal Employment
Practices Commission

RESOLUTION NO.
2019AP/233-156-(2019)C33
Taxi and Limousine Commission
Acting Commissioner Bill Heinzen
Sexual Harassment Prevention and Response Practices
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s)	Total: 1		
Period Audit Covered	January 1, 2017 to December 31, 2018		
Preliminary Determination Issued	August 8, 2019	No Response Received	
Final Determination Issued	August 12, 2019	Response Received	August 28, 2019
Compliance-Monitoring	Required	September 1, 2019 to February 29, 2020 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 Taxi and Limousine Commission's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Taxi and Limousine Commission's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated August 8, 2019, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Maintain documentation regarding directives or decisions between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the

administration and operation of programs, policies or procedures concerning sexual harassment.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity did not submit a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on August 12, 2019, which indicated that the following areas required corrective action: no(s). 1; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from September 1, 2019 to February 29, 2020, 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 August 28, 2019, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Taxi and Limousine Commission was monitored until September 5, 2019; 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 Acting Commissioner submitted a copy of a memorandum to staff dated September 6, 2019, which recognized the EEPC's audit and reiterated commitment to the Taxi and Limousine Commission's equal employment practices; Now Therefore,

Be It Resolved, that the Taxi and Limousine Commission 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 Acting Commissioner Bill Heinzen of the Taxi and Limousine Commission.

Approved unanimously on September 12, 2019.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Sasha Neha Ahuja
Chair

Appendix IV:
5 Most Frequently Issued Corrective Actions 2019

Rank	2019	# of Entities
1	Distribution/Posting of Policy Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Entities -- or an entity Policy that conforms to city, state and federal laws against sexual harassment-- for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for investigating discrimination/sexual harassment complaints, and current contact information for the entity's EEO professionals as well as federal, state and local entities that enforce laws against discrimination/sexual harassment. Or for Community Boards Follow, distribute and post the Borough President's policy(ies) against sexual harassment.	15
	Notice of Complaint Serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice. Maintain in the complaint file documentation regarding the service of notice on the respondent.	
2	Annual Sexual Harassment Policy Statement Issue a Policy Statement or memorandum reiterating commitment to the prevention of sexual harassment annually. Or for Community Boards Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.	14
	Timeframe for Confidential Report Issue a conclusive report within 90 days of the date the complaint was filed. Commence an investigation immediately if allegations raised sufficiently warrant an investigation.	
3	ASP/ Quarterly Report Submission Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of sexual harassment complaint activity in each quarterly report.	13

4	Communication: Entity Head & EEO Professional Maintain documentation regarding directives or decisions between the entity head (or a direct report other than the General Counsel) and the principal EEO Professional that impact the administration and operation of programs, policies or procedures concerning sexual harassment.	12
5	Communicate Investigation Outcome/Conclusion Inform each complainant and respondent of the conclusion and outcome of their complaint investigation in writing as part of the entity's complaint procedure.	11

RANK 1: ENTITIES DISTRIBUTION/POSTING OF POLICY (15) TIE

2019AP-004 Campaign Finance Board

2019AP-067 Children's Services, Administration for

2019AP-475 Community Board - Brooklyn No. 5

2019AP-477 Community Board - Brooklyn No. 7

2019AP-479 Community Board - Brooklyn No. 9

2019AP-484 Community Board - Brooklyn No. 14

2019AP-466 Community College, Borough of Manhattan

2019AP-464 Community College, Queensborough

2019AP-312 Conflicts of Interest Board

2019AP-102 Council, New York City

2019AP-998 Economic Development Corporation, New York City

2019AP-907 Housing Development Corporation, New York City

2019AP-806 Housing Preservation and Development, New York City

2019AP-901 New York County District Attorney, Office of the

2019AP-801 Small Business Services, Department of

RANK 1: NOTICE OF COMPLAINT (15) TIE

2019AP-030 City Planning, Department of

2019AP-466 Community College, Borough of Manhattan

2019AP-464 Community College, Queensborough

2019AP-866 Consumer and Worker Protection, Department of

2019AP-073 Correction, Board of

2019AP-102 Council, New York City

2019AP-850 Design and Construction, Department of

2019AP-998 Economic Development Corporation, New York City

2019AP-009 Employees' Retirement System, New York City

2019AP-836 Finance, Department of

2019AP-907 Housing Development Corporation, New York City

2019AP-806 Housing Preservation and Development, New York City

2019AP-827 Sanitation, Department of

2019AP-801 Small Business Services, Department of

2019AP-041 Teachers' Retirement System

RANK 2: ANNUAL SEXUAL HARASSMENT POLICY STATEMENT (14) TIE

2019AP-067 Children’s Services, Administration for

2019AP-472 Community Board - Brooklyn No. 2

2019AP-473 Community Board - Brooklyn No. 3

2019AP-477 Community Board - Brooklyn No. 7

2019AP-478 Community Board - Brooklyn No. 8

2019AP-479 Community Board - Brooklyn No. 9

2019AP-483 Community Board - Brooklyn No. 13

2019AP-484 Community Board - Brooklyn No. 14

2019AP-487 Community Board - Brooklyn No. 17

2019AP-488 Community Board - Brooklyn No. 18

2019AP-073 Correction, Board of

2019AP-102 Council, New York City

2019AP-850 Design and Construction, Department of

2019AP-801 Small Business Services, Department of

RANK 2: TIMEFRAME FOR CONFIDENTIAL REPORT (14) TIE

2019AP-067 Children's Services, Administration for

2019AP-030 City Planning, Department of

2019AP-464 Community College, Queensborough

2019AP-866 Consumer and Worker Protection, Department of

2019AP-073 Correction, Board of

2019AP-102 Council, New York City

2019AP-850 Design and Construction, Department of

2019AP-998 Economic Development Corporation, New York City

2019AP-836 Finance, Department of

2019AP-846 Parks and Recreation, Department of

2019AP-781 Probation, Department of

2019AP-827 Sanitation, Department of

2019AP-801 Small Business Services, Department of

2019AP-041 Teachers' Retirement System

RANK 3: ASP/ QUARTERLY REPORT SUBMISSION (13)

2019AP-067 Children's Services, Administration for

2019AP-030 City Planning, Department of

2019AP-866 Consumer and Worker Protection, Department of

2019AP-102 Council, New York City

2019AP-850 Design and Construction, Department of

2019AP-998 Economic Development Corporation, New York City

2019AP-806 Housing Preservation and Development, New York City

2019AP-136 Landmarks Preservation Commission

2019AP-846 Parks and Recreation, Department of

2019AP-944 Queens County Public Administrator, Office of the

2019AP-059 Standards and Appeals, Board of

2019AP-041 Teachers' Retirement System

2019AP-261 Youth and Community Development, Department of

RANK 4: COMMUNICATION: ENTITY HEAD & EEO PROFESSIONAL (12)

2019AP-312 Conflicts of Interest Board

2019AP-866 Consumer and Worker Protection, Department of

2019AP-102 Council, New York City

2019AP-806 Housing Preservation and Development, New York City

2019AP-019 Management and Budget, Office of

2019AP-781 Probation, Department of

2019AP-944 Queens County Public Administrator, Office of the

2019AP-801 Small Business Services, Department of

2019AP-059 Standards and Appeals, Board of

2019AP-156 Taxi and Limousine Commission

2019AP-041 Teachers' Retirement System

2019AP-261 Youth and Community Development, Department of

RANK 5: COMMUNICATE INVESTIGATION OUTCOME/CONCLUSION (11)

2019AP-067 Children's Services, Administration for

2019AP-030 City Planning, Department of

2019AP-866 Consumer and Worker Protection, Department of

2019AP-102 Council, New York City

2019AP-998 Economic Development Corporation, New York City

2019AP-009 Employees' Retirement System, New York City

2019AP-836 Finance, Department of

2019AP-907 Housing Development Corporation, New York City

2019AP-781 Probation, Department of

2019AP-801 Small Business Services, Department of

2019AP-041 Teachers' Retirement System

Appendix V: Testimony – Executive Director

Testimony of EEPC Executive Director on
Fiscal impact of Introduction No. 755A of 2018, or Local Law 13 of 2019
New York City Council Fiscal Year 2020 Budget and Oversight Hearings
March 25, 2019 at 12:00pm

Good afternoon members of the Committee on Civil and Human Rights. I am Charise Terry, Executive Director of the New York City Equal Employment Practices Commission, or EEPC. This Commission is represented today by Commissioners Elaine Reiss and Angela Cabrera. We appear before you to present brief testimony on the fiscal impact of Introduction No. 755A of 2018, or Local Law 13 of 2019.

Created by the New York City Charter, the Equal Employment Practices Commission is an independent, non-mayoral Commission empowered by Charter Chapter 36, Sections 830(a), 831(a), (d)(2) and (5), and 832 to audit, evaluate, and monitor the employment procedures, practices and programs of individual municipal entities and their efforts to ensure fair and effective equal employment opportunity for minority group members and women employees and applicants; to recommend resulting practices, procedures, approaches, measures, standards, and programs to be utilized; and to monitor the satisfactory implementation of remedial actions. In addition, the EEPC is responsible for monitoring the coordination and implementation of any City affirmative employment program of equal employment opportunity, including the activities of the Department of Citywide Administrative Services and the New York City Civil Service Commission. Further, the EEPC has the duty to conduct studies or investigations, hold hearings, and make policy, legislative and budgetary recommendations to the Mayor, Council, and the Department of Citywide Administrative Services as deemed necessary to ensure equal employment opportunities for minority group members and women, with the goal of increasing diversity in recruitment and promotion.

Entities that fall under this Commission's jurisdiction are those that are funded in whole or in part by the City treasury, those in which the majority of the board members are appointed by the Mayor, or those in which the majority of the board members serve by virtue of being city officers. The EEPC's Board of Commissioners consists of five (5) members: two (2) appointed by the Mayor, two (2) appointed by the City Council, and a Chairperson, who is jointly appointed by the Mayor and the Council Speaker. The Chairperson position has been vacant since 2015. The EEPC's workforce consists of thirteen (13) employees in four (4) units: Administration, Audit, Research, and Legal. An organization chart and workforce breakdown is attached.

In 2017, consistent with the *Me Too* movement and preceding the New York City Council's passing of Local Laws 92 through 102 to address workplace sexual harassment, known as the *Stop Sexual Harassment in NYC Act*, the EEPC's Board of Commissioners approved an Audit Plan for years 2018 through 2021, which examines the sexual harassment prevention and response practices of the current 141 entities under our jurisdiction. The City Council also passed Local Law 13 (or Introduction No. 755-A), in tandem with the EEPC's initiation of auditing and monitoring for 48 entities in 2019. Concurrent with the EEPC's implementation of our annual audit plans and compliance monitoring protocols, Local Law 13 requires the EEPC to collect and analyze entity and citywide racial and ethnic underutilization data and provide recommendations to: 1) correct underutilization by entity and group; 2) review the reliability of racial/ethnic classification questions and determine if categories accurately capture the city's workforce; and 3) strengthen affirmative employment plan oversight and

enforcement for entities. Local Law 13 buttresses the EEPC's authority to recommend corrective actions, including legislative, regulatory and budgetary changes, to address systemic issues that challenge the City as an employer. The EEPC is required to analyze and report citywide ethnic and racial underutilization and adverse impact annually for the next ten (10) years, with the first report being due to the Mayor, City Council, and the public in February 2021.

Financial Impact/Proposed New Needs

Historically, the EEPC has been fiscally responsible given our small budget. Money saving strategies -- such as eliminating out-of-office interviews and audit initiation and conclusion conferences and decreasing the number of Commission Member meetings; converting to a completely electronic (virtually paperless) audit process; hand-delivering mail to entities; and, most importantly forgoing much needed training for staff -- has enabled us to have an even smaller fiscal footprint. Although the EEPC supports the spirit of the Stop Sexual Harassment in NYC Act and Local Law 13 of 2019, the convergence of these major subject areas, and the importance of providing a thorough and separate evaluation for each, creates an excessive burden that necessitates additional staff and resources. In addition, the need for up-to-date training renews with the passage of new laws.

Upon the Council's request for the financial impact of the Local Law 13, the EEPC proposed, at minimum, the hiring of a full-time Data Scientist or Statistician, a full-time Labor Economist, two (2) subject matter consultants and two (2) Policy Interns. The additional cost is estimated at $337,456. In addition, in light of the growth in our workforce and the passing of new legislation, the EEPC has a responsibility to provide supporting equipment, resources and training to further the audit and research work that is central to our Charter mandate. The additional cost for this equipment, resources, and training is estimated at $160,559. The total combined cost is: $498,015.

We ask for the Council's support, as the lack of additional funding will compromise education for our EEO Program Analysts; the validity and reliability of audits; the fulfillment of our 2018 – 2021 audit plans for the prevention of, and response to, sexual harassment (which includes a remaining 110 municipal entities); and the fulfillment of our new reporting mandate required by Local Law 13 of 2019. In addition, the continuing lack of a Chairperson impairs the Board of Commissioners' ability to function, as the Charter requires a quorum to effectuate decision making. The EEPC is committed to fulfilling the goals of the aforementioned legislation, and with the Council's aid, we believe we will be able to do so.

Testimony of EEPC Executive Director regarding
Fiscal Impact of Introduction No. 755A of 2018, or Local Law 13 of 2019
New York City Council Fiscal Year 2020 Budget and Oversight Hearing
Personnel Services Increase Requested: $337,456

Staffing

EEPC HEADCOUNT FY2020: 14		
Resource Required (New Need)	***Purpose or Role***	***Estimated Cost***
Data Scientist/ Statistician 1 New Hire	• Collect and/or verify, analyze, and monitor workforce data and trends for both mayoral and non-mayoral entities. • Manage and organize disparate data sources into searchable databases. • Automate analytics and data reporting responsibilities. • Design and develop dashboards for facilitating sensitive data dissemination and visualization to entities, government officials, and the public.	$105,268 to $118,728 City Research Scientist, Level 4-A per annum
Labor Economist 1 New Hire	• Collect and analyze unique entity (with limited data availability) and union-related data; adverse impact and union requirements/criteria; and UU. • Analyze federal/state/ local economic data, including labor market activity, employment, productivity, and wages. • Study the wage patterns and forecast the economic/fiscal impact of policy changes. • Conduct wage gap and employment barrier analyses. • Conduct research, prepare reports, or formulate plans to address economic problems related to labor issues.	$105,268 to $118,728 City Research Scientist, Level 4-A per annum
Subject Matter Expert/Consultant Temporary 1 - 2 new hires via contract	• Provide expert opinion on any trends uncovered. • Present expert testimony on current or past research in relevant fields (e.g., labor/workforce, legal, public policy).	$25,000 - $50,000
Policy Intern Temporary 1 - 2 new hires	• Perform supporting data collection and analyses • Coordinate with city entities • Review and research employment policies • Prepare related documents	up to $50,000

Testimony of EEPC Executive Director regarding
Fiscal Impact of Introduction No. 755A of 2018, or Local Law 13 of 2019
New York City Council Fiscal Year 2020 Budget and Oversight Hearing
Other Than Personnel Services Increase Requested: $160,559

Training Breakdown: $95,631

Given our growth and the passing of new legislation, the EEPC has an obligation to provide technical resources, training, and equipment to sustain the audit and research work that is central to our Charter and legislative mandates.

The EEPC's EEO Program Analysts formalize their EEO knowledge and gain valuable acumen by attending a professional certificate program. This provides a firm foundation for the EEPC's audit findings, determinations, and recommendations for corrective action. Currently two (2) out of five (5) EEO Program Analysts are on track to complete the Cornell EEO Professionals Certificate (illustrated) by December 2019. In addition, to assume responsibilities formerly handled by DOITT, the EEPC's newly hired IT professional awaits professional training on the technical aspects of managing the Teammate interactive program that the EEPC uses to manage audits and monitor compliance. To provide the best value, Teammate will simultaneously provide a technical course for the IT professional and a refresher course for EEO Program Analysts on-site.

The EEPC's is currently considering advanced training in statistical analysis packages such as SAS and DataCamp R for research staff. This training would provide comprehensive preparation for the in-depth statistical analysis and data manipulation necessary to fulfill the requirements of Local Law 13 of 2019.

Training Courses	Cost	Unit	No.	Total FY 2020
EEO Professionals Certificate	$7,793.75	Per Employee	11 (2 new)	$85,731
On-site Teammate Training	$3,300.00	Per Day	3	$9,900
Total				**$95,631**

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(OTPS continued) Telecommunication Devices and Services: $64,928

For the November and January Budget Plans, the EEPC submitted *New Need* requests to the Mayor's Office of Management and Budget outlining our current technology requirements. These include a Sparkboard and Wi-Fi services to support virtual interviews, audit initiation and conclusion videoconferences, and Commission Member Board meeting presentations; additional workstations and a laptop; and additional funding for telecommunication service contracts and associated upgrades that are necessary for effective operations. In addition, the impending expiration of current operating system licenses and termination of the Department of Information Technology and Telecommunications' Windows 7 support requires immediate upgrades to our Microsoft Office Suite and new Adobe Pro DC Licenses, which are utilized on a daily basis. An estimate is provided in the illustration.

Telecommunication Devices and Services	Est. Cost	Unit	No.	Total FY 2020 Cost (rounded)
Sparkboard, Equipment, and Service Contract	$23,379.63	ea.	1	$23,380
Annual Telecommunications Services (Telephone Service Contract)	$1,062.50	user per year	16	$17,000
Windows Upgrades for Existing PCs	$924.21	ea.	16	$14,787
Additional Workstations for New Employees (Computers, Monitors, and Equipment)	$562.10	ea.	4	$2,248
Laptop	$1,438.69	ea.	1	$1,439
Report Production, Printing and Postage	$40.49	ea.	150	$6,074
Adobe Pro DC Licenses (Estimate)	Free	user per year	16	Free
Office 365 Licenses	Free	user per year	16	Free
Total:				**$64,928**

EEPC EQUAL EMPLOYMENT PRACTICES COMMISSION



2019
ANNUAL REPORT

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