

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

RESOLUTION #07/02 -942: Pursuant to the Desk Audit of the office of the Bronx County Public Administrator (BCPA) and its compliance with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees.

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

Whereas, pursuant to Section 831(a)(i) this Commission is empowered to audit the equal employment practices, programs, policies, and procedures of Public Administrators; and,

Whereas, because the offices of the Public Administrators have fewer than 15 employees, this Commission has established "Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees" and conducted a desk audit of the office of the Bronx County Public Administrator to determine its compliance with those Minimum Standards; and,

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

Be It Resolved,

that pursuant to the desk audit of the office of the Bronx County Public Administrator and its compliance with the Minimum Standards for Equal Employment Opportunity for Non-mayoral Agencies With Less Than 15 Employees, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. The BCPA did not distribute a memo from the agency head reiterating his commitment to EEO and listing the name and phone number of the EEO Officer to all current and new employees.
2. The BCPA did not provide appropriate EEO training (such as the 5-day basic training for EEO Professionals by the Department of Citywide Administrative Services or the EEO Studies Program of Cornell University's School of Industrial and Labor Relations) to its EEO Officer, or designate a trained EEO professional from another City agency to administer its EEO Program.
3. The BCPA did not provide basic EEO training to all current and new employees.

Be It Finally Resolved,

that the Commission authorizes the Vice-Chair to forward a letter to the Bronx County Public Administrator, Mr. John Raniolo, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions the office of the Bronx County Public Administrator will take to bring the agency into compliance with the Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees.

Approved unanimously on January 25, 2007.

Angela Cabrera
Commissioner

Veronica Villanueva, Esq.
Commissioner



Manuel A. Méndez
Vice- Chair

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

RESOLUTION #10/01-942C: Determination of implementation by the Bronx County Public Administrator's Office of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its Desk Audit of Compliance by the Bronx County Public Administrator with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees, from January 1, 2005 through June 30, 2006.

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

Whereas, pursuant to Chapter 35, Section 814(a) (12) of the New York City Charter, the City established the Citywide Equal Employment Opportunity Policy, a set of uniform standards and procedures designed to ensure equality of opportunity for municipal government employees and job applicants, and, consistent with federal, state and local laws, identified other groups for protection from discrimination in employment; and

Whereas, pursuant to its audit of the Bronx County Public Administrator's Office (BCPA), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated January 25, 2007, setting forth its findings and recommended corrective actions; and

Whereas, the BCPA submitted its responses to EEPC's Preliminary Determination Letter, on March 6, 2007; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its final determination letter on March 28, 2007, identifying those recommendations accepted and rejected by the BCPA; and

Whereas, the BCPA submitted its response to EEPC's Final Determination Letter on May 3, 2007; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the BCPA for a period not to exceed six months, from October 1, 2007 through March 31, 2008, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Commission granted extensions of the Charter-mandated, six-month compliance monitoring period to the BCPA, and other agencies which needed EEO training to satisfy compliance, pending the Department of Citywide Administrative Services' conducting Basic EEO Training for EEO Professionals, in July 2008; and

Whereas, the Bronx County Public Administrator's Office submitted a request for a further extension of the audit compliance monitoring period on October 3, 2008, in order to secure EEO training for its newly-appointed EEO Officer and to provide EEO training for its staff; and

Whereas, the DCAS conducted Basic Training for EEO Representatives in November 2009, which the BCPA EEO Officer attended; and

Whereas, the Bronx County Public Administrator's Office submitted its Final Compliance Report on January 7, 2010; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the City's Equal Employment Opportunity Policy; and

Whereas, the members of this Commission have reviewed a Compliance Summary Report prepared by the EEPC staff, affirming that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,

that the Bronx County Public Administrator's Office has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,

that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the Public Administrator of the Bronx County Public Administrator's Office, Bonnie Gould, formally informing her that the BCPA has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on March 4, 2010.

Angela Cabrera
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Malini Cadambi Daniel
Commissioner



Cesar A. Perez, Esq.
Chair

PUBLIC ADMINISTRATOR



BRONX COUNTY

BONNIE GOULD
PUBLIC ADMINISTRATOR

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ESTATE OF:

STEVEN L. ALFASI
DEPUTY PUBLIC ADMINISTRATOR

FILE NO:

MEMORANDUM

To: All Staff
From: Bonnie Gould, PA §
Date: January 12, 2010
Re: **Equal Employment Practices Commission Audit**

The Equal Employment Practices Commission (EEPC) is empowered to audit and evaluate the Equal Employment Opportunity Programs of all New York City agencies. The EEPC completed an audit of our agency's EEO program covering the period of October 2007 through March 2008.

At the conclusion of its audit, the EEPC made a number of recommendations. I am pleased to report that our agency has addressed and implemented the EEPC recommendations and we are now in compliance.

The following are the EEPC recommendations and the action taken by this agency in response:

EEPC Recommendation # 1: The BCPA should distribute a memo from the agency head reiterating his commitment to EEO and listing the name and phone number of the EEO Officer, to all current and new employees. On March 24, 2009, the Public Administrator issued a memo to all employees addressing this recommendation. Each employee was given an individual copy of the memo, a copy was posted on the bulletin board and an additional copy was placed in the Bronx Public Administrator's Office Procedures Manual which is available to all employee at all times. A copy of the EEO handbook was also posted on the bulletin board.

EEPC Recommendation #2: The BCPA should provide EEO training (such as the 5-day basic training for EEO Professionals by the Department of Citywide Administrative Services or the EEO Studies Program of Cornell University's School of Industrial and Labor Relations) to its EEO Officer, or designate a trained EEO professional from another City agency to administer the EEO Program. Kely Espinal was named to be the EEPC officer for the Bronx County Public Administrator. Subsequently Ms. Espinal completed DCAS EEO training and received a Certificate of Completion.

EEPC Recommendation #3: The BCPA should provide basic EEO training to all current and new employees. On December 30, 2009, Ms. Espinal conducted EEO training for the entire PA staff. All employees, including the Public Administrator, were present. Ms. Espinal requested that all employees attending the training document their attendance via signing an attendance sheet. At the conclusion of the meeting, Ms. Espinal distributed EEO handbooks and posted a memo on the bulletin board entitled "Top Ten Things to Know About EEO."

EEPC Recommendation #4: The Bronx County Public Administrator should disseminate an agency-wide memorandum to discuss audit findings. This memorandum is being distributed to all PA employees and a copy of same has been placed in the Bronx Public Administrator's Office Procedures Manual.

As Public Administrator, I affirm this agency's strong commitment to maintaining fair employment practices for all employees. The Bronx Public Administrator is committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under the EEO policy and by encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of respect and appreciation for each other..

All employees are encouraged to review the EEO policy and materials and to address any concerns to the EEO Officer, Kely Espinal.