

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

RESOLUTION #03/12-312: Preliminary Determination Pursuant to the Audit of the Conflicts of Interest Board's (COIB) Equal Employment Opportunity Program from July 1, 2000 through December 31, 2002.

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

Whereas, the Equal Employment Practices Commission audited the COIB's Equal Employment Opportunity Program; and

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

Be It Resolved,

that pursuant to the audit of the COIB's compliance with its Equal Employment Opportunity Policy, as well as Commission policies and EEO standards expressed in City guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. The agency did not post its EEO Policies.
2. The agency's Discrimination Complaint Procedure contains an out-of-date address and telephone number of the U.S. Equal Employment Opportunity Commission.
3. COIB did not participate in the Section 55-A Program.
4. The EEO Counselors have not received training for EEO professionals from DCAS or another organization.
5. The agency did not provide general EEO training for all employees during the audit period.
6. The EEO Officer did not maintain appropriate documentation of meetings with the agency head.
7. The Director of Administration had the reality or appearance of conflict of interest by serving as the EEO Officer.

8. The EEO Officer does not devote 100% of her time to EEO matters.

Be It Finally Resolved,

that the Commission authorizes the Vice-Chairman to forward a letter to the Executive Director of the Conflicts of Interest Board, Mark Davies, 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 Conflicts of Interest Board will take to bring the agency into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on September 18, 2003.

Angela Cabrera
Commissioner

C. Catherine Rimokh, Esq.
Commissioner

Veronica Villanueva, Esq.
Commissioner



Manuel A. Méndez
Commissioner

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

RESOLUTION #04/07-312C: Determination of implementation by the Conflict of Interest Board of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Conflict of Interest Board's Charter-mandated Equal Employment Opportunity Program from July 1, 2000 to December 31, 2002.

Whereas, pursuant to Chapter 36, Sections 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 insure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to its audit of the Conflict of Interest Board (COIB), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated September 18, 2003, setting forth its findings and recommended corrective actions; and

Whereas, in response to EEPC's preliminary determination letter, COIB submitted its response on October 27, 2003; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its final determination letter on November 7, 2003 identifying those recommendations accepted and rejected by COIB; and

Whereas, in response to EEPC's final determination letter, COIB submitted its response on November 18, 2003; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor COIB for a period not to exceed six months, from January 2004 through June 2004, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Conflict of Interest Board submitted its Final Compliance Report on June 23, 2004; 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 EEPC staff, affirming that all the aforementioned recommendations have been implemented. Now Therefore,

Be It Resolved,

that the Conflict of Interest Board has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapter 35 and 36 of the City Charter.

Be It Finally Resolved,

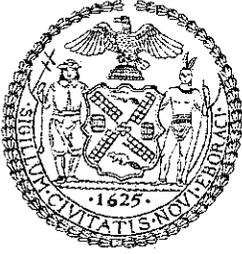
that the Commission authorizes the Vice-Chairman to forward a letter to the Executive Director of the Conflict of Interest Board, Mr. Mark Davies, formally informing him that his agency has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on June 25, 2004.

Cheree Buggs, Esq
Commissioner

Veronica Villanueva, Esq.
Commissioner


Manuel A. Méndez
Vice-Chairman



CITY OF NEW YORK
CONFLICTS OF INTEREST BOARD

2 Lafayette Street, Suite 1010

New York, New York 10007

(212) 442-1400

Fax: (212) 442-1407 TDD: (212) 442-1443

Steven B. Rosenfeld
Chair/Board Member

Angela Mariana Freyre
Board Member

Bruce A. Green
Board Member

Jane W. Parver
Board Member

Benito Romano
Board Member

April 1, 2004

To: All Employees

From: Mark Davies
Executive Director 

Re: Findings of the July 1, 2000, to December 31, 2000, Audit of the
Employment Practices Commission

Mark Davies
Executive Director

Joan R. Salzman
*Deputy Executive Director
& Chief of Enforcement*

Astrid B. Gloade
*Deputy Chief of
Enforcement*

Wayne G. Hawley
General Counsel

Ute O'Malley
*Director of
Administration*

Joanne Giura-Else
*Acting Director of
Financial Disclosure*

Christopher M. Lall
*Director of Information
Technology*

Joel A. Rogers
*Director of Training &
Education*

The Equal Employment Practices Commission ("EEOC") conducts audits of City agencies to ensure that the City's Equal Employment Opportunity ("EEO") policies are being implemented.

The EEOC recently completed an audit of the Conflicts of Interest Board for the period stated above and made several recommendations in a report dated September 18, 2003, most of which have already been implemented; such as the appointment of an EEO officer not involved in human resources policies (M. Louise Victor has replaced Ute O'Malley, as the EEO Officer); the designation of a bulletin board for EEO use only (the EEO bulletin board is in the kitchen); supplying and updating information in COIB' EEO policy and the City's 55A Program; and organizing training for staff and EEO personnel.

I reaffirm COIB' commitment to establishing measures and programs, to effectuate fair and effective employment practices for all employees. Thank you all for helping to maintain an atmosphere of appreciation for the diversity reflected in our staff.