

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

**RESOLUTION #06/24-943:** Pursuant to the Desk Audit of the office of the Kings County Public Administrator (KCPA) 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 Kings 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 Kings 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 KCPA neither adopted the Citywide EEO Policy (2005) nor issued an agency-specific EEO Policy that is consistent with the Citywide EEO Policy.
2. The KCPA did not distribute the EEO Policy Handbook, *About EEO: What You May Not Know* (DCAS, 2003 with addendums) to all current and new employees.
3. The KCPA neither appointed an EEO Officer, nor designated a trained EEO professional from another City agency to administer its EEO Program.

4. The KCPA did not provide basic EEO training to all current and new employees.
5. The KCPA did not include the EEO tag line in all job recruitment literature.

**Be It Finally Resolved,**

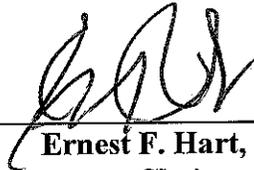
That the Commission authorizes the Chairman to forward a letter to the Kings County Public Administrator, Mr. Gerard A. Cabrera, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions the office of the Kings 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 December 14, 2006.

**Chereé A. Buggs, Esq.**  
**Commissioner**

**Angela Cabrera**  
**Commissioner**

**Veronica Villanueva, Esq.**  
**Commissioner**



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**Ernest F. Hart, Esq.**  
**Chair**

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

**RESOLUTION #08/01-943C:** Determination of implementation by the Kings County Public Administrator's Office of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its Desk Audit of the Kings County Public Administrator's Charter-mandated Equal Employment Opportunity Program from January 1, 2005 to June 30, 2006.

**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 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 the 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 Kings County Public Administrator (KCPA), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated December 14, 2006, setting forth its findings and recommended corrective actions; and

**Whereas**, the KCPA submitted its responses to EEPC's preliminary determination letter, on January 10, 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 January 26, 2007, identifying those recommendations accepted and rejected by the KCPA; and

**Whereas**, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the KCPA 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 Kings County Public Administrator submitted its Final Compliance Report on March 19, 2008; 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 Kings County Public Administrator 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, Ernest F. Hart, Esq., to forward a letter to the Kings County Public Administrator, Gerard A. Cabrera, formally informing him that the KCPA has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on May 6, 2008.

**Angela Cabrera  
Commissioner**

**Manuel A. Mendez  
Vice-Chair**



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**Ernest F. Hart, Esq.  
Chair**

**From:** Cabrera, Gerard

**Sent:** Wednesday, March 19, 2008 11:17 AM

**To:** Geszdorf, Peter; Johnson, Earl; Lane, Toya; Limardo, Victor; Love, Cenell; Meinster, Christina; Paul, Richard; Paulucci, Raymond; Tainsky, Robert; Zaman, Hena

**Subject:** Equal Employment Practices Commission Audit

Dear Staff:

The Equal Employment Practices Commission (EEOC) conducts audits of all city agencies. The most recent audit of the Kings County Public Administrator covered the period January 1, 2005 to June 30, 2006.

The EEOC made several recommendations to enhance the EEO practices of this agency which we have adopted. We have adopted the Citywide EEO policy (2005), distributed the Citywide EEO policy, distributed the EEO Policy Handbook "About EEO: What You May Not Know" to all current and new employees, posted the Citywide EEO Policy Statement, designated an EEO professional from another city agency (the Kings County District Attorney) to administer the EEO Program, provided basic EEO training to current and new employees, posted all job vacancy notices internally and citywide, and included the EEO tag line in all job recruitment literature.

I want to reaffirm this agency's strong commitment to maintaining fair employment practices for all its employees and job applicants. The agency is committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under this policy and encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of appreciation for diversity that is reflected in our staff.

3/19/2008

I encourage all employees to access the resources available and to address any concerns you may have to Carol Moran, our agency's designated EEO Officer.

Thank you,

Gerard A. Cabrera, Esq.  
Kings County Public Administrator  
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Brooklyn, NY 11201  
Direct: (718) 643-3106  
Main: (718) 643-3032  
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