

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

RESOLUTION #11/09-010C: Determination of implementation by the Manhattan Borough President's Office of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Manhattan Borough President's Office's compliance with its Equal Employment Opportunity Program from January 1, 2007 to December 31, 2009.

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 to make recommendations to city agencies to insure 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 insure 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 Manhattan Borough President's Office's (MBPO) Equal Employment Opportunity Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated May 26, 2011, setting forth its findings and recommended corrective actions; and

Whereas, the MBPO submitted its response to the EEPC's preliminary determination letter, on June 29, 2011; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a letter in lieu of a final determination on July 19, 2011, confirming the MBPO's agreement with all audit recommendations; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the MBPO for a period not to exceed six months, from September 2011 through February 2012, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Manhattan Borough President's Office submitted its Final Compliance Report on December 7, 2011; and

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

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

Be It Resolved,

that the Manhattan Borough President'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, to forward a letter to the Manhattan Borough President, Scott M. Stringer, formally informing him that the MBPO has implemented the recommended corrective actions to the Commission's satisfaction.

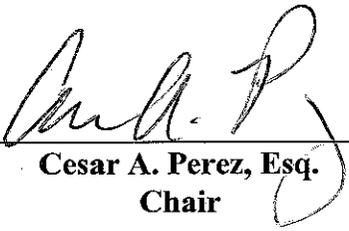
Approved unanimously on December 15 2011.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair



THE CITY OF NEW YORK
OFFICE OF THE PRESIDENT
BOROUGH OF MANHATTAN

SCOTT M. STRINGER
BOROUGH PRESIDENT

TO: MBPO Staff
FROM: Scott M. Stringer, Borough President
DATE: December 7, 2011
RE: EEO Implementation and Compliance

This is an updated memorandum to reaffirm the commitment of the Manhattan Borough President's Office (MBPO) to the principles and requirement of Equal Employment Opportunity and the MBPO's Equal Employment Opportunity (EEO) Policy which is attached to this memorandum. The primary purpose of this memorandum is to formally note that Ingrid Sotelo is the current MBPO EEO Officer and reiterate our commitment and implementation of the MBPO's EEO Policy and Program.

As announced in my memorandum dated July 18, 2011, the MBPO was found to be in compliance with virtually all EEO policy requirements and procedures in a recently completed Audit of the MBPO's EEO Policy from January 1, 2007 to December 31, 2009 conducted by the Equal Employment Practices Commission (EEOC). In response to a few recommendations by the EEOC, I implemented the following actions for our EEO Program:

1. The MBPO managerial performance evaluation has been updated to explicitly incorporate a rating for EEO. The MBPO has been committed to ensuring that the performance of managers and employees complies with EEO Policy and treats all people in a fair and equitable manner.
2. The MBPO organization chart has been updated to accurately reflect the reporting relationship of the MBPO EEO Officer. A copy of this chart updated with recent staff changes is attached to this memorandum.
3. The MBPO has instituted a system of ensuring appropriate documentation of all meetings and other communications between the EEO Officer and Borough President and Chief of Staff regarding decisions that impact the administration of the MBPO's EEO program and is currently maintaining such documentation.

These compliance measures were reported to the EEOC in the MBPO Audit Compliance Monitoring Report.

Please do not hesitate to contact Ingrid Sotelo, the MBPO EEO Officer, at 212-669-4564 or isotelo@manhattanbp.org, or Brian Cook, the MBPO EEO Counselor, at 212-669-2224 or bcook@manhattanbp.org, if you have any questions or need assistance.

