

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

**RESOLUTION #12/32-12:** Preliminary Determination Pursuant to the Audit of the Brooklyn Borough President's Office (BBPO) and its compliance with its Equal Employment Opportunity (EEO) Policy and Federal, State and City equal employment opportunity requirements for the period from July 1, 2009 to June 30, 2012.

**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**, pursuant to the Administrative Code of the City of New York, Title 8, as amended, the City established the New York City Human Rights Law, which identified other groups for protection from discrimination in employment; and

**Whereas**, the Equal Employment Practices Commission audited the BBPO'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 BBPO'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 Policy Statement* – reiterating the Borough President's commitment to EEO and listing the names of the EEO professionals –on bulletin boards where it conducts business.
2. Although, the agency has appointed an EEO Officer who reports to the Borough President, its organizational chart does not include the EEO Officer title.

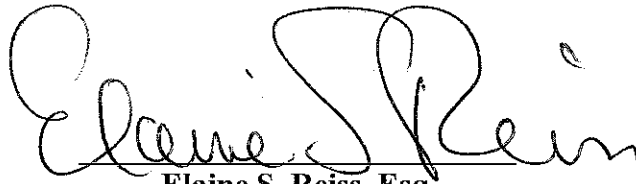
**Be It Finally Resolved**, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to Brooklyn Borough President Marty Markowitz formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, a response to these findings within thirty days of receipt of the letter

indicating what corrective actions the BBPO will take to bring it into compliance with the  
aforementioned policies and standards on equal employment opportunity.

Approved unanimously on October 18, 2012.

**Malini Cadambi Daniel**  
**Commissioner**

**Arva R. Rice**  
**Commissioner**



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

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

**RESOLUTION #12/29-012C:** Determination of implementation by the Brooklyn Borough President's Office of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Brooklyn Borough President's Office's compliance with its Equal Employment Opportunity Policy from July 1, 2009 to June 30, 2012.

**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 the Administrative Code of the City of New York, Title 8, as amended, the City established the New York City Human Rights Law, which identified other groups for protection from discrimination in employment; and

**Whereas**, pursuant to its audit of the Brooklyn Borough President's Office (BBPO), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 18, 2012, setting forth its findings and recommended corrective actions; and

**Whereas**, the BBPO submitted its response to the EEPC's preliminary determination letter, on December 6, 2012; and

**Whereas**, the Brooklyn Borough President's Office submitted with its response to the preliminary determination documentation of actions taken to rectify the non-compliance identified in the preliminary determination; and

**Whereas**, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to consider the BBPO's response to the preliminary determination, and determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified in the preliminary determination; and

**Whereas**, pursuant to Section 815.a.(19) of the New York City Charter, in August, 2012, the Brooklyn Borough President issued a memorandum to staff, which emphasized his commitment to the agency's EEO program; and

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

**Whereas**, the members of this Commission have determined that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

**Be It Resolved,**

that the Brooklyn 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, Esq., to forward a letter to the Brooklyn Borough President, Marty Markowitz, formally informing him that the BBPO has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on December 13, 2012,

**Malini Cadambi Daniel**  
Commissioner

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

**Arva R. Rice**  
Commissioner



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**Angela Cabrera**  
Commissioner



OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

August, 2012

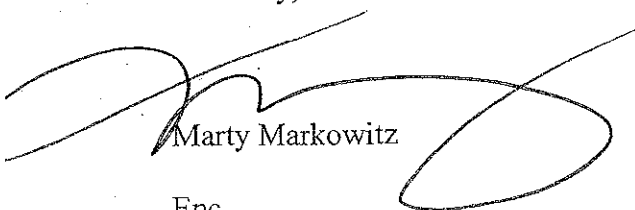
Dear Employees:

I am committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations and by encouraging a work environment that tolerates and appreciates differences among employees. The Equal Employment Opportunity Policy of the Brooklyn Borough President's Office reflects the federal, state and local laws that prohibit discrimination in employment and the City of New York's Equal Employment Opportunity (EEO) Policy.

As Borough President, I reaffirm this agency's strong commitment to maintaining fair employment practices for all its employees and job applicants. All personnel are required to work to maintain an atmosphere of appreciation of the diversity reflected in our staff and to comply with the letter and the spirit of the policy. Managers and supervisors are directed to make all employment decisions in accordance with the agency's Equal Employment Opportunity Policy and to exercise their authority in the workplace in not only a fair but also a transparent manner. I encourage all employees of the Borough President's Office and staff of the 18 Brooklyn Community Districts to access the resources available within the Brooklyn Borough President's Office to address any issues and complaints of illegal discrimination they may have.

The implementation of the enclosed EEO Policy is one of my highest priorities and has my full support. Employees may find additional EEO resources such as the downloadable booklet titled "About EEO: What You May Not Know," by accessing the City of New York's website at [www.nyc.gov/html/dcas/html/resources/eoo.shtml](http://www.nyc.gov/html/dcas/html/resources/eoo.shtml). I encourage all of Borough Hall employees and those of the 18 Brooklyn Community Districts to contact Sandra Chapman or Richard Bearak, at the telephone numbers listed in the policy, to address any issues and complaints of illegal discrimination.

Sincerely,



Marty Markowitz

Enc.