

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

RESOLUTION #04/13-127: Preliminary Determination Pursuant to the Audit of the Financial Information Services Agency's (FISA) Equal Employment Opportunity Program from July 1, 2001 through December 31, 2003.

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 Richmond County District Attorney'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 Financial Information Services Agency'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. FISA did not use a "Complaint of Discrimination" intake form when an internal complaint was filed.
2. Each complaint file did not contain a "Notice of Discrimination Complaint" form to notify the respondent of the allegations being made.
3. The EEO Officer's confidential written reports to the agency head did not contain the 3 sections outlined in the DCPIG: (1) Findings of Facts, (2) Discussion and Conclusion and (3) Recommendations.
4. All parties to the complaint -- the complainant(s) and respondent(s) -- were not apprised in writing of the outcome of the complaint.
5. All complaint files did not contain written evidence that the recommended corrective actions were implemented.
6. FISA did not obtain the necessary assistance to conduct adverse impact studies.

7. Seventy percent of FISA's managers/supervisors were not aware that their evaluation form contains a rating for Equal Employment Opportunity.
8. Forty percent of FISA's employees did not know the identity, location and telephone number of the agency's Career Counselor.

Be It Finally Resolved,

that the Commission authorizes the Vice-Chairman to forward a letter to the Financial Information Services Agency's Executive Director, Robert W. Townsend, 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 Financial Information Services Agency will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on November 18, 2004.

Chereé Buggs, Esq.
Commissioner

Angela Cabrera
Commissioner

Veronica Villanueva, Esq.
Commissioner


Manuel A. Méndez
Vice-Chair

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

RESOLUTION #05/09-127C: Determination of implementation by the Financial Information Services Agency of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Financial Information Services Agency's Charter-mandated Equal Employment Opportunity Program from July 1, 2001 to December 31, 2003.

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 Financial Information Services Agency (FISA), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated November 18, 2004, setting forth its findings and recommended corrective actions; and

Whereas, in response to EEPC's preliminary determination letter, FISA submitted its response on December 8, 2004; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its final determination letter on December 29, 2004 identifying those recommendations accepted and rejected by FISA; and

Whereas, in response to EEPC's final determination letter, FISA submitted its response on January 26, 2005; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor FISA for a period not to exceed six months, from February 2005 through July 2005, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Financial Information Services Agency submitted its Final Compliance Report on July 12, 2005, one month early; 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 the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,
that the Financial Information Services Agency 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 Chair, Ernest Hart, Esq., to forward a letter to the Executive Director of the Financial Information Services Agency, Robert W. Townsend, formally informing him that FISA has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on July 28, 2005.

Chereé A. Buggs, Esq.
Commissioner

Angela Cabrera
Commissioner

Manuel A. Méndez
Vice-Chair

Veronica Villanueva, Esq.
Commissioner



Ernest F. Hart, Esq.
Chair



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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Commissioners

Abraham May, Jr.
Executive Director

Eric Matusewitch, PHR, CAAP
Deputy Director

July 28, 2005

Robert W. Townsend
Executive Director
Financial Information Services Agency
450 West 33rd Street, 4th Floor
New York, New York 10001

Re: Resolution #05/09-127C/Implementation of Corrective Actions Pursuant to the Audit of Compliance by the Financial Information Services Agency (FISA) Equal Employment Opportunity Program (EEOP) from July 1, 2001 to December 31, 2003.

Dear Mr. Townsend:

Pursuant to Section 832 of Chapter 36 of the New York City Charter, staff of the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the Financial Information Services Agency (FISA) for a period not to exceed six months. The compliance period was February 2005 through July 2005. FISA's Final Compliance Report was submitted on July 12, 2005, one month early.

The goal of monitoring was to determine if FISA implemented all recommended corrective actions pursuant to our audit of compliance by your agency with the City's Equal Employment Opportunity Policy from July 1, 2001 to December 31, 2003.

After completing its review of the Compliance Reports submitted by your agency, EEPC staff submitted a Compliance Summary Report for Commission review. After reviewing the Report, this Commission has determined that FISA has implemented the recommended corrective actions deemed necessary by this Commission pursuant to the referenced audit as required by Chapter 35 and 36 of the New York City Charter to the Commission's satisfaction. The Financial Information Services Agency is now in compliance with the requirements of the City's Equal Employment Opportunity Policy.

On behalf of this Commission, I want to thank you, EEO Officer Glenis Patterson and Contracts Analyst Adele Croce for the cooperation extended to the EEPC Compliance Unit during the compliance-monitoring period.

Sincerely,



Ernest F. Hart, Esq.
Chair

C: Glenis Patterson, EEO Officer
Adele Croce, Contracts Analyst