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BY EMAIL

February 11, 2021

Angela Augugliaro
Chairperson
Queens Community Board No. 13
219-41 Jamaica Avenue
Queens Village, New York 11428

Audit Status:
Evaluation of Sexual Harassment Prevention and Response Practices for Audit
Period January 1, 2020 to December 31, 2020.
Determination: **PRELIMINARY**

Dear Chairperson Augugliaro:

On behalf of the members of the Equal Employment Practices Commission (EEPC), thank you and your agency for the cooperation extended to our staff thus far. This letter contains the EEPC's evaluation and preliminary determinations pursuant to the Queens Community Board No. 13's Sexual Harassment Prevention and Response Practices for the period covering January 1, 2020 to December 31, 2020.

Purpose

Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter) authorize the EEPC to audit, review, evaluate, and monitor the employment practices, procedures, and programs of city agencies and other municipal entities, hereinafter "entities," and their efforts to ensure fair and effective equal employment opportunity (EEO) for women and minority employees and applicants. Charter Sections 831(d)(2) and 832(c) authorize the EEPC to make a determination that any plan, program, procedure, approach, measure, or standard does not provide equal employment opportunity, require appropriate corrective action, and monitor the implementation of the corrective action prescribed.

The Queens Community Board No. 13, hereinafter simply termed "agency" or "entity," falls within the EEPC's purview under Chapter 36, Sections 830(a) and 831(a) of the Charter, to review, evaluate, and monitor the coordination and implementation of affirmative employment programs of equal employment opportunity for any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."

The purpose of this audit and analysis is to evaluate the subject matter referenced, not to issue findings of discrimination pursuant to the New York City Human Rights Law.

Scope

The EEPC has adopted uniform standards for auditing municipal entities¹ and minimum standards for auditing Community Boards (collectively “Standards”) to review, evaluate, and monitor entities’ employment and EEO-related practices, procedures, approaches, measures, standards, and programs. These standards are founded upon, and consistent with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination. Corrective actions prescribed are consistent with the aforementioned parameters including, but not limited to, the City of New York’s *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies 2014*, as amended (Citywide EEO Policy); the New York City Human Rights Law (New York City Administrative Code Title 8); New York State Human Rights Law (New York Executive Law, Article 15); the New York State Civil Service Law §55-a; and the equal employment opportunity requirements of the New York City Charter.

Policy and Plan Requirements

The aforementioned Standards require, at minimum, that mayoral entities distribute the Citywide EEO Policy; non-mayoral entities establish or adopt a comprehensive EEO policy; and Community Boards, which are comprised of members appointed by the respective Borough Presidents, adopt and distribute the corresponding Borough President’s EEO Policy.

Because the EEPC is authorized to review and recommend actions that each entity should consider including in its annual plan of measures and programs to provide equal employment opportunity, or Annual EEO Plan, entities are also required to incorporate the EEPC’s corrective actions in prospective Annual EEO Plans and programs.

Methodology

The EEPC communicates with EEO professionals (including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, and 55-a Program Coordinators) and other employees identified as having involvement in EEO program administration such as the Principal Human Resources Professional and relevant Counsel.

The EEPC’s audit methodology includes review of the agency’s Annual EEO Plans and Quarterly EEO Reports; analysis of workforce and utilization data; and the collection and analysis of documents, records, and data an entity and its representatives provide in response to the Sexual Harassment Prevention and Response Preliminary Interview Questionnaires (PIQ) for Community Boards. All PIQs contain requests to attach supporting documentation for the answer options selected.

EEO Professionals designated for online interviews are assigned a three-week deadline to complete and return the PIQs. The EEPC’s PIQ(s)/requests were sent to the Queens Community Board No. 13 on December 18, 2020; the completed PIQ(s) were returned on January 5, 2021. Supporting documentation was attached. Additional requests for information were made on January 12, 2021.

The following determination indicates where the Queens Community Board No. 13 has or has not complied, in whole or in part, with the established Standards.

¹ Corresponding audit/analysis standards are numbered throughout the document.

Description of the Agency

Community Boards are local representative bodies. Each of the fifty-nine (59) Community Boards is comprised of up to fifty (50) unsalaried members, appointed by the Borough President in consultation with the City Council Members who represent any part of the Board district. The Boards play an advisory role in zoning and other land-use issues, in community planning, in the city budget process, and in the coordination of municipal services. Any person with a residence, business, professional or other significant interest in a given area is eligible for appointment to the Community Board serving that area. Each Board hires a full time District Manager and other staff to run a district office that receives and works to resolve residents' service delivery problems. (Source: The Green Book. 3/2019). In addition to the Chairperson, during the period in review Queens Community Board No. 13's headcount consisted of a *District Manager*, *Community Assistant*, and a *Community Service Aide*.

PRELIMINARY DETERMINATIONS AFTER AUDIT AND ANALYSIS

Following are the corresponding audit standards for each subject area along with the EEPC's findings and required corrective actions, where appropriate:

I. Issuance, Distribution and Posting of EEO Policies

Determination: The agency is in partial-compliance with the standards for this subject area.

1. Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
 - Queens Community Board No. 13 did not demonstrate that it distributed or posted an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment. **Corrective Action Required.**

Corrective Action #1: Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

2. Follow, distribute and post the Borough President's policy(ies) against sexual harassment.
 - ✓ Queens Community Board No. 13 reported that it follows the Office of the Queens Borough President's policy(ies) against sexual harassment. A picture of Queens Community Board No. 13's office bulletin board demonstrated the posting of the *City of New York Office of the President of the Borough of Queens Equal Employment Opportunity Policy (2/2017)* (hereinafter referred to as EEO Policy), which included a section entitled *Sexual Harassment Policy*. Queens Community Board No. 13 reported the bulletin board was accessible to all employees.
 - Queens Community Board No. 13 did not demonstrate that it distributed to employees the Office of the Queens Borough President's policy(ies) against sexual harassment. **Corrective Action Required.**

NOTE: In December 2020, the current Queens Borough President was appointed, and the EEO Policy was updated. Queens Community Board No. 13 should distribute and post the current policy(ies) against sexual harassment of the Office of the Queens Borough President.

Corrective Action #2: Follow, distribute and post the Borough President's policy(ies) against sexual harassment.

II. Agency-wide Training

Determination: The agency is in compliance with the standards for this subject area.

3. Ensure that all individuals who work within the board receive training and/or a guide on the prevention of sexual harassment and their related rights and responsibilities.
- ✓ Training certificates confirm that in December 2020, all three (3) Queens Community Board No. 13 employees completed the Department of Citywide Administrative Services' *Sexual Harassment Prevention: What to Know About Unlawful and Inappropriate Behaviors in the Workplace* computer-based training, which provided training on the prevention of sexual harassment and informed employees of their related rights and responsibilities relating to sexual harassment.

III. Complaint and Investigation Procedures

Summary of Complaint Activity: The Queens Community Board No. 13 did not report the number of internal and external complaints filed during the period in review.

Determination: The agency is in non-compliance with the standards for this subject area.

4. Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.
- Queens Community Board No. 13 did not demonstrate that all individuals who work within the board received information regarding the Office of the Queens Borough President's complaint investigation procedures. **Corrective Action Required.**

Corrective Action #3: Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.

5. Maintain a summary of annual complaint activity.

- Queens Community Board No. 13 did not report the number of internal and external complaints filed during the period in review. **Corrective Action Required.**

Corrective Action #4: Maintain a summary of annual complaint activity.

IV. Responsibility for Implementation

Determination: The agency is in partial-compliance with the standards for this subject area.

6. Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

- ✓ The Office of the Queens Borough President's EEO Policy posted to Queens Community Board No. 13's bulletin board stated, "[a]ny employee or applicant who believes that he or she has been discriminated against should contact one of the QBPO's Equal Employment Opportunity (EEO) Officers for consultation and/or to file a complaint. All complaints will be handled confidentially, subject to the procedures described below." Additionally, the contact information (names and telephone extensions) for each of the Office of the Queens Borough President's principal EEO Professionals were visible in the provided picture of the Office of the Queens Borough President's EEO Policy posted to the office bulletin board of Queens Community Board No. 13.
- Although Queens Community Board No. 13 posted the Office of the Queens Borough President's EEO Policy and reported employees were instructed who to contact to file a complaint, the entity did not demonstrate that employees were directed to utilize the Office of the Queens Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint. **Corrective Action Required.**

Corrective Action #5: Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

7. Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

- Queens Community Board No. 13 did not demonstrate that the Chairperson, or their designee, consulted and cooperated with the Office of the Queens Borough President's principal EEO Professionals on the prevention, investigation, and resolution of sexual harassment complaints. **Corrective Action Required.**

Corrective Action #6: Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

V. Reporting Standard for Agency Head

Determination: The agency is required to comply with the standards for this subject area.

8. Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators to the EEO program, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring. This final action is required to conclude the audit and monitoring process.

Final Action: Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators to the EEO program, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring. This final action is required to conclude the audit and monitoring process.

Summary of Corrective Actions:

The Queens Community Board No. 13 has 7 required corrective action(s) at this time. This includes the aforementioned final action.

Conclusion

Pursuant to Charter Chapter 36, the Queens Community Board No. 13 has the *option* to respond to this Preliminary Determination, but must respond to our Final Determination if corrective action is required. **Any response must be signed by the agency head and submitted to the EEPC's Executive Director.**

Optional Response to Preliminary Determination: If submitted, the Queens Community Board No. 13's optional response to the EEPC's Executive Director should indicate, with attached documentation, what steps have been or will be taken to correct outstanding areas of non-compliance, and must be received in our office within 14 days from the date of this letter. No extensions will be granted for the *option* to respond to the Preliminary Determination.

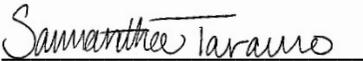
(Optional Conference) If requested, at the Optional Conference the EEPC will discuss the immediate steps that should be taken to correct outstanding areas of non-compliance and address questions regarding the Queens Community Board No. 13's implementation of the prescribed corrective action(s).

(No Response Option) If the Queens Community Board No. 13 does not respond to this Preliminary Determination within 14 days, it will become the EEPC's Final Determination.

Mandatory Response to Final Determination: Following this Preliminary Determination, the EEPC will issue a Final Determination where we may modify or eliminate the corrective action(s) based on verified information submitted as part of the response to the Preliminary Determination; identify remaining corrective action(s) that require further monitoring to ensure implementation; and assign a mandatory compliance-monitoring period of up to 6 months for this purpose. Pursuant to Charter Chapter 36, upon receipt, the Queens Community Board No. 13 must submit a response, signed by the agency head, to our Final Determination within 30 days. Your response to the Final Determination will initiate the compliance-monitoring period.

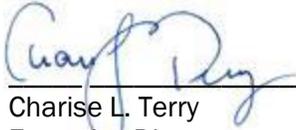
In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's EEO Program Analysts during the course of our audit and analysis.

Respectfully Submitted by,



Samantha Tarallo, EEO Program Analyst

Approved by,



Charise L. Terry
Executive Director

C:

Mark McMillan, District Manager, Queens Community Board No. 13
Lisa M. Atkins, Principal EEO Professional, Office of the Queens Borough President
Irving Poy, Principal EEO Professional, Office of the Queens Borough President
William B. Peterson, Manager, Labor Relations Analysis and Audit, EEPC

Queens Community Board 13

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Donovan Richards
Borough President

Bryan Block
Chair

Maricela Cano
Director of Community Boards

Mark McMillan
District Manager

February 25, 2021

Sasha Neha Ahuja
Chair
NYC Equal Employment Practices Commission
253 Broadway, Suite 602
New York, NY 10007

Re: Audit Period January 1, 2020 to December 31, 2020

Dear Chair Ahuja:

Queens Community Board 13 ("QCB13") fully understands the importance of EEPC's mission in having city all city agencies be in compliance in the prevention of sexual harassment. However, doing so in 2020 was a curious time to do an audit given the vagaries presented by the COVID-19 pandemic.

And we will disseminate a

This agency shut down for all in-person meetings beginning March 16, 2020 and have not had any in-person meetings since. The three-person staff at our agency were together in the office only four times together; and we had a former Chair abruptly formally resign his position on March 13, 2020. The board election normally scheduled for June was postponed until December as new procedures had to be agreed upon and put in place to hold an election. Essentially, there was virtually no in-person contact among staff and the community board membership 10 ½ months last year.

In addition, Queens had an Acting Interim Borough President because of COVID-19 and though the office functioned, they too were working remotely.

Allow me to respond to the determinations point by point (*italics*):

I. Issuance, Distribution and Posting of EEO Policies.

- a. *Now that QCB13 has in place a duly elected Chair a Policy Statement on Sexual Harassment modeled on the Queens Borough President's will be disseminated among the three staff members with a separate page for signature indicating it had been read.*
- b. *Follow, distribute and post the Borough President's policy(ies) against sexual harassment. See I.a. above.*

II. Agency-wide Training. *QCB 13 in compliance.*

III. Complaint and Investigation Procedures.

- a. *QCB13 has the complaint procedures prominently displayed on its conference room bulletin board. This was documented with photographs submitted in this audit. There was no signed document dated in 2020 indicating the three employees were aware of the procedures; however, each employee had been working in the office for a minimum of three years. It could be substantially argued that they knew of the procedures for filing a complaint.*
- b. *There have not been any complaints reported to me or the QCB13 office. It is also my understanding that such complaints would be kept confidential. As such, there could be no ability to report internally or externally any complaints for this time period or keep an annual summary of complaint activity. Going forward, if any such complaints occur, these records will be kept so they may be reported as needed.*

IV. Responsibility for Implementation.

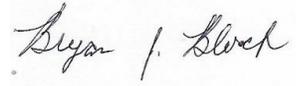
- a. *A signature sheet will be distributed to QCB13 employees for them to acknowledge they understand the procedures for filing a sexual harassment complaint through the Queens Borough President's Office Equal Employment Opportunity Office, and that there is a male and female officer who can receive their complaint(s).*
- b. *The present QCB13 Chair was elected and took office in mid-December 2020; the present Queens Borough President took office around the same time and has had substantial personnel changes. Arrangements will be made for the QCB13 Chair to meet with the QBPO EEO personnel to receive the trainings and policies required to be in compliance. Again, it is necessary to emphasize the period of pandemic we are presently experiencing and the ways so many are not meeting in-person and working remotely.*

V. Reporting Standard for Agency Head.

- a. *QCB13 will put into place the procedures to have the required documentation as recommended by this audit to be in compliance. This will be done within the six-month period as required in the Preliminary Determination by the EEPD letter dated February 11, 2021.*

I would still like to reserve the option of having a Conference with your agency if any of these corrective actions seem onerous as they are implemented.

Respectfully submitted,

A handwritten signature in cursive script that reads "Bryan J. Block". The signature is written in black ink on a light-colored background.

Bryan J. Block
Chair



Vacant
Chair

Angela Cabrera
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

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BY EMAIL

March 8, 2021

Bryan Block
Chairperson
Queens Community Board No. 13
219-41 Jamaica Avenue
Queens Village, New York 11428

Audit Status:

Evaluation of Sexual Harassment Prevention and Response Practices for Audit
Period January 1, 2020 to December 31, 2020.

Determination: FINAL

Resolution #: 2021AP/248-443-(2021)

Dear Chairperson Block:

On behalf of the members of the Equal Employment Practices Commission (EEPC), thank you for the continued cooperation extended to our staff. This document serves as a follow-up evaluation and Final Determination to the following:

Preliminary Determination Issued on: February 11, 2021

Response Received: February 25, 2021

Purpose

Chapter 35, Sections 815(a)(15) and (19) of the New York City Charter (Charter) calls for agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity (EEO) for minority group members and women.

Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5) authorize the EEPC to audit, review, evaluate, and monitor the employment practices, procedures, and programs of city agencies and other municipal entities, hereinafter "entities," and their efforts to ensure fair and effective EEO for women and minority employees and applicants. Charter Sections 831(d)(2) and 832(c) authorize the EEPC to make a determination that any plan, program, procedure, approach, measure, or standard does not provide

equal employment opportunity, require appropriate corrective action, and monitor the implementation of the corrective action prescribed. The attachment contains the EEPC's final determination regarding the audit, review, and evaluation of the Queens Community Board No. 13's Sexual Harassment Prevention and Response Practices.

As the Queens Community Board No. 13 falls within the EEPC's purview under Charter Chapter 36, Section 831(a), the EEPC is authorized to review, evaluate, and monitor the coordination and implementation of its affirmative employment programs of EEO and related practices. As indicated in our Preliminary Determination, the EEPC has adopted uniform standards¹ to this end. The purpose of this Final Determination, as authorized by Charter Chapter 36, Section 832(c), is to determine the sufficiency of the Queens Community Board No. 13's actions taken or planned thus far to correct areas of non-compliance identified in the EEPC's Preliminary Determination. Further, Chapter 36, Section 832(c) requires that: (1) the EEPC assign a compliance-monitoring period of up to six (6) months to monitor efforts taken to eliminate areas of non-compliance, if any; and (2) the agency respond in thirty (30) days and submit a report each month during this period on the progress of efforts taken to correct outstanding areas of non-compliance.

Next Steps

The assigned compliance-monitoring period is: April 1, 2021 to May 31, 2021. Correcting all outstanding areas of non-compliance without delay is highly encouraged and will serve to shorten this period.

If corrective actions remain: Corrective actions will be listed under the *Monitoring Required* section of the attached Final Determination. The EEPC requires that the agency head submit a signed response to this Final Determination. The signed response should indicate what steps the Queens Community Board No. 13 has taken, or will take, to correct outstanding areas of non-compliance during the designated compliance-monitoring period. The Queens Community Board No. 13 will be monitored monthly until all outstanding areas of non-compliance have been sufficiently corrected. The Queens Community Board No. 13 is required to submit documentation that supports the implementation of each corrective action via TeamCentral, the EEPC's Automated Compliance-Monitoring System. Instruction on how to access and navigate TeamCentral is attached.

Final Memorandum: Upon the Queens Community Board No. 13's implementation of the final corrective action, if any, the EEPC requires that the Queens Community Board No. 13 submit a final memorandum, signed by the agency head, that recognizes the EEPC's audit and reiterates commitment to equal employment practices. **Upon receipt of this final memorandum, the EEPC will issue a *Determination of Compliance*.**

If no corrective actions remain: In lieu of a response to this Final Determination, the Queens Community Board No. 13 must submit a final memorandum (See Next Steps, Final Memorandum). Upon the EEPC's receipt of the final memorandum, the Queens Community Board No. 13 will be exempt from the abovementioned compliance-monitoring period.

¹ The EEPC's uniform standards for auditing municipal entities and minimum standards for auditing community boards (collectively "Standards") are founded upon, and consistent with, federal, state, and local laws and regulations, and policies and procedures, including, but not limited to, the City of New York's *Equal Employment Opportunity Policy, Standards and Procedures to be Utilized by City Agencies 2014*; New York City Human Rights Law (NYC Administrative Code 8); New York State Human Rights Law (New York Executive Law, Article 15); New York State Civil Service Law §55-a; and the equal employment opportunity requirements of the New York City Charter.

Conclusion

This is the EEPc's Final Determination. Questions regarding next steps may be addressed to Jennifer Shaw, Esq., Executive Agency Counsel/Director of Compliance at jshaw@eepc.nyc.gov or 212-615-8942.

Thank you and your staff for your continued cooperation.

Sincerely,



Charise L. Terry
Executive Director

c: Mark McMillan, District Manager, Queens Community Board No. 13
Lisa M. Atkins, Principal EEO Professional, Office of the Queens Borough President
Irving Poy, Principal EEO Professional, Office of the Queens Borough President
Jennifer Shaw, Esq., Executive Agency Counsel/Director of Compliance, EEPc
William Peterson, Manager, Labor Analysis and Audit, EEPc
Samantha Tarallo, EEO Program Analyst, EEPc

Enclosed: TeamCentral Agency Manual

FINAL DETERMINATION

A response indicating progress of Queens Community Board No. 13's efforts to correct outstanding areas of non-compliance, with supporting documentation, is due within 30 days.

The Equal Employment Practices Commission's findings and corrective actions required to remedy areas of non-compliance are based on the audit methodology, which included collection and analysis of the documents, records, and data provided; the EEPC's *Preliminary Interview Questionnaires* (PIQs) for EEO professionals and others involved in EEO program administration; and, if applicable, the *EEPC Employee Survey*, the *EEPC Supervisor/Manager Survey*, the *Annual EEO Plans* and *Quarterly EEO Reports* of the audited entity; and workforce data from the *Citywide Equal Employment Database System*. Additional research and follow-up discussions or interviews were conducted as appropriate.

After reviewing the optional response² (if applicable) to the EEPC's Preliminary Determination, our Final Determination is as follows:

Agree

Regarding your responses to the following EEPC required corrective actions, we *Agree* based on documentation that is attached to your response.

Corrective Action #4: Maintain a summary of annual complaint activity.

Agency Response: *"There have not been any complaints reported to me or the QCB13 office. It is also my understanding that such complaints would be kept confidential. As such, there could be no ability to report internally or externally any complaints for this time period or keep an annual summary of complaint activity. Going forward, if any such complaints occur, these records will be kept so they may be reported as needed."*

EEPC Response: The EEPC accepts Queens Community Board No. 13's response, which clarifies that during the period in review, no internal or external complaints were filed, making maintenance of a summary of complaint activity unnecessary, as demonstration that Corrective Action #4 has been implemented.

Monitoring Required

The agency's implementation of the following required corrective actions will be monitored during the assigned compliance-monitoring period.

Corrective Action #1: Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.

Agency Response: *"Now that QCB 13 has in place a duly elected Chair a Policy Statement on Sexual Harassment modeled on the Queens Borough President's will be disseminated among the three staff members with a separate page for signature indicating it had been read."*

EEPC Response: The EEPC recognizes Queens Community Board No. 13's response and commitment to the implementation of Corrective Action #1. To demonstrate compliance, distribute or post an annual Policy statement or memorandum signed by the Chairperson which reiterates commitment to the prevention of

² Excerpts are italicized.

sexual harassment. Provide documentation (i.e. email, or the above referenced signature page(s)) which demonstrates the distribution of the Policy statement. Implementation of this corrective action will be monitored during the assigned compliance-monitoring period.

Corrective Action #2: Follow, distribute and post the Borough President's policy(ies) against sexual harassment.

Agency Response: "Follow, distribute and post the Borough President's policy(ies) against sexual harassment." "Now that QCB 13 has in place a duly elected Chair a Policy Statement on Sexual Harassment modeled on the Queens Borough President's will be disseminated among the three staff members."

EEPC Response: The EEPC recognizes Queens Community Board No. 13's response and commitment to the implementation of Corrective Action #2. To demonstrate compliance, provide documentation that demonstrates the Office of the Queens Borough President's policies against sexual harassment were distributed to all employees. Implementation of this corrective action will be monitored during the assigned compliance-monitoring period.

Corrective Action #3: Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.

Agency Response: "QCB13 has the complaint procedures prominently displayed on its conference room bulletin board. This was documented with photographs submitted in this audit. There was no signed document dated in 2020 indicating the three employees were aware of the procedures; however, each employee had been working in the office for a minimum of three years. . . . A signature sheet will be distributed to QCB13 employees for them to acknowledge they understand the procedures for filing a sexual harassment complaint through the Queens Borough President's Office Equal Employment Opportunity Office, and that there is a male and female officer who can receive their complaint(s)."

EEPC Response: The EEPC recognizes Queens Community Board No. 13's response and commitment to the implementation of Corrective Action #3. To demonstrate compliance, provide documentation that demonstrates the Office of the Queens Borough President's policies against sexual harassment, which include complaint investigation procedures, were distributed to all employees. Implementation of this corrective action will be monitored during the assigned compliance-monitoring period.

Corrective Action #5: Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.

Agency Response: "A signature sheet will be distributed to QCB13 employees for them to acknowledge they understand the procedures for filing a sexual harassment complaint through the Queens Borough President's Office Equal Employment Opportunity Office, and that there is a male and female officer who can receive their complaint(s)."

EEPC Response: The EEPC recognizes Queens Community Board No. 13's response and commitment to the implementation of Corrective Action #5. To demonstrate compliance, provide documentation (such as the aforementioned signature sheet) which demonstrates employees were directed to utilize the Office of the Queens Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint. Implementation of this corrective action will be monitored during the assigned compliance-monitoring period.

Corrective Action #6: Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

Agency Response: *"The present QCB13 Chair was elected and took office in mid-December 2020; the present Queens Borough President took office around the same time and has had substantial personnel changes. Arrangements will be made for the QCB13 Chair to meet with the QBPO EEO personnel to receive the trainings and policies required to be in compliance. Again, it is necessary to emphasize the period of pandemic we are presently experiencing and the ways so many are not meeting in-person and working remotely."*

EEPC Response: The EEPC recognizes Queens Community Board No. 13's response and commitment to the implementation of Corrective Action #6. To demonstrate compliance, provide documentation (i.e. emails, meeting agenda, etc.) which demonstrates the consultation and cooperation between the Chairperson, or their designee, and the Office of the Queens Borough President's principal EEO Professionals on the prevention of sexual harassment complaints. Implementation of this corrective action will be monitored during the assigned compliance-monitoring period.

Final Action: Upon the EEPC's determination that the entity does not require further review or monitoring: Distribute a memorandum signed by the agency head that re-emphasizes the commitment of agency administrators to the EEO program, including the prevention of sexual harassment, and informs employees of any changes to the agency's employment practices as a result of the EEPC's audit/monitoring. This final action is required to conclude the audit and monitoring process.

The EEPC thanks you and your staff for your continued cooperation.



RESOLUTION NO.
2021AP/248-443-(2021)
Queens Community Board No. 13
Chairperson Bryan Block
Sexual Harassment Prevention and Response Practices
DETERMINATION: FINAL

SYNOPSIS

Corrective Action(s):	Total: 6		
Period Audit Covered:	January 1, 2020 to December 31, 2020		
Preliminary Determination Issued:	February 11, 2021	Response Received	February 25, 2021
Final Determination Issued:	March 8, 2021	Response Due	April 7, 2021
Compliance-Monitoring:	Required	April 1, 2021 to May 31, 2021	

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter “entities”) and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities’ practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC’s determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Queens Community Board No. 13’s Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Queens Community Board No. 13’s Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated February 11, 2021, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
2. Follow, distribute and post the Borough President's policy(ies) against sexual harassment.
3. Ensure that all individuals who work within the board receive information regarding the Borough President's complaint investigation procedures.
4. Maintain a summary of annual complaint activity.
5. Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.
6. Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity submitted a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on March 8, 2021, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 5, and 6; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from April 1, 2021 to May 31, 2021, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), on March 8, 2021, the entity was required to issue a response to the EEPC's Final Determination; Now Therefore,

Be It Resolved, that pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the EEPC approves the issuance of this Final Determination to Chairperson Bryan Block to assign compliance-monitoring.

Approved unanimously on April 22, 2021.

/s/Angela Cabrera
Angela Cabrera
Commissioner/Mayoral Appointee

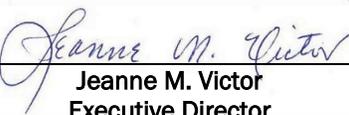
/s/Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner/Mayoral Appointee

/s/Arva R. Rice
Arva R. Rice
Commissioner/City Council Appointee

Vacant
Commissioner/City Council Appointee

Vacant
Chair/Commissioner/Joint Appointee

On behalf of all Commissioners in attendance,



Jeanne M. Victor
Executive Director



Queens Community Board 13

219-41 Jamaica Avenue
Queens Village, NY 11428
718.464.9700
Fax: 718.254.2739
qcb13.org



Donovan Richards
Borough President

Maricela Cano
Director of Community Boards

Bryan Block
Chair

Mark McMillan
District Manager

April 7, 2021

Cherise L. Terry
Executive Director
NYC Equal Employment Practices Commission
253 Broadway, Suite 602
New York, NY 10007

Dear Executive Director Terry:

QCB13 is in receipt of the EEPC "Final Determination" issued on March 8, 2021 and assigned a compliance-monitoring period of April 1, 2021- May 31, 2021.

We are in the process of compiling all of the necessary documentation and will have these documents posted and signed by all necessary persons by the end of the compliance period of May 31, 2021.

Sincerely,

Bryan J. Block
Chair

Memorandum

TO: All Employees
FROM: Equal Employment Practices Commission
DATE: 5/28/2021
RE: Audit: Review, Evaluation, and Monitoring of Sexual Harassment Prevention and Response Practices
Queens Community Board No. 13

The New York City Charter requires the Equal Employment Practices Commission (EEPC) to conduct an audit once every four years to ensure each City agency or municipal entity (collectively “agency”) complies with federal, state, and local laws and regulations, and policies and procedures that increase equal opportunity for employees and applicants.

The EEPC recently concluded an audit and evaluation of the Queens Community Board No. 13’s practices and procedures for compliance with city, state, and federal equal employment opportunity laws and regulations, and identified enhancement by means of the following:

- Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
- Follow, distribute and post the Borough President’s policy(ies) against sexual harassment.
- Ensure that all individuals who work within the board receive information regarding the Borough President’s complaint investigation procedures.
- Maintain a summary of annual complaint activity.
- Direct employees to utilize the Borough President’s Equal Employment Opportunity (EEO) Office to file an internal complaint.
- Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President’s principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

Through successful completion of the EEPC’s audit, evaluation, and monitoring processes and the aforementioned enhancements Chairperson Block reaffirms the commitment to



**Equal Employment
Practices Commission**

ensuring that the Queens Community Board No. 13's employment practices encourage and maintain a workplace free from unlawful discrimination and sexual harassment, and that all employees are aware of their rights and obligations under the agency's equal employment opportunity policies.



Aldrin Rafael Bonilla
Chair

Angela Cabrera
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Jeanne M. Victor
Executive Director

Jennifer Shaw, Esq.
Executive Agency Counsel/
Director of Compliance

253 Broadway
Suite 602
New York, NY 10007

212. 615. 8939 tel.
212. 676. 2724 fax

BY EMAIL

June 10, 2021

Bryan Block
Chairperson
Queens Community Board No. 13
219-41 Jamaica Avenue
Queens Village, New York 11428

Re: Resolution #2021AP/249-443-(2021)C38
DETERMINATION: Compliance

Dear Chairperson Block:

On behalf of the members of the Equal Employment Practices Commission (EEPC), I write to inform you that pursuant to New York City Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity (EEO) for minority group members and women, the EEPC's Board of Commissioners has approved the attached Determination.

Thank you and District Manager Mark McMillan for the cooperation extended to the EEPC during the course of our review, evaluation, and monitoring of your agency's employment and EEO-related practices.

Sincerely,

A handwritten signature in black ink, appearing to read "Elaine S. Reiss". The signature is fluid and cursive.

Elaine S. Reiss, Esq.
Commissioner

c: Mark McMillan, District Manager, Queens Community Board
No. 13



Monitoring of Sexual Harassment Prevention and Response Practices

RESOLUTION NO.

2021AP/249-443-(2021)C38

Queens Community Board No. 13

Chairperson Bryan Block

DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s):	Total: 6		
Period Audit Covered:	January 1, 2020 to December 31, 2020		
Preliminary Determination Issued:	February 11, 2021	Response Received	February 25, 2021
Final Determination Issued:	March 8, 2021	Response Received	April 7, 2021
Compliance-Monitoring:	Required	April 1, 2021 to May 31, 2021 without extension	

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter "entities") and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities' practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC's determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Queens Community Board No. 13's Sexual Harassment Prevention and Response Practices; and

Whereas, pursuant to the audit, review, and evaluation of the Queens Community Board No. 13's Sexual Harassment Prevention and Response Practices, the EEPC issued a Preliminary Determination, dated February 11, 2021, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Distribute/post an annual Policy statement or memorandum by the Chairperson reiterating commitment to the prevention of sexual harassment.
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5. Direct employees to utilize the Borough President's Equal Employment Opportunity (EEO) Office to file an internal complaint.
6. Community Board Chairpersons, or their designees, must consult and cooperate with the Borough President's principal EEO Professional on the prevention, investigation, and resolution of sexual harassment complaints.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity submitted a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on March 8, 2021, which indicated that the following areas required corrective action: no(s). 1, 2, 3, 5, and 6; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from April 1, 2021 to May 31, 2021, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), on April 7, 2021, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the Queens Community Board No. 13 was monitored until May 28, 2021; and

Whereas, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Chairperson submitted a copy of a memorandum to staff dated May 28, 2021, which recognized the EEPC's audit and reiterated commitment to the Queens Community Board No. 13's equal employment practices; Now Therefore,

Be It Resolved, that the Queens Community Board No. 13 has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and

Be It Resolved, that the EEPC's Board of Commissioners approves the issuance of this Determination of Compliance to Chairperson Bryan Block of the Queens Community Board No. 13.

Approved unanimously on June 10, 2021.

/s/Angela Cabrera
Angela Cabrera
Commissioner/Mayoral Appointee

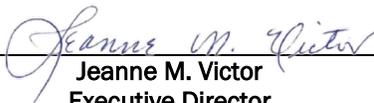
/s/Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner/Mayoral Appointee

/s/Arva R. Rice
Arva R. Rice
Commissioner/City Council Appointee

Vacant
Commissioner/City Council Appointee

/s/Aldrin Rafael Bonilla
Aldrin Rafael Bonilla
Chair/Commissioner/Joint Appointee

On behalf of all Commissioners in attendance,


Jeanne M. Victor
Executive Director



This

Determination of Compliance

is hereby issued to

Queens Community Board No. 13

*for successful implementation of 6 of 6 required corrective action(s),
thereby achieving compliance with the Equal Employment Practices Commission's
Sexual Harassment Prevention and Response Practices
from January 1, 2020 to this date.*

On this 10th day of June in the year 2021,

Jeanne M. Victor, Executive Director

*In care of Chairperson Bryan Block
and District Manager Mark McMillan*