

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

RESOLUTION #2014/801C-30: Determination of Compliance (Monitoring Period Not Required) by the Department of Small Business Services with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Discrimination Complaint and Investigation Procedures Program from January 1, 2012 through December 31, 2013.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Small Business Services' (SBS) Discrimination Complaint and Investigation Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination dated September 18, 2014, setting forth setting forth findings and the following required corrective actions:

1. In addition to the aforementioned, serve the respondent with a notice of the complaint that includes the respondent's right to respond to the allegations. Maintain in the complaint file documentation regarding the service of notice on the respondent.
2. Issue and maintain written confirmation when a complaint is withdrawn or resolved by agreement of the parties.
3. Establish a complaint procedure which requires the issuance of a Confidential Written Report within 90 days of the date the discrimination complaint was filed.

Whereas, the SBS submitted an informal response to the EEPC's Preliminary Determination on September 29, 2014 with documentation of its actions to rectify all of the required corrective actions;

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Determination on October

30, 2014 which agreed and accepted documentation for implementation of the aforementioned corrective actions and no corrective actions were remaining;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the SBS submitted a copy of the agency head's memorandum to staff dated October 16, 2014, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

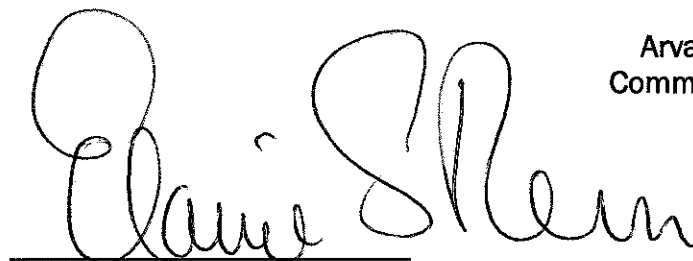
Be It Resolved, that the Department of Small Business Services has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward this Determination to Maria Torres-Springer Commissioner, of the Department of Small Business Services.

Approved unanimously on October 30, 2014.

Angela Cabrera
Commissioner

Arva R. Rice
Commissioner

A handwritten signature in black ink, appearing to read "Elaine S. Reiss". The signature is written in a cursive style with large, flowing letters. It is positioned above a horizontal line.

Elaine S. Reiss, Esq.
Commissioner