

EQUAL EMPLOYMENT PRACTICES COMMISSION

CITY OF NEW YORK

RESOLUTION #07/05-944: Pursuant to the Desk Audit of the office of the Queens County Public Administrator (QCPA) and its compliance with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) 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 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 Section 831(a)(i) this Commission is empowered to audit the equal employment practices, programs, policies, and procedures of Public Administrators; and,

Whereas, because of the offices of the Public Administrators have fewer than 15 employees, this Commission has established "Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees" and conducted a desk audit of the office of the Queens County Public Administrator to determine its compliance with those Minimum Standards; and,

Whereas, in accordance with Chapter 36, Section 832(c) of the New York 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 desk audit of the office of the Queens County Public Administrator and its compliance with the Minimum Standards for Equal Employment Opportunity for Non-Mayoral Agencies With Less Than 15 Employees, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. The QCPA did not distribute the EEO Policy Handbook, *About EEO: What You May Not Know* (DCAS, 2003 with addendums), to its employees during the period in review.
2. The agency's EEO Officer did not receive EEO training.
3. The QCPA did not provide EEO training to all current and new employees.

Be It Finally Resolved,

that the Commission authorizes the Chair to forward a letter to the Queens County Public Administrator, Lois M. Rosenblatt, formally informing her of the findings with appropriate

explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, her response to these findings within thirty days of receipt of the letter indicating what corrective actions the office of the Queens County Public Administrator will take to bring the agency into compliance with the Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees.

Approved unanimously on April 26, 2007.

Chereé A. Buggs, Esq.
Commissioner

Angela Cabrera
Commissioner



Ernest F. Hart, Esq.
Chair

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

RESOLUTION #08/06-944C: Determination of implementation by the Queens County Public Administrator's Office of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its Desk Audit of Compliance by the Queens County Public Administrator with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees from January 1, 2005 through June 30, 2006.

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 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 ensure the 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 Queens County Public Administrator's Office (QCPA), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter April 26, 2007 setting forth its findings and recommended corrective actions; and

Whereas, the QCPA submitted its response to the EEPC's preliminary determination letter, on May 18, 2007; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its final determination letter on June 14, 2007 identifying those recommendations accepted and rejected by the QCPA; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the QCPA for a period not to exceed six months, from October 2007 through March 2008, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Queens County Public Administrator's Office submitted its Final Compliance Report on October 21, 2008; 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 Queens County Public Administrator's Office 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 F. Hart, Esq., to forward a letter to the Queens County Public Administrator, Lois Rosenblatt, formally informing her that the QCPA has implemented the recommended corrective actions to the Commission's satisfaction.

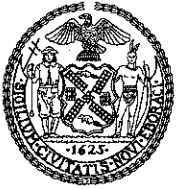
Approved unanimously on October 23, 2008.

Angela Cabrera
Commissioner

Manuel A. Méndez
Commissioner



Ernest F. Hart, Esq.
Chair



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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MEMORANDUM

TO: Queens County Public Administrator's Office Compliance File

FROM: Paul V. Laguerre, EEO Auditor/Compliance Officer *PVL*

SUBJECT: Compliance Initiation Meeting on October 3, 2007

DATE: October 10, 2007

Attendees:

QCPA: Susan B. Brown, Deputy Public Administrator

EEPC: Michelle M-Antoine, Compliance Coordinator
Paul V. Laguerre, EEO Auditor/Compliance Coordinator
Abraham May, Jr., Executive Director
Judith Garcia-Quinonez, Esq., Agency Counsel/Compliance Director

Purpose:

To discuss the audit compliance process, determine the compliance-monitoring period, and review QCPA's Response to the Preliminary Findings Letter pursuant to the audit.

Summary:

Mr. May discussed the compliance process and reviewed the compliance-reporting format. Ms. Antoine explained that QCPA will have six months to report on the implementation of each corrective action. It was further explained that the reporting period could be terminated before six months if all required actions are satisfied earlier. The EEO Officer was informed that the monthly compliance reports are due on or before the 7th business day of each month.

It was determined that the compliance reporting period will commence on October 1, 2007 and end on March 31, 2008. The first compliance report will be due on November 9, 2007. The final compliance report, signed-off by the agency head, will be due on Wednesday, April 9, 2008.

Ms. Antoine informed Ms. Brown that she would email the Monthly Compliance Report format to her. She was provided with a hard copy of the format. She was informed that each required action is to be completed on a separate page and that documentation already submitted with a previous report need not be resubmitted in subsequent reports; however, each response must be restated.

Ms. Antoine reviewed QCPA's Response to the Preliminary Findings Letter. Ms. Antoine explained that EEPC requires documentation to substantiate that the required actions have been implemented. Ms. Brown agreed to provide documentation and/or additional information for the remaining required actions.

Required action #1: Ms. Brown stated that QCPA asked the QCDA to provide EEO support and the QCDA declined. Mr. May proposed requesting EEO support from the QBPO. Ms. Antoine will forward the contact information to Ms. Brown. Ms. Brown also mentioned contacting the Bronx Administrative Law Judges office for EEO support.

Required action #2: Ms. Brown stated that QCPA and QCDA have reached an agreement that allows QCPA employees to attend QCDA EEO training seminars.

Conclusion:

Ms. Antoine told Ms. Brown that Mr. Abraham May, Jr. will issue a letter to Public Administrator Lois M. Rosenblatt regarding this meeting and the monitoring process with a copy of the Audit Compliance Monitoring Report.

- C: Abraham May, Jr., Executive Director
- Judith Garcia-Quinonez, Esq., Agency Counsel/Compliance Director
- Michelle M-Antoine, Senior EEO Auditor/Compliance Coordinator