

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

Resolution #13/31-071: Final Determination pursuant to the Audit and Analysis of the Department of Homeless Services' Equal Employment Opportunity Program from January 1, 2011 to June 30, 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 EEPD 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 Homeless Services' (DHS) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated November 26, 2013, setting forth findings and the following required corrective actions:

1. At minimum, indicate the agency is an equal opportunity employer in recruitment literature.
2. Develop and implement a plan to demonstrate accessibility for facilities where accessibility is undetermined: identify the number of locations that are accessible/non-accessible; the distribution of the agency's accessible facilities throughout the City; the distribution of job titles among accessible/non-accessible facilities; barriers in non-accessible facilities and the efforts the agency has taken to determine whether removal of barriers is readily achievable, and if so, to remove them; the agency responsible for rendering non-accessible facilities accessible. State whether the agency has applied to Department of Buildings for a waiver of the requirements for the alteration of existing facilities or if facilities are exempt.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on December 18, 2013; and

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 Final Determination on

December 19, 2013 which indicated that corrective actions nos.1 and 2 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from January 2014 through June 2014, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; 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 Commission authorizes Chair Cesar A. Perez, Esq., to forward its Final Determination to Commissioner Michelle Ovesey of the Department of Homeless Services.

Approved unanimously on December 19, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner



Cesar A. Perez, Esq.
Chair

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

RESOLUTION #2014/071C-18: Determination of **Compliance** (Monitoring Period Required) by the Department of Homeless Services with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2011 through June 30, 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 Homeless Services' (DHS) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated November 26, 2013, setting forth findings and the following required corrective actions:

1. At a minimum, indicate the agency is an equal opportunity employer in recruitment literature.
2. Develop and implement a plan to demonstrate accessibility for facilities where accessibility is undetermined: identify the number of locations that are accessible/non-accessible; the distribution of the agency's accessible facilities throughout the City; the distribution of job titles among accessible/non-accessible facilities; barriers in non-accessible facilities and the efforts the agency has taken to determine whether removal of barriers is readily achievable, and if so, to remove them; the agency responsible for rendering non-accessible facilities accessible. State whether the agency has applied to Department of Buildings for a waiver of the requirements for the alteration of existing facilities or if facilities are exempt.

Whereas, the DHS submitted its response to the EEPC's preliminary determination letter, on December 18, 2013; and

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 Final Determination on

December 19, 2013; and

Whereas, the DHS submitted its response to the EEPC's final determination letter, on January 17, 2014; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the corrective actions from January to June 2014 with no extension of the monitoring period;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the DHS submitted a copy of the agency head's memorandum to staff dated —, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his 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 Homeless 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 Gilbert Taylor, Commissioner of the Department of Homeless Services.

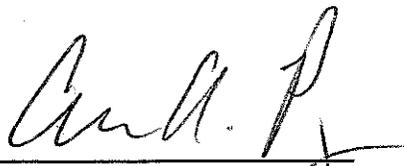
Approved unanimously on August 14, 2014.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

Memo

To: All Staff

From: Michele Ovesey, Commissioner

Copy: Fran Winter, First Deputy Commissioner
Mark Neal, Assistant Commissioner
Michael Taurisano, Assistant Commissioner

Date: November 21, 2013

Re: Commitment to Diversity & Equal Opportunity Affairs at
DHS

Understanding that people are at the core of our agency, their unique qualities, skills, and knowledge significantly contribute to the quality of our programs and services. DHS is committed to creating and developing an inclusive and diverse workforce through the use of creative recruitment, staff training and development, and retention and succession planning strategies; reflecting the diversity of our City. By acknowledging and valuing our differences, we build stronger teams, and design and implement better client programs, leading to good outcomes for our clients and staff. It is my intention to have all managers and supervisors promote a work environment that values equity and appreciates and respects the diversity of our employees; creating a framework for establishing the agency as a worldwide leader in homeless services and a model employer that promotes and attracts top talent.

I also would like to remind you that our agency's EEO program contains the following requirements:

- Managers and supervisors must conduct documented meetings with staff, at least once a year to reaffirm their commitment to the agency's EEO Policy and to discuss the right of employees to file EEO complaints with DHS' EEO Officers.
- All managers and supervisors involved in conducting employment interviews are required to attend structured

interview training.

- **Joyce Rivers is the agency's Career Counselor.** Her office is at 33 Beaver Street, Room 1257C, New York, New York 10004. Her telephone number is (212) 361.8570. Employees interested in receiving career counseling should make an appointment.
- **Rae Davis-Williams is the agency's Disability Services and 55-a Coordinator.** Her office is at 33 Beaver Street, Room 1662, New York, New York 10004. Her telephone number is (212) 361.7493.

Available online is the City's EEO Policy, which can be viewed and downloaded at:

(www.nyc.gov/html/dcas/html/resources/eeopol.shtml).

Also available online is the EEO policy handbook titled *About EEO: "What You May Not Know"*, which is provided to all employees at EEO trainings and to all new employees at orientation:

(www.nyc.gov/html/dcas/html/resoruces/eo_booklet.shtml).

I encourage all employees to use these resources and to address any questions or concerns with the agency's **EEO Officer, Mark L. Neal**, by calling him at (212) 361.7914 or the **Deputy EEO Officer, Athina McBean** at (212) 361.0659.