

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

RESOLUTION #01/28-012: Preliminary Determination Pursuant to the Audit of the Brooklyn Borough President Office's Equal Employment Opportunity Program from January 1, 1999 to June 30, 2001.

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 Brooklyn Borough President Office'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 Brooklyn Borough President Office's (BBPO) compliance with its Equal Employment Opportunity Policy, Equal Employment Opportunity Plan for 1998-2000, 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. The agency's EEO policies are not available in alternate formats for use by persons with disabilities.
2. The agency's Managerial Performance Evaluation form does not contain a rating for EEO performance.
3. The EEO Officer did not make presentations on agency EEO policies at new employee orientation sessions.
4. The Brooklyn Borough President's Office did not participate in the Section 55-A Program.
5. The agency did not appoint persons of both sexes to receive and investigate discrimination complaints.
6. The agency has not conducted EEO training for employees since December 1997.

7. The EEO Officer did not prepare an agenda for or keep notes of her meetings on EEO matters with the Chief of Staff.
8. The EEO Officer did not spend 100% of her time on EEO issues.
9. The EEO Officer was not involved in developing job recruitment strategies or selecting recruitment media, including newspapers and other publications.
10. The agency did not adhere to its EEO Plan for 1998-2000 by failing to inform the recruitment offices of local colleges with large minority populations of positions available at the BBPO.

Be It Finally Resolved,

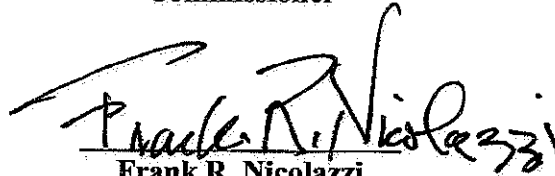
that the Commission authorizes the Vice-Chairman to forward a letter to the Brooklyn Borough President, Howard Golden, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions the Brooklyn Borough President's Office will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on December 13, 2001.

Chereé A. Buggs, Esq.
Commissioner

Angela Cabrera
Commissioner

Manuel A. Mendez
Commissioner


Frank R. Nicolazzi
Vice-Chairman

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

RESOLUTION #02/08-012C: Determination of implementation by the Brooklyn Borough President's Office of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Brooklyn Borough President's Office Charter-mandated Equal Employment Opportunity Program from January 1, 1999 to June 30, 2001.

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 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 Brooklyn Borough President's Office (BBPO), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated December 13, 2001 setting forth its findings and recommended corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor BBPO for six months, from March 2002 through August 2002, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Brooklyn Borough President's Office submitted its' Final Compliance Report on September 12, 2002; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the City's Equal Employment Opportunity Policy. Now Therefore,

Be It Resolved,

that the Brooklyn Borough President's Office has implemented ten of the eleven of 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 Also Resolved,

that the Commission authorizes the Vice-Chairman to forward a letter to the President of the Borough Brooklyn, Honorable Marty Markowitz, formally informing him that his agency has implemented ten of the eleven recommended corrective actions to the Commission's satisfaction.

Be It Finally Resolved,

that the letter request the Borough President to inform the Equal Employment Practices Commission when the outstanding corrective action, training for the male EEO Counselor, is completed.

Approved unanimously on December 11, 2002

Angela Cabrera
Commissioner

Manuel A. Méndez
Commissioner

A handwritten signature in black ink that reads "Frank R. Nicolazzi". The signature is written in a cursive style with a horizontal line underneath the name.

Frank R. Nicolazzi
Vice-Chairman



PRESIDENT OF THE BOROUGH OF BROOKLYN
MARTY MARKOWITZ

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June 26, 2002

TO: Brooklyn Borough President's Office (BBPO) Employees
FROM: Marty Markowitz
SUBJECT: Equal Employment Practices Commission (EEPC) Audit

In July 2001, the Equal Employment Practices Commission began conducting an audit of BBPO's Equal Employment Opportunity Program from January 1, 1999 to June 30, 2001. At the conclusion of the audit, the Commission recommended the following actions that BBPO has included into its program.

EEPC Recommendation: BBPO should ensure that its EEO policy is available in formats accessible to applicants with disabilities. **BBPO Steps to Comply:** The policy was prepared in the format of an audiocassette and large print for people with disabilities. Should there be a need for the policy to be accessible in Braille, the appropriate arrangement will be made with Department of Citywide Administrative Services (DCAS) to utilize the citywide policy, which is available in Braille format.

EEPC Recommendation: BBPO Managerial Performance Evaluation Form should include a rating for EEO performance. **BBPO Steps to Comply:** BBPO new evaluation forms will include a rating of the managers/supervisors' EEO performance.

EEPC Recommendation: The EEO Officer should make a presentation on the agency's EEO policies, including the discrimination complaint and investigation procedure, at new employee orientation sessions. **BBPO Steps to Comply:** New employee orientation sessions are being conducted at the end of every month.

EEPC Recommendation: BBPO should participate in the Section 55-A Program; the agency should obtain and distribute Program brochures issued by DCAS. **BBPO Steps to Comply:** Section 55-A Program brochures were disseminated to staff and placed in "new hires packages" available in the Office of Administration.

EEPC Recommendation: To insure that persons of both sexes are available to receive and investigate discrimination complaints, the Borough President's Office should appoint