

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

RESOLUTION #00/10-260: Preliminary Determination Pursuant to the Audit of the Department of Youth and Community Development and its compliance with the City Charter-mandated Equal Employment Opportunity Policy from July 1, 1997 to December 31,1999.

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 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 Department of Youth and Community Development's compliance with the city's Equal Employment Opportunity Policy; 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 Department of Youth and Community Development (DYCD) and its compliance with the City Charter-mandated Equal Employment Opportunity Policy (EEOP), the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. Although EEO policies were distributed to new employees in fiscal year '99, there is no record that this distribution was made to the entire staff.
2. Nine of twelve supervisors interviewed by EEO auditors said that they were not informed that they would be evaluated on their EEO performance and ten stated that the agency never evaluated their EEO performance.
3. Five of seven supervisors, to whom the question was applicable, indicated that they had not met with DYCD's EEO Officer, either individually or in a group setting, to discuss their rights and responsibilities under the EEOP.
4. Sixty percent of employee survey respondents and forty-one percent of supervisors interviewed said they do not know the identity of the EEO Officer.

5. DYCD did not have a male EEO Counselor available to conduct discrimination complaint investigations.
6. DYCD's former EEO Officer, who served during the audit period, did not hold regular group meetings with EEO Counselors.
7. DYCD did not properly complete complaint logs.
8. DYCD's complaint files were not properly maintained, for example, they did not contain any of the required forms related to the complaint process.
9. Thirty- three percent of employees surveyed, who responded to the question, indicated that they did not know how to file an EEO complaint.
10. All employees did not receive EEO training during the audit period.
11. There is no record that DYCD conducted disparate impact studies.
12. DYCD has not appointed a career counselor.
13. There is no documentation of meetings between the EEO Officer and agency head during the audit period.
14. The EEO Officer does not spent 100% of her time on EEO issues.
15. Although supervisors were directed during EEO training to discuss EEO policies with their subordinates, there is no record that these meetings occurred.
16. Five bulletin boards inspected by EEPC auditors did not have EEO Policies posted.
17. Four of twelve supervisors indicated that they had not received structured interview training.
18. DYCD did not properly maintain records on EEO activities.
19. DYCD did not forward quarterly EEO reports to the EEPC during the audit period.
20. DYCD has not distributed information on the 55-A program since 1997.

Be It Finally Resolved,

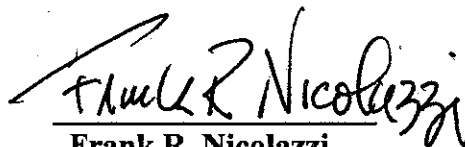
that the Commission authorizes the Vice-Chairman to forward a letter to the Commissioner of the Department of Youth and Community Development, Jerry Cammarata, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions the Department of Youth and Community Development will take to bring the agency in compliance with the New York City Equal Employment Opportunity Policy.

Approved unanimously on December 19, 2000.

Angela Cabrera
Commissioner

Manuel A. Mendez
Commissioner

Chereé Buggs
Commissioner

A handwritten signature in black ink, reading "Frank R. Nicolazzi". The signature is written in a cursive style with a large, sweeping initial "F".

Frank R. Nicolazzi
Vice-Chairman

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

RESOLUTION #01/10-260C. Determination of implementation by the Department of Youth and Community Development of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the New York City Department of Youth and Community Development's Charter-mandated Equal Employment Opportunity Policy (EEOP) from July 1, 1997 to December 31, 1999.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the (EEPC) 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 New York City (DYCD) Department of Youth and Community Development, the Equal Employment Practices Commission issued a preliminary determination letter, dated December 19, 2000 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 monitor the Department of Youth and Community Development for six months, from April 2001 through September 2001, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, DYCD's compliance period had to be extended three months; and

Whereas, the Department of Youth and Community Development did not submit its' Final Compliance Report until December 2001; 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 New York City Department of Youth and Community Development has fully implemented all twenty-one recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity requirements of Chapter 35 and 36 of the City Charter.

Be It Finally Resolved,
that the Commission authorizes the Vice-Chairman to forward a letter to the Commissioner of the New York City Department of Youth and Community Development, Jerry Cammarata, formally informing him that the agency has implemented all twenty-one recommended corrective actions to the Commission's satisfaction.

Approved unanimously on December 13, 2001

Chereé A. Buggs Esq.
Commissioner

Angela Cabrera
Commissioner

Manuel A. Méndez
Commissioner



Frank R. Nicolazzi
Vice-Chairman




DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

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JERRY CAMMARATA
Commissioner

MEMORANDUM

TO: All Staff

FROM: Jerry Cammarata
Commissioner 

DATE: April 9, 2001

SUBJECT: Equal Employment Practices Commissioner Audit

Pursuant to Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEOC) is empowered 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. (New York City Charter, Chapter 36, sections 831(d)(2) and (5)). The purpose of this audit is to evaluate the agency's compliance with the city-wide Equal Employment Opportunity Policy (EEO), not to issue findings of discrimination pursuant to the New York City Human Rights Law.

The EEOC recently completed an audit of the Department of Youth and Community Development covering the period July 1, 1997 to December 31, 1999. The EEOC made several recommendations to address our compliance with the EEO notably in the areas of recordkeeping, policy dissemination and training. All but one of the EEOC's recommendations have been complied with, and compliance with the final recommendation is underway and will be completed well within the compliance period.

I would like to take this opportunity to reaffirm this Department's strong commitment to maintaining fair employment practices for all its employees and job applicants. Any employee who believes that she or he has been discriminated against as regards the terms and conditions of employment, subjected to sexual harassment or hostile work environment, or discriminated against on the basis of a disability at DYCD should contact the EEO Officer, Ms. Kathleen Dobrowsky, at 156 William Street, 6th floor, telephone number (212) 442-6020. It is only by all of us working together will we be able to encourage and maintain a work environment that appreciates the diversity that is reflected in our staff.