

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #05/03-HDC: Preliminary Determination Pursuant to the Audit of the Housing Development Corporation's (HDC) Equal Employment Opportunity Program from July 1, 2002 through June 30, 2004.

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 HDC'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 HDC's compliance with its Equal Employment Opportunity Program, 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 has not established an EEO Program.
2. The agency's only EEO document does not conform to the Citywide EEO Policy or contain an updated list of "protected classes" under the Federal, State, or City human rights laws.
3. The agency has not officially appointed an EEO Officer.
4. The unofficial EEO Officer has not received comprehensive EEO training from the Department of Citywide Administrative Services or another appropriate agency or school.

Be It Finally Resolved,

that the Commission authorizes the Vice-Chairman, or his designee, to forward a letter to HDC President Emily Youssouf, 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 HDC

will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on April 27, 2005.

Chereé A. Buggs, Esq.
Commissioner

Veronica Villanueva, Esq.
Commissioner


Angela Cabrera
Commissioner

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

RESOLUTION #05/15-HDC/C: Determination of implementation by the New York City Housing Development Corporation of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Housing Development Corporation's Charter-mandated Equal Employment Opportunity Program from July 1, 2002 to June 30, 2004.

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, the Housing Development Corporation (HDC) maintains that as a public benefit corporation of the State of New York, Chapter 36 of the New York City Charter does not apply to it, HDC has adopted, as a matter of policy, procedures that would permit it to comply with the substance of the requirements of Chapter 36.

Whereas, pursuant to its audit of the HDC, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated April 27, 2005, setting forth its findings and recommended corrective actions; and

Whereas, HDC submitted its response to EEPC's preliminary determination letter, on May 17, 2005; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its final determination on May 27, 2005; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC was required to monitor HDC for a period not to exceed six months, from June through November 2005, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Housing Development Corporation submitted its Final Compliance Report on December 12, 2005; 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 Housing Development Corporation 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 Vice-Chair, Manuel A. Méndez, to forward a letter to the President of the Housing Development Corporation, Ms. Emily Youssouf, formally informing her that HDC has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on December 14, 2005.

Chereé A. Buggs, Esq.
Commissioner

Angela Cabrera
Commissioner

Veronica Villanueva, Esq.
Commissioner



Manuel A. Mendez
Vice-Chair

Chon



EQUAL EMPLOYMENT PRACTICES COMMISSION

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MEMORANDUM

TO: Housing Development Corporation Compliance File
FROM: Michelle M-Antoine, Compliance Coordinator *MMA*
SUBJECT: Compliance Initiation Meeting on June 29, 2005
DATE: June 29, 2005

Attendees:

HDC: Mary McConnell, Human Resources Director/EEO Officer

EEOC: Lisa Badner, Counsel
Michelle M-Antoine, Compliance Coordinator

Purpose:

To discuss the audit compliance process, determine the compliance-monitoring period, and review the Housing Development Corporation's (HDC) Response to the Preliminary Findings Letter pursuant to the audit.

Summary:

Ms. Badner and Ms. Antoine discussed the compliance process and reviewed the compliance-reporting format. Ms. Antoine explained that HDC 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 June 1, 2005 and end on November 30, 2005. The first compliance report will be due on July 12, 2005. The final compliance report, signed-off by the agency head, will be due on Friday, December 9, 2005.

Ms. Antoine informed Ms. McConnell 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.