



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Kings County Public Administrator

Agency Head: Gerard A. Cabrera, Commissioner

EEO Officer: Carol Moran (KCDA)

Audit period: January 1, 2005 – June 30, 2006

Date of Preliminary Determination Letter:

December 14, 2006

Date of Response Letter:

January 10, 2007

Date of Final Determination Letter:

January 26, 2007

Compliance Initiated:

October 2007

Compliance Completed:

March 2008

Covering Months:

October 2007 - March 2008

Date: March 19, 2008

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Desk Audit of Compliance by the Kings County Public Administrator (KCPA) with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees, the EEPC initiated Audit Compliance with the KCPA in October 2007. The KCPA's final Monthly Compliance Report was submitted on March 19, 2008.

All nine required actions were completed and accepted. The following is a summary of the compliance reports:

1. The KCPA should adopt the Citywide EEO Policy (2005) or issue an agency-specific EEO Policy that is consistent with the Citywide EEO Policy.

The KCPA has adopted the 2005 Citywide EEO Policy.

The required action was completed in January 2007.

2. The KCPA should either distribute the Citywide EEO Policy or an agency-specific EEO Policy to all current and new employees.

The KCPA distributed a hard copy of the Citywide EEO Policy to all employees. In addition, an email memo was sent to employees with a link to the EEO Policy and EEO Policy Handbook.

The required action was completed in January 2007.

3. Upon distribution, the KCPA should attach to the policy a memo from the agency

head reiterating his or her commitment to EEO and listing the name and phone number of the EEO Officer.

Commissioner Cabrera sent an email memo to all KCPA employees reiterating his commitment to EEO and informing employees that Carol Moran of the Kings County District Attorney's (KCDA) office is the KCPA EEO Officer.

The required action was completed in March 2008.

4. After implementing recommendation #1, the KCPA should post the Citywide EEO Policy Statement (Section I of the Citywide EEO Policy) or an agency-specific EEO Policy Statement in its office.

The KCPA has posted the Citywide EEO Policy Statement on the bulletin board in the main area of the KCPA office.

The required action was completed in January 2007.

5. The KCPA should distribute the EEO Policy Handbook, About EEO: What You May Not Know (DCAS, 2003 with addendums) to all current and new employees.

The KCPA has distributed the EEO Policy Handbook to all employees by email.

The required action was completed in January 2007.

6. The KCPA should appoint - and provide appropriate EEO training to - an EEO Officer or designate a trained EEO professional from another City agency to administer its EEO Program.

Commissioner Cabrera requested the KCDA's office to designate the KCDA's EEO Officer Carol Moran to administer the KCPA's EEO program. A copy of the letter of agreement between the KCPA and the KCDA offices was provided in the KCPA's January 2008 monthly compliance report. (Attached)

The required action was completed in March 2008.

7. The KCPA should provide basic EEO training to all current and new employees.

Ms. Carol Moran conducted EEO training for all KCPA employees on January 9, 2008. A copy of the EEO training attendance sheet was provided in KCPA's January 2008 monthly compliance report.

The required action was completed in January 2008.

8. The KCPA should indicate the EEO tag line in all job recruitment literature.

Commissioner Cabrera provided a copy of the agency's job vacancy notice which indicated that the KCPA is an equal opportunity employer.

Documentation was received at the Compliance Initiation Meeting in October 2007.

9. **The KCPA should disseminate an agency-wide memorandum to discuss audit findings and the changes that are being implemented in the agency's EEO program.**

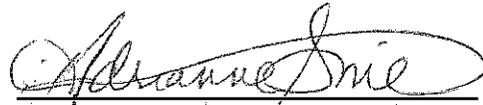
The KCPA Commissioner distributed a memorandum to all KCPA employees to discuss the EEPC audit and the audit findings. A copy of the March 19, 2008 memorandum was attached to the final monthly compliance report. (Attached)

The required action was completed in March 2008.

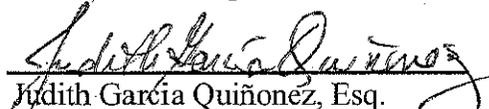
Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Commissioner Gerard A. Cabrera, informing him that the KCPA has implemented all of the recommended corrective actions to the Commission's satisfaction.

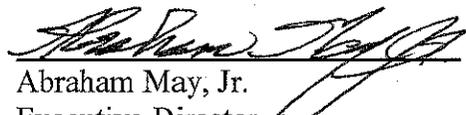
Respectfully Submitted,



Adrienne Smith
Auditor/Compliance Officer



Judith García Quiñonez, Esq.
Counsel/Compliance Director



Abraham May, Jr.
Executive Director

Attachment

Smith, Adrienne

From: Cabrera, Gerard
Sent: Wednesday, March 19, 2008 2:34 PM
To: Smith, Adrienne
Subject: FW: Equal Employment Practices Commission Audit -- Ms Carol Moran's contact information

See below.

From: Cabrera, Gerard
Sent: Wednesday, March 19, 2008 2:33 PM
To: Johnson, Earl; Lane, Toya; Love, Cenell; Meinster, Christina; Paul, Richard; Paulucci, Raymond; Tainsky, Robert; Zaman, Hena
Cc: Godby, Natasha
Subject: RE: Equal Employment Practices Commission Audit -- Ms Carol Moran's contact information

Dear Staff:

Please make note of Ms Moran's contact info below.

Carol Moran
moranc@brooklynda.org
Office of the District Attorney of Kings County
Renaissance Plaza at 350 Jay Street
Brooklyn, NY 11201
718-250-2235

Thanks.

From: Cabrera, Gerard
Sent: Wednesday, March 19, 2008 11:17 AM
To: Geszdorf, Peter; Johnson, Earl; Lane, Toya; Limardo, Victor; Love, Cenell; Meinster, Christina; Paul, Richard; Paulucci, Raymond; Tainsky, Robert; Zaman, Hena
Subject: Equal Employment Practices Commission Audit

Dear Staff:

The Equal Employment Practices Commission (EEOC) conducts audits of all city agencies. The most recent audit of the Kings County Public Administrator covered the period January 1, 2005 to June 30, 2006.

The EEOC made several recommendations to enhance the EEO practices of this agency which we have adopted. We have adopted the Citywide EEO policy (2005), distributed the Citywide EEO policy, distributed the EEO Policy Handbook "About EEO: What You May Not Know" to all current and new employees, posted the Citywide EEO Policy Statement, designated an EEO professional from another city agency (the Kings County District Attorney) to administer the EEO Program, provided basic EEO training to current and new employees, posted all job vacancy notices internally and citywide, and included the EEO tag line in all job recruitment literature.

I want to reaffirm this agency's strong commitment to maintaining fair employment practices for all its employees and job applicants. The agency is committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under this policy and encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of appreciation for diversity that is reflected in our staff.

3/19/2008

I encourage all employees to access the resources available and to address any concerns you may have to Carol Moran, our agency's designated EEO Officer.

Thank you,

Gerard A. Cabrera, Esq.
Kings County Public Administrator
360 Adams Street, Room 144
Brooklyn, NY 11201
Direct: (718) 643-3106
Main: (718) 643-3032
Email: gcabrera@kingspa.nyc.gov

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**OFFICE OF THE DISTRICT ATTORNEY, KINGS COUNTY****RENAISSANCE PLAZA at 350 JAY STREET
BROOKLYN, N.Y. 11201-2908
(718) 250-2000****CHARLES J. HYNES***District Attorney*Carol L. Moran
EEO Officer

March 4, 2008

Commissioner Gerard Cabrera
Public Administrator of Kings County
Supreme Court Building
360 Adams Street, Room 144
Brooklyn, New York 11201-3172

Dear Commissioner Cabrera,

Pursuant to your letter of request dated October 9, 2007, and with the approval of Georgia Pestana, Chief of Labor and Employment for the Law Department of the City of New York and permission of District Attorney Charles J. Hynes, the EEO staff of the Kings County District Attorney's Office agrees to act on behalf of the Public Administrator's office to conduct EEO and sexual harassment training for your staff, upon request, and to investigate alleged violations of the Public Administrator's EEO and Sexual Harassment Policy. At the conclusion of any investigation we will provide a memorandum to you, the Public Administrator, with our findings.

Sincerely,

Carol L. Moran
EEO Officer

Kings County District Attorney's Office



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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Manuel A. Méndez
Vice-Chair

Angela Cabrera
Veronica Villanueva, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Eric Matusewitch, PHR, CAAP
Deputy Director

May 6, 2008

Gerard A. Cabrera, Esq.
Commissioner
Kings County Public Administrator
Supreme Court Building
360 Adams Street, Room 144
Brooklyn, New York 11201-3172

Re: Resolution #08/01-943C: Implementation of Corrective Actions Pursuant to the Desk Audit of Compliance by the Kings County Public Administrator's Office 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 to June 30, 2006.

Dear Commissioner Cabrera:

Pursuant to Section 832 of Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the Kings County Public Administrator (KCPA) for a period not to exceed six months. The compliance period was October 2007 through March 2008. The KCPA's Final Compliance Report was submitted on March 19, 2008.

The goal of monitoring was to determine if the KCPA implemented all recommended corrective actions pursuant to our desk audit of compliance by your agency with the EEPC's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies with Less than 15 Employees from January 1, 2005 to June 30, 2006.

After completing its review of the Compliance Reports submitted by your agency, EEPC staff submitted a Compliance Summary Report for Commission review. This Commission has determined that the KCPA has implemented the recommended corrective actions as required by Chapter 36 of the New York City Charter to the Commission's satisfaction. The Kings County

Public Administrator's Office is now in compliance with the requirements of the EEPC's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies with Less than 15 Employees.

We also want to commend you for securing the support and assistance from the Kings County District Attorney's EEO Office in the administration of your agency's EEO program.

On behalf of this Commission, I want to thank you and EEO Officer Natasha Godby for the cooperation extended to the EEPC Compliance Unit during the compliance-monitoring period.

Sincerely,



Ernest F. Hart, Esq.
Chair

C: Carol Moran, EEO Officer, Office of the Kings County District Attorney