

THESE ARE NOT OFFICIAL DIRECTIVES UNTIL SAME HAVE BEEN APPROVED BY THE MAYOR AND BOARD OF TRUSTEES, AS THEY MAY BE AMENDED OR CORRECTED.

**DIRECTIVE**

TO: Al Livingston Jr., Superintendent of Electric Utilities August 12, 2015

FROM: Pamela Walsh Boening, Village Clerk

The following directive is an excerpt from the Minutes of the Board of Trustees Meeting of August 10, 2015:

It was moved by Trustee Ellerbe, seconded by Trustee Mulè that the following resolution be adopted:

**A RESOLUTION TO ADOPT AN AFFIRMATIVE ACTION PLAN AS REQUIRED UNDER THE NEW YORK STATE COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY (CDBG-DR) PROGRAM**

**WHEREAS**, the Village of Freeport is a subrecipient receiving New York State Community Development Block Grant-Disaster Recovery (CDBG-DR), funds as administered by the Governor's Office of Storm Recovery (GOSR) of the New York State Housing Trust Fund Corporation (HTFC) to assist in addressing unmet needs from either Hurricane Irene, Tropical Storm Lee, or Superstorm Sandy; and,

**WHEREAS**, participation in the New York State CDBG-DR Program requires the adoption and implementation of an Affirmative Action Plan to meet the Equal Employment Opportunity (EEO) requirements of Executive Order 11245 and other program policies; and

**WHEREAS**, the purpose of this plan is to prohibit workplace employment discrimination on the basis of age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity; and

**NOW, THEREFORE BE IT RESOLVED** by the Board of Trustees that the following Affirmative Action Plan be hereby officially adopted for implementation in the Village of Freeport's New York State CDBG-DR Program:

- 1) The Village of Freeport is committed to equal employment opportunity and as part of its Affirmative Action Plan shall:
  - a) Recruit, hire, upgrade, train, and promote in all job classifications, without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.
  - b) Base employment decisions on the principles of equal employment opportunity, and with the intent to further the Village's commitment to affirmative action;

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- c) Ensure that all terms and conditions of employment such as compensation, benefits, layoff, return from layoff, training, educational tuition assistance, and social and recreation programs, shall be administered without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.
  - d) Ensure that promotion decisions will be made in accordance with the principles of affirmative action by imposing only valid requirements for promotional opportunities;
  - e) Take action to prevent harassment or intimidation of all employees, particularly those encompassed by the Village's affirmative action efforts.
- 2) The Village of Freeport will post the federal EEO Poster in a conspicuous location.
  - 3) In all solicitations or advertisements for employment the Village of Freeport shall state that all qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.
  - 4) The Village of Freeport will maintain written employment records to demonstrate compliance with Executive Order 11246.
  - 5) The Village of Freeport will pursue opportunities to recruit and develop qualified job candidates to avoid employment barriers and to ensure equal opportunity for candidates.
  - 6) The Village of Freeport's Affirmative Action Plan will be posted on the Human Resources Office web page at [www.freeportny.gov](http://www.freeportny.gov).
  - 7) Executive Director of Human Resources has been assigned responsibility for the implementation and administration of this Affirmative Action Plan.

The Clerk polled the Board as follows:

Deputy Mayor Martinez	In Favor
Trustee Piñeyro	In Favor
Trustee Ellerbe	In Favor
Trustee Mulé	In Favor
Mayor Kennedy	In Favor

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Copy to:

<input checked="" type="checkbox"/> Auditor	<input checked="" type="checkbox"/> Court	<input checked="" type="checkbox"/> Purchasing
<input checked="" type="checkbox"/> Assessor	<input checked="" type="checkbox"/> Electric Utili.	<input checked="" type="checkbox"/> Registrar
<input checked="" type="checkbox"/> Attorney	<input checked="" type="checkbox"/> Fire Dept.	<input checked="" type="checkbox"/> Rec. Center
<input checked="" type="checkbox"/> Bldg. Dept.	<input checked="" type="checkbox"/> File	<input checked="" type="checkbox"/> Treasurer

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<u>          </u> Board & Comm.	<u>X</u> <u>Personnel</u>	<u>X</u> <u>Deputy Treasurer</u>
<u>X</u> <u>Claims Examiner</u>	<u>X</u> <u>Police Dept.</u>	<u>X</u> <u>Deputy Village Clerk</u>
<u>          </u> <u>Comm. Dev.</u>	<u>X</u> <u>Publicity</u>	
<u>X</u> <u>Comptroller</u>	<u>X</u> <u>Public Works</u>	