MICHAEL A. SIRAGUSA
ERIE COUNTY ATTORNEY

COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE
DEPARTMENT OF LAW

MICHELLE M. PARKER
FIRST ASSISTANT COUNTY ATTORNEY

JEREMY C. TOTH
SECOND ASSISTANT COUNTY ATTORNEY

February 6, 2015

Ms. Karen McCarthy, Clerk
Erie County Legislature
92 Franklin Street. 4th Floor
Buffalo, New York 14202

Dear Ms. McCarthy:

In compliance with the Resolution passed by the Erie County Legislature on June 25, 1987, regarding notification of lawsuits and claims filed against the County of Erie, enclosed please find a copy of the following:

File Name:	*Golpl, Melissa v. Erie County Department of Social Services*
Document Received:	Email Complaint
Name of Claimant:	Melissa Golpl
Claimant's attorney:	Claimant is proceeding *pro se*.

Should you have any questions, please call.

Very truly yours,

MICHAEL A. SIRAGUSA
Erie County Attorney

By: Michelle Parker
Michelle M. Parker
First Assistant County Attorney

MMP:dld
Enc.

Parker, Michelle

From:	Paixao e Silva, Daniela (OTDA) <Daniela.PaixaoeSilva@otda.ny.gov>
Sent:	Thursday, February 05, 2015 9:23 AM
To:	Parker, Michelle
Cc:	Paixao e Silva, Daniela (OTDA)
Subject:	Encrypted: Client Complaint
Attachments:	Re: Erie County Client Melisa Golpl

Dear Ms. Parker:

You have been designated by your Local Social Services District as the Civil/Human Rights Complaint Compliance Designee under 13-Local Commissioners Memorandum (LCM) -06. You are being contacted because a client complaint of discrimination has been alleged in Erie County.

On February 5, 2015 , OTDA received a verbal complaint from Melissa Golpl alleging discrimination on the basis of Disability.
As the Civil Rights Designee you are the local contact person responsible for coordinating the local investigation and drafting a report. Please ensure that you have gathered all relevant facts that either support or refute the Complainant's allegation, ensuring that all relevant sources of information are investigated. This includes contacting the client to specifically address their civil rights complaint.

We ask that you conduct your investigation of the discrimination allegation separate and apart from any program issues. Likewise, all information regarding the complaint of discrimination should be kept in a confidential folder with limited access. There should be no information regarding the discrimination complaint in the client's program files.
The Office of Temporary and Disability Assistance will make the final determination regarding the client's civil rights claim. If, upon contacting the client, she states that there has been no discriminatory act(s), please contact our office so a withdrawal letter can be sent to the client. Furthermore, this office will contact the client with regards to the investigation determination. Under no circumstances should the local district be informing the client regarding the outcome of the investigation.

We ask that you complete your investigation and submit a report to our office within 30 working days March 5, 2015.

The report should include a

- Timeline
- list of people interviewed
- documents reviewed
- prior relevant incidents
- your analysis and findings
- your method of contact to the client
- If you were able to resolve the issues, how were they resolved
- If discrimination was a factor, how was that address, and
- If the client was satisfied with the resolution

Please return by mail or encrypted e-mail to:

Ms. Jessica Vaughn
Director of the Bureau of Equal Opportunity and Diversity
Office of Temporary and Disability Assistance

40 North Pearl St. 16B
Albany, NY 12243

If you questions regarding the investigation or reporting process, please do not hesitate to call, (518)473-8555

Daniela Paixão e Silva
Administrative Aide
Bureau of Equal Opportunity and Diversity
Office of Temporary and Disability Assistance

Confidentiality Note: This message and any accompanying attachments contain information from the Bureau of Equal Opportunity and Diversity and may contain confidential information. The information is intended for the individual(s) named above. If you are not the intended recipient, be aware that any review, disclosure, copying, distribution or use of the content of this message is prohibited. If you have received this message in error, please notify the sender immediately by reply email and delete the message.