



**NOTICE**

**African American Employment Plan Advisory Council**

Quarterly Meeting (#1)  
Thursday, January 28, 2021  
10:00 A.M. – 12:00 P.M. CST  
WebEx Meeting

**Minutes**

- I. **Call to Order** - The meeting was called to order at 10:05 AM by Marrice Coverson, Council Chair.
- II. **Roll Call** – Mark Mahoney conducted roll call at the request of Marrice Coverson, Council Chair.

**A. Council Members**

<b>African-American Employment Plan Advisory Council</b>				
<b>ATTENDANCE ROSTER: COUNCIL MEMBERS</b>				
<b>Members</b>	<b>Present</b>			<b>Absent</b>
	<b>In person - Chicago</b>	<b>In person- Springfield</b>	<b>via WebEx</b>	
Coverson, Marrice (Chair)			<b>X</b>	
Batey, Gloria				<b>X</b>
Burch, William			<b>X</b>	
Coleman, Arlene Y.				<b>X</b>
Day, Carolyn			<b>X</b>	
Dunbar, Sharryon			<b>X</b>	
Ford, Kevin Anthony			<b>X</b>	
King, Maurice			<b>X</b>	
Sulamoyo, Dalitso Samson				<b>X</b>

Total: 6 members present, 0 members absent. Quorum achieved. The meeting was held via WebEx video conference to adhere to the social distancing guidelines due to the COVID-19/Coronavirus pandemic.



**B. Agency Representatives**

<b>African-American Employment Plan Advisory Council</b>				
<b>ATTENDANCE ROSTER: Agency Representatives</b>				
<b>Agency</b>	<b>Representative</b>	<b>Present</b>		
		<b>In person - Chicago</b>	<b>In person - Springfield</b>	<b>via WebEx</b>
Central Management Services	Mark Mahoney			X
	Jake Altman			X
	Terry Glavin			X
	Allison MacFarlane			X
	Radhika Lakhani			X
	Julie Langrehr			X
	Barbara McDonald			X
	Mayra Magana			X
	Valerie Cowan			X
Illinois State Police	Mary Dowdy			X
Human Services	Amelia Gavin			
	Krista Culbertson			
Innovation & Technology	Vickie Simpson			
Juvenile Justice	Jim Crowley			
Children & Family Services	Nancy Rodriguez			
	Chris Towers			
Department of Revenue	Yumria Tayyab			

Total: 10 CMS staff attended this meeting.

No General Public Present

**III. Council Items for Discussion – Marrice Coverson, Council Chair**

A. First Quarter Minutes were approved.

B. CMS Discussion Items – CMS Legal

1. A special request was made by the legal team to move their presentation at the top of the agenda due to a pressing schedule. Chair Coverson agreed to make the change.

2. Counsel Terry Glavin started the discussion on the development of Bylaws. He said the council could decide how they want the Bylaws structured according to their needs. Terry turned the discussion over to attorney Julie Langrehr. She gave an overview of how Bylaws are structured, and also spoke on Robert rules in the governance of the advisory council. Counsel Terry Glavin said they could provide a sample of the Business Enterprise Commission Bylaws and the council could extract from it as well as bring in their own Bylaws samples.
3. of Agencies the Council wants to meet with. She also suggested starting a committee to oversee the hiring within agencies.
4. Chair Coverson opened the floor for Council Members to share their opinion on whether there is value regarding establishing hiring practices. Council Member Batey recommended the Council set up a framework of what the agencies should be considering for hiring criteria. She suggested setting up a 5-point guideline to solicit the hiring agency feedback. Council Member Burch suggested the Council develop a comprehensive hiring strategy for agencies to assist with their efforts to hire African Americans. Council Member Burch agreed with Chair Coverson that it would be beneficial to have a committee. Chair Coverson asked for volunteers to serve on the committee. Council Member Burch said he would be chair of the committee; Council Members Sulamoya and Dunbar agreed to serve on the committee. Council Member Batey said she would help develop strategies and would decide at a future date if she would serve on the committee as she did not want a conflict of interest. CMS Deputy Director, Gale Alston agreed to help as well.
5. Rebecca Roussell offered to add context to help the committee. She stated that CMS could help serve as liaisons to get the Agency Directors scheduled to meet with the Council. She suggested working with the hiring agencies using WebEx and/or Zoom as a platform to recruit qualified candidates. Rebecca recommended putting recruitment strategies in place prior to the next scheduled council meeting in April to develop a timeline. Rebecca suggested she can help to drive recruitment strategies from the Employment Plan. Rebecca recommended working with Council Member Burch on developing outreach strategies before the end of this quarter.
6. Chair Coverson suggested Council Member Burch work with CMS so that the committee can work together outside of the council meeting, and to have a strategy ready for the April 2021 quarterly meeting. Rebecca said

she will send out correspondence to the hiring agencies to introduce the new committee.

C. Assigning Council Members to departments as liaisons.

1. Chair Coverson recommended the Council put this task on hold and determine how to proceed after the new committee is formed and outcomes derived from the committee are summarized.
2. Chair Coverson suggested they see what the needs of the hiring agencies are before assigning liaisons. Council Member Sulamoyo recommended the Council start with the top three agencies.

D. CMS Black History Month Events.

1. Chair Coverson inquired if CMS has any Black History events going on? If so, she suggested the Council be integrated into those events and asked how the Council can help African Americans get jobs with the State. Rebecca indicated the leadership team is working to ensure state employees know who the Council Members are. She mentioned it is important for employees to see who Members are through their photos and Bio's. Rebecca said CMS will be including them in their Newsletter, LinkedIn, and Facebook social media sites, as well sharing them with the Governor's office.
2. Rebeca stated Diversity & Inclusion is partnering with the Bureau of Personnel, Bureau of Strategic Sourcing, Bureau of Administrative Hearings, and looking to partner with other internal agencies who can participate as panelist in a two-part meeting on February 11 and February 25. Rebecca said there will be a moderator, and she will send information on the upcoming events to the Council Members.

E. Request for Director Forde to attend a meeting.

1. Rebecca stated she will follow-up with Director Forde to see if Members who have not met her personally will have an opportunity to connect with her possibly at the April 2021 council meeting. Chair Coverson met Director Forde and thinks she will be effective in doing wonderful things for the State.

#### IV. New Business – Rebecca Roussell

A. FY20 Employment Plan Report Review.

1. Rebecca showed Council Members the Employment Plan FY2020 Agency Snapshot (New Hires, July 1, 2019-June 30, 2020). This information captured the Agency, Number of New African American Hires (FY20), Total Agency New Hires (FY20) and the percentage of Total New Hires of African Americans. Rebecca showed the Council Members other employment data. Rebecca summarized how African American hires compared to other groups. She said the draft report was sent to Council Members and that the final report will follow after it is made public on February 1<sup>st</sup>.
2. Chair Coverson pointed out that many of the employment opportunities that African Americans are hired into are in lower pay classifications and pointed out African American hires are falling short in senior management positions. There are but a few agencies where African American are in senior management positions.
3. Council Member Day mentioned the geographics are another factor because a number of the senior level positions are based in Springfield. Council Member Batey stated when career opportunities are shared with the Council there is such a short window that they do not have sufficient lead time to share them with their network.
4. Gale said the new hiring reform process has afforded hiring agencies a shorter time frame to filling vacancies. Gale mentioned her team could create a tutorial and doing it from a virtual standpoint would be great.
5. Chair Coverson thanked all the Members for getting their Bio's and photos to CMS. She also thanked all the Members for getting their Ethic Statements in. Rebecca said CMS looks forward to helping improve the hiring within black communities and mentioned the 2021 Employment Plan highlights that goal.
6. Council Member Ford stated the Council should consider working with the Illinois Department of Labor as a resource. He suggested the Department of Labor and CMS work together to provide technical support along with the Governor's office on labor market data. He also suggested we look at the implementation plan and look at the hiring data of agencies. Council Member Ford said if we are going to uplift members within the community, we have to speak with the Directors of each hiring agency to help establish a mobilization plan to hire more African Americans. He also said the Council has to work closer with agencies that have low hiring numbers of African Americans to help them better prepare to meet the initiatives of hiring more African Americans. Council Member Day

agreed. Rebecca said she agrees that the Council has to mobilize because it is extremely important. She made note of the comment as a recommendation.

7. Rebecca gave an overview of the survey questions and responses received from the agencies. She indicated internships are important because of the value offered. She indicated CMS has a partnership with Chicago State University as well as the University of Springfield. Rebecca indicated there are 14 African American interns working in paid internship positions, 10 received educational credit, and 3 were not paid. She said there are 804 African American employees working as Rutan Interviewers. Rebecca noted 1,000 African Americans are participating in the Upward Mobility Program and have received tuition reimbursement.
8. Rebecca reported the action items that CMS is working on with the Council will be to craft a framework, guide, and agenda, for hiring goals and objectives. Also, to develop an agenda to recognize challenges faced and opportunities of retention. Rebecca mentioned having an open forum so that agencies know exactly what the Council Members are advocating for. Council Member Burch said it's a good idea to get the Council Members more involved. Chair Coverson said it is also a good idea to get employees involved. She suggested Council Members be more proactive in between council meetings to be more effective. Rebecca indicated we don't have resource groups but an opportunity to introduce Council Members and provide opportunities to strengthen recruitment could be accomplished.
9. Chair Coverson said it's exciting to talk with employees to let them know they are available for discussions and to develop a model as to what can be done. Council Member Ford agreed to help with that process. Chair Coverson also suggested we invite Black College Presidents to lead a discussion on best practices for diversity and inclusion. Rebecca made note of the suggestion as a consideration. Council Member Ford said to consider all of the people who are unemployed who have great skills and suggested these individuals be pursued with the help of the Illinois Department of Employment Security.
10. Chair Coverson asked for a moment of silence to remember all the individuals impacted by the pandemic and to hope for the best. She requested Council Member Ford close out the meeting with a prayer.

**V. Public Comment** - No one from the public was present.



ILLINOIS

JB Pritzker, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Janel L. Forde, Director

- VI. Adjournment** - Motion made by Council Member Ford to adjourn the meeting. Council Member Burch seconded the motion and the meeting was adjourned at 11:40AM.