



NOTICE

African American Employment Plan Advisory Council

Quarterly Meeting (#2)
Thursday, April 22, 2021
1P.M.-3P.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

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

Total: 6 members present, 3 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

African-American Employment Plan Advisory Council				
ATTENDANCE ROSTER: Agency Representatives				
Agency	Representative	Present		
		In person - Chicago	In person - Springfield	via WebEx
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

Total: 9 CMS staff attended this meeting.

No General Public Present

III. CMS Legal and CMS Items for Discussion – Terry Glavin; Mark Mahoney

- A. A special request was made by the legal team to move their presentation to the top of the agenda due to a pressing schedule. Chair Coverson agreed the change could be made.
- B. Counsel Terry Glavin started the discussion on the development of Bylaws for the African American Employment Plan Advisory Council. He said the council could decide how they want the Bylaws structured according to their preference. Counsel Terry turned the discussion over to attorney Julie Langrehr, who gave an overview of how Bylaws are developed and spoke on Robert’s Rules of Order in the governance of the advisory council. Counsel Terry said they could provide a sample of the Business Enterprise Commission (“BEC”) Bylaws as a model. He further suggested the council could provide sample Bylaws. Counsel Terry assured the council the legal team would provide full support and assistance in the development of the Bylaws.
- C. Chair Coverson suggested the legal team provide a copy of BEC Bylaws to start. She also suggested the council set up a small committee/working group (2-3 members) to develop the Bylaws. Member Day agreed that having Bylaws in

place would be beneficial and noted the language should highlight working within a virtual world. Chair Coverson suggested Barbara McDonald send correspondence to members to request participation.

- D.** Member Pastor Ford inquired of the legal team if other councils have similar Bylaws for continuity. Counsel Terry responded there is a little flexibility on the development of Bylaws given they are in compliance with state law, Robert's Rules, and the Open Meetings Act.
- E.** Jake Altman said there is a full draft of Bylaws developed by the Bureau of Personnel. He mentioned the Native American council has gotten started on the development of their Bylaws. He indicated no council has drafted Bylaws officially. CMS is reaching out to all councils to develop Bylaws. Jake noted the development of Bylaws would be based on a template and there would be similarities among each council.
- F.** Mark Mahoney asked Counsel Terry if Bylaws are reviewed by the Governor's office. Counsel Terry responded that multi-level reviews will be required. Chair Coverson said it would be good to have some idea of Bylaws at the next meeting. Mark said he and Barbara McDonald will work on that to move things along.
- G.** Mark Mahoney gave a New Hiring Process update via a power point presentation. He also gave an overview of the FY2020 Employment Plan Report. Mark acknowledged Rebecca Rousell for her work and gave an overview of the African American Plan Summary with updates on the new hires and promotions of African Americans during FY2020. Mark said the New Hiring Reform has moved toward an automated system. He provided a summary of total number of views, candidate profiles, and job postings, and said the website can be an effective tool for recruiting.
- H.** Mark highlighted the action items in the Report. An update was given on the collaboration with major outreach/recruitment partners, including Springfield Urban League, Tri County (Peoria) Urban League, Springfield Black Chamber of Commerce, and the Illinois Black Chamber of Commerce. Mark advised the council that the CMS Recruitment team has participated in virtual career/job fairs and will continue to collaborate with other employers for participation in career/job fairs. Mark shared information on the Michael Curry Summer Internship Program noting information about the Program had been shared with the council. The Program was also shared at the Spring 2021 Virtual Career & Internship Fair that the CMS Recruitment team participated in on April 20th. One African American student applied before the April 30th deadline.

- I. Mark discussed a CMS initiative to expand its outreach/recruitment downstate. A collaboration staff meeting between CMS and IDES is being scheduled to discuss recruitment/outreach strategies. Mark informed the council that CMS hosts a monthly “Statewide Recruitment Call” to discuss best practices for recruiting diversity candidates. The Statewide Recruitment calls are well attended by the Human Resources Managers and Recruiting staff of each hiring agency. Some effective agency recruitment models were shared on the Statewide call by the following agencies: Illinois Department of Corrections, IOC (March 2021) and the Illinois Department of Human Services, DHS (April 2021). Their presentations were well received by hiring agencies on the strategies they use to identify, attract, and secure qualified diversity candidates while considering their underutilization. Mark advised the council the African American Employment Plan has been filed with the Governors’ office.
- J. Chair Burch noted, in response to Mark’s presentation, that tracking promotions of African American employees is very good.
- K. Jake shared with the council members that the Illinois Department of Revenue is gearing up to fill several Revenue Tax Specialist Trainee positions. He said the position no longer requires an automated multiple-choice exam. Jake will notify the council members as soon as the positions are available for posting. Member Pastor Ford said he had a very successful recruitment event with the Illinois Department of Revenue and Barbara McDonald with the Diversity Enrichment Program. He said the event was successful as it resulted in several candidates being hired.
- L. Member Pastor Ford asked Jake if there was a mechanism in place for council members to receive a master list of job openings with open/close dates vs. going to the website. He acknowledged it was good CMS is sending job announcements to the council members. Mark agreed with Member Pastor Ford that CMS could be more strategic with job openings, that is important to know our audiences, and that it is a work in progress.

IV. Council Items for Discussion – Marrice Coverson, Council Chair

- A. Chair Coverson recommended the minutes of the January 28, 2021 meeting be approved. Council Member Burch moved to accept the minutes as presented. Member Pastor Ford seconded the motion. First Quarter Minutes were approved.
- B. Chair Coverson and council members commented on the report presented with a few recommendations to improve diversity. Chair Coverson suggested there be more African Americans on the interview panel. Mark Mahoney responded that it is one of the challenges that is being addressed. Chair Coverson suggested if we

are interested in expanding our outreach/recruitment efforts, we target downstate colleges and universities and look at affordable housing opportunities for candidates interested in working downstate. She said it is important our recruitment efforts be effective.

- C. Chair Coverson said the Bylaws committee/working group will work with CMS legal team to develop the African American Employment Plan Bylaws for the council.
 - D. Chair Coverson asked about the status of the replacement for Rebecca. Mark said it would be soon and the council would be notified as soon as an official announcement is made.
 - E. Chair Coverson suggested that the discussion on forming an Agency Hiring Committee and how to approach Agencies be put on hold.
- V. **Public Comment** - No one from the public was present.
- VI. **Adjournment** - Motion made by Council Member Ford to adjourn the meeting. Council Member Burch seconded the motion, and the meeting was adjourned at 2:12 PM.