

**African American Employment Plan Advisory Council**

Quarterly Meeting (#3)

April 27, 2023 | 10:00 AM – 12:00 PM

Minutes

I. **Call to Order** - The meeting was called to order by Chair Coverson

II. **Roll Call** – Chair Coverson

A. **Council Members**

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

Total: 6 members present, 2 members absent. Quorum achieved. The meeting was held via WebEx video conference.

B. Agency Representatives

African-American Employment Plan Advisory Council				
ATTENDANCE ROSTER: Agency Representatives				
Agency	Representative	Present		
				via WebEx
Central Management Services	Dir. Raven DeVaughn			X
	Mark Mahoney			X
	Patricia Young			X
	Patricia Santoyo-Marin			X
	Jake Altman			X
	Arthur Sutton			X
	Mayra Magaña			X
	Araceli Morales			X
	Marcial Benitez			X
Illinois State Police	Mary Dowdy			X
Human Services	Krista Culbertson			X
	Amelia Gavina			X
	Angela Parker			X
	Patrick Morris			X
Innovation & Technology	Vickie Simpson			X
	Jason Barth			X
	Jason Thoron			X
	Hannah Rabideau			X
Children and Family Services	Christopher Towers			X
Healthcare and Family Services	Derrick Davis			X
	Jenny Aguirre			X
	Tanya Ford			X
	Terri Shawgo			X
Financial and Professional Regulations	James Bryant			X
Department of Aging	Cheryl Barrett			X
Department of Employment Security	Tina Tiliks			X
Department of Human Rights	Martin Duncan			X
Dept of Corrections	Howard Moore			X
Dept of Revenue	Phyllis Tate			X

Total: 9 CMS and 20 other agency staff attended this meeting.

C. General Public

Illinois Association of Minorities in Government
Ken Page present via Webex
Xadrian R. McCraven present via Webex

Illinois Nurses Association
Rick Loza present Via Webex

III. Council Discussion Items

A. Approval of the Q1 February 23, 2022 Meeting Minutes

Council Member Burch motioned to approve. Council Member Batey seconded the motion. All were in favor, the motion passed, and the meeting minutes were approved.

IV. Leadership update by CMS

A. Introduction of Raven DeVaughn CMS Acting Director

Patricia Santoyo-Marin introduced the new CMS Acting Director, Raven DeVaughn. Acting Director Raven DeVaughn shared some of her professional background and the diversity efforts that were incorporated into those roles. Acting Director DeVaughn stated that she sees the importance of the meetings and plans not be a stranger and looks forward to working with the Council to advance the work that they lead and diversity in the State.

Chair Coverson thanked Acting Director Raven DeVaughn for making the time to attend the meeting, acknowledging her busy schedule.

B. Administrative Changes

Mark Mahoney, CMS Assistant Director, shared background information about CMS portfolios and that through recent reorganization D&I will return to portfolio of the Chief Administrative Officer. D&I will report to Sarah Kerley is the current Chief Administrative Officer, Sarah was in commute to Chicago so she could not be present at the meeting, but the Council can anticipate more involvement from Sarah going forward.

V. CMS Updates

A. Report on All Council Chairs Meeting

Patricia Santoyo-Marin, Deputy director of D&I reported an overview of the All Council Chairs Council meeting that took place at the close of the 2022 Calendar year. The meeting provided the opportunity for all four Employment Plan Council Chairs to meet and share what they are working on and to identify some common denominators in Council initiatives and practices. Patricia shared some key takeaways from the meeting noting outreach efforts

and D&I goals. She also noted that the Governor's Office Chief Equity Officer was also present at the meeting and information was presented on how the goals of the Employment Plans relate to the Diversity, Equity, and Inclusion goals that are reported to the governor's Office.

B. CMS Outreach and recruitment

Patricia Santoyo-Marin, Deputy director of D&I reminded the council to share information regarding outreach events and celebrations in the Community so the state can maximize engagement within the communities. The State can conduct outreach and build relationships with the community through non-conventional outreach opportunities. Patricia noted participation in the Bud Billiken Parade as an example of an event that would allow the community to see the state as a partner in their collaborative celebration.

C. State Workforce Diversity Update

Patricia Santoyo-Marin, Deputy director of D&I shared a dashboard created by the data team that will allow the reporting of more current workforce data for the council. It will allow for a deeper dive into demographic data in various aspects of the hiring sequence such as the "Ready to Hire" step and "Hired" step.

Jake Altman Assistant Deputy Director of CMS Bureau of Personnel explained that the "Ready to Hire" step represents candidates that have completed background checks and other steps prior to accepting a position and the "Hired" Step is where the individual has accepted the position and has started in their new role.

Council Member Day asked if geographical locations of the "Hired" are identified in the dashboard. Patricia noted that that is one of the features that is currently being developed by the data team.

Council Member Batey asked if there is a way to add a leadership metric along with the geographic data that Council Member Day requested. Patricia noted that the combination of geographic data in combination with the senior leadership hires is something that is still in draft form, but dashboard does have the information regarding the representation within the senior leadership hires.

Chair Coverson inquired about the timeline of an applicant going through the process from application to hire. Jake Altman noted that he would be able to gather that information and share that with the council after the meeting.

D. Coordinator position update – Patricia Santoyo-Marin

Patricia Santoyo-Marin, Deputy director of D&I shared that Tony Lozzi, who was supporting the council previously, has transitioned to a different role at CMS. Patricia updated that interviews are being scheduled in the next few weeks for the African American Employment Plan Coordinator. The person who fills this role will be supporting the council and facilitating the meetings.

I. Presentation of agency efforts towards recruitment goals by the following agencies:

Before presentations began Chair Coverson noted that she would like agencies to highlight information on the representation at the leadership levels within their presentations.

A. Aging

Cheryl Barret of the IL Department on Aging presented on behalf of Robin Tucker who was not able to present due to an emergency.

Cheryl shared Aging is a small department with a staff of about 150 people. She noted that as of quarter third quarter of the fiscal year 30.14% of the agency employees are minorities and 16.44% of the department is African American.

She noted that recent changes to their human resources department include the new Human Resources manager who is an African American woman and noted that 40% of the department are people of color. In the EEO category of Officials and Administrators the agency has 39 employees of which 7 are African American Women.

She also noted that the agency currently is in hiring mode and has a quite a few of vacancies that are bargaining unit positions which will likely be filled by individuals with contractual rights. One trend she noticed that when positions do open up to be filled externally, she is seeing that the applicant pool is more diverse which she attributed to a combination to the agency's and CMS's outreach efforts along with that of the Employment Plan Councils. She noted the implementation of DEI and Unconscious Bias Training, and SAGE Trainings as requirements for all interviewers. Each interview panel includes people of color, and they are working on also including individuals with disabilities.

They are working on developing contacts in various communities to engage diversity and leveraging virtual capabilities to increase reach into various communities. The agency encourages employees to participate in conferences and networking.

She noted that there seems to be a difficulty more in the diversity of the mid-range positions and within her agency some people in the mid-range have noted that they did not want to move into leadership roles.

B. Employment Security

Tina Tiliks, Compliance reporting Supervisor for the IL Department of Employment Security reported that as of the end of the last reporting period, March 31st, the agency had 1,057 employees of which 29 to 30 percent are African American. In the last 3 quarters they had 54 hires of which 23 were African American. The agency had 26 promotions, of which 9 were African American. That agency has 90 individuals in officials and administrators positions, which they consider leadership roles (PSA/SPSA), of which 50 are African American. Of the agency's executive staff, the highest staff within the agency, there are total of 18 staff of which 10 are African American individuals. She noted that the agency has been implementing various recruitment strategies including partnerships with various community-based organizations. They participate in job fairs and workshops both virtually and in person and promote via email blasts and social media and the IDES website. They also leverage their reemployment services department and share opportunities with the database of people collecting unemployment. The agency has a unit for employment services that does dedicate their staff to targeting areas in need and works with the Recruitment and Selection Manager and the Human Resources Manager to make sure the agency achieves its goals. The agency has also started its own DEI Council that meets monthly in addition to the statewide meetings that the EEO Officers and managers attend statewide. They use the goals from the actions plans to guide their efforts.

C. Human Services

Amelia Gavina Recruitment Manager of the IL Department of Human Services shared details of their Recruitment efforts and goals of their recruitment efforts. They have a team of three recruiters and are aiming to increase their team by three more staff, one in Springfield and two in Chicago. They focus on both in person and virtual recruitments in underutilized regions. Their diversity efforts also include developing and maintaining affiliations and relationships with minority, professional organizations, student groups, and diversity related councils. They establish their diversity brand by promoting their racial equity mission and vision statement and including diversity images. They use multiple platforms to post their vacancies. In 2022 they attended 261 events and had 10,150 attendees. They also prerecorded a virtual recruitment presentation and created recruitment flyers for seniors and distributed to all Illinois high schools and recently started having recruitment events at their developmental centers. Recruitment events are shared via various platforms and through various community partners. They have initiated an intentional focus on underutilized regions targeting multiple community platforms and facilities. The communications and media team shares vacancies and outreach event information weekly via social media.

Krista Culbertson of IL Department of Human Services shared the agency's workforce numbers. She noted that in senior leadership the agency currently has 73 employees of which 15 or 21% are African American. In the PSA/SPSA category there are 652 individuals and of those 181 or 28% are African American. In the Code Employee category, the agency has 12,831 employees of which 4,586 or 36% are African American. In the last quarterly report submitted to Human Rights the previous week, it was noted that the agency had 447 total hires of which 45% were African American. The agency had 109 promotions, of which 37 or 34% were African American. The agency started the fiscal year with 26% African American underutilization and as of the third quarter they are at 11% African American underutilization statewide.

Council member requested that the agency share their slide deck and workforce data with the council.

Krista asked how they can share opportunities with the councils. Chair Coverson indicated that she could share with Patricia and she can share with the council and the council can then distribute with their communities and networks.

Due to time restrictions the remaining agency presentations were tabled until the following meeting. Chair Coverson requested that future presentations also include information regarding Veterans both outreach efforts and current workforce numbers.

VI. New Business

A. Vote on time change

Chair Coverson opened the discussion of changing the time of the meeting. After some discussion the chair recommended alternating the times between morning and afternoon to accommodate schedule conflicts of council members who cannot attend either a either the morning or the afternoon time. The council no longer had a quorum so the vote will be tabled and added to the Council Discussion items for the next (Q3) meeting.

B. Employment aspect of Four Pillars of Economic Development

Chair Coverson shared some thoughts she had for the council after having a conversation with a Cook County commissioner about the four pillars of economic development. She thought perhaps it would be good to have a presentation with herself or someone from the council, someone from the City, someone from the County, and someone from the State or start with someone presenting on the topic to the Council to incorporate into the goals of the council. Chair Coverson asked both Mark Mahoney and the Council their feedback on the idea and the possibility of forming a committee to aide with this.

Mark Mahoney, Assistant Director stated that if that is the direction the council wanted to head in that they would be supported and that an opportunity to incorporate those goals would when setting out the annual goals in the Employment Plan Report.

All Council Members that were present all shared their support of the idea and forming an ad hoc committee to work in this.

Chair Coverson Invited Xadrian McCraven of IAMG to also join the ad hoc committee. He shared his contact information in the chat for Chair to Connect with him regarding the committee.

VII. Public Comment

Xadrian R. McCraven, of the Illinois Association of Minorities in Government (IAMG) share some of the history of the establishment of the organization and the multiple levels of government with which the organization is involved which spans, state, local, and municipal government bodies, and their efforts to increase diversity representation within those levels of government. Xadrian shared that IAMG wants to work with the council and continue to work with state entities on shared goals of collaboration in increasing diversity and representation.

Prior to adjournment Council member Ford Share information regarding a Peace Rally on May 5th from 7am to noon that will aim to reach out into the community to help young men and women as it relates to housing employment, and some other issues in the African American community and would like to share the information. He would like to see if the state would come on down and to sit in on one of the breakout sessions. The City of Chicago is already scheduled to be in attendance. Chair Coverson noted that he could send the information to Patricia and that she would reach out to him directly to see how she can be of service with this.

Rick Loza, Staff Specialist of the Illinois Nurses Association, representing employees in Various State Agencies. He wanted to share concerns within the nursing field. He noted some initiatives that would help with the economic hurdle that comes with obtaining licensure. He noted some incentives that should be considered, such as tuition reimbursement. He also noted that contracted individuals are earning wages much higher than many of their members. He recommended looking at different avenues in addressing the shortage aof nursing stafee and shared that Illinois Nurses Association is happy to partner with the State, CMS, and the Council. Rick Loza shared his contact information in the chat so he can be reached for partnering and collaboration. He looks forward to working with those that would be willing to work with the organization.

VIII. Adjournment

The council no longer had a quorum. The meeting was adjourned by Chair Coverson.