



**African American Employment Plan Advisory Council**

Quarterly Meeting (#2)

May 9, 2024 | 2:00 PM – 4:00 PM

**Minutes**

- I. Call to Order** - The meeting was called to order at 2:04pm by African American Employment Plan Coordinator, Hiram White.
- II. Roll Call** – Conducted by African American Employment Plan Coordinator, Hiram White.

**A. Council Members**

African-American Employment Plan Advisory Council			
ATTENDANCE ROSTER: COUNCIL MEMBERS			
Members	Present		Absent
	In Person	via WebEx	
Coverson, Marrice (Chair)		X	
Batey, Gloria		X	
Burch, William		X	
Day, Carolyn		X	
Dunbar, Sharryon			<b>Dialed in</b>
Ford, Kevin Anthony		X	
Hightower, Andy			<b>X</b>
King, Maurice		X	

Quorum: Six of eight council members present (five required); Quorum achieved.

## B. Agency Representatives

African- American Employment Plan Advisory Council				
I ATTENDANCE ROSTER: Agency Representatives				
Agency	Representative	Section	Present: In person	Present: via WebEx
		Position/Title		
Central Management Services (CMS)	Patricia Santoyo-Marin	Deputy Director Diversity & Inclusion		X
Central Management Services (CMS)	Sarah Kerley	Chief Administrative Officer		X
Central Management Services (CMS)	Mayra Magana	Diversity & Inclusion HR Specialist		X
Central Management Services (CMS)	Hiram White	African American EPAC Coordinator		X
Central Management Services (CMS)	Arthur Sutton	EEO		X
Central Management Services (CMS)	Ramiro Martinez	Diversity & Inclusion Intern		X
Central Management Services (CMS)	Kevin Jeong	Asian American EPAC Coordinator		X
Central Management Services (CMS)	Aundra Williams	Asst Director		X
Central Management Services (CMS)	Patricia Young	CMS HR Director		X
Abraham Lincoln Presidential Library & Museum	Marlene Allen	HR Director		X
Agriculture (IDA)	Heather Humphrey	BC of HR		X
Aging (AGE)	Robin Tucker	HR Administrator		X
Veterans Affairs (IDVA)	Beatris Gonzalez	HR Director		X
Veterans Affairs (IDVA)	Alexandria Puccetti	HR Deputy Director		X
Employment Security (IDES)	Laron Cole	Director of Labor Relations		X
Juvenile Justice	Jim Crowley	HR Director		X
Insurance (IDOI)	Melina Tomaras-Collins	HR Director		X
Financial and Professional Regulations	George Cotton			X
Healthcare & Family Services ((DHFS)	Derrick Davis			X
Healthcare & Family Services ((DHFS)	Terri Shawgo	Deputy Director		X
Natural Resources (DNR)	Eric Shirley	EEO/AA Officer		X
Human Services (IDHS)	Krista Culbertson	Executive II		X
Human Services (IDHS)	Amelia Gavina	Recruitment Manager		X
Human Services (IDHS)	Daniel Kuznetsky			X
Illinois Gaming Board (IGB)	Dovie Shelby	DEI Program Manager		X
Transportation (IDOT)	Adam Graham	Civil Rights BC		X
Transportation (IDOT)	Deborah Williams	Diversity & Recruitment		X
Innovation and Technology (DoIT)	Jason Barth	Director – Human Resources		X
Innovation and Technology (DoIT)	Vickie Simpson	EEO/AA Officer		X
Commerce & Economic Opportunity (DCEO)	Brandy Evans	Deputy Director HR		X
Commerce & Economic Opportunity (DCEO)	Teri Morris			X

<b>Commerce &amp; Economic Opportunity (DCEO)</b>	Christopher Gasperi			<b>X</b>
<b>Department of Corrections (DOC)</b>	Howard Moore	EEO/AA Officer		<b>X</b>
<b>Illinois State Police (ISP)</b>	Mary Dowdy	EEO		<b>X</b>
<b>Illinois Tollway</b>	Jyoti Rao	Pipeline Partnership Liaison		<b>X</b>
<b>Illinois Tollway</b>	Brittany Banks	Recruiter		<b>X</b>

Total: 9 CMS and 18 other agency staff attended this meeting.

## **C. General Public**

### **III. Old Business**

#### **A. Approval of the November 2<sup>nd</sup>, 2023, Fourth Quarter Meeting Minutes**

Chair Coverson ask for a motion to approve the fourth quarter minutes. Council member Burch motioned to approve the November 2nd, 2023, meeting minutes and seconded by Council Member Batey. All in favor. No one opposed.

#### **B. Approval of the February 8<sup>th</sup>, 2024, First Quarter Meeting Minutes**

Chair Coverson ask for a motion to approve the first quarter minutes. Council member Burch motioned to approve and seconded by council member Batey. All in favor. No one opposed.

### **IV. CMS Updates**

#### **A. Staffing Updates from CMS**

- D&I Deputy Director, Patricia Santoyo-Marin, shared with the council, the continuous staffing growth and as positions are posted statewide through the variety of state agencies, we will continue to share with the council by African American Employment Plan Coordinator, White, to relate these positions to the Black community to ensure diverse candidates.
- CMS Chief Administrative Officer, Sarah Kerley shared the state is undergoing a technology, Human Resources transformation and this includes technology solutions. There has been the work of removing barriers in the processing aspect to allow more applicants to apply and be hired in state government. The data CMS reports to the council is just Personnel code pulled from the mainframe system that CMS owns. This does not capture those outside the Personnel code.
- CMS Chief Administrative Officer, Kerley additionally shared with the goal is to have the state workforces within one location for data reporting. In the last six months of 2023, the number of employees working for the State of Illinois increased by 5%. The net increased more than 2,235 additional headcounts. Although the demographic group changes were not huge, it illustrates a net diverse increase within the workforce.
- Chair Coverson thanked CMS Chief Administrative Officer, Kerley and asked how we will be able to pull out the number of individuals hired in management positions. CMS Chief Administrative Officer, Kerley shared on providing the non-union titles. CMS D&I Deputy Director, Santoyo-Marin, additionally added that as the new system is being

created, this information and where applicants are in the hiring pipeline, even their demographics will be included in the quarterly reports.

- CMS Chief Administrative Officer, Kerley shared the total African American employees in 2023 were 20.29% and the non-exempt management was 19.30%, as the Exempt Senior Leadership was 20.67%. CMS D&I Deputy Director, Santoyo-Marín further shared this is the insight to having an African American Employment Plan Coordinator on board to assist with developing initiatives and providing insight to how African American state employees may perceive leadership opportunities and why the African American state employee may be hesitant to apply to leadership opportunities.

## **B. CMS Outreach and Recruitment**

- African American EPAC Coordinator, Hiram White, highlighted for the council the recruitment efforts and the external partners made with the African American community. CMS continues to partner with the Chicago Urban League, Illinois Black Caucus Foundation and continues to establish new partnerships with organization such as the Divine Nine, AKA, the Fire House Community Art Center, and Goodwill.
- African American Employment Plan Coordinator, White discussed the numerous career fairs he attended:
  - 6th Ward Alderman William Hall Career Fair held on February 15<sup>th</sup>, 2024.
  - Career Fair hosted by Chicago Urban League partnered with AKA on February 29<sup>th</sup> 2024.
  - Spring Career Fair at Governor's State University on April 24<sup>th</sup>, 2024.
  - The Citywide Career Fair held in Malcolm X College on April 25<sup>th</sup>, 2024.
- African American Employment Plan Coordinator, White discussed events where he gave presentations or was part of the panel. He stated how these panel discussions are important to building relationships with the external organizations, partnering with state agencies, and educating the African American community on state government career opportunities:
  - CMS D&I Community Partner Summit in Honor of Black History Month on February 8<sup>th</sup>, 2024.
  - University of Chicago 4th Annual Hire Black Harris Panel Discussion held at the Harris School of Public Policy on February 8<sup>th</sup>, 2024.
  - CMS Live: The Black Experience as an Illinois State Employee and Pathways to the Future held on February 23<sup>rd</sup>, 2024.
  - Olive-Harvey College Government Agencies Informational Session held on March 18<sup>th</sup>, 2024.
- Council Member Day thanked African American Employment Plan Coordinator, White for the very thorough and detailed report. Council Member Burch thanked African American Employment Plan Coordinator, White and further agreed with Council Member Day, that this may have been the most comprehensive report and agenda that the council has heard.

## **V. Presentation of agency:**

- No agencies were called upon to present during the meeting.

## **VI. New Business**

### **A. Realignment of EPAC Quarterly Meeting Scheduled for FY24 and FY25**

- African American Employment Plan Coordinator, White highlighted to the council the current Employment Plan Advisory Council meetings schedule model uses the calendar year (Jan – Dec). He suggested aligning the EPAC meeting with the state fiscal year model (July – June). This will help with the reporting of the annual budget and the African American EPAC Annual Report.
  - Council member Burch motioned to align the calendar meeting year along the State of Illinois. Council member Day seconded to approve the alignment of calendar meeting year to the State of Illinois. All were in favor and of the alignment being approved.
- Chair Coverson proposed new dates and times of the meetings to comply with the new alignment. Chair Coverson asked the council which time would be best for everyone.
  - Council Member Day shared on moving to adapt the meeting hours from 2:00pm-4:00pm and second by council member King.
  - Council Member Day asked Chair Coverson if it is too late to have the council discuss the potential conflict and Council Member Burch further shared with also asking to discuss.
  - Council Member Ford discussed how moving the meeting to mornings (AM) is not a personal preference, but it is professional preference. When we start having actual in-person meetings at sites throughout the state, it is extremely challenging to get to downtown Chicago and other areas at 2:00pm in the afternoon with rush hour. Now the business side, it is logical to take care of business in the morning. People are far more mentally sharp, and this is logic to have these meeting in the morning.
  - Chair Coverson allowed members to vote, and it was three votes for having the meetings from 2-4pm and one vote for the mornings. The council voted 4-2.

### **B. Proposal for New Questions into the FY25 Employment Plan Survey**

- African American Employment Plan Coordinator, White shared with graphs, stating the number of African American Employees in the state has been consistently at 22%. This data can be found in the [African American Employment Plan Annual Report](#).
- African American Employment Plan Coordinator, White offered recommendations or suggestions and welcomed Chair Coverson to open the conversation to the council.
  - Chair Coverson opened the discussion to the council and asked if this is appropriate time or would the council like to take some time and turn something in by end of next week to the African American Employment Plan Coordinator, White.

- Council Member Day stated she shared her concerns via the conversation in one-on-one with the African American Employment Plan Coordinator, White and there is nothing more to capture. Council Member Burch shared of having some concerns information with the African American Employment Plan Coordinator on one-on-one sessions as well. Council Member Ford had no further recommendations.

### **C. Identify Agencies requested to present during FY25 Quarterly Meetings**

- African American Employment Plan Coordinator, White discussed selecting 8-10 agencies, report to the council in FY25. Chair Coverson opened the discussion.
  - Council Member Day mentioned she would like to continue a conversation with the State Police (ISP).
  - Council Member Batey shared after looking at the data presented by African American EPAC Coordinator White, the council should investigate meeting with Corrections (DOC). In Which Chair Coverson further added on wanting to have this agency present to the council as well as having CMS report as well.
  - Chair Coverson shared on having DCFS report on leadership positions.
  - D&I Deputy Director, Santoyo-Marin recalled from previous meeting, that the council provides State Fire Marshal and if the data is correct from the last report.
  - Council member Burch suggested on Health and Family Services. African American EPAC Coordinator White shared with the council of noting six agencies. If the council had other agencies, please send an email.

### **D. Discuss Establishing a Chair and Vice Chair**

- African American EPAC Coordinator, White shared for those who weren't aware, in the last meeting Chair Coverson will be stepping down as Chair. Chair Coverson will be serving as part of the council for the rest of the year. Chair Coverson open the conversation for discussion and addressed on first nominating a Chair.
  - Council Member Day nominates Council Member Batey and Council Member Batey nominated Council Member Day. Council member Day declined the nomination. No other nominations. Chair Coverson congratulated Council Member Batey as the new Chair for next meeting.
  - Chair Coverson opened discussion for the nomination for Vice-Chair. Council Member Day nominated Council Member Burch for Vice-Chair. No other nominations. Chair Coverson congratulated Council Member Burch as the new Vice-Chair for next meeting.

### **E. Discuss the status of the African American EPAC By-Laws**

- Chair Coverson recalls that the council had bylaws and had members come in from the state and is not sure what happened to those lawyers.
  - D&I Deputy Director, Santoyo-Marin, shared that CMS D&I did connect with

the legal team of CMS to find those copies, to find out the attorneys who were working on this, are no longer with CMS. D&I Deputy Director, Santoyo-Marín, further added on sharing a template with the African American EPAC Coordinator, White to share with the council to see if this promotes a memory to make the adjustment. Chair Coverson agreed that was fine and for council members to check their email in search of past bylaws.

- Chair Coverson mentioned recalling some items that the council wanted to remove from the bylaws and will work with the African American EPAC Coordinator, White, new Chair and Vice-Chair, to have this done by the next meeting.

**F. Discuss Q3 EPAC in person meeting location to be held on August 8th, 2024, downstate.**

- Chair Coverson opened the discussion and asked if the council members could be present since the last meeting, there were only two council members present. Council member Day is happy to provide a space at one of the Black United of Illinois. African American EPAC Coordinator White shared on securing a location by the end of June to be ready in August. White declared he will work with the New Chair and Vice-Chair and other council members, to provide suggested locations as well.
- D&I Deputy Director, Santoyo-Marín, thanked Chair Coverson for her service as well for allowing us to continue to grow with within her leadership and for her patience, as we aim to grow capacity to support the vision and the efforts of the African American EPAC.

**VII. Public Comment**

- No public comments.

**VIII. Adjournment**

- Meeting was adjourned by Chair Coverson at 3:42pm.

