



African American Employment Plan Advisory Council

Quarterly Meeting (#4)

Thursday, November 4, 2021

1PM CST

WebEx Meeting

Minutes

I. **Call to Order** - The meeting was called to order at 1:05 PM by Chair Coverson

II. **Roll Call** – Barbara McDonald

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	
Hightower, Andy			X	
King, Maurice			X	
Sulamoyo, Dalitso Samson				X

Total: 7 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
	Patricia Santoyo-Marin			X
	Jake Altman			
	Terry Glavin			
	Allison MacFarlane			X
	Radhika Lakhani			
	Julie Langrehr			
	Ayesha Patel			X
	Nina Ninfo			
	Barbara McDonald			X
	Mayra Magana			
	Valerie Cowan			
Financial & Profess. Regulations	Terry Bennett			
Illinois State Police	Sherise Gipson			X
Human Services	Amelia Gavin			X
Innovation & Technology	Vickie Simpson			
Dept. of Corrections	Tamara Brown			
Children & Family Services	Nancy Rodriguez			X
	Christopher Towers			
Department of Revenue	Yumnah Tayyab			X

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

C. General Public

No General Public.

III. Council Discussion Items

A. Approval of July 15, 2021, Minutes (3rd Quarter)

1. Motion was made and seconded to approve the July 15, 2021, minutes. The minutes were approved.
- B.** Review, make additions as needed, and approve the African American Employment Plan Advisory Council Bylaws.
1. There was a discussion of the Bylaws and whether other Councils had approved the Bylaws based on the template provided.
 2. Mark Mahoney stated the process is standard and information will be shared via a link through the website. CMS will work together on that process. He stated the only Council that has approved their Bylaws to date is the Native American Employment Plan Advisory Council.
 3. CMS Legal Counsel, Allison MacFarlane, will pass on information discussed regarding the Bylaws to other legal counsel members.
 4. Chair Coverson asked Gloria Batey if she could go through the Bylaws again and member Batey noted she did not have anything else to add to the Bylaws. Chair Coverson asked the council members if the Bylaws should be tabled until the next meeting. The council members agreed that the Bylaws should be tabled until the next meeting.

IV. CMS Discussion Items

- A.** Update on the Employment Plan Survey
1. Patricia Santoyo-Marin said information on the survey would highlight how many applicants were hired during the quarter. Demographic questions were asked via a survey and was sent out to the hiring agencies.
- B.** Update on new Educational Outreach Plan
1. Patricia said CMS has developed an outreach plan to provide information about how we go out and recruit and look at models to build robust demographics.
 2. Patricia recommended we reach out to HBCU's to expand the outreach/recruitment efforts.

3. Discussion on the 2022 meeting schedule was recommended. The following dates were selected for 2022:
 - Thursday, January 27
 - Thursday, April 21
 - Thursday, July 14
 - Thursday, November 3
4. Council members discussed morning and afternoon times for members to meet. Members voted to select the 2:00PM-4:00PM schedule.
5. Chair Coverson inquired about travel reimbursement expenses for council members traveling beyond their county for outreach and recruitment.
6. Chair Coverson suggested all the Chairs work together along with the Department Heads on their efforts to hire more minorities into leadership positions.
7. Council member Hightower said he works in Southern Illinois where there is a low percentage of (7.8% minorities) and would like to see more interaction with State Agencies. CMS to provide him with an updated list of HR staff.
8. Chair Coverson wants to see more interaction among the agencies on their minority hiring numbers. Mark said those numbers could be provided at the next council meeting.
9. Gloria Batey suggested the Council have access to historical hiring data.
10. Patricia recommended we look at having a meeting at other regions to have equitable approaches to addressing recruitment targeted to the African American community.
11. Chair Coverson inquired about information to promote the AA advisory council via flyers. Patricia suggested we promote the Diversity Enrichment Program in promoting the employment/hiring process. Mark also stated CMS has promotional/marketing material that can be shared.

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

VI. Adjournment - Motion made by Chair Coverson to adjourn the meeting. Council Member King seconded the motion and the meeting was adjourned at 2:12PM.