



African American Employment Plan Advisory Council

Quarterly Meeting (#3)

Thursday July 15, 2021

1PM CST

WebEx Meeting

Minutes

I. Call to Order - The meeting was called to order at 10:10 AM by Barbara McDonald, CMS, Human Resources Specialist, who was facilitating the meeting in the absence of Patricia Santoyo-Marin, Deputy Director Diversity & Inclusion, and Mark Mahoney, CMS, Assistant Deputy Director.

II. Roll Call – Barbara McDonald conducted roll call.

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: 5 members present, 4 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			
	Patricia Santoyo-Marin			
	Jake Altman			X
	Terry Glavin			
	Allison MacFarlane			
	Radhika Lakhani			X
	Julie Langrehr			
	Ayesha Patel			X
	Nina Ninfo			
	Barbara McDonald			X
	Mayra Magana			X
	Valerie Cowan			X
Financial & Profess. Regulations	Terry Bennett			X
Illinois State Police	Sherise Gipson			X
Human Services	Amelia Gavin			X
Innovation & Technology	Vickie Simpson			X
Dept. of Corrections	Tamara Brown			X
Children & Family Services	Nancy Rodriguez			X
	Christopher Towers			X
Department of Revenue	Yumria Tayyab			X

Total: 6 CMS staff attended this meeting.

C. General Public

No General Public.

III. Council Discussion Items

- A. Bylaws Working Group: Chair Coverson, Gloria Batey, and Carolyn Day spoke on the Council Bylaws template presented by the CMS Legal Team.
1. The Quarter 3 meeting was dedicated exclusively to reviewing and discussing the Council Bylaws.
 2. During the meeting there was discussion on Articles contained within the Bylaws template presented by the CMS Legal Team.
 3. Members agreed unanimously that most of the Articles were boiler plate standard language and could be approved as written. However, there were a few Articles requiring additional input from CMS Legal and CMS Ethical staff.
 4. For items needing further clarification from CMS Legal and Ethical Teams, the Council agreed to form a Mini Work Group to address these issues. Volunteers were asked to join this group. Member Pastor Ford agreed to participate on this Mini Work Group.
 5. Chair Coverson requested Barbara McDonald send an email to other Council Members requesting they volunteer their services on the Mini Working Group.
 6. CMS Legal staff person Ayesha Patel will check with the Ethics Officer and the CMS Personnel staff regarding additional information needed on Articles and its subsections needing further clarification.
 7. The Council Members are to further discuss formulating motions and recommendations to the Governor's Office about new appointments.
 8. Chair Coverson recommended a poll be taken to see what Members are active because efforts could be hampered if there are not enough active Members to carry out the functions of the Council. Member Batey suggested the Council prepare a reconciliation report on the status of membership. Member Day asked CMS Legal for assistance in addressing leave of absences from Council Members.
 9. Members Batey and Day agreed that Member terms could be amended to fill vacancies with new appointments if there are more than three (3) consecutive absences. It was agreed this could be addressed in Article 8 under Attendance Policy and Requirements as well as the process for handling such matters. Chair Coverson recommended this matter be

deferred to the sub-committee to further discuss a provision although the Governor's Office has the final determination on this issue.

10. Chair Coverson recommended more guidance is needed from the Governor's Office on requested reimbursement for parking expenses associated with face-to-face meetings. Specifically, who will approve the request for reimbursement. Chair Coverson asked that CMS leadership team provide feedback on this subject.
11. Member Batey raised the question on how a Chairperson will be elected? There was a discussion on the nomination process and procedure. CMS Legal staff suggested this may be a matter that can be addressed by the Council.
12. It was determined by the Council that any Ad Hoc Meetings need to be recorded.
13. CMS Legal will provide additional information on the Rules of Decorum. It can be submitted as an addendum as it relates to disorderly conduct by Members or the Council and the general public. Language needs to be developed as to how any violations will be recorded. Specifically, what will be the process and procedure.
14. Member Pastor Ford said that the Members complete annual Ethics Training and much of the discussion about Ethics in covered in that training.
15. Member Pastor Ford gave closing remarks and comments. He encouraged the Members to become more involved with not only supporting minority hires in the African American Community, but also employment opportunities that focus on union building trades careers.
16. Chair Coverson recommended the minutes of the April 22, 2021 meeting be approved. Council Member Burch moved to accept the minutes as presented. Member Pastor Ford seconds. Motion carries to approve the minutes.

IV. CMS Discussion Items – Barbara McDonald

Barbara McDonald gave an overview of CMS past and planned outreach/recruitment activities.

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 2:12PM.