



**Minutes from the African American Employment Plan Advisory Council Meeting  
Tuesday, January 29, 2013  
1:00 P.M. – 3:00P.M.**

**At the following public site:  
James R. Thompson Center, Suite 9-036  
CMS, Director's Video Conference Room  
Chicago, IL**

**And**

**William G. Stratton Building, Room 500 ½  
CMS, Director's Video Conference Room  
Springfield, IL**

**And**

**Teleconference**

Council members in attendance: William N. Burch, Arlene Coleman, Vincent Gaddis, Catherine Lamberg, Archie Lawrence, and Irene F. Weathersby.

Council members absent: James Compton, Nina Harris, Arthur J. Gass and Sidney Logwood.

Non-council members in attendance: Sharla Roberts, Cory Foster, Darryl Harris, Fred Stewart.

**Call to Order/Welcome/Roll call/Introductions**

Arlene Coleman, Chair of the AFAEP Advisory Council called the meeting to order at 1:16PM and welcomed everyone to the first quarterly AFAEP Advisory Council meeting of the calendar year. Cory Foster completed the roll-call; the Council achieved quorum for this meeting.

**Minutes**

Chair Coleman requested Council members to review the minutes from the fourth AFAEP Advisory meeting hosted on October 30<sup>th</sup>, 2012, to determine necessary amendments or corrections. Member Lamberg pointed to one correction and motioned to approve the October 30<sup>th</sup> AFAEP Council Minutes; the motion was second by Member Gaddis. The minutes were unanimously affirmed via voice vote with changes.

**Old Business**

Chair advised Members participation in required trainings such as the Open Meetings Act and Ethics Training, are not optional. Pursuant to Section 1.05 (b) of OMA, each elected and appointed member of a public body subject to OMA must successfully complete the electronic training.

## **2013 AFAEP Annual Report**

Members reviewed the highlights of 2013 AFAEP including but not limited to the following items:

- Executive Summary
- End-of-year Workforce Analysis
  - States Workforce Figures.
  - AA in coded positions by agency.
  - AA in SPSA positions by agency (Senior Level Staff).
  - AA in PSA positions by agency (Mid-level Staff).
  - Bargaining Unit ratio vs. Non-bargaining Unit at Senior Staff level.
  - Bargaining Unit ratio vs. Non-bargaining Unit at Mid-level Managerial positions.
  - Gender Analysis.
- 2012 AFAEP Objectives Status Report
- Summary of Statewide AFAEP On-line Survey Highlights/Suggestions
- 2013 State HEP Action Plan and Objectives
- Conclusion

Vice-Chair Lamberg recommended the Council add a comparative analysis of the changes in population demographics for the next year's annual report.

### **New Business**

Members discussed the **2013 AFAEP Action Plan and Objective 4.4**, which calls for meetings with agency heads & senior leadership of State Agencies to review the tenants of their African American Employment Plans. The primary objectives of the Roundtable discussion are as followed:

1. Review current employment strategies undertaken in implementing the AFAEP.
2. Identify current challenges to increasing the number of African Americans and minorities in the workplace.
3. Providing suggestions/recommendations of targeted strategies to increase the number of African American Employees in the workplace.

The following agencies were identified to appear before the Council during this calendar year: the Illinois State Police, Department of Revenue, Department of Agriculture and the Lottery.

It was also recommended the Council consider scheduling additional meetings as required to follow up with state agencies and ensure standardization of best practices.

## **Adjournment**

Seeing no further business Chair Coleman opened the floor for a motion to adjourn the first quarter AFAEP Advisory Council meeting until March 19, 2013. The motion to adjourn was made by Member Lawrence and second by Member Weathersby. The motion was carried unanimously by voice vote and the AFAEP Advisory Council meeting was adjourned at 2:59PM.