



Minutes from the African American Employment Plan Advisory Council Meeting

Tuesday, December 07, 2016

African American Employment Plan Advisory Council Meeting: 1:30 P.M. – 3:30P.M.
Quarterly Meeting

James R. Thompson Center, Suite 9-036
CMS, Video Conference Room
Chicago, IL

Or

William G. Stratton Building, Room 500 ½
CMS, Video Conference Room
Springfield, IL

Roll call:

Council members in attendance: William N. Burch, Arlene Coleman, Sharryon Dunbar
Marrice Coverson, Kevin Anthony Ford, Harold Rice and Dalitso S. Sulamoyo.

Council members absent: Archie Lawrence, Sidney Logwood and Nina Harris

Call to Order: Council member Coverson call the meeting to order at 1:45 pm.

Introductions:

Agency representatives:

John Nelson and Chimobi Enyia (Revenue), Carlos Ramirez (Transportation),
Ganapathi Ramaswamy (Human Services), Jay Johnson (Natural Resources), Derrick
Davis (Healthcare & Family Services), Fernando Chavarria (Corrections), Terrence Hill
(Governor's office), Carlos R. Charneco and Barbara McDonald (Central Management
Services).

General Public: none

Approval of Minutes

Motion made by member Rice to accept the December 7, 2016 minutes and second by
member Dunbar. Voice vote taken minutes are adopted with the majority of l's.



2016 African American Employment workforce update

As of the end of October the total number of code employees was 44,892 including 9,584 African Americans. The overall number of code state employees has been trending down since July but the percentage of African Americans code employees remained relatively unchanged at 21.34%.

CMS has completed the annual African American Employment Plan Surveys.

Carlos Charneco discussed the Quarter activities: July-Sept including Open Competitive hires; of those how many were minorities, and how many African American's (17%); Promotions included 28% African Americans of a total of 742 total promotions. Middle Management represented approximately 20% and 14.4% Senior Level Management.

Carlos Charneco further reported on the Grading Process indicating over 19,000 Exams were administered, 4500 were African Americans or 23%; 15% received an A Grade; 25% a B Grade; and 22% a C Grade.

John Nelson: Revenue Overall decrease in workforce was -36 including loss of 8 African Americans, mostly in professional occupations. Small increases in clerical and paraprofessionals. Total number of African Americans at Revenue is Revenue working with Member Harris at the Springfield Urban League to do a workshop. Working to fill Revenue Auditor Trainee. Working to help applicants make sure the applications are filled correctly. Looking to start them to work in March 2017. The total number of employees at Revenue as of June 30, 2016 was 1,554 of which 217 are African Americans which is 14% of the total workforce. There were 71 new hires for Revenue Tax specialist trainee (RTS), very few minorities were hired. Revenue outreached at minority fraternities and sororities but little success however arrangements have been made to reach out to the college professors and allowing us to speak to the students which provided greater outreach.

Member Rice inquired what is being done to simplify the application process?

John Nelson, Affirmative Action officer, noted that we encourage applicants to have their application reviewed by counselors or by me to make sure the form is complete. CMS is allowing Revenue to grade applications for out of state job vacancies. We are also screening the supplementary questionnaire if applicants ask us to review. We are also screening the supplementary questionnaire if applicants ask us to review.



Member Coverson: how is CMS addressing the application backlog?
Member Coverson recommended to reach out to alumni associations.

Transportation (IDOT): Carlos Ramirez, Affirmative Action Officer, noted the workforce has decreased by 100 including 16 African Americans. There is hiring monitor to insure hiring procedures are followed. The agency has been involved in a lawsuit which has impacted hiring. IDOT has a new Diversity recruitment manager, Clarissa Williams, and is currently learning IDOT processes. Total number of employees at IDOT is 5,003 of which 513 African Americans (10.3%) ending December 2016.

Member Rice requested a follow up meeting with Clarissa Williams. What happens if the IDOT application PM1080 for non-code positions is not correctly filled out does IDOT not consider the applicant?

Member Ford requested assistance regarding apprenticeship hours on the construction

Human Services: Ganapathi Ramaswamy, Affirmative Action officer, noted as fiscal year 2017 total employees 13,299 African 4,810 (36.1%) last year we had 13,125 of which 4,817 were African Americans. There was an increase in the workforce of +100 but a decrease of -6 for African Americans.

Member Coverson noted a concern about the lack of African Americans serving in senior positions who report to the Secretary.

Member Sulamoyo inquired if senior level are appointments. Who select these candidates.

Ramaswamy noted they are exempt from the personnel code process of the grading and Rutan interview process.

Terrence Hill noted that the selection is decided in conjunction with the Secretary of DHS and the Governor's office. You can send referrals to Carlos R. Charneco and he can send them to DHS and Governor's office.

Member Coverson would like to get feedback about the referrals made to the agencies or Governor's office.

Natural Resources: Jay Johnson, Affirmative Action officer. There is hiring a freeze related to the budget to graduate Conservation Police Officer cadets, we some facility closures which resulted in some layoffs. We had a decrease of 166 due to retirements and transfers to other agencies. None of the cadets were African Americans. We are losing Conservation Police Officers due to attrition. We have not been hiring due to budget constraints.

The grading process with CMS is a problem. I actually submitted an application for a grade and I have waited for more than 18 months. I had 2 other applicants that have not received grades. Most of the recent hires have been minorities. The clerical job postings



at DNR required typing however they really don't need to type. Many of the individuals did not pass the typing test.

Charneco noted Natural Resources employed 27 African Americans out of 1,348 as of end of June 2016. In addition, DNR personnel has the option to post clerical jobs without the typing requirement.

Corrections: Fernando Chavarria, Affirmative Action Officer noted that as of end of last quarter Corrections workforce was 11,742 of which 1383 were African Americans. The overall workforce declined from the prior quarter (11,811) with a loss of 69 employees. There was a decrease in African Americans of 23. As of last quarter we employed a total of 1,383 African Americans (12%). The total underutilization of African Americans was 56. The Department continues to recruit and hire for Correctional Officer Trainee. The Dept. will be opening two new facilities in Henry and Will County. The new facilities will be staffed with Correctional Treatment Officer.

EEOC Officer Derrick Davis gave an overview of its head count for HFS indicating they were slightly down. He mentioned the Agency has not done a lot of open competitive hiring, nor promotions on a management level, stating these are single digit numbers compared to their overall workforce numbers. At the end of last quarter 339 of the 1947 employees are African Americans (17.5%). Slightly down from the prior quarter where 351 of the 1983 employees were African American (17.4%). Last year we had 194 hires 11% were African Americans. The number of in serving in Officials/Administrators positions was 353 of which 9% are African Americans (34). We tend to fill internally our vacancies. Generally, HFS hire for office clericals. Most hires are within the Child Support Division.

Member Coverson requested HFS return to present more information about the Agency. Member Coverson would like to see more Community Outreach workshop training on how to complete the CMS100 Examining/Employment Application. The Council could co-sponsor workshops two to three times per year. She also suggested we could get more people involved including 100 Black Men, as well as, various sororities and fraternities.

Member Rice suggested target Journalist's and free media stations to get the word out about diversity recruitment with the state. He noted Representative La Shawn Ford would have an interest in hosting a workshop event.

Member Coleman suggested collaborate with local elected officials in the Chicago area and she would reach out to some of the elected officials to host events.

Member Rice inquired about the agencies responses to the selection of candidates from the open competitive list. How do agencies select from the list?



ILLINOIS

Bruce Rauner, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Michael M. Hoffman, Acting Director

Carlos Charneco explained that some agencies reported on the survey that they do random selection when there are a large number on the list to fill one or two vacancies. In some instances, they select randomly candidates.

Derrick Davis noted is it would be best to use a computer program to select candidates for interviews to insure minorities are not excluded.

Motion to adjourn meeting: Member Rice second Dunbar Meeting Adjourned.