



**Minutes from the African American Employment Plan Advisory Council Meeting
Tuesday, June 28th, 2011
1:00 P.M. – 3:30P.M.**

**At the following public site:
*Malcolm X College
Hurst Conference Room
1900 West Van Buren
Chicago, IL 60612***

Council members in attendance: Irene F. Brown, William N. Burch, Arlene Y. Coleman, Vincent Gaddis, Arthur J. Gass Sr., Nina M. Harris

Council members absent: James W. Compton, Colette Holt, Catherine D. Lambert, Archie Lawrence, Sidney A. Logwood

Non-council members in attendance: Swanie Brooks, Tasha Cruzat, Anthony Ellis, Chimaobi Enyia, Dena Evans, Darryl Harris, Olga Iniguez, Philana King, Grady Norwood, Denise Reed, Acting Director Malcolm Weems

Call to order/Roll call/Introductions (Director of Diversity Darryl Harris)

Governors Director of Diversity Darryl Harris called the meeting to order shortly after 1:00 p.m. and welcomed the group to the first African American Employment Plan Advisory Council meeting then called roll determining there was a quorum.

Review/Discuss Ethics Training Packet and Signature Form

Director Harris opened the discussion on 2011 Mandatory Ethics Training and advised Council members of the obligation to participate in ethics training as required by law under the State Officials and Employees Ethics Act (5ILCS 430/5-10) ("Ethics Act"). Under the Ethics Act, appointees to State boards and commissions must complete the appropriate ethics training program at least once each calendar year. He highlighted many appointees to State boards and commissions receive no compensation from the State for their service and may only serve on a part-time or intermittent basis, they are nevertheless required to comply with the Ethics Act. Director Harris further added Council activities and decisions frequently have significant social and financial implications, and like all government activities, they must be conducted with honesty, integrity, fairness, openness, and in compliance with all applicable laws, rules, policies, and regulations. Emphasis was placed on Ethics training being designed to help members understand obligations as an appointee. In addition, the training informed members of the resources that are available should one encounter an ethics-related issue as a consequence of their State service.

Review/Discuss the African American Employment Plan Report

Olga Iniguez discussed in detail the background and legislative intent of PA096-1341 African American Employment Plan. She reviewed the responsibilities of Council members as outlined in the legislation and the employment plan. Olga encouraged members to focus their attention on several attainable objectives yearly as a performance measure.

She also provided an overview of the Hispanic Employment Plan in comparison with the African American Employment Plan. Highlighting the shared goals of both plans:

- Targets improving upon the diversity of the state's workforce by actively assisting state agencies with developing and modifying programs to enable them to meet their affirmative action and equal employment opportunity goals.
- Advocating the recruitment of well-qualified minorities, females, and persons with disabilities for employment with the agencies, boards, and commissions under the jurisdiction of the Governor.

She illustrated several variances in the two employment plans and categorized them as minor differences in terms of the composition and appointment process of the Advisory Councils. The African American Advisory Council is Governor appointed consisting of African American subject matter experts while the Hispanic Advisory Council is composed of subject matter experts from within state government and appointed by the director of Central Management Services with Governor's consent.

Establish Future Benchmarks and Report Content

Olga Iniguez reviewed the following primary functions of the Council and encouraged members to consider these as their guide:

- Examine the prevalence and impact of African Americans employed by State government.
- Identify barriers faced by African Americans who seek employment or promotional opportunities in State government.
- Recommend possible incentives that could be offered to foster the employment of and the promotion of African Americans in State government.
- Meet quarterly to provide consultation to State agencies and the African American Employment Coordinator.
- Issue an annual report of Council activities each year on or before February 1, beginning with February 1, 2012.

There was discussion on the Central Management Services employment testing and examining procedures, questions arose pertaining to reviewing these processes to ensure consistency and transparency in respect to the grading scale. CMS officials agreed to provide the Council with a comprehensive overview of the Bureau of Personnel's policies and procedures, in place for interested applicants for state employment. Olga Iniguez indicated this presentation would prove beneficial for

members and concluded that once the Council acquired the basic insight to the states hiring protocols, the Council would be better positioned to give further consideration to recommending an independent systematic review of the hiring and promotional processes of the state, that's kin to a mapping project in terms of identifying and addressing barriers and inconsistencies within an existing hiring structure.

Coordination and Assignments

Acting, Director Weems expressed the administration's commitment to this initiative and advised members that administrative support for Council activities will be provided by the Department of Central Management Services that is within reason of the primary functions of the Council. He also indicated that his office was in the process of selecting an administrative coordinator of this initiative as well as the Hispanic Employment Plan as a result of Olga Iniguez retirement and consultation contract expiring soon.

Chairman and Vice-Chairman Considerations

Director Harris discussed the role of the Chairman and Vice-Chairman of the Council and advised members to give consideration and acting upon nominations at the forthcoming meeting in August, 2011.

Setting future Meeting Schedules/Locations

Director Harris opened discussions for setting future meetings, selecting locations and times, it was determined the ideal day and time to meet is during afternoons on the last Tuesdays of the month. So the Council agreed to call its next meeting of this calendar year on Tuesday, August 30th, 2011, @ 1 p.m. at Malcolm X College (subject to conference room availability). Subsequent Council meetings and locations will be discussed and agreed upon at the August meeting.

Conclusion and Adjournment

Attendees were acknowledged for their thoughtful participation in the first African American Employment Plan Advisory Council dialogue and the meeting was adjourned shortly after 3:30 p.m.