



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

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

Council members in attendance: James W. Compton, Vincent Gaddis, Catherine D. Lambert.

Council members absent: Irene F. Brown, William N. Burch, Arlene Y. Coleman, Arthur J. Gass Sr., Nina M. Harris, Colette Holt, Archie Lawrence, Sidney A. Logwood.

Non-council members in attendance: Tasha Cruzat, Chimaobi Enyia, Hope Essieme, Cory Foster, Darryl Harris, Philina King, Nadine Lacombe, Denise Reed, Sharla Roberts

Call to Order/Welcome/Roll call/Introductions

DEP Administrator Cory Foster introduced himself and called the meeting to order @ 1:16p.m. He welcomed attendees to the second quarterly AAEP Advisory Council meeting and completed the roll-call; there was not a quorum for this meeting.

Minutes

DEP Administrator Foster requested Council members to review the minutes from the first Advisory meeting held on June 28th, 2011, at Malcolm X College to determine if there were amendments or corrections. Darryl Harris indicated that Grady Norwood's name needed to be added to the Non-council member in attendance to reflect his participation in the meeting. Members were advised that in light of the Council not achieving quorum the approval of the June 28th minutes would be tabled until the October, 2011 Council meeting.

Old Business

Open Meetings Act (OMA)

DEP Administrator Cory Foster advised the Council that their meetings are subject to the Open Meetings Act and reviewed the distributed 2010 Open Meetings Act handout from the Attorney General's Office. Mr. Foster highlighted the public policy of the State of Illinois regarding meetings of public bodies; defined a "public body" and a "meeting" for purposes of OMA; illustrated how OMA applies to electronic gatherings i.e. video

conference; called Council members attention to the advance notice requirements of the public meetings and placed emphasis on maintaining Council records for transparency, compliance and auditing purposes. Referenced pages: 1, 2, 6, 13, 14, 15, and 16 of the handouts.

Ethics Training

DEP Administrator Foster revisited the 2011 Mandatory Ethics Training Notice with Council members emphasizing their obligation to read through the packet and sign the acknowledgement of participation in the training for Appointees to State of Illinois Boards. Council member Catherine Lamberg indicated that she sent her Acknowledgment Form to the Governor's Office of Executive Appointments and James Compton tendered his Acknowledgment Form to Mr. Foster. During this discussion Mr. Hope Essiem requested guidance in the states ethics policy for assistance with his dissertation at Benedictine University. Council members and DEP Administrator advised Mr. Essiem that the Council was not capable of providing him with assistance in light of his request being outside the scope of Council business and that staff at CMS would attempt to point him in the right direction.

Consideration of Chair and Co-Chair

Governors Director of Diversity Darryl Harris and Mr. Foster reopened discussions of the administration's willingness to install a Chair and Vice-Chair to perform perfunctory duties of the Council. Director Harris and Mr. Foster described the term and role of the Chair and Vice-Chair as perfunctory and consistent with moderating public meetings according to the OMA and the "Robert's rules of order." Mr. Harris apprised the Council that Arlene Coleman volunteered to serve as Chair and member Gaddis volunteered to serve as Vice Chair at the first Council meeting however quorums required to actually move to install officers of the Council. This agenda item was subsequently tabled until the October, 2011 Council meeting for further deliberation.

Schedule of meetings & locations for 2011

DEP Administrator Foster reviewed the statutory mandate of quarterly meetings and issued notice to the Council that future meetings will be hosted in two primary locations by video-conferencing by Central Management Services for logistical purposes. The designated meeting sites are the James R. Thompson Center in Chicago and the William G. Stratton Building in Springfield. Mr. Foster encouraged public transportation in Chicago and indicated that meter parking was available at the Capitol. Council members were apprised of the following meeting schedule for the remainder of the 2011 calendar year:

- **October 25th, 2011 @ 1:00 p.m. – 3 p.m.**
- **November 29th, 2011 @ 1:00 p.m. – 3 p.m.**

CMS Chief Operating Officer Tasha Green Cruzat reminded Council members of travel reimbursement eligibility and advised members to coordinate their request through the DEP Administrator.

New Business

AAEP Survey

Council members methodically reviewed the State African American Employment Plan (AAEP Survey) and the accompanying PA096-1341, calling for each state agency to report to Central Management Services all of their activities in implementing the State AAEP; which will be incorporated into the annual report submitted to the General Assembly. DEP Administrator Foster placed emphasis on the Council's charge of providing CMS with assistance in reviewing this survey annually to ensure a rigorous quantitative and qualitative analysis is completed to document agencies activities in implementing the African American Employment Plan respectively and referenced Objective 4.0 of the AAEP. Members expressed the following comments and recommendations pertaining to the survey:

- Require agencies to complete the survey electronically to ensure a quantitative and qualitative analysis.
- Clarify the request for employee information as "all inclusive" - *In the first paragraph of page 1:* meaning agencies need to account for all state employees on board (i.e. coded & non-coded, bargaining unit, non-bargaining unit, merit comp, term appointment, non-exempt, single-exempt, and double-exempt, etc.)
- Concurred with the Agency Head sign off recommendation submitted by the Hispanic Employment Plan Advisory Council.

CMS General Counsel Nadine Lacombe suggested the survey also include state agencies elaborate on employee forecast plans to account for the attrition of staff.

African American Workforce Statistics

Council members discussed the 2nd quarter workforce reports outlining 2011 AAEP – Code Agencies employment related activities as it relates to the quantitative number of African Americans gainfully employed within state government through June 30th, 2011. DEP Administrator Foster provided members with a comparative analysis of performance outcomes of agencies with the 1st and 2nd quarter results. Members learned there are currently thirteen coded state agencies that employ 1,000 or more employees. Illinois Department of Human Services (DHS), being the largest and the Department of Corrections (DOC), being a close second. DHS added 345 employees during the 2nd quarter and of the 345 employees, 111 of the employees were African American. In contrast, the DOC hired an additional 234 employees, of which 12 employees were African American. It was noted that the Department of Transportation (DOT) experienced the largest drop in employees during the 2nd quarter. DOT employee ranks fell by 917 of those 57 were African American. The state's African American workforce during this reporting period overall had a modest growth of 79 employees despite the decline in the grand total of the state's workforce of 265 employees. Upon reviewing these reports Council members concluded the need to request CMS provide

the following additional demographics at the next meeting in October, 2011, to complete a top-to-bottom review of the state's workforce:

- Provide all inclusive listing, meaning the aggregate total account for all state employees (i.e. coded & non-coded, bargaining unit, non-bargaining unit, merit comp, term appointment, non-exempt, single-exempt, and double-exempt, etc.)
- Generate a summary page to reflect those "all inclusive" totals for the 1st, 2nd, 3rd, and TBD 4th, quarter results of coded agencies for African American employees.
- Generate a report displaying the actual amount of "new hires" (excluding lateral and promotional transfers) quarterly by agency for African American employees.
- Provide a quarterly report reflecting the total number of promotions for African American Employees.
- Provide a gender analysis.

Adjournment

Seeing no further business the DEP Administrator, adjourned the meeting shortly after 3:00p.m.