



**Minutes from the African American Employment Plan Advisory Council Meeting  
Tuesday, October 25<sup>th</sup>, 2011  
1:00 P.M. – 3:00P.M.**

**At the following public site:  
James R. Thompson Center, Suite 4-404  
CMS, Director's Video Conference Room  
Chicago, IL  
And  
William G. Stratton Building, Room 715  
CMS, Director's Video Conference Room  
Springfield, IL**

Council members in attendance: Arlene Coleman, Nina Harris, Catherine Lamberg, Archie Lawrence, Sidney Logwood.

Council members absent: Irene F. Brown, William N. Burch, James Compton, Vincent Gaddis, Arthur J. Gass.

Non-council members in attendance: Tasha Cruzat, Chimaobi Enyia, Cory Foster, Daveda Francois, Philina King, Nadine Lacombe, Star Lawson, Grady Norwood, Denise Reed, Israel Salazar, Malcolm Weems

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

Statewide Services Manager (SWS Manager) & DEP Administrator Cory Foster called the meeting to order @ 1:10p.m and completed the roll-call; there was not a quorum for this meeting. Acting Director Malcolm Weems introduced himself and the new Deputy Director of the Bureau of Personnel Israel Salazar; both gentlemen offered brief remarks and welcomed everyone to the third quarterly AAEP Advisory Council meeting. Mr. Foster advised the Council that member Gaddis regrettably could not attend today's meeting in lieu of health related issues but was looking forward to rejoining the Council soon.

**Minutes**

SWS Manager Foster requested Council members to review the minutes from the first and second Advisory meeting held on June 28<sup>th</sup>, 2011, and August 30<sup>th</sup>, 2011 at Malcolm X College to determine if there were amendments or corrections. There were no revisions submitted. Members were advised that in light of the Council not achieving quorum the approval of the June 28<sup>th</sup> & August 30<sup>th</sup> minutes would be tabled until the November, 2011 Council meeting.

## **Old Business**

### **Consideration of Chair and Co-Chair**

Mr. Foster reopened discussions of the administration's willingness to install a Chair and Vice-Chair to perform perfunctory duties of the Council. Mr. Foster described the term as 2-year minimum and explained the 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." Arlene Coleman volunteered to serve as Chair in addition to member Catherine Lamberg. Mr. Foster advised the Council that member Gaddis volunteered to serve as Vice Chair at the second Council meeting however quorums required to actually move to install officers of the Council. This agenda item was subsequently tabled until the November, 2011 Council meeting for further deliberation.

### **CMS BoP Presentation of Mobile Assessment Center Initiative**

Acting Director Weems provided background on the creation of our CMS Mobile Assessment Initiative and shared his vision of where the agency is headed, placing emphasis on **Accountability, Efficiency and Service** – then called everyone's attention to the Power Point presented by Cory Foster and Israel Salazar.

Mr. Foster and Deputy Director Salazar provided a general overview of how interested candidates could apply and become eligible to compete for gainful state employment and reviewed the tenants of the Department of Central Management Services five Assessment Centers located in: Champaign, Chicago, Marion, Rockford and Springfield. It was also reported that CMS is planning to operate a "Mobile Assessment Center" which will bring these same services to other targeted locations around the state such as East St. Louis and Peoria, that are a kin to the service delivery at these permanent locations; with the goal of bringing full Examination Administration, Career Counseling and Employment Information services to underserved regions of our state.

Chima Enyia advised that the administrations employment outreach efforts will be coupled with the Director's Diversity Summit for the Business Enterprise Program and provided an overview of the Summit. Mr. Enyia indicated that minorities participating in the Summit will learn how to become certified to do business with the state and companies have a concrete opportunity to create and sustain jobs throughout the state. He extended the Council and participants an invitation to attend the Summit.

## **New Business**

### **African American Employment Plan (AAEP) Survey**

Mr. Foster reported **PA096-1341**, calls for each state agency to report to Central Management Services (CMS) all of their activities in implementing the State AAEP which will be incorporated into the annual report submitted to the General Assembly. He reminded 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. Mr. Foster referenced Objective 4.0 of the 2011 AAEP and advised that

the AAEP Survey was distributed to All Coded State Agencies (47) on September 29<sup>th</sup>, 2011, and reported to date nearly half of the required Surveys had been returned to CMS. The final due date for the Survey was reported as October 31<sup>st</sup>, 2011. Mr. Foster further added CMS anticipated having 100% compliance similar to last year cooperation from Coded State Agencies. A summary of the highlights and findings will be provided for review at the November, Council meeting.

### **African American Workforce Statistics**

SWS Manager reviewed 3<sup>rd</sup> quarter workforce stats outlining 2011 AAEP – Code Agencies employment related activities as it relates to the quantitative number of African Americans gainfully employed within state government through September 30<sup>th</sup>, 2011. A substantive analysis was provided for the following performance indicators:

- Number of AA in coded positions by agency as of 9/30/2011
- Number of AA in SPSA positions by agency as of 9/30/2011 (Senior Level Staff)
- Number of AA in PSA positions by agency as of 9/30/2011 (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.
- Number of new hires for quarter.
- Number of promotions.
- Gender Analysis.

Council Members and others in attendance raised the issue of only modest improvements in the overall number of African Americans gainfully employed throughout state government and the apparent concentration of the workforce within Social Services Agencies. Participants also expressed interest in completing more analysis of the gender ratio, retention of staff, geography of staff and career counseling of applicants and employees.

Lastly, Council Members were affirmed that the Administration through enabling legislation by the General Assembly and the Executive Branch had sufficient means of holding underperforming agencies accountable. This will ensure compliance with the goals and objectives outlined in the African American Employment Plan and the Advisory Council.

### **Adjournment**

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