



**Minutes from the African American Employment Plan Advisory Council Meeting
Tuesday, November 29th, 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
And
Teleconference**

Council members in attendance: William N. Burch, Arlene Coleman, Vincent Gaddis, Arthur J. Gass, Catherine Lamberg, Archie Lawrence, Sidney Logwood, Irene F. Weathersby.

Council members absent: James Compton and Nina Harris.

Non-council members in attendance: Tasha Cruzat, Chimaobi Enyia, Cory Foster, Ashley Hooks, Denise Reed, Jeff Shuck and Fred Stewart.

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; the Council achieved quorum for this meeting.

Minutes

SWS Manager Foster requested Council members to review the minutes from the first, second and third AAEP Advisory meetings held on June 28th, 2011, August 30th, 2011, and October 25th, 2011, respectively to determine if there were any necessary amendments or corrections. Seeing no amendments, a motion was made to approve the June 28th, August 30th, and October 25th, AAEP Council Minutes by Member Gass. The motion was second by Member Lawrence. The motion to approve the minutes was unanimously affirmed by voice vote.

Old Business

Consideration of Chair and Co-Chair

Mr. Foster recapped discussions of the Council's efforts to install a Chair and Vice-Chair to perform perfunctory duties and described the term as 2-year minimum then 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."

Mr. Foster advised the Council the following Members had volunteered to serve as Chair Dr. Catherine Lamberg and Attorney Arlene Coleman. He also acknowledged that Dr. Vincent Gaddis volunteered to serve as Vice Chair. The floor was opened to receive additional nominations and closed seeing no further volunteers. Mr. Foster requested nominees to verbally present their credentials to the Council and each member complied with the request in the following order: Member Coleman, Member Lamberg and then Member Gaddis. During the presentation of their credentials Dr. Lamberg indicated that she would respectfully like to withdraw her bid for Chair and like to be considered for serving as the Vice-Chair in light of the perceived subject matter expertise of Member Coleman. Subsequently, Dr. Gaddis removed himself for further consideration of Vice-Chair in lieu of Dr. Lamberg's willingness to serve, his health related concerns and the resume of Arlene Coleman.

Member Gass made a motion to install Attorney Arlene Coleman as the Chair and Dr. Catherine Lamberg as the Vice-Chair of the African American Employment Plan Advisory Council. This motion was second by Member Lawrence and unanimously affirmed by a voice vote.

Chairwoman Coleman's first order of business was assuming the role of moderator for the remainder of the AAEP 4th Quarterly meeting.

New Business

A. 2012 AAEP Advisory Council Quarterly Meeting Schedule

Mr. Foster reviewed the 2012 meeting schedule with Members to determine if the proposed dates were acceptable. Seeing no scheduling changes Chairwoman Coleman opened the floor for a motion to adopt the proposed 2012 AAEP Advisory Council Quarterly Meeting Schedule. The motion to approve the 2012 AAEP Advisory Council's Quarterly Meeting Schedule was made by Member Lawrence. The motion was second Member Logwood and affirmed unanimously by voice vote. The 2012 AAEP Advisory Council Meeting will be posted to the CMS Diversity Enrichment Program website in accordance with the Open Meetings Act.

B. State African American Employment Plan Survey – Status Report

Mr. Foster provided a brief status report on the State AAEP Survey in accordance with **PA096-1341**, which 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 indicated that the revised Survey was distributed to Coded State Agencies (52) on September 29th, 2011, and returned to CMS by the due date in accordance with the AAEP. The Survey's were reviewed and date stamped. Some of the highlights & recommendations included but not limited to:

- Several Agencies established a Diversity Recruitment Program to assist EEO/AA Officer with targeted outreach (IDOT, IDOC, and DHS).
- Several Agency collaborations to launch Diversity Symposiums (CMS, IDOT, Tollway).
- Agency has centralized Recruitment and Selection Unit responsible for all hiring (DHS).
- Agency partnership with local Community Colleges to launch targeted training program (IDOT).
- Agencies beginning to use 21st Century use of Technology (e.g. emails blasts; online registration for announcement of job postings).
- Host frequent Personnel Managers Meetings to communicate operational needs and discuss strategies to address underutilization.
- Engage Agency Heads & EEO/AA Officers to breed success.
- Increase collaborations with CMS to host targeted job fairs in underserved regions of state.

Mr. Foster also reported that CMS plans to convert the 2012 Employment Plan Survey not withstanding edits to an on-line survey, similar to the State of Illinois Disabled Hiring Survey found at:

<http://www2.illinois.gov/disabilitysurvey/Pages/default.aspx>

The online work disability survey process is a joint project of the Departments of Human Rights, Human Services, Central Management Services, the Interagency Committee on Employees with Disabilities, and other state agencies such as the Illinois Department of Commerce and Economic Opportunity, the Illinois Department of Employment Security, and the Illinois Department of Veterans' Affairs.

He further advised this feature would enable the Council to perform a quantitative and qualitative analysis of the responses from the African American Employment Surveys commencing with next year's responses. In order to accomplish this goal, the surveys will be moved from a manual process to an electronic system that permits the Council to work with the data captured from Coded Agencies. This conversion to an On-Line Survey System will be more effective and efficient tool for Coded Agencies and the Diversity Enrichment Program of CMS.

C. AAEP Annual Report – Table of Contents

SWS Manager Foster reviewed the following proposed template with the Council and obtained subject matter content that Members suggested being included in the 2012 AAEP as well as substantive additions to the Action Plan & Objectives of the African American Employment Plan:

- Executive Summary – Outline mission & accomplishment of the AAEP Advisory Council during this reporting period.
- Current Demographics – Include Gender Analysis.
- 2011 HEP Objectives Status Report
- Summary of Statewide HEP Survey and Highlights/Suggestions
- 2012 State HEP Action Plan and Objectives – Recommendation to encourage state agencies use of Dunne-Fellow Internships & establishing outreach strategies with Historical Black Colleges and Universities (HBCU) to assist with targeted recruitment of qualified candidates.
- Conclusion

Adjournment

Seeing no further business Chairwoman Coleman opened the floor for a motion to adjourn the Fourth Quarterly AAEP Advisory Council meeting until the January 31, 2012. The motion to adjourn was made by Member Gass and second by Member Lawrence. The motion carried unanimously by voice vote and the AAEP Advisory Council meeting was adjourned at 2:50pm.