



Asian American Employment Plan Advisory Council
 FY2025 Quarterly Meeting (#3)
 Wednesday, February 5, 2025 | 2:00 PM – 4:00 PM

Minutes

I. Call to Order – Chair Jani

The meeting was called to order at 2:05 by Chair Jani.

II. Roll Call – Chair Jani

Council Members

Asian American Employment Plan Advisory Council				
Attendance Roster: Council Members				
Members	Present			Absent
	In person Chicago	In person Springfield	via WebEx	
Nimish Jani, Chair			X	
Shree Gurusamy			X	
Nasir Jahangir			X	
Kalpesh Joshi				X
Abin Kuriakose				X
Phimmasorn Lisa Luangsomkham			X	
Grace Chan McKibben			X	
Dennis Mondero				X
Hae D Paul Park				X

Total: 5 members present, 4 members absent. Quorum was achieved. The meeting was held via WebEx video conference.



Agency Representatives

Asian American Employment Plan Advisory Council Meeting				
Attendance Roster: Agency Representatives				
Agency	Representative	Present		
		In person Chicago	In person Springfield	via WebEx
Central Management Services	Sarah Kerley			X
	Kevin Jeong			X
	John Chepulis			X
	Ramiro Martinez			X
	Jill Kilroy			X
	Pat Young			X
	Bobby Tucker			X
Illinois Department of Children and Family Services	Ada Tong			X
Illinois Department of Natural Resources	Eric Shirley			X
Illinois Department of Employment Security	Anna D'Ascenzo			X
Illinois Department of Agriculture	Heather Bosie			X
Office of the Illinois Attorney	Jennifer Won-Young Lee			X
Illinois State Police	Mary Dowdy			X
Illinois Gaming Board	Dovie Shelby			X
Illinois Lottery	Peter Romano			X
Illinois Department of Revenue	Shelby Kaiser			X
DCEO	Teri Morris			X
Illinois Department of Public Health	Lance Morgan			X
Illinois Department of Innovation and Technology	Jason Barth			X
	Jason Thoron			X
	Vickie Simpson			X
	Hannah Rabideau			X

Total: 20 CMS and other Agency Employees attended this meeting.



Members of the Public

Asian American Employment Plan Advisory Council Meeting				
Attendance Roster: Members of the Public				
Name	Entity Represented	Present		
		In person Chicago	In person Springfield	via WebEx

Total: 0 members of the public attended this meeting.

III. Old Business

A. Approval of November 20, 2024 (FY25 Q2) Meeting Minutes

1. Council Member Grace Chan McKibben motioned to approve the meeting minutes.
2. Council Member Shree Gurusamy seconded the motion.
3. All were in favor. The motion carried and meeting minutes were approved.

IV. CMS Updates

A. CMS D&I Team New Positions and Staffing – Deputy Director, Patricia Santoyo-Marín

1. Patricia Santoyo-Marín provided updates regarding the recent recruitment for the position of Senior Manager for Diversity and Inclusion of Asian Americans in the state workforce.
2. A total of over 70 candidates applied, and CMS employed a manual application review process to ensure thoroughness in candidate's evaluation. 10 candidates were interviewed and from among those, the top candidate has been identified, and an offer is pending approval from CMS's Chief of Staff.
3. A tentative start date of March 1, 2025, has been proposed.

B. CMS Outreach and Recruitment – Asian American Employment Plan Coordinator, Kevin Jeong



1. Kevin Jeong outlined the recent and upcoming initiatives:
 - a) On February 22, CMS will be participating in the Asian American Coalition of Chicago (AACC) 42nd Lunar New Year celebration. Senior leadership will be attending to strengthen community partnerships.
 - b) On March 19, CMS will be supporting one of our Chinatown partners at Pui Tak's 2nd Annual Job Fair, resources and information will be shared at the career fair about jobs within the State of Illinois
 - c) On March 29, CMS is developing plans to attend the State Agency Job Fair in Bloomington-Normal with the support of Council Member Gurusamy. Nine state agency recruiters have been confirmed in addition to four tentative state agencies.

V. New Business

A. Overview and Discussion – FY25 Employment Plan Report

1. Kevin Jeong provided background on the Asian American Employment Plan, emphasizing that its purpose is to increase access to state employment for Asian Americans statewide as well as assess the impact of the employment plan itself.
2. CMS distributed the employment plan survey to all agencies in the fall, gathering data to create the report for stakeholders, including the General Assembly and the EPAC council.
3. In making updates for this year's report, full data sets were included to address council member requests for more comprehensive data.
 - a) Three main data groups were used in the report:
 - i. CMS mainframe and workforce reports
 - ii. Agency-submitted FY24 survey responses
 - iii. 2023 American Community Survey data
4. CMS refrains from proposing initiatives on behalf of agencies. The expectation is that agencies set their own quantitative goals for fiscal year 2025 (see page 35 of report).
5. CMS asks that the Council review the report findings and provide recommendations for the new fiscal year. CMS also asks that agencies provide feedback to assist in achieving their goals and seek council guidance when needed.



- a) CMS encourages agencies to learn from each other's strategies and share successful approaches. Council meetings are a resource for all agencies.
- 6. PLEASE NOTE: original survey responses will be made available online by the CMS team.
- 7. Key data points of the 2023 American Community Survey
 - a) Asian-only population in Illinois is 5.9%, serving as a baseline metric for the council's efforts.
 - b) FY24 marked a period of growth due to updates in human resource systems and electronic hiring processes.
 - i. **108** new Asian American employees recorded between FY23-FY24.
 - c) Overall, a steady increase in representation can be observed, aligning with overall workforce expansion and a result of the ongoing efforts of the council and state agencies.
 - d) Additional insights show that between FY22 and FY24, the state workforce grew by 7%, while Asian American state employees increased by approximately 0.2%.
 - e) Asian American employees remain underrepresented in the workforce compared to the 5.9% baseline of the Illinois population.
 - f) Sarah Kerley emphasized the importance of evaluating data from multiple perspectives to better capture overall workforce representation. Interpreting numerical data and distinguishing between the "good news" and areas needing improvement is key.
 - g) One area to improve identified is the retention of the 1,500 Asian American employees within the state workforce. Agencies are encouraged to ensure employees feel supported, which in turn allows for them to promote state employment within their own networks.
 - h) Sarah Kerley touched on the positive trends in representation of Asian Americans within the workforce:
 - i. As of FY24
 - a. 50% of Public Service Administrators (PSAs) are made up of union employees.
 - 1. **4.47%** of exempt employees identified as Asian or Asian American



2. **0.3%** of Statewide Asian American employees occupy PSA roles.
 - b. 40% of Senior Public Service Administrators (SPSAs) are at-will positions.
 1. **3.79%** of non-exempt leadership (e.g. SPSAs, non-union PSAs) identified as Asian American
 2. **0.1%** of Statewide Asian Americans occupy SPSA roles
 - ii. Council member Grace Chan McKibben noted that PSA and SPSA percentages seemed consistent with previous years
 - a. Sarah Kerley clarified that there are challenges in obtaining complete data due to incomplete datasets, self-reporting data from a limited number of agencies and old systems and ongoing updates to processes
 - iii. Sarah Kerley will be sharing updated data by the week of President's Day.
8. Updates on Pipeline Hiring and State Internships
 - a) Internships offer students opportunities to start their career while introducing them to public service and creating employment pipelines.
 - b) Hiring from new pools of candidates can increase representation
 - c) In FY24
 - i. State interns increased from 281 to 383, a 36% increase.
 - ii. Asian American interns **declined from 33 to 22** within the same timeframe, creating a gap.
 - d) The CMS and community partnership internship program doubled in size last year, hosting the largest cohort with 22 interns placed across 13 state agencies in Chicago and Springfield.
 - i. Three interns were made offers to extend working with the state, which they accepted.
 - e) **Five Asian American interns** were recruited and nominated through the partnerships with community organizations.
 - f) Plans for the FY25 program are underway and information will be shared with the Council and recruiting agencies.
9. Concerning the Bilingual Needs and Bilingual Pay report



- a) Baseline data
 - i. Based on the 2023 American Community Survey, 3.1% of the Illinois population reported speaking an Asian or Pacific language at home.
 - b) Within state agencies, 23 of the 49 agencies surveyed reported having a process to evaluate new positions for bilingual designation
 - c) Based on the FY24 employment plan survey, Asian Americans also showed the largest increase in bilingual pay recipients at a 0.5%
 - d) The Department of Human Services remains the largest employer of bilingual staff among the state agencies.
 - e) Please note that Asian and Pacific languages fall under the “other” category in bilingual data charts, which shows a need for focus on those languages.
10. Patricia Santoyo-Marin shared additional information in that based on the FY24 survey. 12 agencies have an employee responsible for outreach and recruitment within the Asian American community.
- i. 37 agencies lack an employee who can support these efforts, showing a need to address that concern.
 - ii. **5 agencies** reported having an employee in the following areas:
 - a. Hiring, promotion, interviews and policy creation
 - b. This totaled 5 employees across those areas.
11. Subcommittee proposal
- a) To create a plan to invite state agencies to present at quarterly meetings and to determine a line of questions based on the report’s findings.
 - b) Grace Chan McKibben volunteered as chair. Council members Nasir Jahangir and Shree Gurusamy expressed interest in joining. Additional council members may volunteer in the future.
 - c) Focus on agencies with strong diversity initiatives to model their practices.
 - i. Invite agencies with no or minimal representation to address those gaps.



- d) Patricia Santoyo-Marin shared final notes that agencies should set specific recruitment and retention goals based on their current data (see page 39 of the report) to support efforts to build robust pipelines and retaining talent. Agencies will have the opportunity to learn best practices through the shared presentations.

B. Approval of FY26 meeting dates and location

1. Q1: July 30, 2025 (Hybrid/In-person meeting proposed)
2. Q2: October 29, 2025
3. Q3: January 28, 2026
4. Q4: April 29, 2026
5. Council Member Grace Chan McKibben motioned to approve the dates.
6. Council Member Nasir Jahangir seconded the motion.
7. All were in favor. The motion carried and FY26 meeting dates and locations were approved.

VI. Public Comment

- A. No public comments or questions were recorded during the meeting.

VII. Adjournment

- A. COUNCIL MEETING ADJOURNED at 3:00pm.