



NOTICE

Asian American Employment Plan Advisory Council

Quarterly Meeting (#1)

Tuesday, February 23, 2021 | 1 PM – 3 PM CST

Minutes

I. **Call to Order – Nimish Jani**, Council Chair @ 1:06 PM CST

II. **Roll Call – Nimish Jani**, Council Chair

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	
Ketskasy Herena				X
Nasir Jahangir				X
Kalpesh Joshi			X	
Abin Kuriakose			X	
Phimmasorn Lisa Luangsomkham				X
Grace Chan McKibben			X	
Dennis Mondero			X	

Total: 5 members present, 3 members absent. Quorum achieved.



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	Mark Mahoney Jake Altman Gale Alston Terrance Glavin Herbert Johnson Ivan Ramirez Barbara McDonald Mayra Magaña			X
Illinois Department on Aging	Cheryl Barrett			
IL DoIT	Vickie Simpson			
Illinois State Police	Mary Dowdy			X
Illinois Department of Employment Security	Stanislav Volkhovsky			
Illinois Department of Children & Family Services	Jose Lopez Nancy Rodriguez			X
Illinois Department of Human Services	Amelia Gavino			X
Illinois department of Revenue	Yumnah Tayyab			X

Total: 15 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. Council Items for Discussion

Council By-laws – establish committee to draft along with Legal

- Terrance Glavin indicated that CMS Legal will be able to assist in developing and tailoring the By-laws for the Council
- Chair Jani Suggested indicated that, since the Employment Plan Advisory Councils function similarly that they should adopt similar By-laws
- Council member Joshi suggested that in the By-laws there should be an attendance policy such as... If there are 3 unexcused absences in a calendar year then the Council Member should be removed
- Terry indicated that there are two options for addressing attendance in the By-Laws, depending on what the council feels suits them best either can be adopted
- Council member Kuriacose indicated that in 2020 someone from CMS Staff contacted him to see if he was able to continue with the commitment because he had missed some meetings and suggested that someone reach out to all council members to confirm their ability to continue with the commitment as part of the preparation to implement the attendance policy.
- Chair Jani requested that a draft of By-laws be provided to the council for review and discussion at the next meeting
- Terrance Glavin Will draft By-Laws for the council, pulling from the By-laws Developed by the other Councils and will present at the next meeting. He indicated that it will probably take more than one meeting to finalize the By-laws so that should be kept in mind when setting the expectations for their approval/adoption.

IV. CMS Updates

CMS Update on General Assembly Report – Mark Mahoney

- Mark updated that the Annual Reports was prepared by Rebecca Roussel and submitted for review. They are still in Review and will be filed to the General Assembly once the Review has been completed.
- The final report that gets filed will also be shared with all council members once they have been submitted and the council will be able to discuss the report at the next meeting.

HCM Success Factor – Jake Altman

- Jake informed the council that in January the old system changed to HCM Success factors and that it has many benefits that can be leveraged
- Jake shared his screen displaying the new website <https://illinois.jobs2web.com/>
- Jake reviewed and displayed the different functions of the website and new posting system for the council
- Chair Jani stated that it seems helpful but was a lot of information to digest in a short time and requested that the council members receive the link to the website and synopsis of the key points and functionalities so they can review the website content with more time on their own
- Jake will compile the synopsis and Mayra will distribute it to the council via email

V. New Business

Council involvement in Statewide Outreach Call possibly during Quarter 2 of 2021

Three entities agreed upon by Council

- Mark reminded the council that the State has a monthly statewide outreach call where the state agencies meet virtually to discuss outreach. He reminded the council that some of them participated in one of these meetings previously.
- He indicated that CMS would like to have the council participate in one of those meetings, possibly in May, along with some entities recommended by the council. This meeting would be focused on outreach to the Asian American Community.
- Council members Dennis Mondero inquired if the Attorney general's office will be participating.
- Jake Clarified that they would not be participating but that state agencies do look for entities so they would be a good resource.
- Council member Grace Chan McKibben requested further clarification on the ask because the council members submitted suggestions in the survey they completed previously.
- Mayra clarified that the goal is to have two or three entities/organizations that council would agree upon to ensure that the participants are also appropriately reflect diversity in the Asian American community. The request for additional entities/organizations is to ensure that there is participation in case some of the suggested entities/organizations are not available. The focus of the meeting will be on outreach into the Asian American community and assisting the agencies in leveraging information and resources to have more effective outreach within the community.
- Council members will send Mayra their recommendations. A list will be compiled and presented to the council for selection of the entities.
- Council member Mondero shared that Chinese Mutual Aide is presently collaborating with DCFS and will be hosting a Zoom webinar on March 25th for the Asian American Communities they work with.

VI. Public Comment

- There were no comments from the public at this meeting.

Noting that quorum was achieved late after the meeting had begun, Chair Jani requested a motion to approve the Minutes from the November 9, 2020, Quarterly meeting before adjourning. Council Member Kalpesh Joshi motioned to approve the Minutes and Council member Grace Chan McKibben Seconded the motion. All were in favor. The motion Carried

VII. Adjournment

- Motion was made by Council member Chan McKibben to adjourn the meeting at 1:54pm. Council member Dennis Mondero seconded the motion that the meeting be adjourned. All were in favor. Motion Carried.