



**Asian American Employment Plan Advisory Council**  
Quarterly Meeting (#2)  
Wednesday, April 24, 2024 | 2:00 PM – 4:00 PM

**Minutes**

- I. Call to Order – Chair Jani**  
The meeting was called to order at 2:04 PM 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: 7 members present, 2 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	Aundra Williams			X
	Sarah Kerley			X
	Bobby Tucker			X
	Patricia Santoyo-Marin			X
	Patricia Young			X
	Arthur Sutton			X
	John Chepulis			X
	Mayra Magaña			X
	Darrick Hibbler			X
	Kevin Jeong			X
IL Dept of Commerce and Economic Opportunity	Terri Morris			X
Illinois State Police	Sgt. Aldo Schumann			X
	Mary Dowdy			X
Illinois Department of Human Services	Amelia Gavina			X
	Krista Culbertson			X
	Daniel Kuznetsky			X
IL Dept of Innovation and Technology	Jason Thoron			X
	Vickie Simpson			X
IL Department of Corrections	Marian McCann			X
	Howard Moore			X
IL Department of Transportation	Adam Graham			X
IL Dept of Human Rights	<i>Unable to attend</i>			

**Total: 21 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 member of the public attended this meeting.**

**III. Old Business**

- A. Approval of February 28, 2024, Meeting Minutes
  - 1. Council member Shree Gurusamy motioned to approve the meeting minutes.
  - 2. Council member Grace Chan McKibben seconded the motion.
  - 3. All were in favor. The motion carried and meeting minutes were **approved**.
- B. Outreach and Community Event Recommendations
  - 1. No recommendations were made.
  - 2. Coordinator Jeong asked Council members to reach out to the D&I team with any future recommendations that then could be disseminated to other agencies.

**IV. CMS Updates**

- A. Staffing Updates from CMS - CMS D&I Deputy Director Patricia Santoyo-Marin
  - 1. Deputy Director Patricia Santoyo-Marin discussed openings on the CMS D&I team as capacity continues to expand and staff transitions have taken place.
  - 2. Deputy Director further discussed how those and other openings will be shared with the council for their input into recommendations for filling those roles.
- B. SuccessFactors and Data Updates - CMS Chief Administrative Officer Sarah Kerley
  - 1. Chief Administrative Officer Sarah Kerley thanked the council for the opportunity to share several items and was excited to discuss the extraordinary success the agency has had during appropriation hearings with respect to electronic hiring and process improvements. She shared enterprise-wide workforce data that revealed an overall growth in the state workforce which had been steady at 44,000-45,000 for several years. Of note were several data points (may reflect a lag in reported data)
    - a) An approximate growth of 5,400 in “New to State Hires” throughout the enterprise-wide workforce due to actively reducing barriers to employment as well as an increase in outreach and recruitment.
    - b) During the last six months of 2023, the number of Asian American employees have increased by **100 (0.06%)** in addition to growth in all other demographic areas.



2. Deputy Director Santoyo-Marin discussed the modernization of the now primarily electronic hiring systems that Chief Administrative Officer Kerley and team have been working on to improve the application process. She further discussed how these new processes have increased the number of “New to State Hires”.
- C. CMS Outreach and Recruitment – Asian American Employment Plan Coordinator Kevin Jeong
1. Coordinator Jeong discussed efforts toward solidifying relationships throughout northern Illinois as well as building and expanding relationships within the Asian American community in southern Illinois in order to improve access for other state agencies.
  2. Five outreach events were reported:
    - a) Job Fairs
      - i. Pui Tak Center – Chicago, Chinatown, IL – CMS D&I was invited to join the center’s first ever job fair and shared career resources with the more 100 attendees present. CMS D&I also connected with several community organizations including Project: Vision.
      - ii. National India Hub – Schaumburg, IL – CMS D&I invited 13 State Agencies to join in providing information and resources about career opportunities to more than 660 attendees. Special thanks given to Council Member Gurusamy for coordinating the event.
    - b) Student Outreach
      - i. University of Illinois Chicago – Chicago, IL
        - a. AARCC Lunchbox: Advocacy and Opportunity with the State of Illinois
        - b. Asian American Cultural Celebration
        - c. Asian American Student Academic Program
      - ii. Origin Youth Program Career Day – Chicago, Chinatown, IL
      - iii. Harper College Asian Student Association – Palatine, IL
    - c) Chinese Mutual Aid Association (CMAA) Gala – Chicago, IL – CMS D&I met with community leaders and members of the CMAA workforce development team.
    - d) Lao Pi Mai – Chicago, IL – CMS D&I was welcomed into the Laotian community for a new year celebration. This is a new relationship that we hope to strengthen as we reach out the wider Asian American community.
  3. Upcoming Outreach and Developing Partnerships:
    - a) Coordinator Jeong outlined some of the upcoming CMS D&I AAPI Heritage Month events including a CMS Live Conversation to close out the month.
    - b) The D&I team will continue to build relationships with educational institutions in Southern Illinois



- c) Coordinator Jeong discussed the upcoming Summer and Spring festivals including Piyesta Pinoy, Dragon Boat Race for Literacy, and an outreach invitation from Aurora Alderwoman Shweta Baid.

## V. New Business

### A. Presentation of Agency Efforts Toward Recruitment Goals.

1. Department of Commerce & Economic Activity – Teri Morris, Deputy Director Equal Opportunity Monitoring & Compliance
  - a) Deputy Director Morris introduced herself to the Council and her role to ensure alignment with the 2024 Affirmative Action Plan
  - b) Moving forward she noted her responsibilities include participation in EPAC meetings, attending outreach events, and building partnerships to strengthen diversity within the Asian American community.
2. Illinois State Police – Sergeant Aldo Schumann, Northern Recruitment and Internship Coordinator
  - a) Sgt. Aldo Schuman shared details about pay raises within the Agency, including benefits, and 12 weeks of parental leave.
  - b) He went on to share about the Agency’s current outreach efforts and their statewide recruitment push including civilian opportunities. He further discussed the agency’s commitment to strengthening diversity including their “30 x 30” pledge to increase the number of female police by 30% by 2030.
  - c) Sgt. Schuman also discussed the agency’s addition of a new testing date at the Illinois State Police Academy in Springfield.
3. Department of Human Services – Amelia Gavina, Minority Relations Manager; Krista Culbertson, Office of General Counsel
  - a) Minority Relations Manager Gavina shared details about their eight-person recruitment team which includes seven bilingual members speaking Spanish, Mandarin, and Arabic.
  - b) She went on to share about their goals to attract candidates that reflect the demographics of the customers they serve, to increase the quantity and quality of applicants, and to improve communication with those candidates.
  - c) She discussed the agency’s commitment to implementing new recruitment strategies to attract large and diverse applicant pools. This includes developing affiliations with minority professional organizations and student groups. Those efforts include:
    - i. Onsite career fairs, virtual recruitment presentations, job board and social media postings, radio, and attending other outreach efforts and career fairs throughout the state (more than **244** events attended in **2023**—already registered for more than **315** in **2024**).



- ii. Initiation of a targeted focus on underutilization regions and partnerships with community organizations to share information about events and vacancies, as well as to give presentations.
- d) Krista Culbertson, Office of General Counsel shared data on IDHS hiring and promotions reflecting the dates of January 1, 2024 – March 31, 2024.
  - i. Total Asian American New Hires: **32** of 852 (**4%**)
    - a. Senior and managerial hires: **2** of 29 (**7%**)
    - b. Professional: **37** of 529 (**7%**)
    - c. Para-Professional: **12** of 708 (**2%**)
  - ii. Total Asian American Promotions: **6** of 232 (**3%**)
  - iii. This represents a **decrease (improvement)** in Asian American underutilization of **9** employees from a previous total of **36** to **27**.
  - iv. Culbertson explained the State’s definition of “underutilization” to the council as requested by Deputy Director Santoyo-Marin. She further explained that the largest Asian American “Professional” category underutilization was in region 6.
- e) Council Member McKibben asked about how the Council could help with recruitment to reduce underutilization.
  - i. Amelia Gavina requested that the council share community events, promote job opportunities, and other ideas.
  - ii. Council Chair Jani asked about IDHS participation as most community events happen off-hours and on weekends. To which Gavina replied in the affirmative.
- f) Council Chair Jani raised a question about Hindi language representation within the agency as it has become the largest spoken Asian language according to the Illinois Census.
  - i. Gavina shared that IDHS works within ethnic communities to share information and translated flyers with businesses to share.
  - ii. Council Member McKibben supported the Chair’s information and the need for Hindi speaking representation in recruitment.
  - iii. Deputy Director Santoyo-Marin clarified Chair’s request to see agencies posting more bilingual Hindi speaking positions. Chair Jani agreed and further added that he would like to see more Hindi speaking employees in State employment as he has witnessed and personally experienced issues in communication with state agencies.





- iv. Krista Culbertson returned later in the meeting to report that IDHS employs 1,490 bilingual employees, of which:
  - a. **6** are Hindi speakers located in Cook County.
    - 1. 4 human services case workers
    - 2. 2 social service career trainees
  - b. **10** are Chinese bilingual.
  - c. **6** are Korean bilingual.
- 4. Department of Innovation and Technology – Jason Thoron, Recruitment Officer
  - a) Thoron explained that DoIT’s talent acquisition strategy has stayed the same but their tactics have become much more defined in 2024 by expanding outreach, social media, and call-to-action campaigns online.
  - b) Asian American representation within DoIT is currently **just over 10%**.
  - c) DoIT **increased** Asian American **new hires** from **9** (2023) to **47** (to-date, 2024)
  - d) By adding a new recruiter DoIT has increased its presence at jobs fairs by 55%—attending over 50 in-person job fairs throughout 14 counties.
  - e) Thoron discussed DoIT’s social media strategy including efforts on LinkedIn, Facebook, Handshake, and Slack. He further discussed their upcoming initiatives including employee testimonials; documents to help potential applicants create better resumes and help with interviews; plans to expand network with more colleges, high schools, and career centers; conducting hiring workshops; and the launch of their IT Trainee program.
  - f) Chair Jani requested for elaboration on the IT Trainee program to which Thoron explained the process, minimum qualifications, and auto-promotion into full time employment.
    - i. Deputy Director Santoyo-Marin provided an explanation on work authorization requirements for applicants.
    - ii. Deputy Director Bobby Tucker, BOP, agreed and added that applicants must be able to work without sponsorship.
- 5. Department of Corrections - Marian McCann, Regional Recruitment Coordinator
  - a) DOC reported 11,495 total employees of which:
    - i. **1,953 (16.99%)** are minorities
    - ii. **86 (0.75%)** are Asian American
  - b) McCann reported on the categories of significant underutilization which DOC is working to decrease (improve) through recruitment and retention efforts. McCann additionally shared a list of professional organizations the DOC has been working with.



- c) McCann discussed the DOC's challenges included public perception, no recruitment specific staff, and facilities which are frequently located in areas with smaller minority populations She also discussed DOC's efforts to counter these challenges which include large state contracts which urge contractors to reach out to minority firms, drawing from the diversity within the agency to represent DOC at career fairs, as well as using social media to change public perception, increase brand awareness, and share opportunities.
  - d) Chair Jani raised a question to all agencies including the DOC about raising awareness about internship programs to which McCann explained their strategies including flyers, online documentation and a new coordinator.
  - e) Council Member Park thanked the DOC and offered the Council's continued support moving forward.
6. Department of Transportation – Adam Graham, Bureau Chief, Bureau of Civil Rights
- a) Bureau Chief Graham reported that most of IDOT's underutilization numbers are at parity. The one area he reported underutilization was in the service and maintenance category.
  - b) He offered a workforce summary of IDOT's 5,085 employees (FY2024 Q3), of which:
    - i. **131 (2.58%)** are Asian American.
    - ii. **85 (6.18%)** are Asian American in Region 1.
    - iii. **9 (about 9%)** Asian American promotions.
    - iv. **Net increase of 1** Asian American (5 leaving, 6 joining).
  - c) The Diversity and Recruitment Manager reported attending 43 events during FY2024 Q3. IDOT also continues to utilize online resources including social media, and university/college career pages.
  - d) In addition to two Council supported events, IDOT has partnered with Asian Scientists and Engineers (SASE) at colleges throughout Illinois.
7. Department of Human Rights – Not available to present however, IDHR sent slides to present to the Council.
- a) IDHR employs a total of 130 individuals throughout the state (March 31, 2024) of which:
    - i. **5 (3.84%)** are Asian American.
    - ii. **4** of whom are in Chicago, representing **3.84%** of the Chicago office workforce.
    - iii. **1** who is in Springfield, representing **6.6%** of the Springfield office workforce.
    - iv. This represents an increase of **1** Asian American Employee since the start of the second half of FY2024.





- b) IDHR continues to recruit for a diverse workforce by attending job fairs and other community outreach events and are appreciative of any assistance or suggestions from the Council.
- B. Realignment of the Quarterly EPAC Meeting Schedule for FY24 and FY25
  - 1. Coordinator Jeong discussed a proposal to adjust the quarterly EPAC meeting schedule to align with the State fiscal year model.
  - 2. Chair Jani called a vote to adjust the EPAC quarterly schedule. The motion was carried unanimously.
- C. Scheduling Q1 Hybrid Meeting on July 31, 2024
  - 1. Location set at Chinese Mutual Aid Association (CMAA).
  - 2. Chair Jani called a vote to hold a hybrid meeting at the CMAA offices.
    - a) Council Member Shree Gurusamy motioned.
    - b) Council Member Lisa Luangsomkham seconded.
    - c) The motion was carried unanimously.
- D. Proposals for New FY25 Survey Questions
  - 1. Coordinator Jeong summarized the purpose of the Employment Plan Survey.
  - 2. This item was tabled due to time and to give Council Members more time to consider their suggestions.

**VI. Public Comment - None**

**VII. Adjournment**

- A. Chair Jani thanked the Council Members and the Coordinator for their work through the first quarter of outreach and mentioned how robust the Council has become.
- B. COUNCIL MEETING ADJOURNED
  - 1. Council Member Kalpesh Joshi motioned to adjourn.
  - 2. Council Member Shree Gurusamy seconded.
  - 3. Meeting adjourned at 3:42 PM