



NOTICE

Asian American Employment Plan Advisory Council
Quarterly Meeting (#2)
Wednesday, May 17, 2023 | 2:00 PM – 4:00 PM

Minutes

I. Call to Order – Chair Jani

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

II. Roll Call

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: 3 members present, 5 members absent. Quorum was not achieved. Council member Kalpesh Joshi notified in advance that he would not be able to attend.

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	Patricia Santoyo-Marin			X
	Mayra Magaña			X
	Araceli Morales			X
	Corey-Anne Gulkewicz			X
Illinois Dept. of Aging	Robin Tucker			X
IL Department of Children & Family Services	Ada Tong			X
Illinois Department of Insurance	Melina Tomaras-Collins			X
	Dr. MaNesha M Stiff			X
Illinois Department of Financial & Professional regulation	Jim Bryant			X
Illinois Department of Revenue	Phyllis Tate			X
	Booby Tucker			X
Illinois Department of Transportation	Adam Graham			X
IL Department of Commerce & Economic Opportunity	EEO Deputy Director			X
	Angie Skinner			X
Illinois Department of Employment Security	Stanislav Volkhovsky for Anna D'Ascenzo			X
Illinois State Police	Mary Dowdy			X
Illinois Department of Public Health	Aisha Price			X
	Brittany Koonce			X

Total: 17 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.

Governor's Office Attendees:

Sandy, Orozco Dunn Fellow, Office of Equity- Governor's Office

III. Council Discussion Items

A. Approval of March 1, 2023, Meeting Minutes

Meeting minutes could not be approved as quorum was not achieved.

B. Illinois Asian American State Employees Association Reception

CMS D&I Deputy Director, Patricia Santoyo-Marin, mentioned the Illinois Asian American State Employees Association Reception. Council Chair, Nimish Jani shared that the event went great, filled with joy and meeting new people. Chair Jani suggested bringing in the diversity into Senior Leadership roles because there is a need for more diverse input. Chair Jani also expressed Asia is one large ethnicity and with many diverse cultures which represents the council members apart of this EPAC with a lot of diverse ideas. Another suggestion made by Chair Jani, was to communicate with large event hosts and have council members and state agencies to attend these forms of events. Chair Jani stated that there are various ways to recruitment and reach out to the community.

Chair Jani reported on a conversation with Department of Revenue Julie Love regarding vacancies but it not reaching the community. Chair Jani asked if there could be a way to align the goal of equitable representation for Asian Americans in ratio to the positions available. Chair Jani thanked D&I Deputy Director, Santoyo-Marin and CMS Human Resource Specialist, Mayra Magaña connecting with the Illinois Department of Revenue.

Human Resources Specialist, Magaña thanked Chair Jani and asked if Ada Tong from DCFS would like to also give a few words about the reception. Ada Tong wanted to first thank the D&I team for sharing their flyers. Also thanked State Representative, Theresa Mah and IDHS Secretary, Grace Hou for attending. Ada Tong stated to be grateful for also of the other attendees and shared that there are some volunteers who would be interested in hosting another event.

IV. Leadership Updates

A. Transition of Mark Mahoney, CMS Assistant Director

CMS D&I Deputy Director, Patricia Santoyo-Marin, announced the transition out of CMS Assistant Director Mark Mahoney to another state agency. CMS D&I now reports to CMS Chief Administrative Officer, Sarah Kerley.

B. Introduction of Externs from Howard University

Chair Jani allowed D&I Deputy Director, Santoyo-Marin, to introduce externs from Howard University. Kadesia Mohammad studying in Howard University who is a political science major and has a minor in history. Second extern was Pavithra Lella who is a Sophomore at Howard university. Biology is one of her minors and interested inter-disciplinary studies bioethics and interested in South Asian equity.

V. CMS Updates

A. CMS Outreach and Recruitment

Human Resources Specialist, Magaña, share the previous month outreach and recruitment events. One event was the 2023 Illinois Asian American state employees Association's Asian American, Native Hawaiian, and Pacific Islanders heritage month reception. Another was the Hanul Family Alliance's Annual benefit dinner set beginning partnership were D&I Hispanic Coordinator, Araceli Morales, attended and initiated connections with the board directors to build a collaboration near the future.

On May 31st, CMS will have the CMS live Conversation virtual event with name, Asian American Leaders in Illinois: The history, the challenges, and the opportunities. Chair Jani shared events with D&I about upcoming outreach and recruitment events from August and September

which they have been in the D&I radar. Additional details will be shared with everyone once there is more information.

Chair Jani added to Human Resources Specialist, Magaña, that everyone should save the date and addressed the importance of India Day parade & celebration. Human Resources Specialist, Magaña announced upcoming collaboration with Council member Gurusami, who is inviting CMS to partner for an Asian American Job Fair DuPage County. Human Resources Specialist, Mayra Magaña invited council members to share community events for outreach and recruitment with the community.

B. State Workforce Diversity Numbers Update- Bureau of Personnel

D&I Deputy Director, Santoyo-Marin, shared that CMS Deputy Director of Bureau of Personnel, CoreyAnne Gulkewicz, is leading the new application system and making sure that it is more accessible for all perspective applicants. There is also a new dashboard where it was created in house to gather some more up to date data. Deputy Director of Bureau of Personnel, Gulkewicz, thanked D&I Deputy Director, Santoyo-Marin and mentioned that in advance apologizes for any certain matter when it comes to the data analysis since BoP Assistant Deputy Director, Jake Altman, is not available today.

BoP Deputy Director, Gulkewicz, reported latest data from mid-May on May 16th, the workforce including PSA and SPSA is 44,948 from which 1,392 identified as Asian American, equating to 3.1% . PSA and SPSA workforce alone is 3,087 where 75 are Asian American or 2.43% , with hire at 6 and ready to hire is 32. BoP Deputy Director, Gulkewicz opened the floor for any questions, there was none. D&I Deputy Director, Santoyo-Marin, thanked BoP Deputy Director Gulkewicz and mentioned this was the first time presenting this information and that it was also added into the meeting invitation. The goal is to produce more up-to-date data to identify where in the hiring pipeline Asian Americans are represented.

C. Coordinator Position Update

D&I Deputy Director, Santoyo-Marin, proceeded to shared that the Department of Human Resources and personnel team as well, have been helping spread the posting of the position. Human Resources asked D&I Deputy Director, Santoyo-Marin, to block time starting the first week June for interviews and hope that by the first week of June, they would have collected a candidate.

VI. New Business

Agency Presentations

D&I Deputy Director, Santoyo-Marin, mentioned that they invited agencies to give a brief 3 to 5 minutes overview of what are their efforts and have council to pose questions and recommendations. Council Chair Jani granted D&I Deputy Director, Santoyo-Marin to call on the agencies.

A. Environmental Protection Agency (EPA).

There was no representative available to speak from that agency.

B. Commerce and Economic Opportunity (DCEO)

D&I Deputy Director, Santoyo-Marin proceeded to call Commerce and Economic Opportunity and asked if there was any representative on the line. Angie Skinner from the Commerce and Economic Opportunity was present and mentioned once all the four employment plans report

were out, the agency took a deep dive into understanding the statewide goals. DCEO included in formulating 5 main initiatives:

- Working on developing cultural outreach engagement
- Expand and strengthen a diverse workforce pipeline
- Promote Diversity, Equity, Inclusion all practices
- Expand Bilingual services and pay benefits
- Partnering with CMS to start using the new CMS dashboard analytics to track aspects from retention, diversity, and recruitment

DCEO is moving along into a process reaching out to career centers from universities and colleges across the state, to emphasize the agency's effort of recruiting new talent to the agency. Although it is new, the agency's HR department is accountable of posting jobs vacancies of the agency. DCEO is focusing on making sure that if someone access the agency, they have a wide variety of resources available and to ensure the staff to be knowledgeable.

Representative of DCEO, Angie Skinner, was asked a question by Council Chair Jani regarding the numbers of Asian American employment. Representative of DCEO, Angie Skinner mentioned not having the data, but confirmed that in the 3rd quarter, the agency hired two additional Asian Americans one in professional category and the other in official administrative category. Representative of DCEO, Angie Skinner, informed Council Chair Jani, that the agency wants to increase diversity and will make sure to be present in the council meetings and wants to share information. HR and the agency stressed the need for outreach to attract and retain Asian Americans and inquired on those efforts. Representative Skinner from DCEO mentioned the agency does offer business development give opportunities for diversity but that initiatives exist with the Language Access Plan where translation into other languages is available. No further questions asked.

C. Illinois Department of Revenue

The agency was represented by the EEO Officer, Phyllis Tate. EEO Officer Phyllis Tate collaborated with the agency's HR department and created a slide show from past and current data about recruitment efforts. The agency advertises on job boards. IDOR uses standard job boards that frequently post announcements.

The agency recruited an HR specialist who is trained in recruitment to assist with recruitment initiatives and formulating DEIA members. The agency also created videos pertaining to employees highlighting benefits of working at IDOR. EEO Officer Tate provided the prior year (2022) recruitment statistics where recruiting totaled 296 activities with 162 events. Lastly, for the race sector, only 46 individuals that represented the Asian category either participated in recruiting activity or event. As for job seekers registered to receive employment information in 2022, only one individual who identified as Asian American registered in a job fair. As for the outreach activities, only three Asian Americans.

EEO Officer Phyllis Tate also presented recruiting statistics from January-April 2023. Recruiting actives was 162, number of events were 93 and race identification was 54 Asian. From job fair events, the agency recorded one Asian American interested in signing up to receive more information, and five Asian Americans who wanted to receive information about the agency. EEO Officer Phyllis Tate shared the three types of the recruitment efforts which includes Targeted Recruiting. Targeted recruitment efforts are an extra step to capture the audience of the underrepresented groups and then upcoming efforts. One targeted recruitment efforts IDOR is attempts to increase presence by developing relationships and partnerships with the community.

EEO Officer Phyllis Tate opened the floor for the council members and Council Chair asked that if for some IDOR jobs, an applicant without a college degree can apply, Officer Tate responded affirmatively. Chair suggest doing outreaching to large high schools to promote these job applications as well to target libraries and use bulletin boards. EEO Officer Phyllis Tate thanked Chair Jani for the recommendations. Council member Shree Gurusamy asked if these job openings are available in the Illinois page, EEO Officer Phyllis Tate confirmed and noted postings on their website.

D. Department of Insurance

The Human Resources Director, Melina Tomaras-Collins notified the Council members that colleague Dr. MaNesha Stiff was going to present and is taking the role in the department as a consultant. Dr. MaNesha Stiff shared the creation of a climate survey, where after results, planning to create a strategic plan. Also created a newsletter for this month, focusing on mental health and Asian American Heritage month. The agency also plans on partnering with the Governor's Office of Equity to continue education. The agency also plans on hosting summer series critical conversations.

Dr. MaNesha Stiff introduced The Human Resources Director, Melina Tomaras-Collins to speak about human resources and notes appreciation for the platform that allows learning of what other agencies are doing. The Human Resources Director, Melina Tomaras-Collins committed to considering having more dedicated and advocating recruiter on staff in the future.

E. Department of Agriculture

No representative present in the meeting

F. Department of Lottery

No representative present in the meeting

G. Department of Natural Resources

No representative present in the meeting

H. Financial and Professional Regulations

No representative present in the meeting

I. Department of Transportation

Adam Graham introduced himself as the representative for the Department of Transportation (IDoT). The agency reported 3% hires who identified as Asian. Recruitment efforts included, posting employment opportunities on social media and doing fairs for civil engineering. The Agency also partners within career services at multiple universities.

The agency has continuously promoted awareness of civil engineering, training opportunities and continue building a relationship with the Department of Employment Security. IDoT Representative Adam Graham reported to plan to meet with the individuals who conduct the hiring and committed to have a more in-depth presentation about the agency at the next presentation. Council Chair Jani asked IDoT Representative Adam Graham where most of the job positions are located. Representative Graham mentioned that the job positions are spread all around the state.

Chair Jani asked if they had summer internship opportunities. He noted this is a question for thought for all the agencies. IDoT Representative Adam Graham reported not to have those details. D&I Deputy Director, Santoyo-Marin, noted that the D&I team created the Diversity and Inclusion Community Partner Internship. Here, agencies develop their project description which then is sent to a community partner, who then, make the selection and as a result, reduces navigation issues for students.

- J. Abraham Lincoln Library and Museum
No representative present in the meeting

D&I Deputy Director, Santoyo-Marin, on walked through the website of the application process. The website has many new features that applicants may be familiar with and allows the applicant to look for a position based on keywords. Search by live positions through regional map was highlighted. The CMS 100 form is no longer required, now the system will ask for a resume and a profile to complete an application. Chair Jani thanked everyone for attending and expressed the efforts from each agency getting better and better.

VII. Public Comment

No public comment.

VIII. Adjournment

Meeting adjourned at 3:28PM by Council Chair Nimish Jani.