



Asian American Employment Plan Advisory Council
 FY2025 Quarterly Meeting (#2)
 Wednesday, November 20, 2024 | 2:00 PM – 4:00 PM

Minutes

I. Call to Order – Chair Jani

The meeting was called to order at 2:15 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: 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
	Jill Kilroy			X
	Ramiro Martinez			X
	Brittany Clark			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
	Heather Humphrey			X
Illinois State Police	Mary Dowdy			X
Illinois Department of Lottery	Peter Romano			X
Illinois Department of Revenue	Shelby Kaiser			X
Environmental Protection Agency	Anwar Johnson			X
Illinois Department of Commerce and Economic Activity	Teri Morris			X
Illinois Department of Finance and Professional Regulation	George L Cotton			X
Illinois Department of Innovation and Technology	Hannah Rabideau			X
	Jason Barth			X
	Jason Thoron			X
	Vickie Simpson			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
Jennifer Won-Young Lee	Office of the Illinois Attorney			X

Total: 1 members of the public attended this meeting.

III. Old Business

- A. Approval of July 31, 2024 (FY25 Q2), Meeting Minutes
 1. Council member Lisa Luangsomkham motioned to approve the meeting minutes.
 2. Council member Abin Kuriakose 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. Chair Jani shared that outreach efforts and council member participation has been robust.

IV. CMS Updates

- A. CMS D&I Team New Positions and Staffing - CMS Chief Administrative Officer, Sarah Kerley
 1. Chief Administrative Officer Sarah Kerley shared updates about the new CMS D&I Statewide Manger positions.
 - a) The postings were extended to include targeted recruiting with the support of the councils and other agency colleagues.
 - b) A total of **45** applications were received for the Asian American Statewide Manager Position and the subject matter expert reviews were completed. Interviews were noted to be scheduled shortly.
 2. Ada Tong, Chief of Asian American Services, DCFS, inquired about the number of applicants for the other Statewide Manger roles to which Chief Administrative Officer Sarah Kerley shared:
 - a) Native American: More than **50** applicants
 - b) Hispanic: More than **115** applicants
 - c) African American: More than **250** applicants



B. Statewide Personnel's Application Process – CMS Bureau of Personnel, Assistant Deputy Director of Recruitment and Retention, Jill Kilroy

1. Deputy Director Kilroy presented best practices on how council members could advise community members looking for employment with the State of Illinois as well as an overview of what happens after those applications are received.
2. Deputy Director Kilroy continued the presentation with additional information on:
 - a) The variety of opportunities available at various state agencies
 - b) Benefits packages for State employees
 - c) Disabilities Opportunities Programs
 - d) Career Counselors available to all applicants
 - e) The application process and best practices for applicants
 - f) Post application process overview for the State and applicants including an average time to hire of 4 months
 - g) Mention of piloting new ways to hiring including on-the-spot hiring and intern-to-hire programs

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

1. Coordinator Jeong discussed efforts toward solidifying existing relationships while building and expanding relationships within the Asian American community in central and southern Illinois to support partner agency outreach.
2. Several Outreach events were discussed including:
 - a) 2024 India Day
 - i. CMS D&I was joined by eight different agencies
 - ii. Chair Jani and Council Members Kalpesh Joshi and Shree Gurusamy welcomed participating State Agencies at the event
 - iii. The event was attended by more than 4,000 guests
 - b) 2024 Outdoor Garba Mela
 - i. CMS D&I was joined by six other agencies
 - ii. The event was attended by more than 11,000 guests
 - c) Para Sa Kultura – Filipino American community event with our partners at the Oakton College COMPASS program
 - d) Social Justice Conference Panel Discussion – “Hear I Am: Voices of Asian American Power”
 - e) Moon Festival – Asian American community event with partners at the Windfall Group where CMS D&I and State agency partners were welcomed by Council Member Lisa Luangsomkham and Aurora Alderwoman Shweta Baid
 - f) State Representative Sharon Chung Resource Fair and Blood Drive – Bloomington, IL



- g) AsiaConnect and Asian Pacific American Coalition at Illinois State University – Bloomington, IL
- h) Career Café Panel Discussion with REVISE and Coalition for a Better Chinese American Community where CMS D&I was joined by Council Member Grace Chan McKibben, and Ada Tong, Chief of Asian American Services for DCFS
- 3. Upcoming Outreach and Developing Partnerships:
 - a) Illinois Wesleyan University's Office of Diversity & Inclusion
 - b) Illinois State University's Asian Pacific American Coalition
 - c) Eastern Illinois University's Office of Belonging, Access & Engagement
 - d) AsiaConnect – Bloomington-Normal, IL
 - e) Carbondale Chamber of Commerce

V. New Business

A. Presentation of Agency Efforts Toward Recruitment Goals.

- 1. Department of Revenue – Shelby Kaiser, Equal Employment Opportunity Officer and ADA Coordinator
 - a) The following agency employment data was reported:
 - i. **Three** Officials/Managers
 - ii. **57** Professionals
 - iii. **Two** Technicians
 - iv. **One** Administrative support
 - b) Kaiser outlined the DoR's recruitment plan with a focus on diversity and inclusion including:
 - i. Including postings with Asian American community focus
 - ii. Participated in 27 recruiting events in FY24 including two events organized by the Asian American Employment Plan Coordinator
 - iii. General and additional recruiting on Social Media and on virtual recruiting calls
 - c) Underutilization numbers from FY24 to FY25 remained unchanged overall at **four**
 - i. Region 1 improved from **four** (FY24) to **three** (FY25)
 - ii. Region 1 increased from **none** (FY24) to **one** (FY25)
 - d) Kaiser also discussed internal programs and challenges including:
 - i. Examining promotions and internal transfers
 - ii. Training and development opportunities in all aspects including planning, recruitment, retention, and promotion
 - iii. Amplifying DEIA voices on interview panels and on the DEIA Committee



2. Environmental Protection Agency – Anwar Johnson, Deputy General Counsel for Ethics and Personnel
 - a) Johnson discussed how EPA is headquartered in Springfield, which is where the bulk of EPA’s recruiting occurs.
 - b) IEPA has been working to expand hiring since 2021 which has led to an overall growth of the agency and its Asian American representation
 - i. FY21: **599** total employees | **44 (7.3%)** Asian American
 - ii. FY23: **673** total employees | **49 (7.3%)** Asian American
 - iii. FY24: **752** total employees | **49 (6.5%)** Asian American
 - iv. FY25 (Q1): **759** total employees | **67 (8.8%)** Asian American
 - c) IEPA is averaging a growth of 4.7% over the past five fiscal years and is currently projected to employ 789 by the end of FY25. Statistically this should result in the projected increase of 7 Asian American personnel by the end of FY25
 - d) Recruitment efforts at IEPA focus on:
 - i. Job fairs at colleges and universities
 - ii. Expanding job postings on social media including LinkedIn
 - e) Chair Jani asked for further elaboration on what sort of science students the IEPA is interested in for recruitment to which Johnson shared about positions for Environmental Protection Specialists, Environmental Protection Geologists, and Engineers. Johnson further shared about the IEPA’s lab in Springfield which is looking to recruit students with Chemistry backgrounds. Johnson also added that the IEPA is struggling to find students with Engineering backgrounds.
3. Department of Agriculture – Heather Bosie, DEIA Coordinator/Recruiting Manager
 - a) Bosie discussed the role of the IDOA as a regulatory agency
 - b) IDOA Workforce analysis shows a total of 403 employees through the end of FY24
 - i. **Two (0.5%)** Asian American employees
 - ii. Goals for FY25 include **Two** Asian American Technicians in Region 1 and **One** Asian American Professional in Region 7
 - c) IDOA hired its first DEIA Outreach Coordinator in October of FY25 and is creating a recruitment program from the ground up including new materials, metrics, and how to target candidates from specific identity groups. IDEA is building connections and partnerships with colleges, universities and other private and public sector entities and has attended seven career fairs since May of FY24 with three more currently scheduled.
 - d) IDOA is working to develop additional internship and job shadowing opportunities and was a participating agency in the FY24 CMS D&I Community Partner Internship Program.



- e) Bosie addressed some of the challenges facing IDOA including:
 - i. Breaking down stereotypes about the agency itself
 - ii. Establishing new recruitment partners and building diverse pipelines for recruitment
 - iii. Increasing internal participation in DEIA efforts
 - f) Bosie shared a list of the most posted positions at the IDOA which is available as a handout.
4. Department of Natural Resources – Eric Shirley, EEO Officer
- a) Shirley shared the following FY25 Q1 employment data from IDNR:
 - i. Total full-time employees: 1185
 - ii. Total Asian American Employees: **11 (0.93%)**
 - iii. Total Asian American Underutilization: 7
 - a. Official/Administrator: 1
 - b. Professional: 6 (Region 1 – 1, Region 5 – 1, Region 7 – 3)
 - b) IDNR is looking to increase total employees by about 100 in FY25 with most of those positions in the Parks Division.
 - c) Shirley shared information on hiring trends from FY24:
 - i. FY24 Q1: 1384 applications received with 13 (0.94%) Asian American applicants
 - ii. FY24 Q1: 82 hired with 1 (1.22%) Asian American hire
 - d) IDNR's outreach team of 3 members is working to increase outreach to all communities through job fairs, outreach events, and DEAI activities. This also includes efforts to connect with communities with limited or no English proficiency. These efforts included Shirley piloting a program to use technology to aid communication.
5. Department of Financial and Professional Regulation – George Cotton, EEO/Affirmative Action Officer
- a) The following agency employment data was reported:
 - i. 470 total employees
 - ii. Asian American underutilization reported as **3** in the professional category in Region 1. Parity is reported in Region 7
 - iii. 29 vacancies reported over the past year
 - b) IDFPF has been attending job fairs and is hosting IDFPF on the road licensing events to encourage individuals get their licenses on the spot. These events are also being used as opportunities to encourage and help potential applicants to apply.
 - c) IDFPF is a small agency with a smaller number of vacancies, however, the agency is working to increase numbers by increasing the applicant pool.
 - d) The agency skews toward a large number of attorneys, however, there are a number of entry level and trainee positions.



- e) The goal is for IDFP is to reach parity in all categories by the end of FY25. Again, underutilization in the Chicago area (Region 1) is currently 3.
- f) Chair Jani noted that IDFP recently participated at a local event within the Asian American community.
- 6. Department of the Illinois Lottery – Peter Romano, Human Resource & Labor Relations Administrator
 - a) Administrator Romano shared information on the history of the agency including the figure of 154 full and part-time employees.
 - b) The Illinois Lottery has five offices throughout Illinois and roughly half of its staff is in sales serving approximately 7,000 retailers.
 - c) The Illinois Lottery generates essential funding for the State of Illinois including contributions to the Common School Fund and the Capital Projects Fund.
 - d) Illinois Lottery currently employs **4 (2.6%)** Asian Americans.
 - e) The Agency generally fills roughly 20 positions a year—a 13% turnover—mostly in the sales and para-professional categories.
 - f) Underutilization of **2** Asian American Professions in Region 1.
 - g) Illinois Lottery typically does not attend recruitment events but shares its vacancy information through CMS D&I as well as organizations such as the Illinois Association of Hispanic State Employees.
 - h) Chair Jani noted that the majority of Lottery retailers are of Asian descent and that the agency should consider recruiting from within those communities.

B. Reminder of FY25 Q3 Asian American Employment Plan Advisory Council Meeting.

VI. Public Comment

- A. Jennifer Won-Young Lee, Diversity, Equity, and Inclusion Specialist for the Office of the Attorney General
 - 1. Jennifer is working on a paper with attorneys within the Office of the Attorney General about the dearth of Asian American attorneys in the State Workforce.
 - 2. Jennifer shared that she would like to invite the Council and CMS D&I to join the Attorney General's office on outreach events including career panels within the Asian American community.
 - 3. She stated that the two goals would be first, to encourage more Asian Americans to become legal professionals and second, to encourage more Asian Americans to go into the field of public service.

VII. Adjournment

- A. COUNCIL MEETING ADJOURNED at 3:52pm.