



**NOTICE**

**Asian American Employment Plan Advisory Council**  
 Quarterly Meeting (#4)  
 Wednesday, November 29, 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**

<b>Asian American Employment Plan Advisory Council</b>				
<b>Attendance Roster: Council Members</b>				
<b>Members</b>	<b>Present</b>			<b>Absent</b>
	<b>In person Chicago</b>	<b>In person Springfield</b>	<b>via WebEx</b>	
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: 6 members present, 3 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	Patricia Santoyo-Marin			X
	Mayra Magaña			X
	Kevin Jeong			X
	Patricia Young			X
	John Chepulis			X
	Hiram White			X
	Robert Bailey			X
	Ramiro Martinez			X
Illinois Department of Aging				
IL Dept of Employment Security	Anna D'Ascenzo			X
Illinois Department of Human Services	Krista Culbertson			X
Illinois Department of Public Health				
Illinois Department of Labor				
IL Dept of Healthcare and Family Services				
IL Dept of Children & Family Services	Ada Tong			X
Illinois Department of Human Rights				
IL Dept of Innovation and Technology	Jason Barth			X
	Hannah Rabideau			X
	Jason Thoron			X
	Vickie Simpson			X
Illinois Gaming Board	Dovie Shelby			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
George Cotton	Himself			X

**Total: 1 member of the public attended this meeting.**

**Governor's Office Attendees:**

### III. Old Business

#### A. Approval of August 23, 2023, Meeting Minutes

1. Council member Dennis Mondero motioned to approve the meeting minutes.
2. Council chairperson Grace Chan McKibben seconded the motion.
3. All were in favor. The motion carried and meeting minutes were **approved**.

### IV. CMS Updates

#### A. Introduction of new Native American Employment Plan Coordinator, Robert D. Bailey - CMS D&I Deputy Director, Patricia Santoyo-Marin

1. Deputy Director Patricia Santoyo-Marin introduced Coordinator Robert D. Bailey to the council. Coordinator Bailey expressed his pleasure for working with the D&I team and his enthusiasm for future CMS D&I projects.

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

1. Coordinator Jeong discussed how his efforts have focused on building relationships within the Asian American community and developing new partnerships to help expand the reach the D&I team's impact throughout the state.
2. Four outreach events were reported:
  - a) Moon Festival – Aurora, IL – CMS D&I was invited by Ada Tong to join DCFS for this event and promoted career opportunities to the community.
  - b) Illinois Asian American State Employees Association (IAASEA) Autumn Mixer – Springfield, IL – CMS D&I participated in conversations which demonstrated a clear desire for strengthening support networks within the state for Asian American Employees. Coordinator Jeong was joined at the event by CMS Chief Administrative Officer, Sarah Kerley.
  - c) Para Sa Kultura – Oakton College in Des Plaines, IL – CMS D&I team entered a new partnership with Oakton College and promoted career opportunities.
  - d) Job Fair – Mall of India in Naperville, IL – CMS D&I welcomed more than 600 active job seekers. This event was organized and promoted in part by Council Member Shree Gurusamy.
3. Discussion upcoming outreach events and new developing partnerships
  - a) AACC Lunar New Year Sponsorship – CMS has sponsored a table and will be promoting opportunities at this event.
  - b) Developing partnerships with identity-based student and resource centers at the University of Illinois Chicago, the University of Illinois Urbana-Champaign (UIUC), Harper College, Northern Illinois University, and Eastern Illinois University.
  - c) Strengthening ties with identity-based community and professional groups including the National Association of Asian American Professionals, Alliance of Filipinos for Immigrant Rights and Empowerment, Philippine American Cultural Foundation, and the Uptown Chamber of Commerce.

4. Council Chair Jani inquired about the D&I team's sponsorship, which will include a table (pre-event), a table for 10, a full page ad in the program, and an on-stage mention.
  5. Council Member Mondero inquired whether the team had reached out to Dean David Chih at UIUC. The coordinator affirmed and discussed an additional contact, Dr. Pankaj Desai, the Senior Assistant Director of Inclusion Initiatives. Council Member Mondero discussed his involvement as a speaker at the Filipino Americans Coming Together (FACT) conference at UIUC. The coordinator will reach out to the council member for additional information.
- C. State Workforce Diversity – CMS D&I Human Resources Specialist, Mayra Magaña
1. Deputy Director Santoyo-Marin prefaced Specialist Magaña's presentation with a note that the information to be presented has been gathered directly from the CMS mainframe of coded employees—this represents only those agencies and positions under the governor's portfolio that follow the CMS personnel guidelines. As agencies present, there may be some different data because of employees who may fall outside of this classification. The presentation and layout of the data may feature some small updates, however, the data remains true and drawn from the most reliable source available to CMS.
  2. Human Resources Specialist Mayra Magaña presented the following data:
    - a) Current State Employee Headcount as of November 2023:
      - i. Total Number of State Employees: **46,075**
      - ii. Asian American State Employees: **1,468** (3.18%)
      - iii. Asian American SPSA/PSA: **115** (of 3,142 or 3.66%)
      - iv. Asian American Senior Leadership: **42** (of 874 or 4.8%)
    - b) Specialist Magaña noted a positive trend in the total number of Asian American state employees in the state workforce within the last calendar year, fiscal year and quarter.
    - c) Current CMS employee Headcount as of November 2023:
      - i. Total Number of CMS Employees: **672**
      - ii. Asian American CMS Employees: **11** (1.64%)
      - iii. Asian American SPSA/PSA: **4** (of 151 or 2.65%)
      - iv. Asian American Senior Leadership: **2** (of 38 or 5.26%)
    - d) Specialist Magaña noted a general growth in the CMS workforce while the Asian American workforce have remained flat. However, the data does not reflect internal movement which could account, in part, for the trend.
  3. Council Member Mondero noted the success and strong membership engagement of employee resource groups when they have a member of senior leadership as a champion. He also acknowledged the representatives the council already has as partners and the diligence of team members such as Specialist Magaña. Council Member Mondero suggested that perhaps Deputy Governor Grace Hou could be asked to be a de facto chair or executive sponsor—and if not Deputy Governor Hou, who else could be asked?
    - a) Specialist Magaña mentioned that Deputy Governor Hou has participated in some of the IAASEA activities and invited DCFS Chief of Asian American

Services Ada Tong to further comment. Later, specialist Magaña also added that State Representative Theresa Mah has also been involved in supporting IAASEA activities.

- b) Chief Tong recognized Council Member Chan McKibben and Hispanic EPAC Vice-Chair Carlos Charneco in their efforts to support the launch of the IAASEA. She mentioned the extension efforts of the IAASEA throughout the state. Additionally, she acknowledged that developing an executive partnership with Deputy Governor Hou would be a great idea and that the Deputy Governor has already attended an event in May 2023.
- c) Deputy Director Santoyo-Marin discussed how recently, CMS has been granted a new platform to share ERG opportunities with all agency HR directors. CMS has encourage these contacts to promote to all staff and allow employees to decide whether to attend. The Deputy Director aims to support an increase in participation moving forward.

## V. New Business

### A. Agency Presentations

The following agencies were invited to give a brief 3 to 5 minutes overview of their outreach and recruitment efforts within the Asian American community and provide an opportunity for the council to pose and questions and recommendations. Invitations for these meetings were sent to the Agency’s Chief of Staff and or EEO Officer. Council Chair Jani granted Coordinator Jeong to call on the agencies.

- 1. Central Management Services – Human Resources Director Patricia Young and Recruitment Manager John Chepulis
  - a) Director Young introduced CMS HR as the recruiting “backbone” of CMS
    - i. She introduced Recruitment Manager John Chepulis (hired in 2023) who has attended more than 60 events and is responsible for more than 15 direct/indirect hires. Recruitment Manager Chepulis is responsible for creating an events tracker to follow-up with candidates and provide resume reviews.
    - ii. Director Young hopes to have Recruitment Manager Chepulis develop a relationship with the Asian American Employment Plan Advisory Council and have the council or agent of the council inform him of their future outreach events and activities.
    - iii. Director Young discussed CMS HR efforts to utilize social media for posting job opportunities.
    - iv. Director Young noted a positive trend in Asian American hires over the past 4 years starting in 2020 (**2 hires**), 2021 (**3 hires**), 2022 (**3 hires**), and 2023 (**5 hires**)
  - b) Recruitment Manager John Chepulis greeted the council and attendees and shared his excitement at working with the coordinators and using their expertise of their communities to make and maintain strong connections. He

also noted that he is glad to help the coordinators access a wider range of communities by representing CMS in central and southern areas of Illinois.

2. Department on Aging – No representative was present. The coordinator was in contact with Human Resources Administrator Robin Tucker, who sent her regrets on being unable to attend.
3. Department of Employment Security – Equal Opportunity Officer Anna D’Ascenzo
  - a) Officer D’Ascenzo presented during the Q3 Asian American Employment Plan Advisory Council meeting in August 2023 and therefore declined an invitation to present.
  - b) Officer D’Ascenzo was present at the meeting and reported that the Department of Employment Security was still following through on their previously reported diversity hiring efforts. She also asked the council for their recommendations and invitations to Asian American community events.
4. Human Services – Krista Culbertson, Office of General Counsel
  - a) Culbertson reported on behalf of the IDHS recruitment team which consists of 8 members—1 Asian, and 7 of the 8 members are bilingual (Spanish, Mandarin, Arabic)
  - b) IDHS is working to attract job candidates to match the demographic and needs of customers across the state. The department also strives to develop and maintain affiliations with BIPOC professional organizations and student groups.
    - i. IDHS has worked to attract job seekers by hosting monthly in-person job fairs with an open computer lab and assistance to potential job seekers; adding a “We are Hiring” banner on their website that connect the applicants directly to IDHS careers; providing links on the IDHS website to prerecorded recruitment presentations in Spanish, Mandarin, and English; and attending college and university job fairs across the state, both in-person and virtually.
    - ii. Some of the department’s other recruiting efforts have including targeted recruitment in Asian communities, sending information and job openings to Asian American partners, and hosting virtual recruitment fairs three times a month in English and Spanish.
    - iii. IDHS has worked to increase its presence on social media including Facebook, LinkedIn, Twitter, and the department’s own newsletter.
  - c) Culbertson reported on IDHS workforce numbers and noted a positive trend from 2020 – 2024 with **671** current Asian employees (of 13,250 or 5.06%). Total Asian officials in 2024 were **50** (of 981 or 5.1%) Total Asian Executive leadership was **4** (of 62 or 6.45%).
  - d) Council Member Dennis Mondero suggested to all presenting agencies that they also reach out to the Chinese Mutual Aid Association to connect with and share job opportunities with other members of the ESL consortium.

5. Department of Children and Family Services – Ada Tong, Chief of Asian American Services, Acting Chief for the Office of Child and Family Policy
  - a) Chief Tong introduced the Office of Asian American Services and its role in supporting career development for AANHPI staff as well as foster or adoptive parents through cultural and language training.
  - b) Chief Tong provided data from 2022 (3190 total employees) and noted that the agency had **2-3%** Asian staff during that period.
  - c) Current data (as of November 28, 2023) reflects **72** total Asian American staff members of which 47% are female and 53% are male. Chief Tong noted that the largest group of Asian American employees have been with the agency 0-2 years and the second largest group have been with the agency for 20+ years.
  - d) Chief Tong also presented on DCFS outreach across Illinois including its participation in Asian American community events and celebrations.
  - e) Chief Tong discussed the DCFS Advocacy Office and Family Advocacy Center which is the public facing entity that handles inquires, complaints, concerns or suggestions about DCFS. She noted that there are bilingual Spanish<sup>0</sup> representatives on the line with other interpreters available. She also shared about the opening of the first Asian American serving Family Advocacy Center at the Midwest Asian Health Association in Chinatown.
6. Healthcare and Family Services - No representative was present. The coordinator was in contact with Deputy Director of Human Resources Terri Shawgo, who sent her regrets on being unable to attend.
7. Human Rights - No representative was present. The coordinator was in contact with Assistant to the Deputy Director of Human Resources Martin Duncan, who asked to reschedule his presentation to Q1 of 2024.
8. Labor - No representative was present.
9. Innovation and Technology – Director of Human Resources Jason Barth
  - a) Director Barth present several charts on DoIT’s demographic breakdown.
  - b) He outlined DoIT’s talent acquisition strategy which included employer branding, direct recruiting, advisory groups, targeted associations, website/online, and social media.
    - i. Director Barth noted DoIT participation in 53 jobs fairs to date in 2023 (up from 3 total in 2022) as well as 10 virtual job fairs.
    - ii. He noted a significant increase in page views and follows tied to their growing social media efforts.
    - iii. Additionally, DoIT has been attending a number of association conferences as well as partnerships with colleges.
    - iv. Director Barth also discussed the launch of the trainee program.

- c) Council Member Mondero asked Director Barth to elaborate on how DoIT is targeting the Asian American community through its social media efforts.
  - i. Director Barth responded that the agency has been focused on employer branding and recruiting at colleges. However, DoIT is now starting to focus on particular demographic groups and will continue exploring targeting.
  - ii. Council Member Mondero discussed how he and Council Member McKibben were members of the UIC Asian American Council—and how many other council members were on different boards—and that if DoIT intended to deliberately target, one of the places they could start is with alumni and Asian American student groups.

10. Public Health - No representative was present. IDPH sent a slide which was presented by Coordinator Jeong

- a) 2024 workforce analysis notes **98** Asian American employees (8.63%) up from 96 in 2023 (8.36%)
- b) IDPH sent the following goals
  - i. Involve senior management and Supervisory Staff in the elimination of underutilization.
  - ii. Increase recruitment efforts including external postings, networking and involvement at job fairs by engaging IDPH Program Staff where opportunities exist.
  - iii. Post IDPH job opportunities to local/regional relevant public health sites targeting Asian Americans.
  - iv. Utilize HR Specialist to proactively recruit for positions in relevant public health regions.

#### B. Approval of 2024 Meeting Dates, Times, and Location

- 1. The Council noted no conflicts with the proposed dates.
- 2. Council Chair Jani identified Q3 July as a potential in-person date.
- 3. Council Member Mondero also suggested that the offices at Chinese Mutual Aid Association were equipped to host a hybrid meeting if the Council should choose to accept the location.
- 4. Council Member Grace Chan McKibben motioned to accept the proposed dates.
  - a) Council Member Mondero seconded the motion.
  - b) All were in favor.
- 5. Those confirmed dates are:
  - a) Quarter 1 – February 28, 2024
  - b) Quarter 2 – April 24, 2024
  - c) Quarter 3 – July 31, 2024 – Scheduled in-person/hybrid date at Chinese Mutual Aid Association (1016 W Argyle St, Chicago, IL 60640)
  - d) Quarter 4 – November 20, 2024

#### C. Outreach and Community Event Recommendations



1. The Chair opened discussion by citing some of the previous outreach and called for council members to continually offer their input on new events to help with the planning of new outreach and job fairs. Additionally, these events could be shared with state agencies to continue to expand outreach within the Asian American community as a whole. *[noted: Chair Jani was having some technical issues with his microphone].*
2. The Chair commended the coordinator's efforts at developing a partnership with Harper and other schools.
3. As the Chair's microphone was not working properly, he decided that the conversation would be best handled through a call to the coordinator after the meeting.
4. Council Member Mondero share that he was helping to organize a celebratory luncheon on December 18, 2024, for Deputy Governor Grace Hou's appointment.

**VI. Public Comment – No Public Comments.**

VII. Adjournment

A. COUNCIL ADJOURNED

1. Chair Jani asked for a motion to adjourn the meeting.
2. Council Member Grace Chan McKibben motioned to adjourn the meeting.
3. Council member Dennis Mondero seconded the motion.
4. All were in favor. The meeting adjourned at 3:31 PM