



**NOTICE**

**Asian American Employment Plan Advisory Council**

Quarterly Meeting (#4)

Monday, November 09, 2020 | 1 PM – 3 PM CST

**Minutes**

- I. **Call to Order – Nimish Jani**, Council Chair @ 1:06 PM CST
  
- II. **Roll Call – Rebecca Roussell**, Deputy Director of Diversity & Inclusion

**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: 4 members present, 4 members absent. Quorum achieved.**



**Agency Representatives**

<b>Asian American Employment Plan Advisory Council Meeting</b>				
<b>ATTENDANCE ROSTER: Agency Representatives</b>				
<b>Agency</b>	<b>Representative</b>	<b>Present</b>		
		<b>In person - Chicago</b>	<b>In person - Springfield</b>	<b>via WebEx</b>
Central Management Services	Rebecca Roussell Mark Mahoney Gale Alston Terrance Glavin Ivan Ramirez Barbara McDonald Mayra Magaña TaMesha Francis (Intern) Valerie Cowen			X
Illinois State Police	Mary Dowdy			X
Illinois Department of Transportation	Carlos Ramirez			X
Illinois Department of Children & Family Services	Marjorie Moore			X
Illinois Department of Human Services	Amelia Gavino Nancy Rodriguez			X
Revenue	Yumnah Tayyab			X

**Total: 14 CMS and other Agency Employees and 1 Intern attended this meeting.**

**Members of the Public**

<b>Asian American Employment Plan Advisory Council Meeting</b>				
<b>Attendance Roster: Members of the Public</b>				
<b>Name</b>	<b>Entity Represented</b>	<b>Present</b>		
		<b>In Person Chicago</b>	<b>In person Springfield</b>	<b>Via Webex</b>
Carlos Charneco	LULAC			X
Josue Barba	Illinois Association of Hispanic State Employees, IAHSE			X
Javier Garibay	Central States SER			X

**Total: 3 members of the public attended this meeting.**

### III. Council Items for Discussion – Nimish Jani, Council Chair

- Approval of 3rd Quarterly Meeting Minutes: (August 24, 2020)
  - Kalpesh motioned to approve the 3<sup>rd</sup> Quarter Meeting Minutes, Ket seconded the motion. All in favor. Motion Carried.
- Approval of 4th Quarterly Meeting Minutes: (September 9, 2019)
  - Rebecca was not able to successfully find the minutes which were supposed to be approved at the March meeting which was interrupted by a fire drill and postponed as she began in July and was not here for either meeting. It was noted that Roberts Rules will be consulted as to how to handle that and Rebeca will confirm with CMS counsel to see what suggestions they might have related to that.
- Reminder to Complete CMS Survey
  - A survey was sent out after the last meeting in August and still need responses. Rebecca will resend it after the meeting. We are trying to update our list to make sure we have updated information and there are a few questions regarding partnerships that we should look into as it relates to partnering with our outreach and our strategy as it relates to recruitment within the community
- Internship Programs
  - Gale: Unpaid Internship Partnership with Chicago State University, CMS is hosting 5 interns, One in Business Enterprise Program, Bureau of Personnel, Diversity & Inclusion, Employee Health and Safety, and Property Management. Interns will be with CMS for 7 months, until about May. Those who are not graduating will be able to come back next fall. There are other internship programs with the State such as the GPSI and Michael Curry Programs which are driven by the University of Illinois in Springfield. These are great opportunities to build our diversity pools and partner with different colleges. It is a head start for the interns and looking forward to forging other relationships.
- Translation of Reading Materials
  - Chair Jani: This is one of the most diverse committees with so many different languages and so the idea is to pick which languages should be selected for translation of reading materials with the State. India itself has 26 languages. Can we follow the guideline that Cook County has started and use it as a model? They have started using different languages and have done research with surveys as to identify the languages used in translation.
  - Dennis: Do we have an overall list of languages that is presently available?

- Rebecca: Next step is to look at the data that we have as to which languages are spoken as far as what we track from a bilingual standpoint and use it as a benchmark to see what languages we can start to explore as it relates to what might be needed for translation materials. There has been discussion with Mark regarding the intent to translate the employment plan to at least one Asian language. Would need to look at the internal, data, Census data, and guidance from the Council in selecting which Language would be selected. If any member of the Council has experience in translating and can offer that as a resource to work with CMS on it, we would be seeking that assistance from our partnership.
  - Chair Jani and Kalpesh offered their assistance
  - Kalpesh: Hindi is the national language of India and most of the population understands it with the exception of some regions in the south that may not understand it ell but they understand English so Hindi would be the perfect language to select for the Indian community. The Secretary of State includes Hindi Translation when they send information.
  - Chair Jani: Apart from what Kalpesh stated, Hindi is spoken and understood in 11 different countries
  - Dennis: Will be interesting when 2020 Census data comes in. When you look at the Asian American community from the previous Census, the south Asian Community was the largest Asian American Group, followed by the Filipino Community and followed by the Chinese community but in the intervening 10 years the Chines community will have outpaced the Filipino community. So Southeast Asian and Chinese will be the predominant communities but languages for the Chinese community encompasses Cantonese and Mandarin but there is only one Chines written language. The non-profit organization that Ket and Dennis work for has staff that speak over a dozen languages. For a one off they would be able to do a free translation and have done that for the alderman or the mayor's office but it if is more involved the contract rates would apply. But should really look at the 2020 Census data when it comes out and that will help our strategic outreach.
- October 28th Statewide Agency Recruitment Discussion
  - Council Members Ket, Dennis, and Kalpesh participated in the Statewide Outreach Monthly Call in October, along with members from the other

three councils to discuss outreach practice improvements in engaging each of the council's demographic and communities

- Ket: At the meeting, shared the names of some of the organizations that we can do outreach will and if needed, can make the connection to follow up with those organizations: Recommended Organizations were Chinese Mutual Aide Association, Centro de Informacion in Kane County, DuPage Federation in DuPage County
- Ket also noted that it was a great conversation especially when someone brought up job announcements and the idea of not just having them in the higher tier but also available in the lower tier, the 33K to 60K salary range
- Rebecca noted the request for more entry level and middle management jobs to be listed in the vacancy announcements

#### IV. New Business – Rebecca Roussell, Deputy Director of Diversity and Inclusion

- Schedule 2021 Quarterly Meetings
  - Suggested Meeting dates
    - Quarter 1: Tuesday, February 23, 1PM – 3 PM
    - Quarter 2: Tuesday, May 25, 1PM – 3 PM
    - Quarter 3: Tuesday, August 24, 1 PM – 3 PM
    - Quarter 4: Tuesday, October 26, 1 PM – 3 PM
  - Dennis Motioned to Approve the 2021 Meeting Schedule with corrected times. Ket seconded the motion. All in Favor. Motion Carried
- FY2020 Asian American Employment Plan
  - Snapshot of FY2020 Employment Plan data. The data is still being scrubbed so the snapshot is extremely high level and does not encompass everything that will be included in the final report
  - Percentage of Asian Americans in State employment decreased slightly from FY2019 to FY2020. Still close to parity as it relates to the State of Illinois population percentage but we definitely want to make sure as it relates to our strategic focus, and our hiring and recruitment of Asian Americans
  - Asian American Senior Hiring and Asian American Veteran Hiring decreased slightly as well
  - Presented the information to talk more about the opportunity to partnering with organizations and identify what other recruitment strategies we should implement here at CMS and make sure the councils extremely engaged in the process
  - Next Steps

- The first draft of FY2020 full report will be sent to the council the week of November 23rd and will include the data breakdowns by agency
- Would like to meet to review the full report, possibly Wednesday day Dec 9<sup>th</sup> but will update based on Open Meetings Act compliance
- Dennis: What agencies are lagging so that way we can make a concerted effort to recruit for those State agencies?
  - Rebecca: that will be some of the data that you will definitely see in the full report you receive. And that is the path we would like to go, to look by agency and what opportunities we do have.
- 2021 Outreach Recruitment Strategic Planning Session
  - Will be using the data from the employment plan reports as a guide tool and suggestions from the councils to plan our outreach strategy for 2021 and see where we really need to make an impact as it relates to the Asian American community in the State.
  - Dennis: Will this meeting include Council members?
    - Initially it will be the CMS team to in order to provide the framework and the right guideline that can help the agencies and then connect with our teams and our Employment Councils and then other agencies would be invited to look at the framework to see how they can implement, what they can use to implement in their hiring strategies and their plans.
- BEP FastTrack – Nicole Mandeville, Associate Deputy Director, BEP V. Public Comment
  - Expedited Application Process for businesses who are already Certified with the City of Chicago or Cook County
  - FastTrack Certifications can be approved in 7 days or less
  - 2 documents needed will be a copy of existing letter from host agency proving certification and a sworn notarized affidavit that can be found on the BEP website. Documents can be submitted via the BEP.CMS@Illinois.gov or through DiversityCompliance.Gov website
  - Being certified with the State opens up possibilities for contract opportunities outside of the City, the State, or the County. Can use it as an opportunity to bid on contracts with casinos, the State, and the University of Chicago, to name a few
  - Dennis: Certification will be in the same discipline/industry that you are certified for with the City or County?

- Nicole: Yes, the codes must correspond and there are BEP staff that can help with that
- Dennis: The non for profit he works for CMAA was recognized as being a small business development center by DCEO on July 1<sup>st</sup> and is the only Asian American small business development center in Illinois and have many clients asking how they can be certified. Nicole will connect with Dennis regarding coming out and presenting to their clients.
- Employment Plan Advisory Council Chairs Meet & Greet with Director Forde
  - Unfortunately Chair Jani had a scheduling conflict but, two weeks ago Chairs from all the councils were invited to attended a virtual meet and greet with CMS Director Forde. Director wanted to let council chairs know that of the efforts to continue to move the needle in the right direction and reiterate CMS' commitment to partnership with the Councils

**V. Public Comment**

- None

**VI. Adjournment**

- Motion made by Councilmember Mondero to adjourn the meeting at 2:08 pm. Councilmember Joshi seconded the motion that the meeting be adjourned. All in favor. Motion Carried.