



STATE OF ILLINOIS
OFFICE OF THE GOVERNOR
SPRINGFIELD, ILLINOIS 62706

Pat Quinn
GOVERNOR

Minutes from the Asian American Employment Plan Advisory Council Board Meeting
Tuesday, June 18, 2013
2:00 P.M. – 4:00 P.M.

At the following public sites:

JRTC, 100 W. Randolph, 15th floor, room 145, Chicago, IL,
Stratton Building, Room 601, Springfield, IL,
and via teleconference

Council members in attendance: Thomas Chen, Jerry Clarito, Grace Hou, Nasir Jahangir, Josina Morita, May Saengpraseuth, Sik Son

Council members absent: Ameya Pawar, Mary McLaughlin, Choua Vue, Ravi Karan.

Ex-officio members (Agency representative) in attendance: Grace Hong-Duffin, Carol Schwartz, Marjorie Moore, Susan Kim, Thomas Choi, Katelyn Tye, Sucheng Yang, Lisa Williams, Erwin Acox, John Kim, Victoria Benn, Thomas Kim, Hector Villagrana, Kyong Lee, David Chih, Kim Rose, Marva Boyd

Staff in attendance: Carlos Charneco, Justin Cajindos, Julien Baburka, Claude Walker, Theresa Mah

General Public: none

Call to Order/Roll Call/ Introductions –meeting was called to order slightly late due to technical difficulties with the teleconference login. Chair Grace Hou conducted roll call and determined that quorum had been achieved for the meeting. The meeting proceeded with introductions around the room, via video link in Springfield, and via teleconference.

Review and Approval of the Minutes—minutes were reviewed and approved unanimously through voice vote. No corrections were requested.

Old Business

Council staff reminded members to complete Open Meetings Act (OMA) and Ethics Training and submit documentation if this has not already been done.

Chair asked for nominations for a vice-chair, which had been table at the first meeting. Member Ameya Pawar was nominated and elected by unanimous voice vote of members present.

Chair went on to consider the schedule of meetings & locations for 2013. The following meeting dates were selected: September 10, 2013, 2-4pm and December 11, 2013, 2-4pm.



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New Business

Discussion turned to new business, especially activity updates from selected members and agencies. IDOT reported on the success in the recruitment of Asian Americans as civil engineers of 42 Engineers 12% were Asian American.

Theresa Mah gave updates on the State Employment Recruitment workshops being planned in Chatham, IL (near Springfield), and on Chicago's northside/West Ridge neighborhood, requesting that council members assist with outreach and attendance.

Carlos Charneco, of CMS, presented on the timeline and process for the Online Survey. Statistics will be collected online beginning this fall. Questions include information about how each agency did with recruitment in the past year and what they plan to do for recruitment in the coming year. It is hoped that committee members working on this survey can contribute input so that the finalized survey goes out in Oct. for data collection during the month until November. Compilation of data can take place in December and Council will be asked to assist with the completion of the 2014 Asian American Employment Plan. Survey will offer an opportunity to ask each agency for their strategic plan, methodology used by HR recruitment, how they approach the open competitive list, etc., and whether their current methods have been effective.

Review of Asian American Employment Plan Reports (including non-code agencies) and discussion of strategies and priorities:

A general discussion followed which included potential areas that could be potentially addressed by the council; Asian Veteran outreach, etc.

Training for internal staff—EEO, HR, and Directors, secretaries and interviewers need to be sensitized.

Agencies to be addressed through Governor's Office: e.g., State Police, since hiring is done by State Police Merit Board, which until recently did not have a person of color.

How are language or ethnic needs determined? Some of it is solely through the collection of demographic and geographic information, though there is a need to make sure agencies are collecting language needs information accurately. Can look at invoices to see where the demand has been for telephone interpretation.

Formation of subcommittees/working groups

The following members volunteered for the Survey Subcommittee:

Grace Hou, Sik Son, Nasir Jahangir, Grace Hong Duffin



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A second committee formed to approach small groups of agencies, especially ones that can have a significant impact on Asian American hiring, to meet and have discussions with the goal of being proactive. Discuss whether the agency captures data about the language access needs of the current population being served, or the potential population at large. This subcommittee might also talk with Directors about projected vacancies and approvals for positions that they already know about.

Volunteers for the Small Group Targeted Discussions Subcommittee were: Josina Morita, Nasir Jahangir, Carol Schwartz, Marjorie Moore, Grace Hou.

A third subcommittee that was proposed was the Recruitment Subcommittee. Work on the state employment recruitment workshops fall under the purview of this subcommittee, but in addition, it is important to work on best practices for the hiring process. For example, what are ways to expedite the process so as not to lose applicants along the way? Members of this committee can work with other councils and CMS on suggestions to improve the bureaucratic nature of the hiring practice/grading, etc. Another suggestion under this area includes the goal to create a position for an Asian American Career Counselor at CMS.

Announcements and Public Comment: Another reminder went out for folks to help promote the upcoming State Employment Recruitment Workshops in Chatham and in West Ridge. Members were encouraged to attend if they were available and to spread the words to community organizations.

Meeting was adjourned shortly after 4pm.