



**NOTICE**

**Asian American Employment Plan Advisory Council**

Quarterly Meeting (#3)

Monday, August 24, 2020 | 1 PM – 3 PM CST

Meeting Recording: [WebEx Meeting Recording](#)

**Minutes**

- I. **Call to Order** – Nimish Jani, Council Chair @ 1:07 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	
Ketkesy Herena			X	
Nasir Jahangir				X
Kalpesh Joshi			X	
Abin Kuriakose			X	
Lisa Phimmasorn Luangsomkham				X
Grace Chan McKibben			X	
Dennis Mondero				X
Choua Vue				X

**Total: 5 members present, 4 members absent. Quorum achieved.**

**Note: Meeting was held via WebEx video conference to adhere to the social distancing guidelines, due to the COVID -19/Coronavirus pandemic.**



Agency Representatives

Asian American Employment Plan Advisory Council				
ATTENDANCE ROSTER: Agency Representatives				
Agency	Representative	Present		
		In person - Chicago	In person - Springfield	via WebEx
Central Management Services	Rebecca Roussell Mark Mahoney Anthony Pascente Jake Altman Gale Alston Erik Colon Mayra Magaña			X
Illinois State Police	Mary Dowdy			X
Aging	Cheryl Barrett			X
Children & Family Services	Nancy Rodriguez Marjorie Moore			X X
Employment Security	Anna D'Ascenzo			X
Revenue	Yumnah Tayyab			X

Total: 13 CMS and other Agency Employees attended this meeting.

III. Council Items for Discussion - Old Business

- There was no old business discussed. Chairman Jani asked Rebecca Roussell to move forward with her presentation for the meeting.
- Rebecca Introduced Mark who provided the following New Hire updates and Global Remarks

IV. New Hire Introductions and Global Remarks – Mark Mahoney, CMS Chief Administrative Officer

1. Mark reaffirmed Gov. Pritzker and Lt. Gov. Stratton’s commitment to Diversity and Inclusion and that CMS Director Forde continues to ensure that the agency operates to support and execute their commitment.
2. Mark introduced the new CMS Hires (Gale Alston Deputy Director Bureau of Personnel and Rebecca Roussell Deputy Director of Diversity and Inclusion, Ivan Ramirez Public Affairs Specialist Director’s Office).

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

- CMS Updates

- i. Recruitment and Career Counseling

1. CMS participated in Asian American focused event last year, referred to us by Councilmember Herena. The event was hosted by the Chinese Mutual Aid Association (CMAA) in Elgin and is a positive example of the benefits of collaborating with the Council for outreach within the Asian American communities in the state.
2. Locally, CMS has engaged with University of Illinois Springfield, University of Illinois – Chicago and Chicago State University. The agency has hired interns, participated in various community events sponsored by the schools and offered capstone opportunities for students. And continues to explore partnership opportunities with these and other institutions statewide.
  - a. CMS will participate in in the University of Illinois Springfield Foot in the Door Internship fair on Thursday, August 27, 2020
3. BEP sponsored a Juneteenth celebration with Lt. Gov. Stratton, Janel L. Forde (CMS Director), Michael Merchant (CMS Asst. Director), Avis Lavelle (Business Leadership Council), Herb Stokes (Chicago Minority Supplier Development Council). CMS announced an expedited contract award process for small and medium-sized businesses with a commitment to doubling the vendor pool this year to 2,2020 vendors. (Press Release included)
4. Despite the pivot forced by COVID-19, Career Counseling is still available to applicants via email and testing centers have reopened. Test centers are offering testing within strict social distancing guidelines for everyone’s safety.
5. In July, CMS participated in a virtual job fair produced by the Chicago Urban League that attracted more than 1,000 people. A total of 179 people visited the CMS Virtual Booth, of which resulted in 50 career counseling sessions after the event. The large attendance of this event indicates that there is still a significant pool of applicants that can be tapped into.
6. Rebecca shared Director Forde’s video message to employees with an update on COVID-19 and how CMS is managing. The message also included information about how CMS would be addressing the recent racial injustice that blanketed this country. There were some technical difficulties with the playback so

Rebecca will see if there is an external link for the council members to view it again.

- a. CMS University was introduced to provide an example of the proactive actions taken by equipping CMS employees with a central location for anti-racism related resources and additional professional development tools.
  - b. It was noted that retainment is just as important as recruitment and these tools are an aid in retainment.
- ii. Internship Program
1. The new CMS Internship Program was highlighted.
  2. Chair Jani asked “How many more internship positions are going to be available?” Mark Indicated that Gale is working on that along with others at CMS. There is a need to determine how many can be supported Technologically with the new COVID circumstances and virtual needs.
    - a. Rebecca will relay the updated information on this before the next meeting.
- iii. New Outreach and Recruitment Initiative
1. CMS hosts a statewide agency recruitment call to address the diverse hiring needs and other support needed from agencies.
  2. Agencies can share best practices to help with recruiting and also come to CMS for information about ways to approach diverse recruitment.
  3. Will be good for members of the Council to participate in the calls to aid in increasing outreach within Asian American communities.
- iv. Hiring Reform
- Jake Altman, Assistant Deputy Director CMS Bureau of Personnel
1. CMS’s Hiring Reform project offers the opportunity to monitor in-process hiring events for adverse impact at each step of the hiring process and adjust recruitment efforts to market positions to grow and expand diversity in the State of Illinois workforce.
  2. Reacting in real time to adverse impact in the process will help get the best candidates and most diverse workforce, which is the goal.
- v. Council Participation in CMS Projects/Initiatives
1. 2020 Employment Plan Reports
    - a. CMS is requesting this Council’s assistance in reviewing and contributing to the annual Employment Plan Reports. CMS will engage later this fall, October/November. More

information will follow in the coming month, with more details on the timeline and tasks.

2. Outreach and Recruitment Participation

- a. CMS is requesting this Council's assistance in joining future discussions with recruiters from agencies statewide.

Council members will be notified of meeting dates and an agenda will be sent ahead of the meeting. More information will follow in the coming weeks. Rebecca will be reaching out with invites to the discussions.

vi. Important Reminders

1. Meet and Greet w/ CMS Director Janel Forde - Will be Virtual and will be scheduled for late fall and a follow-up will be sent in the coming weeks with a few date options for review.
2. Fourth Quarter meeting date and invite will be sent out to the Council. - Q4 Meeting Date will be on Monday, November 9, 2020, 1 PM to 3 PM CST

**VI. Public Comment**

- Chairman Jani asked if the meetings from quarter 4 of 2019 were approved at the March 2020 meeting that was to be rescheduled because it was interrupted by a Fire Evacuation Drill early in the meeting.
  - i. This will be looked into. If the minutes were not approved then they will be approved at the next meeting along with the minutes from today's meeting, provided that there is a quorum.
- Chairman Jani requested that the presentation be sent via email.
  - i. Rebecca indicated that it will be sent along with a link to the recording of the meeting, the minutes, and a survey. The survey will capture information and suggestions for the direction of the council.
- Chairman Jani asked if the meetings from Q4 2019 were recorded and be sent to the council.

**VII. Adjournment**

- Motion made by Councilmember Joshi to adjourn the meeting at 2:10 pm. Councilmember Herena seconded the motion that the meeting be adjourned.