



NOTICE

Hispanic Employment Plan Advisory Council

Quarterly Meeting – Via WebEx

Friday, November 6, 2020 10:00 A.M. – 12 P.M.

[WebEx Meeting Recording](#)

1. **Call to Order** - Roberto Sanabria, Council Chair
2. **Roll Call** – Roberto Sanabria, Chair

Hispanic Employment Plan Advisory Council				
ATTENDANCE ROSTER: COUNCIL MEMBERS				
Council Members	Present			Absent
	In person - Chicago	In person- Springfield	via Webex	
Roberto Sanabria, Chair			X	
Guadalupe Preston, Vice Chair			X	
Ana Carrillo Guajardo			X	
Jose M. Muñoz			X	
Patricia Mota			X	
Christian Roldan Santos				X
Roberto Sepulveda				X
Layla Suleiman Gonzalez			X	

Total: Six Council Members present, two were absent, quorum was achieved.

Hispanic Employment Plan Advisory Council					
EX-OFFICIOS					
Ex-Officio Agency	Agency Designee	Present			Absent
		In person Chicago	In person Springfield	Via Webex	
Aging	Paula Basta				X
Children and Family Services	Marc Smith				X
Commerce and Economic Opportunity	Diana Alfaro			X	
Corrections	Fernando Chavarria			X	



Hispanic Employment Plan Advisory Council					
EX-OFFICIOS					
Ex-Officio Agency	Agency Designee	Present			Absent
		In person Chicago	In person Springfield	Via Webex	
Employment Security	Anna D'Ascenzo				X
Human Services	Grace Hou				X
Human Rights	Jim Bennett				X
Healthcare and Family Services	Theresa Eagleson				X
Public Health	Ngozi Ezike				X
Transportation	Omer Osman				

One Ex-Officio was present.

Hispanic Employment Plan Advisory Council				
ATTENDANCE ROSTER: Agency Representatives				
Agency	Representative	Present		
		In person - Chicago	In person - Springfield	via WebEx
Department of Human Services	Krista Culbertson Amelia Gavina			X
Central Management Services	Mark Mahoney Rebecca Roussell Gale Alston Erik Colon Ivan Ramirez Barbara McDonald Mayra Magaña Nicole Mandeville			X
Department of Children and Family Services	Nancy Rodriguez Lourdes Rodriguez Jose Lopez representing Daniel Fitzgerald			X
Illinois Department of Juvenile Justice	Jim Crowley			X
Illinois Department of State Police	Mary Dowdy			X
Illinois Department of Transportation	Carlos Ramirez			X



Total: 16 CMS and other Agency Employees attended the meeting.

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

Total: 4 members of the public attended the meeting.

3. Council Items for Discussion

- Approval of Quarterly Meeting Minutes (Third Quarter)
 - Roberto Requested corrections on two statements noted in the meeting minutes
 - Two name corrections were requested
 - Josue Barba requested a correction on the entity he’s representing
 - Lupe Preston requested clarification regarding attendees of meeting and requested that Meeting Minutes reflect the Ex-Officios, agency representatives, and members of the public separately
 - Lupe Motioned to approve the minutes with the requested amendments Layla seconded the motion. All in favor. Motion Carried

- Reminder to Complete CMS Information Survey
 - Rebecca reminded the council members to fill out the survey after the meeting and informed that a section had been added for listing organizations that should be partnered with for outreach.

- Subcommittee to Highlight Agencies on their Success
 - Update: The subcommittee met in September and decided on the Gran amigo Award and the Gran Aliado awards for State Agency Directors with the best presence of Latinos and best retention of Latinos. Considering having two tiers, one for agencies with less than 1,000 employees and another tier for agencies having 1,000+ employees. The aim is to celebrate Directors and



Agencies that are modeling behavior and Latinx representation. Plaques for award will be donated

- Layla Motioned to accept the Subcommittee's recommendation for the awards, pending data analysis, on December 12th.
Jose seconded the motion
- Different dates for the awards were considered and discussed and culminated in agreement that the awards should be in alignment with the release of the Hispanic Employment Plan
- General consensus was to have them in early February and highlight the Hispanic Employment Plan Report and possibly have a press release
- Layla amended her motion to approve the recommendation of the subcommittee to present the awards from December 12th to early February and await the awardee recommendations of the Subcommittee at the 2021 first Quarter meeting.

Jose Seconded the motion. All in agreement. Motion carried

- Employment Plan Advisory Council Chairs Meet & Greet with Director Forde
 - Chair Roberto Sanabria and Vice-Chair Guadalupe along with Chairs from other councils were invited to attend 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
 - Roberto looks forward to continued discussions with the Director to discuss more substantive topics
 - Jose Lopez inquired as to whether data will still be reviewed at the council meetings. Rebecca responded that she was recently made aware of that component and the data will be provided going forward in upcoming meetings
- Meetings with Directors of Agencies
 - Roberto reported that it hasn't happened yet. Will wait until the new data is received to identify agencies that are underperforming with regards to Latinos and request meetings with their directors to discuss plans and best practices.
 - Guadalupe Preston, Lourdes Rodriguez, Nancy Rodriguez, and Jose Muñoz expressed that they would like to join Roberto and be a part of the committee that will analyze the data to identify the underperforming agencies once the Data is released
 - Jose Lopez Inquired as to whether agency data will still be reviewed at the meetings. Rebecca responded that she was recently made aware of that component of the meetings and that the practice will resume in upcoming meetings



- Oct 28 Statewide Agency Recruitment Discussion
 - Council Members Layla, and Ana 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
 - Ana indicated that it was a good experience to discuss with the other councils and that it is important to find ways to provide access to people of the community.
 - Ana also noted an item that came up at the meeting regarding the name of the council. Ana stated that it is important to be intentional about the recruitment and that a conversation should be had regarding the name of the Council given that it recognizes itself as a group that advocates for Latinos and the term Hispanic in the name should be changed to Latinos so the name represents what the community identifies with best. Ana think this is and agenda item and conversation that should be had down the road.
 - Ana also noted that one of her recommendations was that recruitment be intentional and not exclude those without experience and must find ways to provide the resources necessary to be able to include community folks because it is important to recruit people that are familiar with what's been happening on the ground.
 - Layla stated that there were some concrete recommendations that came out of the discussion, particularly about changing the system s opposed to just brainstorming a bunch of outreach tactics and what can be done to systemically change the way things are done such as
 - Changing Job Descriptions, including information about cultural and community knowledge so it starts at the time of conceptualizing the position and what its function is
 - Developing a strong networks of community partners with community organizations and Community colleges to build capacity and strengthen the pipeline to overcome barriers by partnering with entities that provide employment services or training and also help overcome the digital barriers that will present themselves with the new electronic system that is coming in the near future
 - Boost the capacity and the community to help high school students, college students, and displaced workers that are seeking employment
 - Candidates must have faith and confidence that their application will be given a fair view in order to attract them to State Employment considered
 - Guadalupe asked if CMS tracks outreach events that take place and the number of bilingual candidates that come in through the outreach. Rebecca informed that we have a database that tracks the events and tracks who reaches out to us after the event seeking more information. It tracks by race or



ethnicity however, not whether they are bilingual or not. As part of our other tracking we do have a bilingual report, as well as bilingual pay and bilingual hiring report which track the data from a hiring standpoint. At the moment there is no specific tracking for the interactions of potential candidates but will track this in the new electronic process once it has been activated in Q1 of 2021

- New system will consolidate have a field where applicants can identify the outreach event that they attended that introduced them to the process and allow better tracking of the candidate through the process as well as languages that the applicant speak
- Guadalupe presented a question for thought regarding potential barriers the new electronic system can present to those with technological limitations.
 - Q1: What are we going to do to address the fact that you know there are neighborhoods and communities that are struggling with the digital divide, may have spotty to no internet service/access, a computer and so forth?
 - Rebecca responded that we intend to be more strategic with outreach and taking into consideration the communities that don't have access and where there is a digital divide and that is why part of the strategy is to partner and work with community entities to help bridge the gap. Perhaps CMS had not been as strategic in the past but that is why we are having these discussions so we can learn from you all which opportunities, external organizations, communities, universities, etc. we can partner with and looking internally to see what other agencies offer that particular service
 - Q2: Is there tracking of applicants that have applied for a grade and failed? Are we able to pull out the number of Latinx from that data?
 - Mark responded that he will reach out to personnel to look into how detailed the tracking is and Circle back to the council.
 - Carlos (LULAC) some of the previous employment plans possibly 2013 or 2014 included data on the number of applications they received to be graded and of the total applications they received to be graded 10% were Hispanic and the plan also contains the breakdown by grade A, B, C, and Failed. So it was done in the past so it is recommended in the future and the recommendation from LULAC to track the total number of applicants and percentage because will not move the needle from a statistical standpoint hiring unless you have at least 30% Hispanics on the open competitive list and if you aren't getting enough applications you won't move the needle.

- Mark will look into the data to see how detailed it can be broken down and also indicated that the new automated process will bring a lot of changes and will be more user friendly and provide a lot more access.
- Jose Muñoz required if the data will be included in the upcoming report if it is available? And recommended that if we are able to break it down then to the number of Latinos that applied, the number of Latinos that were graded, and how they scored, then he would like to see it in the report.
 - Krista: Adding to that the total number that applied so we can see what is happening with the group
 - Mark will reach out to BOP and see what we can put together and break that out as detailed as we can.
 - Krista Latinos if we can also determine that if they are not passing, then should identify where the difficulties are to see what is preventing them from passing like what questions, what part of the exam, what part of the process are they not passing so that in our outreach we can hit those points when explaining how apply and interview.
- Amelia (DHS) presented the question/concern regarding the current process of application submission that is resulting in applications not being graded if a position is filled internally. Do we track that and have access to that information? Applicants do not hear back from the agencies and they may not apply again because they are discouraged and that is an issue.
 - Mark acknowledged that it is an issue and that it is one of the issues that the new process will address because it will encompass a follow-up email response so the applicant gets acknowledgement from the agency.
 - Amelia recommended that applications still be graded for hard to fill positions even if they are filled internally.
 - New process will address this so that people are applying for posted positions and have an opportunity to compete so it won't be like they are getting a grade and it will sit on a list somewhere.
 - Roberto revisited Krista's point, if we can get the data indicated and figure out where Latinos are not scoring well on the test and if there is consistency in those areas then we can point out that those areas disproportionately affects Latinos. So that when outreach is conducted leading with that insight and assist in preparing them for those issues, then it can significantly improve performance.
- Carlos (LULAC) recommended that agencies do a better of screening the applications for completeness before sending to CMS to avoid issues with

missing information at the point of grading. Missing/incomplete information negatively impacts applicant grades and can be discouraging.

- Roberto: If there is data on this it would help to address it... (*audio went out momentarily*)
- Roberto: Previously the council discussed about coming up with a standardized test across the agencies and am wondering if anyone has knowledge of that.
 - Lourdes (DCFS) conducts the Language evaluations for DCFS and DCFS developed 12 different exams and extensive procedures which were updated last year and all exams are kept for a year and a database is maintained for everyone tested within DCFS. But there is not yet a method standardized across the board.
 - Rebecca noted that she was not aware but will make not of that as an action item to follow up on and will look into that with the personnel team
- Roberto: Going back to topic prior to his WIFI going out, with Lourdes being really good at data Roberto asked if she would join him in determining which agencies the council should be meeting with once the data is received. Lourdes agreed to join. Roberto was made aware of the other members and agency representatives interested in being a part of this as their interest was expressed while his WIFI was out. He will send out an email when the Data comes in.

4. New Business

- Recap of Hispanic Heritage Month
 - State Employee Highlights
 - Campaign involving social media where 18 Hispanic Latinx State employees were highlighted their background and a testimonial as to why they chose State employment on the CMS LinkedIn page.
 - LinkedIn Page is being promoted in outreach so candidates can see what we do and begin engaging and learning more about CMS
 - State BEP Vendor Highlights
 - As a part of Hispanic Heritage month also featured Latinx owned businesses and testimonials to highlight positive stories and help people understand the process in getting Certified with the State if Illinois
 - Looking at opportunities to bring all of our diverse work under one umbrella so that we are more intertwined and more connected to reach more common goals from a recruitment standpoint and a procurement standpoint



- CMS Celebrates
 - Launched CMS Celebrates: A tab on CMS University where we feature articles, podcasts, multimedia information that really speak to different celebrations, and different heritage months and are available to anyone with a .gov email
 - During Hispanic Heritage month it contained multiple featured articles
 - It is an information site and a part of retention piece of the conversation. We want to make sure that we are having the same commitments to retaining employees and part of that remaining is having open dialogue about diversity
- Events
 - We are trying to do a better job of tracking the conversion the event to the actual candidate. The candidate conversion piece of data is currently missing but we are currently working with our data team on developing that.
 - Roberto reiterated that it is a problem to not have the data and must be addressed.
 - Rebecca reiterated that getting the data is definitely a goal and the team is working on it to ensure it gets addressed as soon as possible.
 - Jose recommended that once the process for collecting this data is in place that it be made permanent so that as leadership transitions the data is still collected and available. Would like assurance that it will be a systemic change, because every time there is a transition in leadership it feels like were starting over again.
 - Rebecca agreed that it is a valid point and that these changes should be something that reverses what systemically has been done and that will stay in place even after we move on.
 - Rebeca indicated that conversations with various Latinx organizations have begun and in December the team will meet to look at the strategic approach for 2021 to see which organizations we need to engage and partner with. A survey will be sent out after the meeting and there is a question that will allow CMS the opportunity to capture some of these organizations.
- 2021 Hispanic Employment Plan
 - Still analyzing the full data report
 - The increase for Hispanic Latinx employees that currently work for the State has been only slight from FY2019 to FY2020



- The number of Hispanic Latinx Veteran State Employees has decreased slightly
- We definitely have more work to do as it relates to the representation of the workforce and my goal and our job to make sure to increase in that space.
- Roberto expressed that it was disconcerting to him that Latinos represent the most disproportionately disadvantaged group and it is alarming that Hispanics Latinx represent a 3rd of the what they should be representing in terms of employment and well beyond two standard deviations of where it should be indicating that discrimination is “baked in the cake” somehow and we need to fix that. It is supremely disconcerting to him that the lowest hanging fruit are exempt positions and that directors of agencies have the opportunities to select people for positions and yet they are replicating what the federal government would say is discrimination and is why he wants the Council to start addressing the State directors of the agencies that are doing so because we are so far beyond the minimum threshold.
- Rebecca acknowledged that the numbers are not where they should be and need to make sure that we are in partnership with this and we are really working to change this and working to change the narrative and engaging the councils to outline solutions that are going to work moving forward.
- Jose expressed that promises of change have been made before and it is important to looking at real systemic changes in order to address these issues because otherwise you will continue to get frustration from folks when they see low numbers like these.
- Roberto would like to issue a challenge to CMS in order to model the behavior that we want to see the other agencies because CMS is the Council’s partner... Roberto would like the Director to see what else can be done around her, like have more Latinos that report directly to her because that would be the easiest thing to do because it is what she can do immediately and this will set the tone from the top down. She needs to reach into the Latinx community to find candidates. Roberto thinks her heart is in a good place but she should have more Latinos reporting to her so it is more reflective of how Latinos are reflected in the population.
- 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 Thursday Dec 10th but will update based on Open Meetings Act compliance



- 2021 Outreach Recruitment Plan
 - Will be using the data from the employment plan reports and suggestions from the councils to plan our outreach strategy for 2021
- Schedule 2021 Quarterly Meetings
 - Shifting to Thursdays in order to staff the meetings appropriately from a CMS Standpoint
 - Suggested meeting Dates
 - Quarter 1: Thursday, February 4, 10 AM – 12 PM
 - Quarter 2: Thursday, May 6, 10 AM – 12 PM
 - Quarter 3: Thursday, August 5, 10 AM – 12 PM
 - Quarter 4: Thursday, October 7, 10 AM – 12 PM
 - Jose (DCFS) noted that if there is a Latino Unity this upcoming year then it would fall on May 6th
 - Roberto motioned to accept the proposed schedule pending amendment to the Q2 date. Ana seconded the motion. All in favor. Motion carried
 - The Q2 Date will be selected and adopted during the Q1 Meeting
- BEP FastTrack Program – Nicole Mandeville, Associate Deputy Director, Business Enterprise Program
 - 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

5. Public Comments

- Carlos (LULAC) posed the question, that given that we have the biggest gap as far as Latinos represented in State government and given that CMS is now charged with handling more employment plans, wouldn't it benefit CMS if they hired someone specifically adjusting outreach and managing outreach to the Hispanic community and work with the State agencies, as it did many many years ago? He does not think there is sufficient staff to address the big gap and also given the fact that Rebecca now has the responsibilities of the BEP program, he thinks there is a need to have someone culturally sensitive to the community to do recruiting, to engage the community, to engage the Latinos in the colleges, and in the workforce centers. It makes sense that the position used to exist before and it needs to be brought back.
- Carlos (LULAC) indicated that he does not think CMS has enough bilingual counselors. At this time there is only one at the Chicago site, and it would attract more Latinos to have one at each of the other sites like Champaign, Springfield, and Rockford. Not asking to add more to the budget to do this, rather suggesting that when



- the vacancy occurs, that it is something that should be considered. And also suggested that Chicago needs two additional bilingual counselors to work with the community.
- Lourdes (DCFS) stated that the Governor’s speech yesterday stated that there will be cuts and they will be painful and given her 38 years with the State, it has been her experience that when there are layoffs, cuts, reorgs, Latinos tend to fair poorly. They are the last hired and first to be let go and that will create problems, especially at DCFS because we are still under the Burgos Consent Decree and the State Services Assurance Act which requires that they main a certain level of bilingual staff. Lourdes would like to see CMS come up with some type of a plan that would ensure that DCFS would have adequate bilingual staffing, so if they are going to make cuts that they look at the needs of the Latino community in doing so.

6. **Adjournment** – Motion was made by Roberto to adjourn the meeting but quorum was lost at the time as the meeting ran later that planned so no other Council member seconded the motion. Meeting ended