



NOTICE

Hispanic Employment Plan Advisory Council

Quarterly Meeting – Via WebEx
Thursday, February 4, 2021 10:00 A.M. – 12 P.M.

Call to Order - Roberto Sanabria, Council Chair

Roll Call – Guadalupe Preston, Vice 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: 4 Council Members present, 4 were absent, quorum was not 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
Employment Security	Anna D'Ascenzo			X	



Hispanic Employment Plan Advisory Council					
EX-OFFICIOS					
Ex-Officio Agency	Agency Designee	Present			Absent
		In person Chicago	In person Springfield	Via Webex	
Healthcare and Family Services	Theresa Eagleson				
Human Services	Elizabeth Diaz Castillo			X	
Human Rights	Alex Bautista for Jim Bennett			X	
Public Health	Ngozi Ezike				
Transportation	Omer Osman				

2 Ex-Officios was present.

Hispanic Employment Plan Advisory Council				
ATTENDANCE ROSTER: Agency Representatives				
Agency	Representative	Present		
		In person - Chicago	In person - Springfield	via WebEx
Illinois Department of Aging	Cheryl Barret			X
Department of Human Services	Amelia Gavina			X
	Krista Culbertson			X
	Diana Alfaro			X
Central Management Services	Mark Mahoney			X
	Rebecca Roussell			X
	Barbara McDonald			X
	Mayra Magaña			X
Department of Children and Family Services	Nancy Rodriguez			X
	Jose Lopez			
Healthcare and Family Services	Jenny Aguirre			X
DoIT	Vicky Simpson			X
Illinois Department of Juvenile Justice	Jim Crowley			X
Illinois Department of Public Health	Juana Ballesteros			X



Hispanic Employment Plan Advisory Council				
ATTENDANCE ROSTER: Agency Representatives				
Agency	Representative	Present		
		In person - Chicago	In person - Springfield	via WebEx
Illinois Department of State Police	Sherise Gipson			X
Illinois Department of Transportation	Sheleda Doss			X
Illinois Department of Revenue	Yumnah Tayyab			X

Total: 17 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) and IAHSE			X

Total: 1 members of the public attended the meeting.

CMS Items for Discussion

Rebecca had to leave meeting early so order of items discussed will vary from the agenda to ensure FY20 Employment Plan Report and requested data is provided and discussed.

FY20 Employment Plan Report Review and next steps:

Plans had not been filed as of the date of the meeting and were still going through internal review but will be filed with the General Assembly once the review and updates from review are complete. Council members were previously provided with a draft of the report for review and input.

Council members were sent requested data on applicant pools shortly before the quarterly meeting due to time constraints.

The floor was opened for discussion on the report and the data.



Chair Sanabria indicated that because there is such a disparity with Latino representation the tone should reflect that and be less celebratory and that it should be raising alarm more than celebrating. Specifically noting that the council continues to lament the gross under representation of Latinos and the failure of many agencies to bring on more Latinos in Senior positions where directors have more ability to select the person in the role. He indicated that percentage of Latinos in state employment seems to be going back and forth between 6% and 7% but it should be higher due to population growth does not see an increase in Latinos in Senior leadership reflected in the report.

Chair Sanabria also noted there is reason to celebrate in that CMS has played a crucial role in getting the number of days down to 45 when it comes to hiring, however there were some inconsistencies in the report regarding the average number of days it previously took to fill positions.

Chair Sanabria did note that there is mention of increased efforts with regards to recruitment, but he feels that is not where the issue lies. There is a need for applicant flow data to see where the issues are in the application process whether it be at the point of interview or retention etc. i.e. Challenges with the interview process and cultural differences? What are the variables?

Vice Chair Preston understands that there were time constraints this time but would like that applicant pool data be provided more days in advance in the future. With regards to the data she noted that there was a significantly smaller pool of Latino applicants, in comparison to some of the other demographic categories, and inquired as to how candidates are selected from the pool for interview.

Mark Mahoney explained that the application funnel is large and CMS is trying to bear down on the data. It is something that they are working on and the new HCM system will allow for better applicant flow data. Over the course of the year the process will transition to fully online and will allow the capturing of additional applicant flow data that was not captured before. He gave a condensed overview how the application process works and indicated that a lot of things are in transition at the moment. The current OC List selection process will go away allowing for a better applicant pool data and selection process. Partnerships and other efforts are being made with outreach to ensure that recruitment efforts are more strategic and expanding outreach.

Other questions were made regarding the selection process and indicate that he will circle back with answers to the questions he could not answer regarding the selection process as the person that can provide a more accurate response was not able to be present for the meeting.

Rebecca Roussell stated that numbers indicated that things are not great, but the plans should be utilized in an effort to take another step further to increase the representation. She agreed that there is a need in senior leadership but also in the pool of applicants to increase the representation on the workforce.



Rebecca presented the council with the ask of looking at the opportunities and partnerships with regards to outreach and an implementing a checks and balances to be able to see what was done throughout the year from an outreach perspective with the council. Having a better collaborative effort would really help in making a specific plan related to recruitment. With regards to the retention piece, collaboration focusing on seeing what development opportunities are needed to retain and get senior talent.

Vice Chair Preston posed a question to consider... Who do we need to go to pose the question/concern that if all things are equal, this person should be included in the pool of candidates?

Vickie Simpson inquired if a suggested a method for compiling the pool of applicants using percentages can be done... Equal percentages from each demographic category, so all of the, the demographic groups are sharing equally. Council members were in favor of the idea of this system.

Council Member Guajardo. asked, if agencies haven't been transparent about their selection process, how do we influence that selection process continue to work with the applicants? How do we also start working with them internally to help them create a fair process of recruitment?

Rebecca Roussell responded reminding that the current grading system is going to be changed and the process is not going to function as it has. Mark added that the new process will give more access to data to be able to see where changes need to be made and work with the agencies on the aspect whether it is the applicant pool, the interview panel diversity, etc.

Carlos Charneco asked if it was investigated whether the new number system will really create change in the hiring of Latinos. He referenced that SOS switched to a numbers system, but the increases have not been significant.

Mark Mahoney responded that having a numerical system will not be the sole solution to addressing the issue. Chair Sanabria reiterated that the data is necessary to find the other solutions and is glad that the current grading system will be going away.

Rebecca suggested that CMS work on a plan that really outlines what they intend to do and where the areas of recruitment could help and looking at where there might be an opportunity to see where there might be a challenge like the interview process and cultural differences. She thinks outlining the variables and focusing strategies to improve what that looks like, presenting the strategies, getting feedback to be able to implement it might be a possible solution and be used as a guide to start implementing change.

Director Smith Recommended to try to get a feel from agencies that are performing well to get see what is working. Indicated that DCFS has taken an aggressive approach has aggressive



outreach mechanisms because of the nature of their services and it has helped. i.e. work in partnership with private sector, increased pay to be more competitive, adding more Spanish speaking bilingual titles to increase probability of getting Latinx candidates... DCFS does things that are a little different from other agencies. And maybe some other agencies who perform even better have ways of doing things that can be applied by underperforming agencies

Chair Sanabria noted that to create a pipeline is important and paid internships are the mainstay of any really good pipeline so there should be more paid internships. He also recommended that we should be very clear that the fact is we are less than a 3rd of our of our percentage in senior management overall throughout the state.

Going back to the report Chair Sanabria would like to put that as part of the plan that the Council receive alerts every time a director makes a new hire for a leadership position. It would be preferable that the alert be made preferably before they hire. He also recommended some changes to the way some items are stated.

Rebecca reminded Chair Sanabria that they did request a statement from the council to be included in the plan but did not receive one and that if they would like to still present one on behalf of the council, they are welcomed to send it. She stated that CMS has been more forging in a partnership with the council and is a reason why the council was provided the report for review before being filed.

Chair Sanabria asked of the council members that if the language requested is not included when the report is filed or the council is not in agreement with the report, that the council draft a letter to the governor as a minority report. So, if the council has a problem with the plan or with some of the language in the plan, they can write a letter or document of communication sent directly to the governor's office... not saying that it will definitely be done but saying that it may get to that if the, if the changes they would like to see in this document don't occur. CMS would be made aware of such communication as a courtesy, should that step be taken.

Carlos C. Recommended perhaps that when HR people are going to begin building a vacancy that they would request the numbers of the current pool to have an idea as to the make up on the applicant pool that is available prior to starting the process. This way the agency knows what percentage of the pool reflects the underutilized demographic so they can recruit as needed prior to requesting the list of applicants to give them a chance to increase the percentage of that demographic in the pool.

Council Items for Discussion – Roberto Sanabria, Council Chair
Subcommittee Progress on Agency Highlights/Recognitions

Vice Chair Preston reported that the committee had decided on highlighting 3 agencies under the awards. Recognition is being based on agencies that were either taking strides or meeting certain



percentage requirements for Latinos knowing that there is a great deal of work that is still to be done and hopefully will trigger deeper conversations with some agencies.

The recommended recognitions are as follows:

Gran Amigos Award – (greater than 500 employees) – IDES, more than 18% Latinos for the time period reviewed

Gran Amigos Award – (less than 500 employees) – IDHR, 23% Latinos for the time period reviewed

Gran Aliado Award – IDOT, progress in the last year – went from 104 to 217 Latinos in positions)

Plaques that will be given to awardees are being donated.

Because there was no quorum, voting on the awards will be done at next meeting

Status on meeting with Director of Agencies.

Chair Sanabria asked Director Smith if he would meet with them. Director Smith agreed to a meeting. He will be meeting with Chair Sanabria, Vice Chair Preston, and Nancy Rodriguez.

Public Comment

Carlos Charneco Regarding the Hiring Monitor, recommends Human Rights should review the document/process because it only reflects 10 names for the pool of applicants but in reality, there could have been a larger pool of applicants, but they were only given the ten.

Jose Lopez expanded on Carlos' point saying that 10 to 12 names being sent to the agency for a vacancy is too low and sometimes not enough to fill a vacancy in based on his agency's experience.

Alex Bautista, of Human Rights, requested Carlos reach out to him about this to get more insight to see if there is a way to innovate or improve the current use of the Hiring Monitor.

Chair Sanabria mentioned the consideration of a possible phone tree to ensure quorum at the next meeting.

Adjournment – Chair Sanabria adjourned the meeting.