



NOTICE

Hispanic Employment Plan Advisory Council

Quarterly Meeting – Via WebEx
Thursday, May 6, 2021 10:00 A.M. – 12 P.M.

Call to Order - Roberto Sanabria, Council Chair called the meeting to order at 10:05 AM.

Roll Call – Roberto Sanabria, Council 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 - Johnson			X	
Roberto Sepulveda			X	
Layla Suleiman Gonzalez			X	

Total: 6 Council Members present, 2 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	Jose Lopez			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				X
Human Services	Amelia Gavina			X	
Human Rights	Jim Bennett				X
Public Health	Ngozi Ezike				X
Transportation	Carlos Ramirez			X	

6 Ex-Officios were present.

Hispanic Employment Plan Advisory Council				
ATTENDANCE ROSTER: Agency Representatives				
Agency	Representative	Present		
		In person - Chicago	In person - Springfield	via WebEx
Central Management Services	Mark Mahoney			X
	Sarah Kerley			X
	Jake Altman			X
	Allison Macfarlane			X
	Barbara McDonald			X
	Mayra Magaña			X
Department of Children and Family Services	Nancy Rodriguez			X
DoIT	Vicky Simpson			X
Illinois Department of Juvenile Justice	Jim Crowley			X
Illinois Department of Public Health	Juana Ballesteros			X
Illinois Department of State Police	Mary Dowdy			X
Illinois Department of Transportation	Sheleda Doss			X
Illinois Department of Revenue	Yumnah Tayyab			X

Total: 6 CMS and 7 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.

I. Council Discussion Items- Roberto Sanabria, Council Chair

Approval of Meeting Minutes

Ana Guajardo motioned to approve November 06, 2020 meeting Minutes. Jose Muñoz seconded the motions. All voted in favor. The motion carried unanimously.

Jose Muñoz motioned to approve February 04, 2021 meeting Minutes. Christian Roldan-Johnson seconded the motions. All voted in favor. The motion carried unanimously.

Subcommittee Update and Council vote on Agency Recognitions Awards

The plaques for the awards are currently being delayed but they are on the donor’s to do list and will still be donated.

The recommended recognitions are as follows:

- o Gran Amigos Award – (greater than 500 employees) – IDES, more than 18% Latinos for the time period reviewed
- o Gran Amigos Award – (less than 500 employees) – IDHR, 23% Latinos for the time period reviewed
- o Gran Aliado Award – IDOT, progress in the last year – went from 104 to 217 Latinos in positions)

Christian Roldan Johnson motioned to approve the recognition awards. Ana Guajardo seconded the motion. All voted in favor. The motion carried unanimously.

Status on meeting with Director of Agencies

Jose Lopez will give Roberto Sanabria the contact information of the individual that would be able to schedule a meeting between council members and Director Marc Smith of DCFS. Roberto will give Jose Lopes three tentative dates and times and Jose will look into Director Smith’s availability to assist in scheduling the meeting.

Ana Guajardo, Christian Roldan-Johnson, will also be a part of the meeting. Jose



Muñoz would like to participate in the meeting if his schedule allows. Roberto will consult with CMS regarding max number. Allison Macfarlane will look into the max number of Council members that can participate in the meetings with the directors. Christian Roldan-Johnson recommended Meeting with revenue as well because of their lack of bilingual staff in the last report.

Christian Roldan-Johnson suggested also inviting agencies to the next meeting. He suggested inviting Healthcare and Family Services and Revenue. Directors of agencies would either be invited to the quarterly meeting or have a special meeting but not both.

Carlos noted that historically one or two agencies would be invited to the council meetings to present on what they are doing to increase Latino hires in their agency. The council would give recommendation to the agency for the agency to put in action to increase the number of Latino hires. Those recommendations from the council would then also be included in the annual Hispanic Employment Plan. It would work as a record of the agency's engagement in Latino hiring.

Carlos also noted that Director Basta of Aging was present and has been present for the last two meeting which is commendable.

II. CMS Discussion Items

DEI Deputy Director Announcement

Mark Mahoney announced that Patricia Santoyo-Marin will Be the Deputy Director of Diversity and Inclusion and she will be starting on May 17th. Official announcements will be sent out to the council and she will be reaching out in the next few weeks. She has fifteen years of experience in the field of recruitment, retention, and diversity training. More information will be sent out soon.

Bilingual Pay Agreement

Sarah Kerley – On May 3rd the Director Forde issued a guidance memo to all agency personnel officers, agency heads, and chiefs of staff reminding agencies that of the permissions with respect to establishing positions that have language options and reminds agencies that they have the ability to compensate staff for when they utilize their bilingual skills. It also directs agencies when establishing salaries for new hires and promotions to consider the bilingual skills as a skill that would support an increase in salary. This will help mitigate staff not promoting for fear of losing their bilingual pay and in essence not receiving an increase in pay with the promotion. This will also hopefully increase retention of Spanish speaking employees as well as improve bilingual engagement. The policy Memo will be sent to the council so they can review the details in the memo. Sarah will send it to Mayra who will forward it to the council. The council will be able to ask questions after reviewing the full document.

Roberto Sanabria asked if there was an incentive to hire a Latino candidate if



choosing between two candidates. Sarah Kerley indicated that for competitive selection that does not require bilingual skills, bilingual skills are not the deal breaker but also very rarely is there an absolute tie between two candidates.

Jose Muñoz inquires as to how it is decided if a position should receive bilingual pay. Sarah explained that the request comes the agencies to establish a position with a bilingual option and/or to add a language option to a position. The agency has the data regarding the populations that they serve and the needs for language options so they would have the supporting data. CMS reviews the request and approves it provided that the justification is appropriate. Jose Muñoz and Ana Guajardo inquired as to the enforcement of the policy for instances where there is a need and services are not accessible to the public because of a lack of bilingual staff but the agency is not seeking out to fill bilingual positions or increase bilingual hires.

Roberto interjected to acknowledge that CMS has created a tool that will hopefully help but is not under the illusion that there will be a panacea and goes back to the need for senior leadership to reflect the populations we want to start creating in the rest of the ranks in state employment. The council can look at the data later to follow up with directors that are not using the tool and applaud those directors that are.

Current and new hiring process update

Mark Mahoney Let the council know that they will be receiving more data by agencies for the upcoming Council meetings so the council can review them and the numbers can be compared continuously throughout the year. With the new system will allow for better tracking of applicants as they flow through the application process.

Sarah Kerley indicated that she has been working on removing obstacles in the hiring process that would result in qualified candidates not being considered so that the results of the state's hiring would reflect the state's engagement of the community and the population as a whole. The current process will be going away. It is anticipated that by the fall all applications will be online. Currently Merit Comp positions are the ones going through the online process but it is anticipated that by the fall applying for Bargaining Unit positions will also be online. This will allow for better applicant flow tracking and identification of bottlenecks and barriers for real time reassessment of items causing adverse effects in the diversity of the applicant pool. Job descriptions will be more specific to actual positions instead of general classifications and preferences identified for positions will be more meaningful to the positions. Applicants will be able to see where they are in the process. The improvements will aim to increase diversity in the applicant pool.

The current technology is not able to support stratified sampling in order to diversify the pools of applicants at this time. The current technology will be replaced in the near future to support. The process will be standardized to be more uniform across the different agencies. As part of the tracking process CMS has Implemented a chief Compliance Office to ensure compliance with the comprehensive employment plan



other personnel rules and processes to make sure that the hiring process is neutral and designed to get the most qualified candidate from the broadest pool possible.

HCM – Human Capital Management has different modules within it and the recruiting module is actually the hiring module and allows for electronic applications with more meaningful questions relative to meeting the qualifications of a job and whether an applicant has the skills and abilities to perform the job. The electronic process will provide real time access to data throughout the process. Recruitment will be more valuable and effective. And reporting will be more robust.

Roberto requested of the council member that they go through the motions of applying for a position online so they can come back and talk about their experience using the new system at the next meeting. Sarah indicated that she would welcome the feedback.

Discussion on potential Outreach/Recruitment Partners

Mayra presented a list of the organizations/entities that were recommended by council members for outreach partnership. The council was encouraged to send additional recommendations and contacts to expand the list. Direct contacts are encouraged to facilitate initiating the conversation of developing and establishing a partnership. CMS has already engaged with some of the organizations and such as HACE who recently hosted a great virtual conference with very insightful and informative workshops. CMS plans to target three more organizations in that have not been engaged previously. They are The Greater Southwest Development Corporation, the Association of Latino Professionals of America, and The Puerto Rican Agenda. CMS will be reaching out to the organizations to begin engaging with them and possibly schedule a meeting with the director to see where we can work together with regards to outreach for the state employment process to increase the Latino numbers in the state's workforce.

III. New Business

Mayra informed the council that they will be receiving the 2021 Ethics Training PDF to be sent to them via email. They were notified that the deadline is June 02, 2021. Council members were informed that they must submit their last page of the PDF with their signature, printed name, and the date of completion, and that digital signatures will be accepted.

Roberto recommended that if COVID regulations permit, that they revisit the idea of holding the meetings in person within Latino communities. He reminded the council that before COVID Vice Chair Preston had secured a potential location. Jose Muñoz



also offered La Casa Norte as a potential meeting location.

IV. Public Comments

Carlos shared that the previous day was Unity Day and presented recommendations of the Illinois Association of Hispanic State Employees for state employment. The recommendations were that 25% of new hires be Hispanic, 20% of new management staff be Hispanic and increase bilingual staff by 50% and increase Latino veteran hires.

V. Adjournment

Roberto Sanabria motioned to adjourn the meeting. Jose Muñoz seconded the motion. All voted in favor. The motion carried unanimously.