



Hispanic Employment Plan Advisory Council

Quarterly Meeting – Via WebEx
 Friday, June 16, 2023 | 10:00 A.M. – 12 P.M.

Minutes

I. Call to Order

The meeting was called to order at 10:07 A.M. by Chair Muñoz.

II. Roll Call—CMS Human Resource Specialist, Mayra Magaña conducted the roll call.

A. Council Members

| Hispanic Employment Plan Advisory Council | | | | |
|--|----------------------------|--------------------------------|------------------|---------------|
| COUNCIL MEMBERS | | | | |
| Council Members | Present | | | Absent |
| | In person - Chicago | In person - Springfield | via Webex | |
| Muñoz, Jose M., (Chair) | | | X | |
| Charneco, Carlos | | | X | |
| Guajardo, Ana | | | | X |
| Gonzalez, Layla Suleiman | | | | X |
| Martín-Ocasio, Kenny | | | X | |
| Mota, Patricia | | | X | |
| Rosales, Giraldo | | | X | |
| Sepúlveda, Roberto | | | | X |

Total: 5 Council Members present, 3 were absent, quorum was achieved.



B. Agency Ex-Officios, Agency Representatives and CMS Staff

| Hispanic Employment Plan Advisory Council | | | | | |
|--|------------------------|----------------------------|--------------------------------|------------------|---------------|
| EX-OFFICIOS | | | | | |
| Ex-Officio Agency | Agency Designee | Present | | | Absent |
| | | In person Chicago | In person Springfield | Via Webex | |
| Aging | Robin Tucker | | | X | |
| Children and Family Services | Jose Lopez | | | | |
| | Daniel Fitzgerald | | | X | |
| Commerce and Economic Opportunity | Diana Alfaro | | | X | |
| Corrections | | | | | X |
| Employment Security | Anna D’Ascenzo | | | X | |
| Healthcare and Family Services | Terri Shawgo | | | | X |
| Human Services | Amelia Gavina | | | | X |
| Human Rights | Martin Duncan | | | | X |
| Public Health | Amaal Tokars | | | | X |
| Transportation | Adam Graham | | | X | |
| ATTENDANCE ROSTER: Agency Representatives | | | | | |
| Agency | Representative | Present | | | |
| | | In person - Chicago | In person - Springfield | via WebEx | |
| Central Management Services | Patricia Santoyo-Marin | | | X | |
| | Jake Altman | | | X | |
| | CoreyAnne Gulkewicz | | | X | |
| | Patricia Young | | | X | |
| | Arthur Sutton | | | X | |
| | Mayra Magaña | | | X | |
| | Ramiro Martinez | | | X | |
| Financial Regulation | James Bryant | | | X | |
| Innovation & Technology | Vicky Simpson | | | X | |
| | Jason Thoron | | | X | |
| | Hanna Rabideau | | | X | |
| Human Services | Krista Culbertson | | | X | |
| | Michele Vélez | | | X | |
| | Gianni Serrano | | | X | |
| | Patrick Morris | | | X | |



| | | | | |
|--------------------------------|-------------------|--|--|---|
| Healthcare and Family Services | Jenny Aguirre | | | X |
| Juvenile Justice | Jaime Vasquez | | | X |
| | Jim Crowley | | | X |
| Rehabilitation Services | Michele Velez | | | X |
| Revenue | Phyllis Tate | | | X |
| Illinois State Police | Mary Dowdy | | | X |
| | Rebecca Hooks | | | X |
| | Yavet Dominguez | | | X |
| Governor's Equity team | Dr. Addie Shrodes | | | X |
| | Sandy Orozco | | | X |

Total 5 Ex-Officios were present or represented. Total: 7 CMS and 18 other Agency Employees attended the meeting.

III. Members of the Public

| Hispanic Employment Plan Advisory Council | | | | |
|---|--------------------|-------------------|-----------------------|-----------|
| Attendance Roster: Members of the Public | | | | |
| Name | Entity Represented | Present | | |
| | | In Person Chicago | In person Springfield | Via Webex |
| | | | | |

Total: 0 member of the public attended the meeting.

IV. Meeting Minutes

A. Review/Approve Minutes from March 10, 2022

Council members received a copy of meeting minutes electronically. Motion made by Council Vice-Chair, Charneco, to approve meeting minutes and second by Council Member Giraldo Rosales. All in favor. No objections. Motion carried unanimously.



V. Leadership Updates

A. Welcome CMS Chief Administrative Officer Sarah Kerley

CMS D&I Deputy Director, Patricia Santoyo-Marín, announced transition of CMS Assistant Director Mark Mahoney to another state agency. CMS D&I now reports to CMS Chief Administrative Officer, Sarah Kerley, who is traveling for outreach.

B. Introduction of Ramiro Martínez, CMS D&I Summer Intern

CMS D&I Deputy Director, Santoyo-Marín, introduced new CMS D&I intern, Ramiro Martínez, from Richard J. Daley College. Greeted council members, and shared enthusiasm to be part of the meeting.

VI. CMS Updates

A. CMS Hispanic Outreach and Recruitment

CMS D&I Deputy Director, Santoyo-Marín, shared outreach initiatives. Overview of meetings with members of the Latino Caucus. All members invited to meet. Meetings held individually at their district offices, or in Springfield with the purpose of talk about efforts, strategic foundations, and identity-based outreach and recruitment. Seeking identify based outreach approaches. Council Chair Muñoz inquired on the recommendations that came out of the meetings. CMS D&I Deputy Director, Santoyo-Marín, shared Latino Caucus members had a common thread of offering support towards CMS D&I efforts.

A recommendation presented by former Senator Christina Pacione-Zayas, was to partner up with the Illinois Latino Legislative Caucus Foundation scholarship initiative. Students who perhaps are runner-up in the scholarship and do not gain one of the opportunities, are then presented as recommendation students for the CMS D&I internship program. CMS D&I Coordinator, Morales, to schedule an appointment to continue the conversation.

Senator Javier L. Cervantes suggested the possibility of hosting a career fair that would bring all resources to one space. Looking to continue the conversation. The idea was to do in in May but know session ending with very tight deadlines. Showing a commitment by following up with that opportunity as well.

Council Vice-Chair inquired if engaged with any of the Latino Caucus members or collaborating with them on anything in the upcoming months. CMS D&I Deputy Director, Santoyo-Marín, responded that was the core of our conversation at the meetings. Some members already had us on a list-serve, and others have now included us. Senator Omar Aquino's Chief of Staff has invited CMS D&I to help lead a statewide career fair in his district for Hispanic Heritage month.



Council Chair Muñoz shared the upcoming Latino Caucus Conference *Raices* in September, at Malcom X College. Council Chair inquired on the involvement of CMS D&I at the conference. CMS D&I team is registered, and CMS Acting Director, Raven A. DeVaughn, is aiming to clear out schedule to attend. Planning to start a conversation on the possibility for CMS to lead a presentation at the conference on how to apply for state employment. Council Chair Muñoz indicated that is great because if they are talking about public policy this is something that is going to be right up their alley. If there is going to be a panel or a way to be involved in the extra programming—CMS should be there.

**B. State Workforce Diversity Numbers
Hiring Process**

CMS Deputy Director of Bureau of Personnel, CoreyAnne Gulkewicz, asked Council Chair Muñoz if the order of the presentation for this section could be reversed. Council Chair Muñoz agreed and CMS Deputy Director of Personnel, Gulkewicz, proceeded with the section on the Hiring Process. CMS Deputy Director of Personnel, Gulkewicz shared that in July 2022, they went fully electronic for all hiring positions. The previous process was a paper process which took an average of 269 days to hire someone and a long sequence of well over 400 days. Shared the hiring process has three main authorities we must abide by.

The first one is the personnel code which has 68 subsections that tell us how we must do things. The second one is the administrative rules that have another 360 subsections or 109 pages that tells us how we must do things. The second big document we have is a comprehensive employment plan. Result of the Shakman decree. Outcome of a lawsuit, indicating how we must do hiring in the State of Illinois. 33-page document with 104 subsections. 93 percent of our workforce is covered by collective bargaining agreement. We have 36 of those agreements. Each agreement has their own unique filling a vacancy language that tells us how to fill those 93 percent of the workforce.

One agreement has 14 subsections and about 22 pages devoted to the filling of the vacancy language alone. When looking into the process of electronic, there are three hiring authorities to abide by, personal account code and rules, comprehensive employment plan, and collective bargaining agreement. Due to all the requirements, took all hiring documents and turned them into a 12-step hiring process.

CMS Deputy Director of Personnel, Gulkewicz, shared with the council the 12 step State of Illinois Hiring Steps graph explaining the steps which also has within multi-steps ensuring all requirements are met.



Council member Rosales inquired on how or the number of applicants referred to agencies once all steps are completed. CMS Deputy Director of Personnel, Gulkewicz, shared full list of applicants with their scores are sent to agencies stating these are the candidates suitable for an interview. This meant they were filling the minimum qualifications and the preferred qualifications. Also, clarified Council member Rosales's other question regarding if those candidates would be alphabetically or numerically ordered. CMS Deputy Director of Personnel, Gulkewicz, shared candidates are ranked based on scores received in preferred qualifications.

Council Vice Chair Charneco inquired if agencies limit themselves with the number of candidates to interview by only doing half of the number of candidates waiting for an interview. Are they limiting themselves and if they are, are we back to random selection when it's more than the amount that they want to interview. CMS Deputy Director of Personnel, Gulkewicz confirmed that yes—number of applicants applying online has increased and it is still randomized. Council chair Muñoz commented on taking about five months from the time the position is posted to someone going through the interview and being hired. Going through the whole interview process and getting hired in seven months. Council Chair Muñoz inquired as to the number of people we lost in the process. CMS Deputy Director of Personnel, Gulkewicz, reminded the council of previous long wait times. Now with the electronic hiring process the time span between application has shortened from an average of 269 days to an average of 108 days. A lot of recent improvements. No current method of gathering exact data. Council Chair Muñoz commended CMS Deputy Director of Personnel, Gulkewicz, on recent improvements.

Council member Kenny Martín-Ocasio, inquired on the retention of Hispanics throughout the interview process. Asked if CMS captured data around how many applied and how many were recruited. CMS Deputy Director of Personnel, Gulkewicz, mentioned we have the application data but not the hiring data. Next couple months, will try and formulate new additional module to capture hiring data. Council Vice Chair Charneco asked, how many of those individuals are invited to interview decided to turn down interviews because of the long process and found employment somewhere else. CMS Deputy Director of Personnel, Gulkewicz, highlights we don't have the data form to capture why applicants turn the interviews down. CMS D&I Deputy Director, Santoyo-Marin, added the system did not have that information but partnered with the data team at CMS to build that in house. Shared initial findings, now ran into some issues. Commitment to reach out to the data team to find that data and get back to the council.

Council member, Patricia Mota, inquired on the minimum days the state has for hires. CMS Deputy Director of Personnel, Gulkewicz, indicated there are no minimum days—varies. Council member, Mota inquired on which states has the lowest number of days and what number is.



CMS Deputy Director of Personnel, Gulkewicz, indicated the average number of days across the country is 116. A few states with lower numbers, but they don't have any unionization and are not under a consent decree. The State of Illinois has both with a 93 percent unionization. Council member Mota inquired if agencies are moving away from paper in the hiring process. CMS Deputy Director of Personnel, Gulkewicz, responded only the application process is fully online. Started process January 2021, with going fully electronic effective July of 2022.

On the spot hiring at career fairs

CMS Deputy Director of Personnel, Gulkewicz, shared that DCFS piloted "on the spot" hiring. Created all required documents beforehand. Not for every position and job positions had to have been posted on the day of the event with the minimum requirements. Career counselors present to guide people through different positions in agencies. Background checks were done there and once completed the process; applicants with the minimal qualifications met were given a conditional offer.

Council Vice Chair Charneco commented on the aspect of a conditional offer if applicants were given a start date or did it come later. CMS Deputy Director of Personnel, Gulkewicz shared that start date with conditional offer is based on the background check because some were able to complete while others had to complete later. CMS BoP Assistant Deputy Director, Jake Altman, shared that as far as the Bloomington "hiring on the spot" event, the start date was July 17th with flexibility if needed but not beyond September 1st. Council Vice Chair, Charneco, inquired about Latino data. CMS BoP, Jake Altman, responded that data is not available at this point, but understand it was over 300 offers.

State workforce number update

CMS Deputy Director of Personnel, Gulkewicz, shared with the council state workforce numbers update. No questions/comments received from the council. Council Vice-Chair, Charneco, commented numbers have not changed since the last meeting.

VII. Old Business

- A. CMS Deputy Director, Santoyo-Marin, shared retirement information requested from the council at the last meeting. Information found in the packet posted to the meeting invite. Council Vice-Chair, Charneco, inquired on the timeline of the retirement data.

CMS BoP, Jake Altman, to provide the timeline of the information shared with the council at the next meeting. Council Chair Muñoz requested to add the timeframe was for that data and repost to the meeting invite. CMS HR Specialist, Magaña, shared retirement data is from 2022.



- B. CMS D&I Deputy Director, Patricia Santoyo-Marin, shared guidelines for positions to be placed out of Springfield. Invited the council to ask questions. Council Chair Muñoz inquired if agencies had questions or comments on the guidance. Shared those might have come through the bi-weekly check-ins, and will follow-up with CMS Chief Officer, Sarah Kerley, or CMS BoP Deputy Director, Gulkewicz. Council Vice-Chair, Charneco, indicated for the future would be the data for how many positions were moved during a period.
- C. CMS D&I Deputy Director, Santoyo-Marin, shared with the council appointment information provided by Governor's office Equity Team, Dr. Addie Shrodes. Document shared with the council prior to the meeting and includes number of appointments that come through the Governor's office. Reminded council information was requested to CMS BoP, Jake Altman, and CMS does not house such information. Governor's Equity office was able to gather that for us. No comments/questions made on the memo. Council Chair Muñoz will take time to further review the memo.
- D. Previous discussion on council members to divide the report to ask questions to state agencies listed to present. No update provided. CMS D&I Deputy Director, Santoyo-Marin, indicated state agencies listed on meeting agenda are not the ones presenting today, but agencies presenting were listed in the chat.
- E. Dashboard sorting mechanisms information requested by the council at the last meeting was gathered and shared with the council prior to the meeting.
- F. CMS D&I Deputy Director, Santoyo-Marin shared talking points for stakeholders requested by the council. Power Point slide deck with talking points presented to Council members ahead of time. Council Chair, Muñoz, confirmed information was received and stated it was a good presentation.

VIII. New Business

A. Department on Aging

CMS D&I Deputy Director, Santoyo-Marin, informed Council Chair Muñoz agencies listed on the agenda could not all be present; however, some agencies present are ready. Ex-officio, Robin Tucker, mentioned she did not have a presentation but had a couple of things to mention about recruitment, about advocating for older adults, and their caregivers. DoA is a small agency and does not have a recruiter. Committed to diversity.

Ex-officio, Tucker also shared their agency success of retaining CMS D&I intern with a one-year personal service contract in support of the agency's effort for recruiting. Mentioned titles they mostly hire on a consistent basis.



Council Chair Muñoz, noted council is seeking information on recruitment efforts, number of Latinx employees, and how many are in leadership roles. Council Chair Muñoz, asked for CMS D&I Deputy Director, Santoyo-Marin, to notify agencies of information the council is interested in. Council Vice Chair Charneco commented IDoA soon should be concerned about how they target and recruit Latinos for positions. To think on how they reached out to Latino organizations.

B. Employment Security

Council Chair Muñoz introduced Anna D' Ascenzo from the Department of Employment Security and shared agency took Council Chair Charneco's advice on having more bilingual auditing postings. Anna D' Ascenzo shared on completing a bilingual assessment geographically used from call comings, the workforce area and based on Council Vice-Chair, Charneco, recommendations went to the Department of Revenue Deputy Director about bilingual positions. Deputy Director D'Ascenzo shared positions coming soon, going from 2 to 3 auditing positions. Agency recently hired a bilingual Hispanic/Latinx employee as the new Migrant Season Farm Worker monitor. The agency was looking into finding how efficiently they are looking for employees who are proficient in writing and reading assessing their bilingual skills.

The Department of Employment Security received an equity grant which most of the funding will go towards ensuring translation. Around 18-20% are within the workforce of the agency. Anna D' Ascenzo presented a sheet she presented at the Latino Unity Day. A sheet with an analysis of the last three quarters. The agency started off with a 19.7% and hovered around 20% staying consistent with the Hispanic/Latinx representation. Currently have 139 bilingual positions, which currently 130 of them are Spanish speaking. Also shared one-page sheet on language access for employees and listed a numerous number of Hispanic/ Latinx employees at the agency. Council Chair, Muñoz, asked IDES, Anna D' Ascenzo, to share this information with the council so council members not in attendance are able to view.

C. Human Services

Krista Culbertson, from the Department of Human Services, Bureau of Civil Affairs represented Amelia Gavina, acting minority recruitment manager at DHS. Shared agency has three acting recruitment employees to attract candidates of different demographics. Seeking additional recruiters both in Chicago and Springfield. The agency provided a diversity branding promoting racial equity mission and diversity images on all recruitment materials.

Agency employees' issue as recruitment by referrals to others about vacancies on minority association and professional on the agency's website. DHS, Minority Recruitment Manager, Gavina has conducted virtual recruitment sessions highlighting demands of jobs titles, benefits, application process, and CMS counseling services.



The agency also has conducted job fairs as well, pre-recorded recruitment videos, and flyers for High School Seniors both in English and Spanish.

IDHS offers community organizations offers of recruitment distribution to entities and if interested, offer personalized recruitment presentations. Started hosting monthly job fairs at our mental health and disability centers. The Marketing Department of recruitment works well with the Communications team to support recruitment efforts. IDHS, Bureau of Civil Affairs, Culbertson, shared agency data by demographics. Council Vice-Chair, Charneco, commented this is a good model for other state agencies. Council member, Martín-Ocasio, shared that in looking at the data, questioned if there was a set goal for what previous numbers were. Or can collected numbers be a base line for future reports. In response to Council member Martín-Ocasio, IDHS, Bureau of Civil Affairs representative, Krista Culbertson, mentioned she is not aware of IDHS goals, however, will connect with IDHS, Minority Recruitment Manager, Gavina to obtain that information and share with the council. Council member, Martín-Ocasio, shared was a bit difficult to figure if to celebrate results or to groan with presented data. Referred to the first slide and noted goal could be quantified to then evaluate and strategize. Comments made by Council member, Martín-Ocasio, was for all state agencies presenting. Council Chair, Muñoz, echoed comments made by Council member Martín-Ocasio.

D. Other Agency Comments

Due to meeting time coming to an end, state agency Public Health was not able to present. Listed state agencies to present at the next scheduled meeting. Council Chair, Muñoz, asked for CMS HR Specialist, Magaña, to share any presentations from state agencies with all Council members. Council Vice-Chair, Charneco, inquired Innovation and Technology regarding trainee/intern positions posted in Chicago. DoIT Human Resource Director, Jason Barth, wanted to share agency presentation but not able due to time. Progress of working with some of the CMS processes. Courses and training program now available. Technical training for entry-level jobs. Partnering with community colleges for classes. Aiming to provide training and college credit. Anticipated for a late summer completion. More to come.

IX. Council Discussion Items

- A. Council Vice-Chair Charneco shared on interactions with Illinois Department of Employment Security and Revenue. The Illinois Department of Employment Security to have potential bilingual vacancies open in the Audit unit.

Recommendations made for Illinois Department of Employment Security and Revenue to create and post bilingual positions since he has noticed there are no bilingual auditors. Both agencies deal with unemployment insurance tax or general income tax audits.



Council Vice-Chair Charneco shared with the council about an email sent to Department of Human Services of the posting of 40 positions for disability claims adjudicators trainees, because none of them were bilingual. Expressed concerned given the number of vacancies, and significant number of Latino families with family members with disabilities.

- B. Council Chair Muñoz shared about being more intentional in between meetings. Can possibly set time aside with the Council Vice-Chair to meet before the next scheduled meeting. Had discussed before about council members engaging and speaking to different state agencies. Only reason is asking to meet with Vice-Chair Charneco is remain in compliance with the Open Meetings Act. To have an individual conversation with Council Vice-Chair and go from there.
- C. CMS, Internal Personnel Human Resources Director, Patricia Young, asked Council Vice-Chair Charneco if he could share recruitment list-serve, and upcoming Public Policy *Raices* conference in September. Hired new recruiter and wants to share information. Conference information shared in the chat.
- D. Council Chair, Muñoz indicated Innovation and Technology to present at the next scheduled meeting. In planning for the next meeting, Council Chair Muñoz, requested to move state agency presentations towards the beginning of the agenda.

X. Public Comments

No public comments.

XI. Adjournment of Meeting

Meeting adjourned at 12:07 p.m. by Chair Muñoz.