

Hispanic Employment Plan Advisory Council

Quarterly Meeting #1– Via WebEx

Thursday, September 5 , 2024 | 10:00 A.M. – 12 P.M

Minutes

I. Call to Order

The meeting was called to order at 10:03 am by Council Chair Carlos Charneco

II. Roll Call—Chair Carlos Charneco conducted the roll call.

A. Council Members

Hispanic Employment Plan Advisory Council			
COUNCIL MEMBERS			
Council Members	Present	via Webex	Absent
	In person - Chicago		
Charneco, Carlos (Chair)		X	
Gonzalez, Layla Suleima		X	
Martín-Ocasio, Kenny		X	
			X
Rosales, Giraldo		X	
Sepúlveda, Roberto			

Total: 4 Council Members present, 4 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	In person Chicago	In person Springfield	Via Webex	Absent
IL Department of Aging	Robin Tucker				X
IL Department of Children and Family Services	Jose Lopez			X	
IL Department Commerce and Economic Opportunity	Diana Alfaro			X	
IL Department of Corrections					
IL Department Employment Security	Anna D'Ascenzo			X	
IL Department Healthcare and Family Services	Terri Shawgo			X	
IL Department of Human Services	Amelia Gavina			X	
IL Department of Human Rights	Martin Duncan				X
IL Department of Public Health					
IL Department of Transportation	Adam Graham Aisha Price			X	X

ATTENDANCE ROSTER: Agency Representatives

Agency	Representative	In person Chicago	In person Springfield	Via Webex	Absent
IL Department of Central Management Services	Aundra Williams Sarah Kerley Bobby Tucker Jill Kilroy Arthur Sutton Patricia Young John Chepulis Patricia Santoyo-Marin Kevin Young			X X X X X X X	
IL Department of Innovation and Technology	Hannah Rabideau Jason Thoron Vickie Simpson			X X X	
IL Department of Juvenile Justice	Jaime Vasquez Jim Crowley			X X	
IL Department of Human Services	Amelia Gavina German Cutz Krista Cullertson Gianni Serrano Angela Parker			X X X	
IL Department DCEO	Christopher Gasperin Diana Alfaro Teri Morris			X X	

Illinois Department of Natural Resources	Eric Shirley Jose Burgos			X X	
Illinois Department of Agriculture	Heather Humphrey			X	
Illinois Department of Revenue	Shelby Kaiser			X X	
IL Department of Children and Family Services	Jose Lopez Evelyn Martinez Lorena Hernandez Yeni Rojas			X X X X	
Illinois Department of Transportation	Adam Graham			X	
Illinois State Police	Mary Dowdy Sgt. Sherise Gipson			X X	
Illinois Department of Corrections	Marian McCann Robert Ishum			X X	
Illinois Department of Healthcare Family Services	Jenny Aguirre Terri Shawgo			X X	
Illinois Environmental Protection Agency	Pam Smith			X	
Illinois Lottery	Peter Roman			X	
Illinois Department of Employment Security	Anna D' Ascenzo			X	
Illinois Gaming Board	Dovie Shelby			X	
Illinois Department of Public Health	Ericka Williams Lubia Nunez			X X	
GOV	Alici McNeal Denise Maldonado			X	

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Old Business

a. FY24 All-Agency Survey Questions and Yearly Report to the General Assembly

Chair Charneco shared with the council a previous conversation he had with CMS D&I Deputy Director, Patricia Santoyo-Marin, regarding the survey reports. The new survey would combine the Hispanic and bilingual surveys into one survey. This would essentially help abstract the data for when making the reports.

CMS D&I Deputy Director, Santoyo-Marin further added that yes, this decision was made and had additional slides to present to the council depicting the efforts made. This decision was made to better align the efforts and recommendations of the council. In the past, sister agencies would receive four surveys of each Employment Plan Advisory Councils and the Bilingual Needs & Bilingual Pay survey as well. With this change, sister agencies will be receiving a more comprehensive survey in which they will be receiving one survey consolidating the need of providing several surveys.

CMS D&I Deputy Director, Santoyo-Marin presented to the council a list of previous requests the council has encouraged and will be found in this survey which are the following; Agencies responding accurately within the survey, asking agencies to identify goals for next year, encompassing these goals by employment categories, agencies to survey all employees regarding the language aptitudes, and listing organizations and liaisons to promote diversity hiring efforts.

There was the opportunity to invite all sister agencies to join two meeting sessions on an overview of the FY24 survey and the different components. This also led the opportunity to share how this survey is connected to the annual reporting that are delivered to General Assembly. CMS D&I Deputy Director, Santoyo-Marin further added that with these two sessions, there was a further explanation regarding the purpose of the council and packing this data of the survey should be presented to the councils.

Chair Charneco asked the Council members this moment for any comments or questions. Council member Kenny Martín-Ocasio thanked CMS D&I Deputy Director, Santoyo-Marin for the thorough explanation. However, it is more of looking into the data to set best practices. To then comprehend how does data can help provide recommendation for recruitment. Council member Giraldo Rosales indicted that he had no recommendations at this time.

Chair Charneco shared that he hopes with these general goals, agencies can construct goals based on the data and set a benchmark on where each agency would want to be for the next fiscal year. Chair Charneco wanted to comment on the aspect of agencies listing those entities they have recruited with. He stated that some agencies list events and entities they attended either in-person

or virtually. One thing agency should be looking at form of events is how much recruitment occurred on these forms of events.

Further added if agencies are going to events that are not marketing Hispanic Job seekers, those events should not be attending. Chair Charneco had a question for CMS D&I Deputy Director, Santoyo-Marín regarding the Bilingual staffing information. Due to the recent legislation of state agencies putting together language plan that will be given to the General Assembly and the Governor. When agencies are doing the Language Access Plan, will agencies be including any of this information in the report.

CMS D&I Deputy Director, Santoyo-Marín thanked Chair Charneco for the given guidance and wanted to refer to some points Chair Charneco mentioned. In the survey, agencies were asked when it comes to outreach, who were the individuals they connected to promote these jobs and or do outreach in terms of diversity efforts. She also shared with Chair Charneco that there has been continuous asked to agencies when listing those entities to list only the diversity efforts. CMS D&I Deputy Director, Santoyo-Marín highlighted to the council and Chair Charneco that as far as the new legislation, there has been an approval to create a Senior Leadership position on the CMS D&I team. This position will not just only be a coordinator serving for the Bilingual needs and Bilingual Pay Report, but this position will be the senior individual liaising with the Governor's Office.

Chair Charneco asked if the Language Access Plan was included in the legislation because he did not recall if there was a date for the language access plans to be submitted. CMS D&I Deputy Director, Santoyo-Marín followed up with Chair Charneco by noting not recalling since she perused the legislation when working with Governor's office to create the job description. If there it was no dates, she will align the deadline with the Bilingual Pay and Bilingual needs. Then finding a way to merge these two reports and see if there can be a way to creating a template that meets both needs of each report.

Chair Charneco further asked if the surveys were sent out in which CMS D&I Deputy Director, Santoyo-Marín replied yes, the surveys were sent out three weeks ago. Sister agencies were provided more an extra week for submission and the closing date would be September 6th, 2024. In the past, sister agencies were given two to three weeks and with this one extra week of extension, sister agencies would be able to use more internal tools.

IV. CMS Updates

a. CMS Diversity & Inclusion Staffing Updates

CMS D&I Deputy Director, Santoyo-Marín shared with the council on moving forward with the Hispanic Employment Plan Coordinator. This position will be a Senior Public Service Administrator and will be making at least six figures salary and will be reporting to CMS D&I Deputy Director, Santoyo-Marín and thinking of moving forward to assets what this role will need. There is also in the process of thinking in having an additional coordinator for this role.

As far on the status of this position, it has been approved by CMS Director, Raven DeV Vaughn and Senior Leadership as well. CMS D&I Deputy Director, Santoyo-Marín has received the noticed to draft the interviewing questions. Once draft and submitted, the expectation is that the position goes live within a week in the system. Once the position is ready, we ask the council to please promote the position and being a Senior Public Service Administrator. This will be a Statewide Manager for the Latinx Diversity and Inclusion and will not be part of the bargaining unit.

Council member Rosales asked CMS D&I Deputy Director, Santoyo-Marín on when does the position close. She shared with Council member Rosales that all state positions are posted for two weeks. However, CMS D&I Deputy Director, Santoyo-Marín has requested that the post should be three weeks for all four council leadership positions.

Chair Charneco inquired when will the posting of the position would be up. CMS D&I Deputy Director, Santoyo-Marín shared that she will be working on the questions this afternoon and within the next couple of days, will be submitting the question. CMS HR Pat Young further added that it would take another week or two. Once the position is up, CMS HR Pat Young will be sending to Chair Charneco and CMS D&I Deputy Director, Santoyo-Marín will share with the rest of the council and community partners.

b. Diversity & Inclusion Community Partner Internship Program

CMS D&I Deputy Director, Santoyo-Marín shared with the council that this summer CMS D&I has their largest cohort with 24 students being the fourth cohort. There were a couple of organizations who helped secure interns such as the Hispanic Women of Springfield and the University of Illinois Champaign La Casa Cultural and Latinos studies program. There was a total of five students who identified as Latino/a/e.

There was a strong interest in students of cohort of HACE and interest of students through the scholarship cohort at the Latino Legislative Caucus Foundation. Most of these students were from Chicago or Metro Chicago based and we received a lot of sister agencies in Springfield based locations with opportunities.

This has led a conversation with Senior Leadership in terms on what other options can there be provided for these students and sister agencies. CMS D&I Deputy Director, Santoyo-Marín highlighted to the council that CMS HR assessed that some of these students were Chicago based and the position were in Springfield based, Pat Young pivot on the work the student had by working in the Chicago based office.

c. Latino Caucus Partnerships & Hispanic/Latinx Heritage Month

CMS D&I Deputy Director, Santoyo-Marín mentioned to the council how CMS D&I has been trying to work closely with the Latino Caucus to be a part of their career fairs and initiatives. She shared a list of the names and status of the Latino Caucus members regarding if they would like a training for them or a staff member on how the state of Illinois new application works. Most have confirmed and still waiting for a couple. However, CMS D&I Deputy Director, Santoyo-Marín shared a social media post of Senator Javier Cervantes's team created a social media post promoting the state workforce and opportunities.

Council member Roberto Sepúlveda shared that this is a great job, and that this visibility are coming from the Latino Caucus members and the understanding, struggles, and success. Chair Charneco commented on liking the idea of reaching out to the Latino Caucus members so that way they can connect these opportunities to their constituents regarding the Latino population. However, Chair Charneco had a question regarding on downstate area where there are population of Latinos and if it means to connecting with the Legislators. This is something that all agencies should investigate when it comes to Central and Southern Illinois job fillings.

CMS D&I Deputy Director, Santoyo-Marín thanked Chair Charneco for his recommendations. She shared with Chair Charneco and the council members that CMS D&I will be participating in the Second Annual Career Fair with Senator Aquino on October 1, 2024. For those agencies interested, to please connect with CMS D&I Outreach Coordinator, Mayra Magaña for further details.

There has been an invitation from CMS Governmental Affairs team who have collaborated with all the members of the General Assembly of the continuous efforts of building relationships in different spaces in the state for them to partner and promote. As of September, the D&I team has been sending them list of a month to month of programs and events for the General Assembly members to attend. CMS D&I Deputy Director, Santoyo-Marín then mentions about the metro East area, the statewide personnel are working to build a site there to support both outreach and application assistance. The D&I team has Darrick Hibbler who is stationed in Springfield and

who lives in the metro east area. One of the goals he is doing is building report with NGOs through that area.

CMS Chief Administrative Officer, Sarah Kerley further added that CMS Bureau of Personnel has indeed identified the metro east area in need of more focus. There is a future to open a career services office in the Metro East and staff it. Since the new Fiscal year is just a couple of months old there are talks about next fiscal year career services centers be included but are not in the FY25 budget and are indeed looking forward on this matter.

Chair Charneco commented on CMS Chief Administrative Officer, Kerley insight. There has always been a concern of the lack of representation in the offices of metro east by St. Louis. When looking at the data, the Department of Employment Security only has one bilingual staff and Human Services has one family community resource center and may have only one bilingual staff. His concern is the representation in that area. Chair Charneco agrees it is a good idea of planning to put a career counselor or a facility down there. He had a follow up question to CMS Chief Administrative Officer Kerley when she mentioned it not being in budget, does she mean in terms of the staff or the actual facility.

CMS Chief Administrative Officer, Kerley then replied that career services folks are scheduled office more than others when you are public facing. There has not yet been any finalization for the FY25 staffing plan for BoP. They want to make sure that everything is working well with the newly staffed and there is no plan in the budget for BoP to relocate or rent a space.

CMS BoP Assistant Deputy Director, statewide of recruitment and retention, Jill Kilroy wanted to add to CMS Chief Administrative Officer, Kerley's comment that they also have a career counselor who travels from the East St. Louis area up to the Springfield office. He has been working with IDES on several career fairs in that area and has attended four events in a couple of months and more to come.

V. New Business

a. Recruitment Materials, Committee

Deputy Director of Statewide Personnel, Bobby Tucker, shared with the council the current outreach flyer for the Veterans program. He further asked the council if there was an interest to create a working group to develop flyers for outreach events that promotes equitably the communities that are trying to reach. Chair Charneco had a question on the matter of Veterans program and the lack of Latino Veterans. He further added that Veteran flyers is a great idea however, it seems like there is a static raise of Latino Veterans number. The concern is how will

this flyer target Latino veterans and is something to see in how state agencies try to engage with this population of Latinos.

Deputy Director of Statewide Personnel, Tucker shared with Chair Charneco that this is why it is important to work together in finding a form that better helps target the community. Additionally, there is a process right now that is in development in streamline the process to approach veterans.

Chair Charneco suggested to Deputy Director of Statewide Personnel, Tucker, a starting point could be working with the Latinos in the Department of Veterans Affairs, Hispanic Veterans in Employment Security, and the Executive Director of Chicago Veterans Affairs to help market to Latino Veterans. Deputy Director of Statewide Personnel, Tucker inquired to CMS D&I Deputy Director, Santoyo-Marín on how the process would invite these individuals will look like. CMS D&I Deputy Director, Santoyo-Marín replied to the request by stating she will review the attendance to see if there is an liaisons to those agencies. If none, she will communicate with CMS Deputy Director of Statewide Personnel, Tucker and see if anyone from his team can start the conversation.

Chair Charneco mentioned to CMS D&I Deputy Director, Santoyo-Marín that he could provide the contact information to the Executive Director of Chicago Veterans Affairs and other lead workers of colleges that are Latino Veterans. Council member Martín-Ocasio asked if these flyers will be translated into Spanish. CMS Deputy Director of Statewide Personnel, Tucker replied saying the flyers are currently being translated into Spanish. Chair Charneco had a follow-up question regarding the counselors at CMS. He wanted to know how many were Hispanic. CMS D&I Deputy Director, Santoyo-Marín shared that in her team in the D&I, in the plan of expanding her team to 12, out of those 12 the plan is to have one person in each location a career counselor and looking to see how that may look for us. CMS D&I Outreach Coordinator, Magaña is a bilingual speaker stationed here in Chicago.

CMS Deputy Director of Statewide Personnel, Tucker shared that there are five recruitment centers and each of them has one person who is Spanish speaking. In Champaign and Marion, they each have two Spanish speaking position. In Chicago three, and two being Spanish speaking and in Rockford just one. Chair Charneco inquired if there was another facility in Southern Illinois. CMS Deputy Director of Statewide Personnel, Tucker said yes that would be Marion. Chair Charneco posed to the council if it would be at best interest for the council to know these individuals' contact information to better help promote the option for Spanish speakers in the application process.

CMS Chief Administrative Officer, Kerley, responded to Chair Charneco that she has noted down his request and her team will work on this matter. Chair Charneco also wanted to

recommend to everyone on creating a pipeline for Latinos to apply for jobs. He suggested having state Latinos in a video format explaining and encouraging other Latinos to work for the state.

He further addresses that if state agencies can identify Latino employees in their agencies who have relocated to for a job position, this can further encourage more Latinos into looking into working like in Southern Illinois. Council member Martin-Ocasio shared that he also thinks it is a good idea for all state agencies into looking in how to promote more Latinos to work for the state.

CMS Chief Administrative Officer, Kerley, added that CMS has been highlighting Latinos for heritage month but in different fields and in those positions where it is difficult to fill. Chair Charneco added he has highlighted for a couple of agencies to have a presentation highlighting this and to be recorded and shared with colleges/universities. Allow these entities to circulate the importance of working for the state. Chair Charneco inquired that based on Vice-Chair Dr. Suleiman Gonzalez's group of the pipeline committee, what dates would be best to meet was something important to mentioned. He also shared with the council members to please visit the CMS exempt list is updated once a month. The purpose is to see how many Latinos are in those positions by agency and to see the vacancies available. CMS Chief Administrative Officer, Kerley additionally mentioned that the Governor's office can ultimately decide who is appointed in that role. There are different vacancies for different agencies and to mentioned, career state employees in this list as well.

Chair Charneco commented on posing how is the Governor's Office gathering the data of the total number of people employed on these exempt positions. CMS Chief Administrative Officer, Kerley shared that the Latino Caucus ensure all agencies are reporting and ask on what can be controlled and not. She also notes the Governor's office has previously report on the diversity of his cabinet and is not aware if there has been a breakdown of the exempt list. Vice-Chair, Dr. Suleiman Gonzalez noted that in the past, there has been analysis by the Latino Policy Forum and Latino Caucus of 3-5%.

Chair Charneco informed Vice-Chair Dr. Suleiman Gonzalez regarding raising the question earlier about the pipeline committee dates and shared it was important for council members to know about the state exempt list. This can provide council members an opportunity to recommend and encourage Latinos who are seeking state employment in a higher level. CMS D&I Deputy Director, Santoyo-Marin asked Chair Charneco the opportunity to share her experience with the council as a merit comp. She highlighted to the council how the process is very different from the application process that is traditionally been used. CMS D&I Deputy Director, Santoyo-Marin also highlighted to the council if anyone comes across a community leader who is interested in a state government merit comp position, she welcomes to be a liaison to help have resumes sent to Governor's Office HR leading individual.

CMS Chief Administrative Officer, Kerley thanked both Chair Charneco and CMS D&I Deputy Director, Santoyo-Marin for the collective insight. She addressed to the council that typically, the higher and entry level positions are positions that are more flexible than focusing on the middle level positions. CMS Chief Administrative Officer, Kerley also highlighted on a future pipeline that is being discussed in employment after internships and trying to build that pipeline can be influential on encouraging different educational levels.

Chair Charneco asked CMS Chief Administrative Officer, Kerley since the end of the most recent fiscal year, what are the numbers of Latinos working for the state. CMS Chief Administrative Officer, Kerley followed up by saying that the data regarding demographics is currently not accurate and in the process of fixing this issue. From June 2023-June 2024, the state workforce grew by almost 7% and not including demographics. Chair Charneco inquired if those state numbers that were presented to the council include noncoded state employees like individuals from the Department of Transportation. CMS Chief Administrative Officer, Kerley commented saying yes but it that agency has seen a yearly increase of 3% and for state police, it also includes the sworn officers. When it comes to the personnel code staffing, the last data presented to the council showed it being in the 47,000 and getting closer to the 50,000 to be personnel code covered.

Chair Charneco thanked CMS Chief Administrative Officer, Kerley for reporting to the council. He then shared the importance of the agencies to include their non-coded employees when doing the Hispanic Employment Plan goals and for that data to be available there.

VI. Public Comments

Chair Charneco welcomed any public comments at this time. However, there was no public comments made at this time. Chair Charneco took the opportunity at this time to ask the Department of Juvenile Justice he had. He inquired on the number of facilities, workforce numbers, and what does the anticipate in terms of hiring for the upcoming year. Jim Crowley, the Representative of the Department of Juvenile Justice shared with the council that the agency has five facilities and, in the process, opening another in Lincoln. Also, the agency conducts screenings once a month throughout the north-south and Lincoln area as well. The workforce number of the agency right now is at 6,704. At the end of fiscal year 2024, the agency was under 10% of Hispanic employment. They have added about twelve employees who were hired that passed the Spanish speaking test. These individuals once they are called for their translation services, they would be compensated, but these are not positions.

Department of Juvenile Justice Representative, Crowley then shared with the council that the agency will be having on August 16th – 17th a screening again for the Lincoln Center and could forward the flyer with further information.

Vice-Chair, Dr. Suleiman Gonzalez inquired to Representative Crowley, if he could share what type of individual would be a good candidate for the Specialist position. Representative Crowley shared anyone who is willing to work with troubled youth and now the agency does not require a degree like in the past. However, the position does require for someone to have experience with working with the youth for two years. Any experience that individual has for two years will qualify as part of that bachelor's degree that the agency was looking for in the past.

Chair Charneco also asked if the Department of Revenue EEO Officer, Shelby Kaiser was present. He wanted to know where the staffing numbers were regarding the bilingual staff and what titles these individuals are in. EEO Officer Kaiser shared with the council that the agency has about 18 staff that are bilingual and since her onboarding in the beginning of August, she shared on learning more about the plans and what has been done in the past in accordance with the language access committee. EEO Officer did share that the agency has a team of 18-20 staff members in different programs who are looking at the diversity and recruitment efforts. Chair Charneco added that his concern was always the number of bilingual staffing and understanding large number of the Hispanic businesses and not having enough auditors. He then asked EEO Officer Kaiser if this can be a goal for the agency to see where can that number be serving the community. EEO Officer Kaiser agreed and will investigate furthermore on this goal with relating back to senior leadership and seeing from past efforts to learn and see how to execute.

Chair Charneco suggested that there could be a follow-up meeting with the Department of Revenue were previously, Council members Dr. Suileman Gonzalez and Rosales met with the agency. He said if possible if both council members meet again with Department of Revenue.

Ex-Officio Jose Lopez had questioned regarding the report were there was a question asking for the interpreter services/translation services. He wanted to know where this was coming from. CMS D&I Deputy Director, Santoyo-Marin followed up to the question by saying that CMS Chief Administrative Officer, Kerley was able to pull this information from the main contract of an invoice from a third-party service. She can follow up with CMS Chief Administrative Officer Kerley, then send an update to all agencies.

Chair Charneco had a follow-up question with the Department of Human Services and the division of rehab services. His first question was about seeing there were three trainees adjudicators were now getting bilingual pay. The second question was for Amelia Gavina shared of not having that information but will follow up with that information. Chair Charneco had another question based on how the agency recently posted 180 vacancies of bilingual staff and then a second posting for 50 bilingual staff. He then asked if there was a successful hiring over 200 bilingual staff. Representative Gavina shared that the agency is still reviewing the applications and is willing to report back on how many were hired for that position. The agency has been promoting this position because previously, an applicant needed a bachelor's degree and now an applicant does not. The applicant will need equivalent experience based on the requirements

Chair Charneco had another comment for the Department of Commerce and Economic Opportunity, Diana Alfaro. He was asking if the agency established the internal Hispanic Advisory Council in regards to help increase more Latino representation in the agency. CMS D&I Deputy Director, Santoyo-Marin shared with Chair Charneco, that Diana Alfaro step away from the call. Alfaro and her supervisors have been in contact with her to provide them with recommendations on how to establish this council and recommended to connect with ex-Officio Jose Lopez She further added that the agency has sent out a survey to employees see the interest to then move forward with the process.

Ex-Officio Lopez mentioned that indeed he met with them and provided the historical form DCFS made to create an internal Hispanic Advisory Council. Chair Charneco had a follow up question for all agencies. He inquired if any other agencies have attempted to create their own Hispanic Advisory Councils. German Cutz, attending as general public shared that with his agency and the help of bilingual staff, the agency established an advisory Hispanic services committee.

Chair Charneco encouraged council members to share any recommendations to then be put on the report. Any recommendations to be sent through email to CMS D&I Deputy Director, Santoyo-Marin for these recommendations on Latino hires be sent to the Governor's office. Council member Dr. Suleiman Gonzalez shared to all those interested in the pipeline committee that an email will be sent out soon with proposed dates and times.

VII. Adjournment of Meeting

Council member Rosales motioned to adjourn the meeting. Second by council member Dr. Suleiman Gonzalez. No opposition. Chair Charneco adjourned the meeting.