



Hispanic Employment Plan Advisory Council

Quarterly Meeting – Via Webex

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

Minutes

I. Call to Order

The meeting was called to order at 10:02 am by Council Chair Carlos Charneco

Chair Carlos Charneco recognized Francisco Alvarado council coordinator to initiate role call:

Francisco Alvarado was introduced as the Council Coordinator. He expressed his gratitude for the opportunity to serve the council and proceeded to conduct roll call of Council members. All ex-officious and agency representatives were asked to sign in on the chat for the purpose of attendance.

Quorum was reached during the meeting.

Since quorum was reached, the first order of business was to review the minutes of the previous Council meeting held 09-05-2024.

A motion was made and seconded to approve the minutes. All were in favor; none opposed.

2. Approval of Minutes

The minutes from the previous meeting held on 09-05-2024 were approved without amendments.

II. Roll Call—Council Coordinator Francisco Alvarado 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 | |
| Muñoz, Jose M. | | | X |
| Guajardo, Ana | | | X |



| | | | |
|---------------------------------------|--|---|---|
| Gonzalez, Layla Suleiman (Vice Chair) | | X | |
| Martín-Ocasio, Kenny | | X | |
| Mota, Patricia | | | X |
| Rosales, Giraldo | | X | |
| Sepúlveda, Roberto | | X | |

Total: 5 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 Chris Bond | | | X X X X X X | X X X |
| IL Department of Innovation and Technology | Hannah Rabideau Aisha price Jason Barth Jason Thoron Vickie Simpson | | | X X 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 Daniel Kuznetshy Ramon Ortiz | | | X X X X X | X X |
| IL Department DCEO | Christopher Gasperin Diana Alfaro Teri Morris | | | X X | |
| Illinois Department of Natural Resources | Eric Shirley Jose Burgos | | | X | |
| Illinois Department of Agriculture | Heather Boise | | | X | |
| Illinois Department of Revenue | Shelby Kaiser | | | | X |
| IL Department of Children and Family Services | Jose Lopez Evelyn Martinez Lorena Hernandez | | | X | X X |
| Illinois Department of Transportation Illinois department on aging | Adam Graham Pamela Martinez Ruiz | | | X | X |



| | | | | | |
|---|--|--|--|-------------|---|
| | | | | | |
| IAHSE | | | | X | |
| Illinois State Police | Mary Dowdy Sgt. Sherise Gipson | | | X | X |
| Illinois Department of Corrections | Edward Escamilla Marian McCann Robert Ishum Kelly Firebaugh | | | X X X | X |
| Illinois Department of Healthcare Family Services | Terri Shawgo | | | | X |
| Illinois Environmental Protection Agency | Pam Smith James Wilcocks | | | 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 | | | X | |
| GOV | Alici McNeal Denise Maldonado | | | X X | |

Old Business

a. CMS Diversity & Inclusion Staffing Updates – CMS D&I Deputy Director, Patricia Santoyo-Marin

Patricia Santoyo-Marin, Deputy Director, provided an update on the hiring process for four managerial positions. She discussed the guidance received from Sarah Kerley, Chief



Administrative Officer at CMS, to ensure an equitable review of all applications. Despite receiving a large volume of applicants (500 for four positions), the decision was made to move away from the traditional lottery system and instead review all applications based on best practices.

Sarah Kerley also shared that the validation process for all four positions was progressing as expected, with all reviews anticipated to be completed by the end of business on Friday. She reported that the applicant pool contained high-quality candidates, with interviews scheduled for January or February 2025. The Council expressed its gratitude for the commitment demonstrated by CMS and the Diversity and Inclusion teams in ensuring a fair and transparent hiring process.

IV. CMS Updates on State Employment Data – Chief Administrative Officer Sarah Kerley

a. State Employment Data Overview

Sarah Kerley presented data on applicants for state positions, focusing on unique applicants for the 2024 calendar year. A total of 126,000 unique applicants were recorded (as of December 1st 2024), with 10.84% (13,697) identifying as Hispanic/Latino. While the state's hiring process averages 104 days, Kerley emphasized that the state is hiring at a historically high rate, with a net increase of over 2,200 employees in the workforce as of October 2024. Actual number 13697

WHAT IS THE EXPECTATION RESONABLE GOAL

She also explained the complexities of collecting and reporting hiring data, particularly regarding Hispanic/Latino representation. CMS is still working on storing and integrating data for accurate reporting. However, CMS has begun analyzing ready-to-hire candidates, revealing that 8% of these candidates identified as Hispanic/Latino.

Questions and Discussion

Council Member Sepúlveda inquired about the process metrics and how data is tracked from the original applicant pool to those ultimately hired. Sarah Kerley confirmed that the data tracks progress at each stage of the hiring process but acknowledged challenges in calculating the final number of hires. She also mentioned that new data on state hires will soon be available, which could help assess overall progress. Sepúlveda raised the question of setting reasonable goals, suggesting that each quarter should show improvement, possibly aiming for a 10 percent increase.



A suggestion was made to implement a quarterly survey of agencies to collect data on new hires, including demographic breakdowns, to better monitor recruitment and hiring trends.

b. Hiring/Application Process Steps and Status Updates – Assistant Deputy Director for Recruitment and Retention, Jill Kilroy

Jill Kilroy was introduced by Chair Carlos Charneco to provide an update on the hiring process.

- Jill outlined the steps in the application process and described the role of the validation team in reviewing applications and ensuring compliance.
- She discussed upcoming updates to the application system, which will provide more detailed information to applicants.

Jill also expressed her appreciation to Council members who frequently engage with individuals seeking employment in state government. She highlighted key updates to the application process, from job postings to hiring, and explained the behind-the-scenes work done prior to posting job opportunities, emphasizing its impact on the final hiring decisions.

Jill reported that CMS had partnered with an external vendor to launch a career campaign that began in May/June of the previous year. The first phase included radio ads on Latinx radio stations in Spanish, with recruitment materials provided in both English and Spanish. This initiative also included outreach at the October conference. Phase two of the campaign has since launched, featuring Spanish-language television ads, with CMS social media also posting these commercials. Jill emphasized the importance of expanding media outreach to ensure diverse communities receive relevant and accessible information.

V. New Business

a. Council’s Quarterly Meeting Schedule Change Proposal – Chair Carlos Charneco

Chair Carlos Charneco introduced a proposal to change the Council's meeting schedule from an annual to a state fiscal year schedule. A motion was made and seconded. All members approved the motion with no opposition. This change will align the Council’s schedule with the state fiscal year, enabling better planning and oversight.

b. Year in Review of the Council’s Recommendations for Advancing Hispanic and Latinx Employment – Chair Carlos Charneco

Chair Charneco requested a vote to approve the Council’s recommendations, developed over the past year through meetings with agencies, community engagement, and data review. A motion



was made, seconded, and unanimously approved to accept the recommendations shared in advance. This year, the Council made significant strides in promoting diversity and inclusion within state agencies. Council members met with key agencies, including the Department of Revenue, Department of Transportation, Healthcare and Family Services, Department of Insurance, Department of Agriculture, Environmental Protection Agency, Department of Natural Resources, Lottery, and Children and Family Services. These discussions emphasized the importance of staff diversity and how it improves agency outcomes and productivity. The collaboration between the Council and these agencies has contributed to a more inclusive approach to recruitment and engagement.

The **Strategic Recommendations for Advancing Hispanic and Latino Employment in Illinois State Government**, as recommended by the Hispanic Employment Plan Advisory Council, are as follows:

The Council's recommendations aim to strengthen recruitment, retention, and career advancement opportunities for Hispanic and Latino employees. They are designed to help Illinois state government better reflect the diverse communities it serves, fostering a commitment to diversity, equity, and inclusion. These recommendations will be included in this year's annual report and shared with state agencies for implementation where appropriate.

c. Pipeline Process and Committee Formation – Vice Chair Dr. Layla Suleiman

Chair Charneco introduced a new business item to be led by Vice Chair Dr. Layla Suleiman. Dr. Suleiman was tasked with establishing a pipeline process and requested volunteers to join the committee. Council Member Giraldo Rosales volunteered, and Patricia Mota was suggested as a potential member based on her expertise and will be invited to join. Additionally, Dr. Suleiman will collaborate with Francisco Alvarado to review the current survey questions and develop a guide to assist agency representatives in preparing their presentations on progress when scheduled to present to the Council.

VI. Public Comments

Chair Charneco invited public comments. Several members of the public expressed their appreciation for the Council's efforts to improve diversity and representation in state hiring practices.

VII. Adjournment of Meeting

There being no further business, the meeting was adjourned at 11:51 AM, with the next meeting scheduled for March 6, 2025.

Motion to Adjourn:

Council Member Rosales motioned to adjourn the meeting, seconded by Council Member Dr. Suleiman Gonzalez. There was no opposition, and Chair Charneco adjourned the meeting.

