



Hispanic Employment Plan Advisory Council

Quarterly Meeting – Via WebEx
Friday, December 09, 2022 | 10:00 A.M. – 12 P.M.

Minutes

I. Call to Order

The meeting was called to order at 10:00 A.M. by Chair Muñoz.

II. Roll Call—CMS Hispanic Employment Coordinator, Araceli Morales 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	
Mota, Patricia			X	
Roldan – Johnson, Christian				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	Selma D’Souza				
Children and Family Services	Jose Lopez			X	
Commerce and Economic Opportunity	Diana Alfaro			X	
Corrections					
Employment Security	Anna D’Ascenzo				
Healthcare and Family Services	Terri Shawgo				
Human Services	Amelia Gavina			X	
Human Rights	Martin Duncan			X	
Public Health					
Transportation	Carlos Ramirez				
ATTENDANCE ROSTER: Agency Representatives					
Agency	Representative	Present			
		In person - Chicago	In person - Springfield	via WebEx	
Central Management Services	Anthony Pascente			X	
	Patricia Santoyo-Marin			X	
	Mark Mahoney			X	
	Cathy Kwiatkowski			X	
	Demoya Gordon			X	
	Jake Altman Allison			X	
	MacFarlane Mayra			X	
	Magaña			X	
	Anthony Lozzi			X	
	Araceli Morales			X	
IL Department on Aging	Glenda Corbett Cheryl Barrett				
Children and Family Services	Lourdes Rodriguez				
DoIT	Vicky Simpson Jason Barth			X	
IL Department of Human Services	Krista Culbertson			X	
IDJJ	Jaime Vasquez				



IL Department of Revenue	Phyllis Tate			X
ATTENDANCE ROSTER: Agency Representatives				
Agency	Representative	Present		
		In person - Chicago	In person - Springfield	via WebEx
	Johnny Rodriguez			
Illinois State Police	Mary Dowdy			X
IL Department of Transportation	Sannaz Etemadi, Interim Bureau Chief			X
Corrections	Howard Moore* Check if Ex-Officio Jose Prado			X

Total 4 Ex-Officios were present or represented. Total: 9 CMS and 6 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
Nancy Rodriguez				X

Total: 1 member of the public attended the meeting.



IV. Meeting Minutes

A. Review/Approve Minutes from August 19, 2022

Council members received a copy of the meeting minutes electronically. Motion was made by Council Member Roberto Sepulveda to approve the meeting minutes and second by Council Member Patricia Mota. All in favor. No objections. Motion carried unanimously.

V. Leadership Updates

A. Introduction of Araceli Morales, Hispanic Employment Coordinator

CMS Assistant Director, Mahoney introduced Araceli Morales, Hispanic Employment Coordinator—first coordinator to come on board. First meeting being present. Excited as this will create more space for outreach, recruitment, and other work this council seeks to accomplish. CMS Hispanic Employment Coordinator, Morales shared previous work experience and relayed her enthusiasm to work with the council.

B. Introduction of Jose Muñoz, New Council Chair

CMS Deputy Director, Santoyo-Marin introduced new council Chair Muñoz. Thanked council chair for taking the lead as this is his first attended meeting as council chair. Chair Muñoz expressed his enthusiasm to work as the council chair and excited the Hispanic Employment Coordinator is on board at the same time, he is taking the role as the council chair. Expressed his enthusiasm of having the council member Carlos Charneco now joining as a member.

C. Introduction of Carlos Charneco, New Council Member

CMS Deputy Director, Santoyo-Marin introduced new council member Carlos Charneco. Comes to the council with 38 years of State government experience working in recruitment, retention, and promotion of the Hispanic Latinx community. Council member Charneco relayed his enthusiasm of now joining the council as a member.

VI. Council Discussion Items

A. Chair Updates

Chair Muñoz shared communication challenges among council members for in-between scheduled meetings. Moving forward wants to create a pipeline for better communication and to move on with some of the ideas of the council.



B. All Employment Plan Advisory Council Chair Meeting

Chair Muñoz shared he had the opportunity earlier this week to meet with all four Chairs of all four councils, members of CMS, and others from the state to not only provide an update on numbers but look towards the future. Best part was the opportunity to engage with the other councils, not just the Hispanic Latinx council. An opportunity to discuss collectively on some of the things we can do to be able to move our numbers forward. Chair Muñoz shared at the meeting an idea was presented of putting together an annual submit with each of the different councils for all the members to be present.

VII. CMS Updates

A. Meeting of the four Council Chairs

CMS DEI Deputy Director, Santoyo-Marin relayed the continued support received from the governor's office—first assistant Deputy Governor Christie George was present at the four-council meeting. Dr. Nzinga and her team from the equity office was present along with CMS leadership. These meetings serve as opportunities to revamp the annual report presented to our sister agencies. Intend to serve as a point of check-in with agencies to highlight some of the work they are doing along with best practices. Council may present recommendations for agencies needing guidance on recruitment practices and how to connect with the Hispanic Latinx community.

B. Employment Reports, Goals & Next Year's Meeting Structure

CMS Deputy Director, Santoyo-Marin shared past years' Bilingual needs and Employment plan reports mostly highlighted CMS efforts. Identified missed opportunities. As a result, adjusted survey questions to include questions on internships and specific outreach initiatives to Hispanic serving institutions. Council feedback included, and Bilingual needs report headed to the governor's office next week. Council to receive a Draft of the employment report around the holidays—to be submitted by end of month. Opportunity for council to review new data segments.

CMS Deputy Director, Santoyo-Marin shared the initiative on inviting specific agencies at meetings to present on best practices. Council to work with agencies with smaller representation. Council member Charneco mentioned he would like for agency responses to be included on the reports as an addendum, as these were included in previous reports. He stated this is a legislator report, and they would want to see detailed information on specific agencies.

CMS Deputy Director, Santoyo-Marin responded to Council member Charneco that shift in reports occurred when the survey was converted into an electronic format. All survey results available, but challenge exists with uploading information from an Excel spreadsheet to a formal document. CMS to connect with the data team to figure out a way. Possible alternatives discussed. Council member Gonzalez second the need for the raw data, especially for the kind of analysis she does for the Caucus.



Need raw data to trend. Able to trend until stopped receiving the appendices. Caucus uses this data for appropriation hearings and other subject matter hearings. Council member Gonzalez shared there is a way to take raw data in Excel and put into some form—like any merge file in the old times. Once that information is on an Excel spreadsheet you can lift from Excel and put it in another from. Council member Gonzalez communicated even if provided with the data file that it would be beneficial. Stated most people would not be able to do the file conversion, but there is a way to do it that may be relatively painless. Suggested possibly moving from Survey Monkey to a Microsoft form. Council member Gonzalez highly expressed the need for raw data.

Council Chair Muñoz expressed his appreciation to the CMS team for following up with the data team to find a way to share raw data. Council member Charneco inquired if CMS is planning to continue include information about the Hispanic veterans on the report. In previous reports about 8,019 working Latino's veterans work for the state, but only about 330-340 are Hispanic veterans. He stated the state can do better in Hispanic Latinx veteran hiring. Council member Charneco wants to make sure we continue to track that information. CMS Deputy Santoyo-Marín indicated the question has not been removed for the past two years. If it was there last year, for sure to be included on the report again this year.

C. State Workforce Diversity Numbers Update

CMS Bureau of Personnel, Altman provided an update on the State Workforce Diversity Numbers as of December 2022, in comparison to the last reporting period. Overall state workforce trending down. December is a common month to retire. Starting January there is a potential for these numbers to decline. CMS is extremely active in outreach and recruitment activities to help offset some of these numbers. CMS Altman reminded the council PSA titles are a split class title. Numbers presented to the council are only those not covered by the bargaining unit. Slight increase in Hispanic Latinx middle management from the last reporting period.

Council chair Muñoz inquired on vacancy data. Expressed his interest in obtaining the vacancy data as some of the exempt positions might be easier to fill-in. Wants to be aware of vacancies to not miss any opportunities for the Hispanic Latinx community. CMS Altman responded there are some challenges categorically, but exempt positions are required to be posted on the website and updated monthly. CMS Assistant Director, Mark Mahony shared the information is on the website but can be shared with the council. He also addressed the list does not include if listed vacant positions would be filled. Positions may be listed as vacant positions but will not be filled—example CMS. CMS Altman shared other challenges including bulk headcount versus individual positions, and not having a centralized data location. Expected to get better with the new electronic system coming Spring of 2023.

Council member Charneco shared he monitors the reports online and stated the challenge with exempt positions is not all agencies will put the posting for a double



exempt position on the new platform. He inquired how from the council's perspective are we going to be promoting or how are agencies going to promoting to get people to apply for these positions once they become available? How would any of our council members be aware there is a vacancy if not posted, and no announcement is being made by the agency? Council member Charneco continued to share that when he becomes aware of a posting, he puts it out to the community, but other than that how would we or anyone else in the community know to apply for these positions? CMS Assistant Director, Mahoney responded that this goes back to what was mentioned earlier. It is agency to agency situation. Oftentimes will post when they don't have candidates and they want to fill the positions. Will have to interact with the agency or come up with a way to get that information if they are willing to provide. There is not a way to know across the board since they do not post all vacancies. Council member Charneco responded he is aware of the list and has gone to the website to find out if there is a vacancy, for example, legislative liaison. Only way to know is to send a resume, have it sent to the director, or the governor's office. Requesting for more communication and a streamline process. CMS Assistant Director, Mahoney responded that positions may be vacant but there is not a suffice amount of work to fill them in. Some vacancies will never be filled—at least soon. CMS Altman provided further details on designated exempt classification titles.

Council chair Muñoz shared that a certain number of positions you can import, can choose not to fill them, but have a specific pool of positions that you can hire from. Stated this information was helpful. Even if not filling the positions now, he inquired if there is there a list the council can have so we know what is available? Can always go to the governor's office or agency director to inquire. CMS Altman indicated it is not necessary a data pool. We can ask the agencies what positions they intend to fill or not fill. This would be a manual data collection. CMS Assistant Director, Mahoney indicated the list would include all current vacant positions. Chair Muñoz stated he also needs the list of positions they do not intend to fill. CMS Assistant Director, Mahoney stated that would be trickier to obtain. Will circle back since it is agency by agency information. Needs and information may change. Council Chair Muñoz stated he understands but would like to obtain as much possible information considering our current numbers. Need to look at every opportunity. Even if imperfect, would like to get that information. CMS Assistant Director, Mahoney stated they would circle back on this request. Council member Charneco shared the vacancy report hyperlink on the chat and information will be shared with all council members via email.

CMS Altman went over the Hispanic Latinx Senior Leader Update slide. This was a request made at the last meeting, and numbers provided were from the last period August-December 2022.

D. Academic Year D&I Community Partner Internship Cohort

CMS Deputy Director, Santoyo-Marin provided an update on the second diversity



and inclusion community partner internship program cohort. Did not have any Hispanic Latinx interns at the last cohort. Members of the council volunteered to select students for us this round. Providing an extension—expecting two out of six interns to be of Hispanic Latinx identify. Looking forward to a more diverse representation. We have one from HACE—thank you council member Patricia Mota. One more intern from one of our newest partners—Harold Washington. Hope to have the number increased by end of month. Students will start their paid internship in January, ending in April. Reminded the council this internship program is parallel to the governors’ internship program. Now that CMS Hispanic Employment Coordinator, Araceli has joined the team, serving as liaisons between the community and our sister agencies. CMS Deputy Director, Santoyo-Marín stated she along with Araceli will lead the CMS Professional Development series. Not only opening a door of opportunity, but also providing them with the tools for them to bring their whole selves into the workforce. CMS DEI internship set up as a cohort model. Council member Gonzalez added a comment to the chat stating she was grateful for the deadline extension. Currently, she is working with two students. CMS Deputy Director, Santoyo-Marín stated this is exciting news—possibility of increasing the count from two to four participants.

E. Upcoming events

CMS Deputy Director, Santoyo-Marín encouraged the council to continue sharing upcoming events and building relationships with the community. Striving to meet identified needs and looking forward to not only attend community events but also allowing for us to be present in spaces where the community has yet to see the State of Illinois as a place of employment. Reminded the council of the increase of budget from last year which has opened some further opportunities for community engagement.

VIII. New Business

A. New Vice Chair

Former council Vice-chair Jose Muñoz has taken over as the new council Chair. Seeking to fill in the vacant Vice-chair seat at the next meeting. Few individuals missing at the meeting. CMS HR Specialist, Mayra shared council members can choose to nominate someone or self-nominate. Chair Muñoz asked CMS Hispanic Employment Coordinator, Morales to send the information to all members of the council. Information to be sent out via email for all members of the council including any follow-up items prior to the next meeting.

B. 2023 Council Meeting Dates

Proposed 2023 meeting dates presented to the council. Council member Charneco motioned to approve the 2023 meeting dates. Council member Gonzalez second the motion. All in favor. None opposed. Meeting dates approved.



IX. Public Comments

- A.** No comments from members of the public. Council member Charneco inquired about the Bilingual Needs/Pay reports. Inquired about where bilingual staff are located. Council chair Muñoz inquired if the report was complete, or in Draft status. CMS Deputy Director, Santoyo-Marin indicated the original report is in Draft status to be submitted to the council and governor's office. Final report is due on Monday—making edits based on previous feedback received from council member Charneco. Council chair Muñoz stated the report is in Draft status and open discussion should take place once the report is finalized but agrees with comments/feedback from council member Charneco. No other comments.

X. Adjournment of Meeting

Council member Gonzalez motioned to adjourn the meeting. Council member Patricia second the motion. Meeting was adjourned.