



Hispanic Employment Plan Advisory Council Meeting

Minutes

December 8, 2016 1:30 P.M. 3:30 P.M.

JRTC, 100 W. Randolph Suite 9-036, Chicago, IL

Video Link

Stratton Building Springfield, IL

- I. Roberto Sanabria called the council meeting to order at 1:35pm.
- II. Roll Call:
 - a. Council members in attendance:, Roberto Sanabria, Jaime Garcia, Adrian Soto, Christian Roldan, Roberto Sepulveda, Guadalupe Preston
Council members not present, Dolores Tapia, Elizabeth Ortiz,
 - b. Agency Ex-officio liaisons: Juana Ballesteros (Public Health) Daniel Fitzgerald and Lourdes Rodriguez from Children and Family Services, Miguel Calderon (Economic & Commerce Opportunity), Ganapathi Ramaswamy, Elizabeth Castillo and Dan Ojeda from Human Services, Ivan Barajas (Transportation), Julie Brightwell (Aging), Fernando Chavarría, (Corrections), Martin Duncan and Abdi Maya from Human Rights.

Absent Ex-officio: Anna D'Ascenzo (Employment Security), Felicia Norwood (Healthcare and Family Services)

 - c. Non-council members in attendance: Carlos R. Charneco from Central Management Services, Debbie Cortez from Governor's Office, Greg Dooley (IDVA), Jim Crowley (Juvenile Justice), John Nelson (Revenue), Edgar Lopez (Comptroller Office), Greg Dooley (Veterans Affair)
- III. Approval of minutes:

Minutes from July 22, 2016 Council meeting: Motion to accept the minutes by member Preston second by Garcia. Minutes approved by the majority of the Council.

IV. Hispanic Employment Plan (Agency Workforce Update)

The state workforce this year has been trending down since April 1st. The number of Hispanics is below 2700 Hispanics. At the end of December expect the next significant wave of retirements. Hispanics in middle and upper management represent about 5% of the total number of middle and upper management.

Dept. Of Corrections: Fernando Chavarria reported the creation of a new job title at Dept. of Corrections, Correctional Treatment Officer with a projection to create an estimated 200-300



jobs in this title for 3rd fiscal quarter of 2017 depending on funding. Correctional Treatment Officers will be direct hires by DOC (No CMS grading needed). At End of FY16 there were at 11,811 employees. At end of first Quarter of FY17 11,742 of which 380 Latinos, a drop of 3 in comparison to FY16. Will be looking to increase frontline bilingual staff. DOC bilingual plan increase from 26 bilingual staff to 56 bilingual in November, goal is to be at 77 by the end of the 3rd Quarter FY17.

Department of Transportation: Ivan Barajas

Total code employees was 2,172 of which 96 were Hispanic (4.4%). The total number of non-code employees was 2,855 of which 135 are Hispanic (7.7%).

Clarissa Williams is the new diversity recruitment person but mostly focused on engineers. Puerto Rico has been a main source of Hispanic Civil Engineers for IDOT. IDOT has been recruiting at UIC Champaign and UIC Chicago.

Dept. of Revenue: John Nelson

Hispanic workforce down by 1 person but up in 1st quarter of FY17 in comparison to FY16 Underutilization changed with the relocation of staff and attrition of staff.

Lost 1 bilingual staff with the relocation. Others went to other areas of state employment.

Employing 39 Hispanics out of 1,493 (2.6%). There were 71 new hires for Revenue Tax Specialist Trainee including 3 Hispanics. These were mostly for Springfield. Three bilingual positions were added but only one applicant. Working with the Latino Round Table in Southwest Illinois, also in Bloomington and other Downstate areas. Expect to fill 90 Revenue Auditor Trainee titles but having difficulty for out of state positions that are in large metropolitan areas

Human Services: Ganapathi Ramaswamy

Elizabeth Diaz was hired as the new Director of Hispanic Latino Affairs

End of 2015 had 1155 Hispanics and at end of 2016 had 1,181

Difficulty with recruiting Hispanics for the Mental Health Technician Trainee position in Chicago Area. DHS does its own testing for the titles which includes written test and physical test component. Many do not pass the physical test. DHS recruiting staff went through recruitment training to increase minority hiring. The agency continues to hire Social Service Career Trainees and have exhausted the "A" list candidate list and have been hiring applicants with B grades.

Council member Sanabria recommends analysis of previous recruitment efforts to see what can be done differently to improve recruitment

Carlos Charneco suggested DHS review the application process.

Children and Family Services: Lourdes Rodriguez



The agency hired 58 new bilingual staff primarily because of internship program. Also hired social service career Trainees, have exhausted the "A" list.

Council member Jaime Garcia noted that Children and Family Services office in Elgin does not have bilingual case workers.

Lourdes Rodriguez confirmed DCFS does not have bilingual caseworkers in Elgin. DCFS uses open placement case to determine need of bilingual staff as opposed to population. Elgin cases are directed to private entities.

Daniel Rodriguez will speak with Regional manager of the area (Desiree Silva) in the following week regarding this the lack of bilingual caseworkers in Elgin and Aurora. If needed Council will write a letter regarding the issue. Lourdes would like the council to make recommendation in general for DCFS to use Census information in determining need of bilingual caseworkers. Member Garcia offered to submit a letter.

DCFS created bilingual hotline location outside of Springfield staffed by three bilingual staff. The agency continues to having meetings to address recruitment and assessing if there is a need for a retention plan. It was noted that exit surveys are not commonly filled but the goal is to increase the rate of completion of the exit survey possibly via phone.

Dept. of Commerce Economic Opportunity: Miguel Calderon is the new EEO Officer As of November 2016. DCEO Posted 5 double exempt positions. Carlos will forward the information on the postings.

Human Rights: Martin Duncan

Since FY17 2 Hispanic hires... hired 9 Human Rights Investigator Trainees but will lose two: a PSA will retire and the Trainee is going to another agency so Human Rights staying the same. 27 Hispanics out of 122 employees.

Juvenile Justice: Jim Crowley, EEO Officer

Of 1045 employees 65 are Hispanic, up by 3

New hires up 8 last quarter in new hires. Increased underutilization by 2.

JJ Specialist is the main position needing to be filled. PSA/SPSA Hispanics approximately 5 but will confirm. Definitely underutilized. Still hiring and recruiting for Educators.

Dept. of Veteran Affairs: Greg Dooley, EEO Officer

At end of June 30th, 2016 DVA had 1,247 employees. There was an increase of 6 to a total of 38 Hispanics. Mostly employees work at Veterans home. The agency need Latinos in service maintenance department in Kankakee area at the Manteno home. There are not enough vacancies at this time. Most areas of underutilization is in Maintenance Equipment Operator and Support Service Workers. The agency struggles to get Hispanics applicants for the Manteno facility.

Aging: Julie Brightwell



Aging has 141 employees, 12 Hispanics, 1 Hispanic SPSA... no vacancies to fill at this time.

Governor's Office: Debbie Cortez

The current number of Latino working in the Governor's Office only two and 4 in the Lieutenant Governor's Office.

V. New Business

a. Bilingual Survey 2016

The bilingual survey was completed and filed with the General Assembly. The report has an annual due date of January 1. The report is a summary of the survey and noted that there were over 300,000 instances of bilingual contacts which was a decrease from the previous year (381,725). Lottery reported a much lower number of instances than the prior year.

VI. Old Business

Recommendations to the Governor's Office

- a. Change of the Random Selection Process: Each agency's practice should be closely looked at. Current practice decreases the probability of Hispanics invited for interviews. Agencies should be required that underutilized groups have appropriate representation and if there are not enough candidates then a pool of candidates should be created using the only the underrepresented groups in order to increase diversity in the applicant pool for positions. The technological aspect of the selection should be looked at in order to ensure that it doesn't create the reverse effect of limiting the amount of candidates from any specific group in a pool.
- b. Diversify the Rutan interview panel. It was clarified that you do not have to be a supervisor to be certified as a Rutan interviewer. Should recommend that the agency should not limit themselves to managers for interviewing panel.
- c. Agency should establish Recruitment Committee composed of Hispanic State workers to increase recruitment and referral of Hispanics.
- d. Critical to increase participation of Hispanic Veterans. At this time there are only 327 Hispanic Veterans out of 8,100.

Motion to adjourn the meeting by Jaime Garcia, Second by Roberto Sepulveda. Motion carried.

Meeting Adjourned