TO:

THE HONORABLE GOVERNOR PAT QUINN

AND

MEMBERS OF THE GENERAL ASSEMBLY

2010

Interagency Committee on Employees with Disabilities

Annual Report

Interagency Committee on Employees with Disabilities

Pat Quinn
Governor

Co-Chairpersons

Rocco J. Claps
Director, Department
Of Human Rights

Grace Hong Duffin, Ph.D.
Acting Secretary, Department
Of Human Services

November 2010

To: THE HONORABLE GOVERNOR PAT QUINN
AND THE MEMBERS OF THE GENERAL ASSEMBLY

It gives us great pleasure to submit the Annual Report of the Illinois Interagency Committee on Employees with Disabilities (ICED) for fiscal year 2010. This report is available on ICED's website, http://www.state.il.us/iced/. The Committee's mission, as defined in Section 19a of the Personnel Code, is:

(a) To provide a forum where problems of general concern to State employees with disabilities can be raised and methods of their resolution can be suggested to the appropriate State agencies;
(b) to provide a clearinghouse of information for State employees with disabilities by working with those agencies to develop and retain such information;
(c) to promote affirmative action efforts pertaining to the employment of persons with disabilities by State agencies; and
(d) to recommend, where appropriate, means of strengthening the affirmative action programs for employees with disabilities in State agencies.

To that end, this Annual Report documents the Committee's accomplishments throughout the fiscal year including the placement of four ICED interns with five state entities over the summer of 2009, presenting at Illinois Association of Minorities in Government Conference, and hosting an awards ceremony and legislative reception.

The Committee continues to operate without a budget or paid staff; its objectives are accomplished through volunteer efforts of members and through cooperation of other state agencies. We are grateful to the many agencies and individuals who have assisted the Committee in its work throughout the years.

Sincerely,

Rocco J. Claps
Director
Department of Human Rights

Grace Hong Duffin, Ph.D.
Acting Secretary
Department of Human Services

Interagency Committee on Employees with Disabilities

Annual Report – Illinois Fiscal Year 2010

ICED HISTORY

The Interagency Committee on Employees with Disabilities was created in 1974 by Section 19(a) of the state Personnel Code and is composed of five state agencies and four employees with disabilities appointed by the Governor.

Co-Chairpersons: Director of the Department of Human Rights and the Secretary of the Department of Human Services

Statutory agency members: Directors of the Departments of Veterans Affairs and Central Management Services, and the Chairperson of the Civil Service Commission

Standing committee members: Departments of Employment Security, Agriculture, and Natural Resources, University of Illinois' Division of Specialized Care for Children, Illinois Council on Developmental Disabilities, Secretary of State's Office, Deaf and Hard of hearing Commission, and Statewide Independent Living Council of Illinois

ICED MEMBERS

Grace Hong Duffin, Ph.D., Acting Secretary **Department of Human Services** **Co-Chairperson** Marva Campbell-Pruitt, Designee	Rocco J. Claps, Director **Department of Human Rights** **Co-Chairperson** Susan Allen, Designee
Department of Agriculture Michael Knepler, Employee Member * **Deaf and Hard of Hearing Commission** Brandy Hayes, Member	**Department of Human Services** Dan Dickerson, Member Teresita Gonzalez, Member Deborah Johnson-Small, Employee Member * Sue Masten, Member Lisa Riegel, Member
Central Management Services James P. Sledge, Director Joseph Ashcraft, Designee Fred Stewart, II, Member	**Department of Natural Resources** Jason Brewer, Member
Civil Service Commission Chris Kolker, Chairperson Andrew Barris, Designee	**Illinois Association of Minorities in Government** Jonathan Lackland, Executive Director
Council on Developmental Disabilities Margaret Harkness, Member	**Il. Secretary of State** Bill Bogdan, Member
Department of Employment Security Karl Moulton, Employee Member* Carlos Charneco, Member	**Department of Veterans Affairs** Dan Grant, Director Jimmie Miller, Designee
Department of Healthcare and Family Services Elaine Lazell, Employee Member *	**University of Illinois' Division of Specialized Care for Children** Jack Kanady, Ph.D., Member Terry King, Member

* Appointed members

ACCOMPLISHMENTS OF ICED 2010 GOALS

Goal	Activities
1. Provide educational opportunities in disability issues utilizing technology to reach the broadest possible audience of state employees.	✓ Conducted seminars at Illinois Association of Minorities in Government (IAMG) conference
2. Educate Illinois legislators about ICED, its mission, and the status of our state as an employer of people with disabilities.	✓ Hosted a legislative reception April 27, 2010.
3. Identify ways ICED can get its message to state administrators and human resource personnel that employees with a disability are competent, dependable, and loyal members of a workforce. Utilize first person accounts by state employees who have a disability to demonstrate this point.	✓ Created a DVD; available for viewing on ICED web site.
4. Seek state employees who wish to be named an ICED employee member to replace vacant position.	✓ Karl Moulton appointed.

SUCCESS STORIES

What We Bring to State Government – Profiles of Employees with Disabilities and their Supervisors

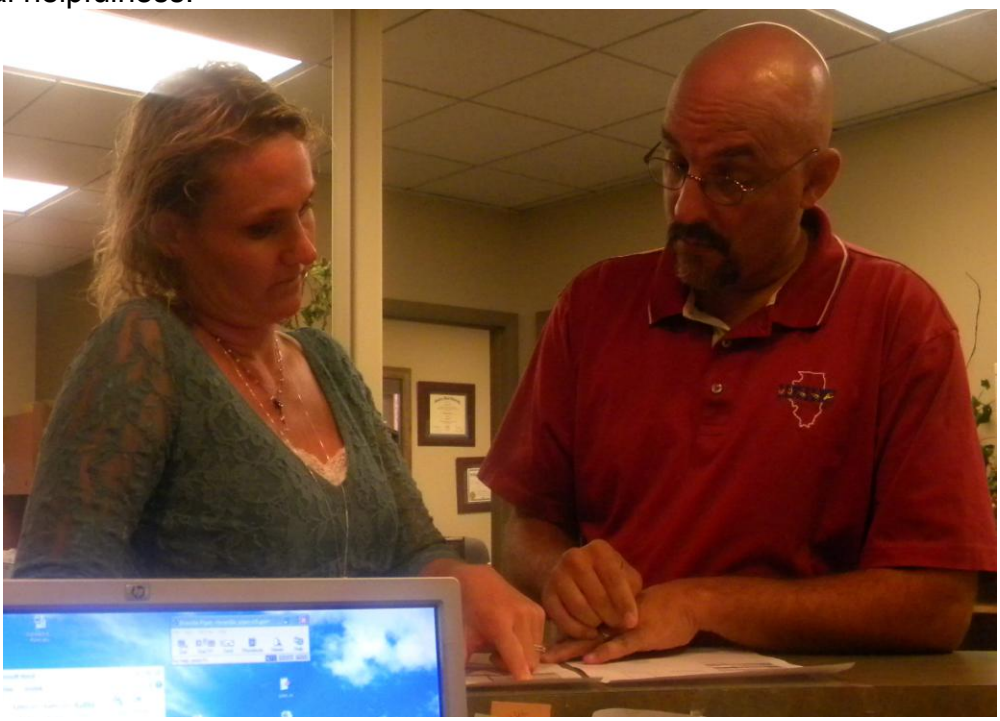
In profiling three state employees with disabilities and their supervisors, we found nothing extraordinary, just a group of employees performing their duties much the same as other state employees. The message from this feature is that employees with disabilities bring strengths and weaknesses to their state jobs, like all employees. If the question is: Are employees with disabilities equal to the job; our answer is a resounding, “Yes.” They ask for and deserve the same opportunity as any other applicant.

Elizabeth Gonzales and Marian Honel

Elizabeth Gonzales and Marian Honel, Department Human Rights

"I hope to continue working at the Illinois Department of Human Rights until the day I retire," says **Elizabeth Gonzales**. She has a good start on that process, beginning her 14th year soon. She began her career with the state while she was in high school, working at the Planning Council on Developmental Disabilities as an Office Clerk. Elizabeth starting working at DHR in December 1997 and was promoted to Office Aide in November 1998. In this position she types documents and labels, files, and works on various projects. She also takes phone messages for the Counselor of the Day and housing inquiries every morning. The recipient of good evaluations every year, Elizabeth says the things she likes best about her job are the chance to learn new things and to work with DHR staff, attorneys, and supervisors.

Marian Honel, Elizabeth's supervisor, says supervising an employee with a disability is not much different than supervising anyone else, however, she has learned not to make assumptions about what employees are capable of. Of course, it is important with the supervision of any employee to address issues as they arise. Marian says that Elizabeth is very dependable, has received **very good** performance evaluations, and is an asset to the agency. Marian counts on her to be at work every day, performing her scheduled duties without fail. Elizabeth was named "employee of the month" in the fair housing division in January 2010 due to her "great work ethic, willingness to learn, interest in fair housing, and general helpfulness."



Brandy Hayes and Dir. John Miller

Brandy Hayes and John Miller, Deaf and Hard of Hearing Commission

Brandy Hayes has worked for the state seven years now and must like it, because she plans to put in 20 more. Beginning her career with the state at the Illinois School for the Deaf as a substitute teacher, Brandy stayed 5 years, then worked under contract as a statewide Transition Coordinator and since moved to the Deaf and Hard of Hearing Commission. In her job as Project Coordinator, Ms. Hayes provides information and referral at events, responds to web-based questions, provides resources and referrals to the public for appropriate services, maintains the agency library, coordinates the Statewide Deaf Finger-Spelling Bee and the agency conference, updates the agency website, and represents DHHC at a variety of groups, including the **Interagency Committee on Employees with Disabilities.**

John Miller, the agency director**,** says that Brandy is a dedicated employee to whom he's given good evaluations. She works cooperatively with others, is enthusiastic, and as asset to the agency.

Michelle Staples and John Knight

Michelle Staples and John Knight, Department of Human Services

Michelle Staples, an Office Clerk at the Department of Human Services since April 1, 2004, says she enjoys working with people. In her position, Michelle makes copies, sends out brochures, and helps at the Statewide Advisory Council. She expects to work for the state for 15 years, and with good evaluations every year, her agency is lucky to have her.

John Knight has been Michelle's supervisor for four years. He reports that Michelle demonstrates enthusiasm and commitment to her job. Michelle began work with a

supported employment job coach, but since the termination of that relationship 6 months ago, her work quality and productivity has remained the same. Michelle has given her supervisor and other employees, “a healthy dose of perspective on our work. Michelle is an every day example of how people with developmental disabilities, with the necessary supports, can make meaningful contributions to workplace and how people with developmental disabilities over the challenges they face to meet the responsibilities of a full-time job.” He says Michelle interacts well with staff and strives to be helpful to everyone.

ICED thanks Elizabeth Gonzales, Brandy Hayes, and Michelle Staples for sharing their stories of the impact employment has made. These are just three of three thousand some stories about state employees with disabilities. We also thank the supervisors, Marian Honel, John Miller, and John Knight, for testifying to the fact that supervising employees with disabilities is no different than supervising other employees.

ICED OUTREACH

ICED Website

The ICED website, www.state.il.us/ICED, provides a wide variety of information about the Committee and links to organizations dealing with disability issues, such as the Council for Disability Rights in Chicago, the Illinois Network of Centers for Independent Living and the Great Lakes ADA and Accessible IT Center. The Committee’s newsletters as well as other ICED publications are posted on the website, and a discussion board is available for comments from employees with a disability and others interested in disability issues. Resources related to work site issues and employment are added regularly for managers and employees with a disability. ICED wrote and has available for download a series of technical assistance fact sheets for ADA Coordinators, EEO/AA Officers and employees with disabilities in need of an accommodation. ICED’s website has a link to CMS’s Diversity Enrichment Program webpage to give it greater visibility.

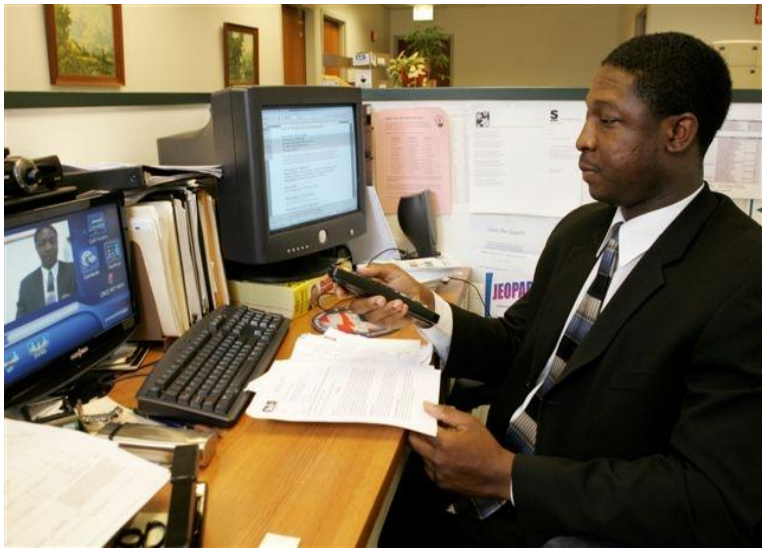
ICED’s web site received 11,492 hits over the course of the fiscal year, more than a 25 percent increase over last year!

ICED Newsletter

ICED News is distributed to a mailing list of disability organizations and state employees with disabilities and posted on the ICED website. Two hundred print copies are distributed and it is emailed to 3,665 people in the state with an interest in disability issues.

ICED ACTIVITIES IN SUPPORT OF ITS MISSION

ICED Internship Program



Benro Ogunyipe, ICED 2003 intern, promoted to a Public Administration Intern, later hired as an Executive I where he currently serves as an Accessibility Specialist in the Bureau of Accessibility and Job Accommodation at the Department of Human Services.

The ICED Internship Program for College Students with Disabilities' was initiated in the summer of 2000 to assist people with disabilities who are entering the workforce and can benefit from actual work experience on their resume. In some instances, interns demonstrate their abilities and decide to apply for full time employment with the state. Objectives of the internship program are to:

- Provide employment opportunities to qualified students and new graduates with disabilities
- Diversify state government's workplace
- Demonstrate the abilities of employees with disabilities
- Further affirmative action objectives
- Provide a transition for students with disabilities into the workplace

Agency placements were sought in professional and non-professional positions to provide opportunity in a variety of employment positions to match varied skills and abilities of interns.

Students who have disabilities were recruited through ICED's internship partners - the Department of Human Services/Division of Rehabilitation Services vocational counselors.

Those who were interns in the summer of 2009 had various types of disability such as severe physical disabilities, and hearing and vision loss. ICED recognized that the Rutan requirements posed a barrier to hiring interns in previous years, and so offered technical assistance to work through any perceived or real hiring barriers.

During FY 10 (the summer of 2009), 21 students applied and 4 were placed as ICED interns with the following Illinois agencies:

Department of Employment Security	3 interns
Department of Human Services	1 intern

Their work roles varied from general office tasks to more specific responsibilities including: overseeing registration for a statewide conference, serving as a receptionist, and writing, editing and researching; drafting publications, working on a Power Point presentation and developing a conference contact sheet. Supervisory feedback was very positive resulting in positive experience for both the students and the employers.

By June 2010, three interns were working at the Department of Employment Security and at least 2 other agencies willing to hire an intern were awaiting EPAR approval. Recruitment for the summer of 2010 yielded 12 youth with disabilities seeking internships. Unfortunately, agency ability to hire interns for the summer of 2010 is facing budgetary constraints

ICED Training Events

ICED plans additional web-based seminars. The use of technology resulted in the ability to reach a wider audience than was achieved through on-site conferences only. Use of a combined video, tele, and web conference format proved successful as more state employees were able to participate and access information while minimizing time away from their regular workdays. Presentations are also available on ICED's web site for those unable to participate live. A survey was conducted in the winter of 2010 to identify topics of interest. The 2010 training series begins July 8th with a session on Accessible Parking. In the fall, two additional sessions are being planned on reasonable accommodations and health and safety.

A new ICED outreach this year was to provide presentations at the annual, statewide Illinois Association of Minorities in Government Conference in Effingham, Illinois. ICED facilitated three sessions. Topics included Accessible Parking, Reasonable Accommodations and a panel of agency representatives provided information on, "Accessing State Services".

ICED Legislative Awards

March 31st at the Department of Agriculture's auditorium was the site of a celebration as 2010 ICED Awards were presented. The awards are one means ICED uses to bring attention to the contributions employees with disabilities make in the workforce. The ceremony included a Disability Jeopardy game and an "Ask the Expert" panel of disability experts.

Congratulations to the 2010 honorees:

- *Employee of the Year – Larry Stockdale*

  Larry is a disabled veterans' representative of the IL. Department of Employment Security. He was honored for a 30-year outstanding employment record and service to the State of Illinois. Mr. Stockdale "raised the bar for excellence" with his devotion to duty and commitment to veterans with disabilities.

- *Organization of the Year – The Heart of a Marine Foundation*

  The Heart of a Marine Foundation was honored for its mission of providing support, financial assistance, and educational resources to improve the quality of life for military personnel and veterans from all branches of the U.S. Armed Forces. Two notable programs provided by the Foundation are its Aphasia Project, which helps brain injured veterans recover language skills, and the Walking Tall Project which provides canes with orthopedic hand grips to reduce hand irritations and blisters. Accepting the award were the Foundation Directors, Mr. and Mrs. Frank, who began the Foundation as a tribute to their son who was killed in action.

ICED Legislative Reception

ICED hosted a legislative reception the evening of April 27th, 2010 at the Statehouse Inn. Approximately 100 individuals attended this event at which state employees with all types of disabling conditions communicated issues of importance to the invited legislators, agency directors and leaders of local organizations that represent or advocate for people with disabilities.

ICED members distributed a fact sheet about the Committee at the event. Posters featuring quotes from current employees with disabilities on what state employment opportunities mean from their perspectives highlighted ICED's mission to increase utilization of people with disabilities in the state's workforce.

Awards

ICED recognized three individuals for their constancy of support to state employees with disabilities, and for their support of opportunity and employment for all people who have a disability.

Carl Suter Award

***Representative Ester Golar**, District 6*, graciously accepted ICED's **Carl Suter Award**. Her name will be added to the Carl Suter plaque displayed at the Dept. of Human Rights. Rep. Golar Sponsored House Bill 655 this session, which established the Employment and Economic Opportunity Taskforce under Public Act 96-0368.

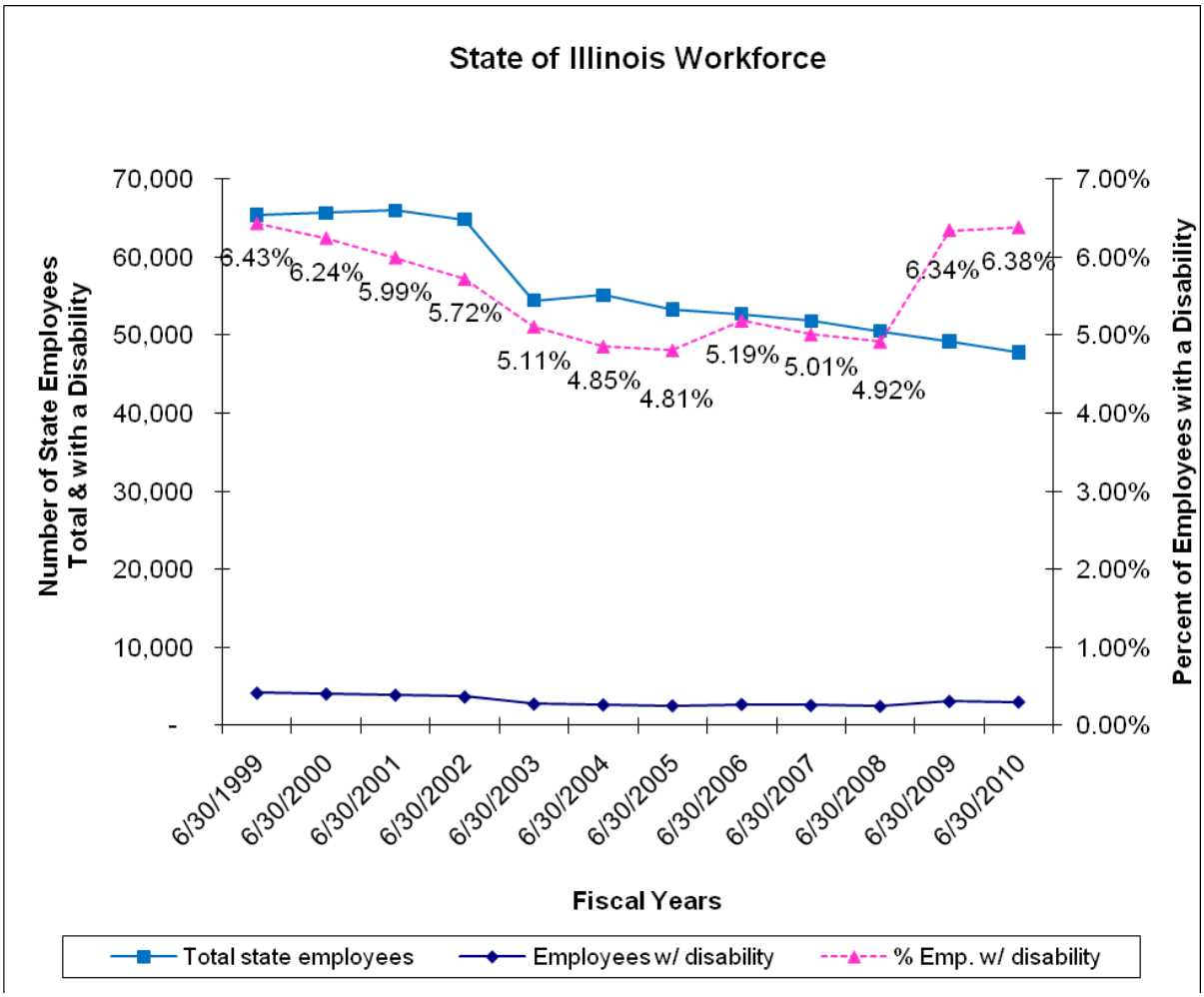
ICED presented ***Special Recognition Certificates*** to two additional individuals, one current and one former Representative. Both have been friends of persons with disabilities for years and have introduced many, many pieces of helpful legislation:

- ***Rep. Sara Feigenholtz, District 12***, accepted her certificate in recognition of her introduction of bills and support of Public Act 96-08106 Disability Rapid Reintegration, and Public Act 96-0552 Civil Procedure-Interpreter Privilege.

- ***Former Rep. Kathy Ryg, District 59,*** was honored for her introduction of bills passed this session leading to Public Act 96-0177 the Uniform Act-Adult Guardianship, Public Act 96-0271 Guardian-Advocacy Director, and Public Act 96-0078 Disabled Hiring Incentives.

Monitoring Employment of People with Disabilities

The Committee tracks the composition of the state's workforce as one indication of the state's commitment to being a model employer of people with disabilities. The following graph shows employment information from Central Management Services which is inclusive of agencies under the Code (under the Governor's Office). Over the past decade, the percentage of people with disabilities in state government fell steadily from 6.97% of state employees in FY97 to 4.92% by the end of FY08. CMS reports that this percentage was 6.38% as of June 30, 2010. From the end of FY09 to the end of FY10, the total number of state employees decreased by 1,431 (a 2.9% drop), while the number of employees reporting a disability decreased by 71 individuals (a 2.3% drop), which kept the representation of employees with disabilities in the state workforce steady over the year.



Another indicator of the success of affirmative action programs based on disability in state agencies is a comparison of state utilization of employees with disabilities with labor market availability of this group. The Department of Human Rights uses 10.8% as a labor force availability rate for employees with disabilities in Illinois (10.3% for working aged people aged 21-64 per the American Community Survey for 2008). Illinois' utilization of employees with disabilities, though showing an increase, remains about 4% low. Illinois still has a ways to go as an employer tapping this pool of willing workers.

Illinois adults (ages 21-64) with a disability and unemployed = 51,367 individuals*

Illinois adults (ages 18-64) with a disability who are employed = 228,306 Individuals*

*Figures are per the 2009 American Community Survey.

Compared to national figures (2008), the percent of adults with disabilities who are employed in Illinois is close to the national average, but 33 states have higher employment rates for adults with disabilities than Illinois.

To address this continuing pattern of underutilization of Illinoisans with disabilities, the Committee worked toward the following throughout the year:

- Increasing awareness of legislators and state administrators and managers of the downtrend in hiring people with disabilities
- Identification of ways to make state hiring processes easier for applicants with disabilities to negotiate
- Improving retention of employees with disabilities through better agency response in reasonable accommodations, accessibility, promotional opportunities, etc.
- Increased recruitment efforts by all agencies with respect to hiring individuals with disabilities.

To analyze Illinois' hiring patterns more closely and focus ICED activities based upon trends and correlations found, ICED recommends that agencies resurvey their employees for disability periodically. That step would help make counts more accurate, and also be helpful in meeting the needs of known workers with disabilities. An effort to identify all employees who have a disability may be paired with emergency preparedness planning. Additionally, ICED notes that a complete look at state employment should include other Constitutional officers and non-Code agencies (such as Auditor General and State Board of Elections). The Department of Human Rights tracks and monitors their hiring data separately from CMS collected data.

A diverse workforce enables agencies to better meet the needs of the public. ICED will continue its efforts to advocate on behalf of individuals with disabilities.

NEXT STEPS FOR FY2011

ICED has identified goals for which activities will be based during fiscal year 2011.

1. **Education**
   Strive for Illinois having a workforce inclusive and supportive of employees with disabilities.
2. **Promotion**
   Increase the visibility and awareness of ICED and what it does and how it can assist.
3. **Awareness of employment data**
   Track state agency employment data related to people with disabilities and seeking ways to increase those numbers.
4. **Technical assistance**
   Provide technical assistance to agencies and state employees/applicants on issues related to disability.

Sneak Preview of Illinois FY 2011!

www.state.il.us/ICED

See ICED's website for a special report on Accessibility and Parking at state facilities. Barriers and issues have been a frequent concern expressed to ICED prompting focus on how ICED can facilitate improvements.