



**Hispanic Employment Plan Advisory Council Meeting**

*Minutes*

**October 23, 2015 1:30 P.M. 3:30 P.M.**

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

**Video Link**

**Stratton Building Springfield, IL**

Chair Gilberto Romero called the council meeting to order at 1:35pm.

Roll Call:

Council members in attendance: Gilberto Romero, Roberto Sanabria, Jaime Garcia, Roberto Sepulveda, Elizabeth Ortiz, Christian Roldan (but disconnected due to technical problems)

Council members not present: Guadalupe Preston, Dolores Tapia, Adrian Soto

Agency Ex-oficio: Lourdes Rodriguez, (DCFS), Anna D'Ascenzo (IDES), Erwin Acox (Transportation), Fernando Chavarría, IDOC, Juana Ballesteros (Public Health), Julio Rodriguez (DECO), Hector Villagrana (DHR)

Absent Ex-oficio: Roseanne McNamara (Aging), Sonia Antolec (HFS), Dan Ojeda (Human Services)

Non-council members in attendance: Carlos R. Charneco, Karren Greene and Fred Stewart from Central Management Services, Richard Tapia from IL Board of Higher Education, Jose Lopez from Illinois Association of Hispanic State Employees, Terrence Hill (Governor's Office), Greg Dooley (IDVA), Juana Ballesteros (Public Health- Disconnected due to technical problems)

Approval of minutes:

Minutes from April 24, 2015 Council meeting:

Chair Romero called for motion to accept April minutes:

Garcia motion to accept April minutes, second by Roberto Sanabria. Voice vote taken.

Minutes from July 24, 2015 Council meeting:

Chair Romero called for motion to accept July minutes:

Roberto Sanabria motion to accept July minutes, second by Garcia. Voice vote taken.



## Discussion of Hispanic Employment Plan survey 2015

Carlos Charneco reviewed through questions for final edits... (Comments, concerns, changes noted below)

#3 Carlos will check whether it should say EEO or EEOC

#11 & 12 are new questions - HR questions

#13 will be modified because of State Police and DOT uses different titles for officials and administrators

#35 & #36 will be deleted and added to Bilingual Needs/Bilingual Pay Survey

It was clarified that UMP is still in existence but not currently funded.

Questions Regarding Promotions and the number of Hispanics that were promoted and to what title will be added. This was taken from the Asian Employment Plan questions.

Will also add question regarding number of attorneys employed by the agency and of those how many are Hispanic as recommended by council member Preston and Council member Tapia earlier this year.

Anna D'Ascenzo inquired why we have 3 different surveys with different questions. Charneco clarified that they are required in separate statutes with deviations and designed by different councils.

Hector Villagrana recommends to ask how many have self-identified or did not self-identify to address the discrepancy in numbers because not all Hispanics have self-identified. Some affirmative action officers/HR staff have visually identified their employees because they cannot be forced to identify.

Charneco noted need to research whether the data is available with state agencies. is here a field for not employees that did not self-identify.

Member Sanabria noted it may be appropriate to have separate surveys and plans

Charneco stated that you can reference each plan but law requires each be separate.

Member Garcia agrees that there can be situations that may pertain to the HEP but not apply to the other Employment Plans.

Charneco will check with personnel staff regarding a question about the number of individuals who have not self-identified.

Member Sanabria would like a question what have they done and how have they analyzed what they have done in the previous years to see how they are changing/improving their recruitment efforts. Charneco mentioned relevance of questions #9 & #10.



Member Sanabria would like to know how many opportunities an agency had to hire. Charneco noted Question 18 reference hires.

Member Sanabria recommended for to ask how many exit surveys were sent to Hispanics. How many responded? Narrative regarding how many had negative comments.

Charneco asked members to provide a narrative of recommendations and suggestions for the Hispanic Employment Plan. Previous plans included recommendations based on the minutes from the meetings.

### **Bilingual Survey**

Charneco reviewed each question on the Bilingual Survey (Comments, concerns, changes noted below)

Survey question #1b, Added online application as another example to determine number of contact with limited English speakers.

#2, Added 4 categories

Did you use ...

Census data

Agency Tracking Data

Consent Decrees

Telephone interpreter

#9, Added regions 1-10 based on Regions defined by Human Rights  
Question from HEP added to this survey.

Charneco report on Workforce

Percent of the overall workforce increases from 5.5% to 5.8% .Most hires were at Human Services and Corrections.

Increase of bilingual staff from 1301 to 1390 – partly because of Human Services hires  
Revenue had a total of 12-13 bilingual staff in 2014 survey which is lower than it was in 2005 where they had 18. Revenue employed 44 Hispanics out of 1600+ employees.

Middle management (PSA) went up from 131 in December 2014 to 148 as of end of September.

Upper management (SPSA) went from 97 in December of 2014 to 72 as of end of September.



New Business

Roberto Sanabria met with Director Sheldon to discuss increasing Hispanic staff including bilingual Spanish speaking staff. Discussion included creating call center in Chicago area.

Member Sepulveda volunteered to meet with Transportation to look into why there is a difficulty in hiring minorities

Old Business

None

Chair Romero recommended to have a meeting in December. Members agreed to meet December 11, 2015. Time for meeting selected 1:30.

Motion to adjourn the meeting by Sanabria, Second by Garcia. Motion carried.

Meeting Adjourned