



**Minutes from the Asian American Employment Plan Advisory Council Meeting
Tuesday, April 23rd, 2013
2:00 P.M. – 4:00P.M.**

At the following public site:
JRTC, 100 W. Randolph Suite 16-100, Video-Conference Room,
Chicago, IL
Capitol, 205 State House, Video-Conference Room,
Springfield, IL
Teleconference

Council members in attendance: Thomas Chen, Jerry Clarito, Grace Hou-Ovnik, Nasir Jahangir, Ravi Karan, Mary McLaughlin, Josina Morita, May Saengpraseuth, Sik Son Choua Vue.

Council members absent: Ameya Pawar.

Ex-officio members in attendance: Grace Hong-Duffin, Selma D'Souza, Katelyn Tye, Hector Villagrana, Susan Kim, Anita Patel, Marjorie Moore, Carol Schwartz, Virginia Yang, Amit Singla, Kyong Lee, Junaid Afeef, David Igasaki, Jason Botz, Sohair Omar, Thomas Choi, David Chih

Non-council members in attendance: Erwin Acox, Marva Boyd, Anna D'Ascenzo, Cory Foster, Theresa Mah.

Call to Order/Welcome/Roll call/Introductions

Senior Policy Advisor & Director of Asian American Outreach Theresa Mah called the meeting to order @ 2:05pm and introduced herself. She welcomed all attendees to the inaugural quarterly Asian American Employment Plan (ASAEP) Advisory Council meeting and called upon Cory Foster to complete the roll-call; the council achieved quorum for this meeting.

New Business

Open Meetings Act (OMA)

Cory Foster advised the Council meetings are subject to the Open Meetings Act and reviewed the notice from the Attorney General's Office. Mr. Foster highlighted the public policy of the State of Illinois regarding meetings of public bodies; defined a "public body" and a "meeting" for purposes of OMA; illustrated how OMA applies to electronic gatherings i.e. video conference; called Council members attention to the advance notice requirements of the public meetings and placed emphasis on maintaining Council records for transparency, compliance and auditing purposes. Referenced pages: 1, 2, 6, 13, 14, 15, and 16 of the handouts and advised Council Members to complete the on-

line training through the Attorney General's Office within 30days. Members also advised to return their certificates of completion to Theresa Mah.

Ethics Training

Foster discussed the 2013 Mandatory Ethics Training Notice with Council members emphasizing their obligation to read through the packet, sign the acknowledgement of participation in the training for Appointees to State of Illinois Boards and return the form to Theresa Mah within 30days.

Consideration of Chair and Co-Chair

Theresa Mah opened discussions of the administration's willingness to install a Chair and Vice-Chair to perform perfunctory duties of the Advisory Council. Dr. Mah described the term and role of the Chair and Vice-Chair as perfunctory and consistent with moderating public meetings according to the OMA and the "Robert's rules of order." Grace Hou was nominated to serve as Chair of the Asian American Employment Plan Advisory Council by Member Josina Morita, second by Member Jerry Clarito and unanimously affirmed as Chair by voice vote. Upon installation Madam Chair indicated volunteers willing to serve as Vice Chair should send an email to her expressing their interest and upon further consideration a Vice Chair shall be appointed at a later date.

Proposed Schedule of meetings & locations for 2013

Dr. Mah reviewed the statutory mandate of quarterly meetings and issued notice to the Council that future meetings will be hosted in two primary locations by video-conferencing by the Governor's Office and Central Management Services (CMS) for logistical purposes. The designated meeting sites are the James R. Thompson Center in Chicago and the Capitol or Stratton Building in Springfield. Teleconference capacity will also be provided. Theresa Mah encouraged public transportation in Chicago and indicated that meter parking was available at the Capitol. Council members agreed to the following meeting schedule for the remaining 2013 calendar year and suggested confirming actual meeting dates by email:

- **June, 2013**
- **August, 2013**
- **October, 2013**

Central Management Services Bureau of Personnel Presentation

Madam Chair introduced Mayra Magana, Human Resource Specialist of CMS Diversity Enrichment Program Bureau of Personnel. Ms. Magana provided a detailed overview of the state's hiring process. She encouraged Council Members to refer candidates interested in state employment to the Diversity Enrichment Program for individual career counseling. She also highlighted the administration's willingness to participate in targeted outreach and recruitment of the Asian Community through its recently launched Mobile Assessment Center Initiative. Members posed a number of questions during this portion of the meeting and substantive time and discussion was afforded to

ensure all Council Members ascertained a general understanding of the state's employment process.

State Asian American Employment Plan (ASAEP)

Mr. Foster advised Members the State Asian American Employment report reflects the inaugural annual plan submitted to the General Assembly on February 1st, 2013. He reminded the Council of its statutory mandate to assist CMS reviews of agency annual on-line surveys to ensure a rigorous quantitative and qualitative analysis is completed. Mr. Foster also highlighted the importance of documenting agencies activities in future reports and the need to provide technical assistance for effective implementation of the State's Asian American Employment Plan respectively. The Council reviewed the contents of the Executive Summary; Workforce Analysis; Summary of Statewide ASAEP On-line Survey Report and substantive attention directed to State ASAEP Action Plan and Objectives referencing Objective 4.0 and 4.2 of the ASAEP.

Adjournment

Seeing no further business Chair Hou opened the floor for a motion to adjourn the first quarter ASAEP Advisory Council meeting until June, 2013. The motion to adjourn was made by Member Josina Morita and second by Member Nasir Jahangir. The motion was carried unanimously by voice vote and the ASAEP Advisory Council meeting was adjourned at 4:05 p.m.