

Created using Microsoft Forms by (David) Javier Thompson, Governor's Office of Equity Research, Assessment, and Data Specialist

DEI Action Plan Progress Report

SUBMISSION INSTRUCTIONS

1. Your Agency's executive-level **Equity Action Plan Accountability Designee** is the person who must complete and submit this report. Accountability for its content and timely submission rests with your agency's executive-level **Equity Action Plan Accountability Designee**.
2. The Office of Equity strongly encourages you to actively engage both Senior/Executive staff, designated Agency Equity Action Plan Project Leader, DEI Committee members, and other involved staff in gathering the needed information for completing this report.
3. Your agency's progress report is due by **end-of-day on August 15, 2022**.
4. Reporting questions draw from the DEI Action Plan format used in the DEI Action Plans agencies submitted to the Governor's Office, which was provided to agencies by the Morton Group. Visual examples for where to locate the requested data in each section of your DEI Action Plan are provided in the questions throughout this form.
5. This report covers work that was done from June 1, 2021 – June 1, 2022.
6. Because DEI Action Plan work in many agencies was started before June 1, 2021, specific questions are also included to capture and account for work that was completed before June 1, 2021.
7. For any technical issues or questions regarding the progress report, please email Javier Thompson.

* Required

Details on who is completing the report

1

Please provide your name. *

2

Please provide your email address. *

3

Please select your agency. *

- Abraham Lincoln Presidential Library & Museum
- Advisory Board for Persons who are Deaf-Blind

- Arts Council
- Board of Examiners
- Capital Development Board
- Civil Service Commission
- Commerce Commission
- Commission on Equity and Inclusion
- Comprehensive Health Insurance Plan
- Community & Residential Services Authority
- Community College Board
- Council on Development Disabilities
- Criminal Justice Information Authority
- Deaf & Hard of Hearing Commission
- Department of Aging
- Department of Agriculture
- Department of Central Management Services
- Department of Children & Family Services
- Department of Commerce & Economic Opportunity
- Department of Corrections

- Department of Employment Security
- Department of Financial and Professional Regulation
- Department of Healthcare & Family Services
- Department of Human Rights
- Department of Human Services
- Department of Innovation & Technology
- Department of Insurance
- Department of Juvenile Justice
- Department of Labor
- Department of Military Affairs
- Department of Natural Resources
- Department of Public Health
- Department of Revenue
- Department of Transportation
- Department of Veteran Affairs
- Educational Labor Relations Board
- Emergency Management Agency
- Environmental Protection Agency
- Executive Ethics Commission

- Finance Authority
- Gaming Board
- Governor's Office of Management & Budget
- Guardianship & Advocacy Commission
- Health Facilities Services & Review Board
- Higher Education Travel Review Board
- Housing Development Authority
- Human Rights Commission
- Illinois Math & Science Academy
- Independent Tax Tribunal
- Labor Relations Board
- Law Enforcement Training & Standards Board
- Liquor Control Commission
- Lottery
- Medical District Commission
- Municipal Employees Annuity & Benefit Fund of Chicago
- Office of the Executive Inspector General
- Office of the Governor

- Office of the Lieutenant Governor
- Office of the State Appellate Defender
- Office of the State Fire Marshall
- Pollution Control Board
- Power Agency
- Prisoner Review Board
- Procurement Policy Board
- Property Tax Appeal Board
- Racing Board
- State Board of Elections
- State Board of Higher Education
- State Charter School Commission
- Sentencing Policy Advisory Board
- State Board of Education
- State Board of Investment
- State Employees Retirement System
- State Police
- State Police Merit Board
- State Toll Highway Authority

- State Universities Civil Service System
- State Universities Retirement System
- Student Assistance Commission
- Teachers Retirement System of the State of Illinois
- Torture Inquiry & Relief Commission
- Workers Compensation Commission
- Other

Details about your agency's DEI Action Plan

4

How many Outcomes and Actions (Strategies/Tasks) does your agency's DEI Action Plan contain? *

Goal 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
Develop agency DEI policy.	DEI Policy: -Draft DEI agency policy and conduct <i>pulse</i> survey for agency staff feedback.	June 2020 - December 2020	-HR Director/Sr. Policy Advisor/ Deputy Director/State Fire Marshal	-% of staff who have received the memorialized DEI policy.	-Policy completed July 2020; survey completed September 2020

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How many Objectives does your agency's DEI Action Plan contain? *

Goal 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
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How many Goals does your agency's DEI Action Plan contain? *

Goal 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
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Are any DEI Action Plan Goals, Objectives, and/or Outcomes and Actions (Strategies/Tasks) part of work from another Executive Order / Public Act / Strategic Plan / etc. besides Executive Order 2021-16? *

Yes

No

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Please list the other Executive Order(s) / Public Act(s) / Strategic Plan(s) / etc where your DEI Action Plan Goals, Objectives, and/or Outcomes and Actions (Strategies/Tasks) originated.

ANSWER FORMAT

1. (write out the name of the first legislation, strategic plan, etc.)
2. (write out the name of the second legislation, strategic plan, etc.)
3. Etc. *

9

Please list the approximate date when your agency's DEI Action Plan work began.

ANSWER FORMAT: (month/day/year) *

DEI Action Plan Benchmarks - Outcomes and Actions (Strategies/Tasks)

10

How many, if any, of your agency's DEI Action Plan Outcomes and Actions (Strategies/Tasks) were completed before June 1, 2021? *

Goal 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
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Please list each DEI Action Plan Outcome and Action (Strategy/Task) that was completed before June 1, 2021.

Note: Write *N/A* if you are unsure if any Outcome and Action (Strategy/Task) was completed before June 1, 2021.

ANSWER FORMAT:

1. write out the first completed outcome and action (strategy/task)
2. write out the second completed outcome and action (strategy/task)
3. etc. *

12

How many of your agency's DEI Action Plan Outcomes and Actions (Strategies/Tasks) were completed before June 1, 2022?

Note: Add the Outcomes and Actions (Strategies/Tasks) that were completed before June 1, 2021 in

NOTE: Add the Outcomes and Actions (Strategies/Tasks) that were completed before June 1, 2021, in this number. *

Goal 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
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Please list each DEI Action Plan Outcome and Action (Strategy/Task) that was completed before June 1, 2022.

Note: Add the Outcomes and Actions (Strategies/Tasks) that were completed before June 1, 2021, to this list, and mark them as *completed before June 1, 2021*.

ANSWER FORMAT & EXAMPLE OF HOW TO MARK WHAT WAS COMPLETED BEFORE JUNE 1, 2021:

1. write out the first completed outcome and action (strategy/task).
2. write out the second completed outcome and action (strategy/task) - completed before June 1, 2021.
3. etc. *

14

How many of your agency's DEI Action Plan Outcomes and Actions (Strategies/Tasks) were not completed before June 1, 2022?

- Note: This includes Outcomes and Actions (Strategies/Tasks) that were:
- Ongoing as of June 1, 2022 (any work has been done, but could not be finished before June 1, 2022).
 - Not started as of June 1, 2022 (no work has been done before June 1, 2022). *

Goal 2: The agency is comprised of a diverse workforce which reflects the demographics of the entire state.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*

Recruit, develop, and retain employees from historically marginalized or underutilized groups.	Recruitment: -Leverage our relationships with industry partners, other state agencies, and local governments in traditional and non-traditional recruiting venues.	October 2020 – December 2021	-HR Director/State Fire Marshal	-% increase in number of new applicants from historically marginalized or underutilized groups.	-TBD
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For the Outcomes and Actions (Strategies/Tasks) that were not completed before June 1, 2022, how many were Ongoing?

Note: Outcomes and Actions (Strategies/Tasks) where any work has been done, but could not be finished before June 1, 2022, are considered ongoing. *

Goal 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
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For the Outcomes and Actions (Strategies/Tasks) that were not completed before June 1,

2022, how many were Not Started?

Note: Outcomes and Actions (Strategies/Tasks) where no work has been done before June 1, 2022, are considered not started. *

Goal 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
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Please list each DEI Action Plan Outcome and Action (Strategy/Task) that was not completed before June 1, 2022.

Note: For Outcomes and Actions (Strategies/Tasks) that were:

- ongoing as of June 1, 2022, please write *ongoing* next to each one.
- not started as of June, 1 2022, please write *not started* next to each one.

ANSWER FORMAT & EXAMPLES OF HOW TO USE *ONGOING* & *NOT STARTED*:

1. write out first outcome and action (strategy/task) that was not completed - ongoing.
2. write out second outcome and action (strategy/task) that was not completed - not started.
3. etc. *

DEI Action Plan Benchmarks - Objectives

18

How many of your agency DEI Action Plan's Objectives, if any, were completed before June 1, 2021?

Note: Objectives that have all of their Outcomes and Actions (Strategies/Tasks) completed before June 1, 2021 are considered completed for this question. *

Goal 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
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Please list each DEI Action Plan Objective that was completed before June 1, 2021.

Note: Write *N/A* if you are unsure if any Objective was completed before June 1, 2021.

ANSWER FORMAT:

1. write out the first completed objective
2. write out the second completed objective
3. etc. *

20

How many of your agency DEI Action Plan's Objectives were completed before June 1, 2022?

Note: Objectives that have all Outcomes and Actions (Strategies/Tasks) marked completed before June 1, 2022, are considered completed for this question.

Note: Add Objectives that were completed before June 1, 2021, in this number. *

Goal 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
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Please list each agency DEI Action Plan Objective that was completed before June 1, 2022.

Note: Objectives that have all their Outcomes and Actions (Strategies/Tasks) marked as completed before June 1, 2022, are considered completed.

Note: Add the Objectives that were completed before June 1, 2021, to this list, and mark them as *completed before June 1, 2021*.

ANSWER FORMAT & EXAMPLE OF HOW TO MARK WHAT WAS *COMPLETED BEFORE JUNE 1, 2021*:

1. write out the first completed objective
2. write out the second completed objective - completed before June 1, 2021.
3. etc. *

22

How many of your agency's DEI Action Plan's Objectives were not completed before June 1, 2022?

Note: Objectives that have 1+ Outcomes and Actions (Strategies/Tasks) marked as ongoing or not started before June 1, 2022, are considered not completed.

Note: This includes Objectives that were:

- Ongoing as of June 1, 2022 (1+ Outcomes and Actions are marked as ongoing and/or not started before June 1, 2022).
- Not started as of June 1, 2022 (All Outcomes and Actions are marked as not started before June 1, 2022). *

Goal 2: The agency is comprised of a diverse workforce which reflects the demographics of the entire state.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
Recruit, develop, and retain employees from historically marginalized or underutilized groups.	Recruitment: -Leverage our relationships with industry partners, other state agencies, and local governments in traditional and non-traditional recruiting venues.	October 2020 – December 2021	-HR Director/State Fire Marshal	-% increase in number of new applicants from historically marginalized or underutilized groups.	-TBD

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From the Objectives listed as not completed before June 1, 2022, how many were Ongoing?

Note: Objectives with 1+ Outcomes and Actions (Strategies/Tasks) marked as ongoing and/or not started before June 1, 2022, are considered Ongoing. *

Goal 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*

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From the Objectives listed as not completed as of June 1, 2022, how many were Not Started?

Note: Objectives with all Outcomes and Actions (Strategies/Tasks) marked as not started before June 1, 2022, are considered not started. *

Gen. 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
Develop agency DEI policv.	<u>DEI Policy:</u> Draft DEI agencv policv	June 2020	-HR Director/Sr. Policv	-% of staff who have	-Policv

	and conduct <i>pulse</i> survey for agency staff feedback.	– December 2020	Advisor/ Deputy Director/State Fire Marshal	received the memorialized DEI policy.	completed July 2020; survey completed September 2020
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Please list each DEI Action Plan Objective that was not completed before June 1, 2022.

Note: For Objectives with 1+ Outcomes and Actions (Strategies/Tasks) that were:

- ongoing as of June 1, 2022, please write *ongoing* next to each one.
- not started as of June 1, 2022, please write *not started* next to each one:

ANSWER FORMAT & EXAMPLES OF WHERE TO USE *ONGOING* & *NOT STARTED*:

1. write out the first objective that was not completed - ongoing.
2. write out the second objective that was not completed - not started.
3. etc. *

DEI Action Plan Benchmarks - Goals

26

How many of your agency DEI Action Plan's Goals, if any, were completed before June 1, 2021?

Note: Goals with all Objectives + Outcomes and Actions (Strategies/Tasks) marked as completed before June 1, 2021, are considered completed for this question. *

Goal 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
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Please list each DEI Action Plan Goal that was completed before June 1, 2021.

Note: Write N/A if you are unsure if any Goal was completed before June 1, 2021.

ANSWER FORMAT:

1. write out the first completed goal.
2. write out the second completed goal.
3. etc. *

28

How many of your agency DEI Action Plan's Goals, if any, were completed before June 1, 2022?

Note: Goals that have all Objectives + Outcomes and Actions (Strategies/Tasks) marked as completed before June 1, 2022, are considered completed for this question.

Note: Add the Goals that were completed before June 1, 2021, in this number. *

OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
Develop agency DEI policy.	DEI Policy: -Draft DEI agency policy and conduct <i>pulse</i> survey for agency staff feedback.	June 2020 – December 2020	-HR Director/Sr. Policy Advisor/ Deputy Director/State Fire Marshal	-% of staff who have received the memorialized DEI policy.	-Policy completed July 2020; survey completed September 2020

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Please list each DEI Action Plan Goal that was completed before June 1, 2022.

Note: Include the Goals that were completed before June 1, 2021, in this list, and mark them as *completed before June 1, 2021*.

Note: write N/A if no Goals were completed before June 1, 2022.

ANSWER FORMAT & EXAMPLES OF HOW TO USE *COMPLETED BEFORE JUNE, 1, 2021*.

1. write out the first completed goal
2. write out the second completed goal - completed before June 1, 2021
3. etc. *

30

How many of your agency's DEI Action Plan Goals were not completed before June 1, 2022?

Note: Goals that have 1+ Objectives and/or Outcomes and Action (Strategies/Tasks) marked as ongoing or not started before June 1, 2022, are considered not completed. *

Goal 2: The agency is comprised of a diverse workforce which reflects the demographics of the entire state.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
Recruit, develop, and retain employees from	Recruitment: -Leverage our relationships with industry	October 2020 –	-HR Director/State Fire Marshal	-% increase in number of new applicants from	-TBD

historically marginalized or underutilized groups.	partners, other state agencies, and local governments in traditional and non-traditional recruiting venues.	December 2021		historically marginalized or underutilized groups.
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Please list each Goal that was not completed before June 1, 2022.

ANSWER FORMAT

1. write out the first not completed goal
2. write out the second not completed goal
3. etc. *

32

From the Goals listed as not completed before June 1, 2022, how many were Ongoing?

Note: Goals with 1+ Objectives and/or Outcomes and Actions (Strategies/Tasks) that are marked ongoing and/or not started before June 1, 2022, are considered ongoing. *

Goal 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
Develop agency DEI policy.	DEI Policy: -Draft DEI agency policy and conduct <i>pulse</i> survey for agency staff feedback.	June 2020 – December 2020	-HR Director/Sr. Policy Advisor/ Deputy Director/State Fire Marshal	-% of staff who have received the memorialized DEI policy.	-Policy completed July 2020; survey completed September 2020

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From the Goals listed as not completed before June 1, 2022, please list each one that was Ongoing.

ANSWER FORMAT:

1. write out the first ongoing goal
2. write out the second ongoing goal
3. etc. *

34

From the Goals listed as not completed before June 1, 2022, how many were Not Started?

Note: Goals with all Objectives and Outcomes and Actions (Strategies/Tasks) marked as not started before June 1, 2022, are considered not started. *

Goal 1: All agency staff understand and co-exist in a culture that embraces the principles of diversity, equity, and inclusion.					
OBJECTIVES	OUTCOMES AND ACTIONS (STRATEGIES/TASKS)	TIMELINE	LEAD STAFF/ACCOUNTABILITY	PERFORMANCE MEASURE	PROGRESS REPORT*
Develop agency DEI policy.	DEI Policy: -Draft DEI agency policy and conduct <i>pulse</i> survey for agency staff feedback.	June 2020 – December 2020	-HR Director/Sr. Policy Advisor/ Deputy Director/State Fire Marshal	-% of staff who have received the memorialized DEI policy.	-Policy completed July 2020; survey completed September 2020

					2020
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From the Goals listed as not completed before June 1, 2022, please list each one that was Not Started.

ANSWER FORMAT:

1. write out the first not started goal
2. write out the second not started goal
3. etc. *

Action Plan for Outcomes and Actions (Strategies/Tasks), Objectives, and Goals that were not completed as of June 1, 2022.

36

Please provide a detailed plan on how your agency will address any: DEI Action Plan Goals, Objectives, as well as Outcomes and Actions (Strategies/Tasks) listed in this report as not being completed before June 1, 2022.

Please include specific, measurable action steps and specific timeframes for addressing each DEI Action Plan item listed in this report as not being completed.

ANSWER FORMAT

FOR NOT COMPLETED OUTCOMES AND ACTIONS (STRATEGIES/TASKS)

Ongoing ones:

- write your Outcome and Action (Strategy/Task) #1 and the next specific, measurable step for completing it.
- write your Outcome and Action (Strategy/Task) #2 and the next specific, measurable step for completing it.
- etc.

Not Started ones:

- write your Outcome and Action (Strategy/Task) #1 and the next specific, measurable next step for starting it.
- write your Outcome and Action (Strategy/Task) #2 and the next specific, measurable next step for starting it.
- etc.

FOR NOT COMPLETED OBJECTIVES

Ongoing ones:

- write out Objective #1 and the next specific, measurable next step for completing it.
- write out Objective #2 and the next specific, measurable next step for completing it.

- etc.

Not Started ones:

- write out Objective #1 and the next specific, measurable next step for starting it.
- write out Objective #2 and the next specific, measurable next step for starting it.
- etc.

FOR NOT COMPLETED GOALS

Ongoing ones:

- write out Goal #1 and the next specific, measurable next steps for pursuing it.
- write out Goal # 2 and the next specific, measurable next steps for pursuing it.
- etc.

Not Started ones:

- write out Goal #1 and the next specific, measurable next steps for starting it.
- write out Goal #2 and the next specific, measurable next step for starting it.
- etc. *

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