



Chairman: Frank J. Vala

Members: Ed Bedore, Ricardo Morales, Larry Ivory, Bill Black

October 5, 2015

Susan Allen  
Illinois Department of Human Rights  
222 South College Street, Suite 101  
Springfield, IL 62704

Dear Ms. Allen,

The Procurement Policy Board presents its Quarterly Affirmative Action Plan for the first quarter of FY2016.

Please let me know if you have any questions or need additional information.

Sincerely,

Will Blount  
Executive Director and  
EEO/AA Officer



Chairman: Frank J. Vala

Members: Ed Bedore, Ricardo Morales, Larry Ivory, Bill Black



FY2016 EEO/AA

QUARTERLY REPORT

JULY 1, 2015 THROUGH SEPTEMBER 30, 2015

## QUARTERLY REPORT FORMAT

This is the first in a series of four quarterly reports for the period of the fiscal year of July 1, 2015 to June 30, 2016. This report covers the first quarter of the fiscal year, July 1, 2015 through September 30, 2015. Each of the quarterly reports follows the same format consisting of six sections. Each section is based upon forms required by the Illinois Department of Human Rights (IDHR).

The first section consists of the "Program Goals" for each quarter. The Affirmative Action Plan (Plan) written each year has a detailed section as to how the Board plans to meet its program goals of achieving a workforce with no categories underutilized. Each quarter those goals are reviewed to see whether or not the Board is on schedule to meet the goals. This is shown on IDHR form 13-Q.


The second section lists the "Quarterly Underutilization Summary" for each region of the state in which Board employees are working. While IDHR breaks the state into ten regions, the Board has employees working only one of the regions. The underutilization from the beginning of the Plan is identified. The race and sex of each newly hired employee, promoted employee and the termination of each employee is categorized into job groups as identified by IDHR (officials/managers, professional, technical, office/clerical, skilled craft and service maintenance). The promoted and newly hired employees are subtracted from the underutilization at the beginning of the quarter. This process determines the current underutilization. This is shown on IDHR form 12-Q.

The third section is the "Summary of Workforce Analysis" by region. This details the present number of employees in each job category by race and sex. This is displayed by each region separately and a combined total of all the regions. This is shown on IDHR form 9.

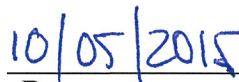
The fourth section is a "summary of Workforce Transactions" report by EEO Category. This is a further breakdown of the new hires, promotions, intra-agency transfers, suspensions, resignations, discharges and layoffs of each of the job groups by race and sex. This is shown on IDHR form 10.

The fifth section, "Disability Quarterly Report," is a report on the status of employment of persons with disabilities for the quarter. The underutilization of persons with disabilities is shown along with the total number of hires for the quarter and the total number of hires of persons with disabilities. A breakdown of the number of persons with disabilities, which are underrepresented, is displayed. This is shown in IDHR form 27-Q.

The final section details the "Employment Discrimination Complaints" filed against the Board. This is shown in IDHR form 15-Q.



Will Blount, Executive Director  
EEO/AA Officer



Date

# Quarterly Report - Program Goals

Agency: Procurement Policy Board

Reporting Period: July 1, 2015-September 30, 2015

## List Program Goals & Objectives and if Met/Not Met

Conduct training on EEO/AA Plan contents no later than December 31, 2015. Not yet met.

All employees attend sexual harassment training no later than December 31, 2015. Not yet met, although all employees are scheduled for training on either November 5, 2015 or December 17, 2015.

## Special Problems in Attaining Program Goals

None

## Proposed New Program Goals

No new program goals.

# Quarterly Underutilization Summary Form

Agency: Procurement Policy Board  
Region: **7**

Reporting Period: July 1, 2015 - September 30, 2015

## Beginning underutilization for this quarter

	Off/Admn	Prof	Tech	Pro/Sv	Paraprof	Off/Cl	Sk/Crft	Serv/Mtc
Women	P	N/A	N/A	N/A	N/A	P	N/A	N/A
Black / African American	P	N/A	N/A	N/A	N/A	P	N/A	N/A
Hispanic / Latino	P	N/A	N/A	N/A	N/A	P	N/A	N/A
Asian	P	N/A	N/A	N/A	N/A	P	N/A	N/A
American Indian / Alaskan Native	P	N/A	N/A	N/A	N/A	P	N/A	N/A
Native Hawaiian / Other Pacific Islander	P	N/A	N/A	N/A	N/A	P	N/A	N/A

## Summary of hires and promotions for this quarter

	Off/Admn	Prof	Tech	Pro/Sv	Paraprof	Off/Cl	Sk/Crft	Serv/Mtc
Promotions Total:	0	1	0	0	0	0	0	0
New Hires (Veterans) Total:	0	0	0	0	0	0	0	0
New Hires (Non-Vets) Total:	1AAM	0	0	0	0	0	0	0

## Ending underutilization for this quarter

	Off/Admn	Prof	Tech	Pro/Sv	Paraprof	Off/Cl	Sk/Crft	Serv/Mtc
Women	P	N/A	N/A	N/A	N/A	P	N/A	N/A
Black / African American	P	N/A	N/A	N/A	N/A	P	N/A	N/A
Hispanic / Latino	P	N/A	N/A	N/A	N/A	P	N/A	N/A
Asian	P	N/A	N/A	N/A	N/A	P	N/A	N/A
American Indian / Alaskan Native	P	N/A	N/A	N/A	N/A	P	N/A	N/A
Native Hawaiian / Other Pacific Islander	P	N/A	N/A	N/A	N/A	P	N/A	N/A

## Workforce Analysis by Region

Agency: Procurement Policy Board

Reporting Period: July 1, 2015 - September 30, 2015

Region: **7**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D	
Officials / Administrators	3	3	2	1						0								100.00%	0.00%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Office / Clerical	2	0								2	1	1						0.00%	100.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	5	3	2	1	0	0	0	0	0	2	1	1	0	0	0	0	0	60.00%	40.00%	60.00%	40.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

<b>Grand Total Employees for Region 7:</b>				<b>Males:</b>				<b>Females:</b>				<b>Total Minorities:</b>			
				3				2				2			
				60.00%				40.00%				40.00%			
White:	3	Black/African American:	2	Hispanic/Latino:	0	Asian:	0	AI/AN:	0	NHOPI:	0	Disabled:	0		
60.00%		40.00%		0.00%		0.00%		0.00%		0.00%		0.00%			

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

DHR-9 (Rev. Feb. 2012)

## Summary of Workforce Analysis by Region

Agency: Procurement Policy Board

Reporting Period: July 1, 2015 - September 30, 2015

Grand Total

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	3	3	2	1														100.00%		66.67%	33.33%					
Professionals																										
Technicians																										
Protective Service																										
Para-professionals																										
Office / Clerical	2									2	1	1							100.00%	50.00%	50.00%					
Skilled Craft																										
Service / Maintenance																										
TOTAL	5	3	2	1						2	1	1						60.00%	40.00%	60.00%	40.00%					

<b>Grand Total Employees:</b>		Males: 3		Females: 2		Total Minorities: 2	
		60.00%		40.00%		40.00%	
White:	3	Black/African American:	2	Hispanic/Latino:	Asian:	AI/AN:	NHOPI:
60.00%		40.00%					Disabled:

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-9 (Rev. Feb. 2012)

# Workforce Transactions Report by EEO Category

Agency: Procurement Policy Board

Reporting Period: July 1, 2015 - September 30, 2015

EEO Category: OFFICIALS / ADMINISTRATORS

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	D
New Hires	1	1		1						0								100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander D=Disabled



# Summary of Workforce Transactions Report by EEO Category

Agency: Procurement Policy Board

Reporting Period: July 1, 2015 - September 30, 2015

EEO Category: GRAND TOTAL

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	D
New Hires	1	1		1														100.00%			100.00%					
Promotions	1	1	1															100.00%		100.00%						
Intra-Agency Transfers																										
Suspensions																										
Separations																										
Discharges																										
Lay Off																										
Demotions																										
Reductions																										
Reinstatements																										
Reemployment																										
Upward Reallocations																										
Downward Reallocations																										

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NH/OPI=Native Hawaiian or Other Pacific Islander D=Disabled

# Quarterly Report on Disability

**Agency:** Procurement Policy Board

**Quarter:** July 1, 2015 - September 30, 2015

**Underutilization of people with disabilities at the beginning of the quarter:** P

**Total hires during the quarter:** 1

**Total hires of people with disabilities in this quarter:** 0

**Underutilization of people with disabilities at the end of the quarter:** P

## EMPLOYMENT DISCRIMINATION COMPLAINTS

Agency: Procurement Policy Board

Reporting Period: July 1, 2015 - September 30, 2015

### Internal Complaints

Date Received	Facility / Region	Action / Issue*	Basis**	Current Status / Finding
N/A				

### External Complaints

Date Received	Facility / Region	Action / Issue*	Basis**	Current Status / Finding
N/A				

Total complaints this fiscal year: 0

\*Action / Issue= Discharge, Suspension, etc.

\*\*Basis= Sex, Race, Religion, National Origin, etc.