



## Illinois Commission on Equity and Inclusion

Nina M. Harris, Chairperson  
Alexandria Wilson, Acting Executive Director  
115 S. LaSalle Street, 4<sup>th</sup> Floor  
Chicago, IL 60603

April 3, 2024

Mr. John W. Hollman  
Clerk of the House  
300 Capitol Building  
Springfield, IL 62706  
Sent via Email: [reports@ilga.gov](mailto:reports@ilga.gov)

Re: Report Pursuant to State Services Assurance Act, 5 ILCS 382/3-20

Dear Mr. Hollman:

Pursuant to Section 3-2 of the State Services Assurance Act, 5 ILCS 382/3-20, please find enclosed on behalf of the Illinois Commission on Equity and Inclusion (CEI) a report of the Commission's staffing level of employees who have voluntarily identified themselves as bilingual or multilingual.

If you have any questions or require additional information, please feel free to contact Tracey Kenney at 773-771-2171 or [tracey.kenney@Illinois.gov](mailto:tracey.kenney@Illinois.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Tracey Kenney", with a long horizontal flourish extending to the right.

Tracey Kenney  
Chief Financial & Human Resource Officer



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### Illinois Commission on Equity and Inclusion Bilingual/Multilingual Employees as of April 1, 2024

#### **Carlos Gutierrez, Manager – Certification Unit; Languages: English and Spanish**

Mr. Gutierrez under administrative direction, serves as Certification Manager for the Business Enterprise Program (BEP) plans, directs and implements policies and procedures for all aspects of Certification for the Business Enterprise Program to accomplish the commission's mission to promote the economic development of businesses owned by minorities, females, and persons with disabilities. Represents the Business Enterprise Program at major conferences and organizational functions. Serves as full line supervisor. Plans, develops, and implements a comprehensive training program for BEP certification. Communicates in Spanish to those individuals who do not speak, read, or write English.

#### **Marina Ponce, Administrative Assistant I – Certification; Languages: English and Spanish**

Ms. Ponce under general direction of the Certification Section Manager of the Business Enterprise Program for Minorities, Females and Persons with Disabilities, performs functions relative to certification, compliance, outreach, public affairs, vendor relations and BEP Council relations for the program. Analyzes vendor reciprocity files, including such documents as federal tax returns to conduct a review of history, organizational structure, financial, legal and administrative operations'. Serves as representative of BEP attending outreach programs; assists in the production of matchmaker conferences for vendors. Conducts site visit interviews throughout the State at various off-site locations in performance of these duties to determine program eligibility requirements for certification.

#### **Dina Garcia, Administrative Assistant I - Certification; Languages: English and Spanish**

Ms. Garcia under general direction of the Certification Section Manager of the Business Enterprise Program for Minorities, Females and Persons with Disabilities, performs functions relative to certification, compliance, outreach, public affairs, vendor relations and BEP Council relations for the program. Analyzes vendor reciprocity files, including such documents as federal tax returns to conduct a review of history, organizational structure, financial, legal and administrative operations'. Serves as representative of BEP attending outreach programs; assists in the production of matchmaker conferences for vendors. Conducts site visit interviews throughout the State at various off-site locations in performance of these duties to determine program eligibility requirements for certification.

#### **Patricia Perez, Executive I - Compliance; Languages: English and Spanish**

Ms. Perez under direction, serves as a Compliance & Monitoring Coordinator for assigned areas of the Business Enterprise Program (BEP). to ensure that agencies actively consider BEP certified business when issuing bids/proposals or when entering into contracts, and that prime contractors subcontract to BEP certified businesses. Audits progress of prime contractors in meeting contract requirements toward BEP goals; develops and prepares reports on the attainment of participation goals. Conducts prime contractor site visits to investigate and monitor subcontracting utilization requirements. Identifies and sets participation goals for Prime Contractors for assigned areas; attends pre-bid conferences statewide; interprets and explains bid/proposal processes and utilization plan policies and procedures. Meets with participating



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state agencies and universities to assist them in the development and submittal of Compliance Plans that meet statute requirements of contracting with BEP firms. Travels to conferences state wide. Translates functions/procedures into Spanish for individuals who cannot speak, read, or write English.