



STATE OF ILLINOIS

Human Rights Commission

JB Pritzker
Governor

Commissioners

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LeDeidre S. Turner, Vice Chair
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Robert A. Cantone
Elizabeth A. Coulson
Janice M. Glenn
Stephen A. Kouri II

March 21, 2022

Mr. John W. Hollman
Clerk of the House
300 Capitol Building
Springfield, IL 620706

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 Human Rights Commission (Commission) 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 Claudia P. Ortega at 312-814-6281 or Claudia.Ortega@Illinois.gov.

Tracey B. Fleming
Executive Director

Sincerely,

Claudia P. Ortega

Claudia P. Ortega
Chief Financial & Human Resource Officer

Website
www.illinois.gov/ihr

**Illinois Human Rights Commission
Bilingual/Multilingual Employees as of March 21, 2022**

Bricia Herrera, Administrative Assistant; Languages: English and Spanish

Ms. Herrera is responsible for managing the Commission's Request for Review caseload docket, including initial intake and service of pleadings on parties; maintenance of Request for Review case files; using electronic data processing software to track the status of Request for Review cases pending before the Commission and on appeal to the Appellate Court; responding to requests from the public for information on the status of pending Requests for Review; and preparing administrative records in accordance with applicable Supreme Court Rules in all cases where Commission decisions in Request for Review cases are appealed to the State Appellate Courts.

Christine Welninski, Administrative Assistant; Languages: English and Spanish

Ms. Welninski is responsible for managing the Commission's Request for Review caseload docket, including initial intake and service of pleadings on parties; maintenance of Request for Review case files; using electronic data processing software to track the status of Request for Review cases pending before the Commission and on appeal to the Appellate Court; responding to requests from the public for information on the status of pending Requests for Review; and preparing administrative records in accordance with applicable Supreme Court Rules in all cases where Commission decisions in Request for Review cases are appealed to the State Appellate Courts.

Claudia P. Ortega, Chief Financial & Human Resource Officer; Languages: English and Spanish

Ms. Ortega is responsible for serving as the Chief Fiscal Officer for the Human Rights Commission and the Torture Inquiry and Relief Commission; oversees, directs, and controls budget preparations and controls allocation of expenditures; formulates, develops, and implements agency policies and procedures for fiscal policy, planning, management and reporting for both agencies. Makes fiscal related recommendations; formulates extensive budget and expenditure plans; prepares regular fiscal reports and financial statements.

Evelio Mora, Assistant General Counsel; Languages: English and Spanish

Mr. Mora is responsible for directing and participating in the review and legal analysis of civil rights cases before the Commission. Reviews and develops legislation. Acts as Special Assistant Attorney General on behalf of the Commission. Performs complex and specialized duties in the resolution of cases before the Commission and analyzes complex sensitive and novel legal issues affecting the Commission. Assists with drafting of administrative rules, regulations, policies, and procedures

Graciela Delgado, Administrative Assistant; Languages: English and Spanish

Ms. Delgado is responsible for Acting as a liaison between MOJ and the parties or their legal counsel to avoid ex-parte communications; fields questions from the public and the parties (including Spanish language dominant individuals) or legal counsel regarding Human Rights Commission's procedural rules. Reviews all incoming pleadings and correspondence and sorts those needing direct attention.

Jose M. Galvez, Office Administrator, Languages: English and Spanish

Mr. Galvez Administers and supervises the docketing, filing and processing of correspondence for the Administrative Law Section of the Chicago Office; maintains a complex tracking system of correspondence; logs, reviews and tracks correspondence of the Chief Administrative Law Judge; enters information regarding new cases into the Evans Case Management System; creates records and files for new cases using established procedures; prepares service documents for mailing of recommended orders and decisions of the Chief Administrative Law Judge to the appropriate parties on the case; enters information regarding service of orders and decisions in the Evans Case Management System.