



State of Illinois
Department of Human Rights
Department of Human Services



Interagency Committee on Employees with Disabilities

2014 Annual Report





Interagency Committee on Employees with Disabilities

December 2014

Pat Quinn
Governor

Co-Chairpersons

Rocco J. Claps
Director, Department
Of Human Rights

Michelle R.B. Saddler
Secretary, Department
Of Human Services

**TO: THE HONORABLE GOVERNOR PAT QUINN
AND THE MEMBERS OF THE GENERAL ASSEMBLY**

It gives us great pleasure to submit the Annual Report of the Illinois Interagency Committee on Employees with Disabilities (ICED) for fiscal year 2014. The Committee's mission, as defined in Section 19a of the Personnel Code, is:

- (a) To provide a forum where problems of general concern to State employees with disabilities can be raised and methods of their resolution can be suggested to the appropriate State agencies;
- (b) To provide a clearinghouse of information for State employees with disabilities by working with those agencies to develop and retain such information;
- (c) To promote affirmative action efforts pertaining to the employment of persons with disabilities by State agencies; and
- (d) To recommend, where appropriate, means of strengthening the affirmative action programs for employees with disabilities in State agencies.

To that end, this Annual Report documents the Committee's accomplishments throughout the fiscal year including the placement of ICED interns with state entities, presenting a webinar on accessible parking requirements, issuing ICED NEWS, and hosting an awards ceremony. The Committee continues to operate without a budget or paid staff. Its objectives are accomplished through volunteer efforts of members and through cooperation of other state agencies. We are grateful to the many agencies and individuals who have assisted the Committee in its work over the years.

Sincerely,

Rocco J. Claps
Director
Department of Human Rights

Michelle R.B. Saddler
Secretary
Department of Human Services



Interagency Committee on Employees with Disabilities

FY 2014 Annual Report

Co-Chairpersons

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Note to Readers:

The ICED FY14 Annual Report is dedicated to two members who passed away in the last year, Sue Johnson-Smith, and Dan Dickerson. Ms. Johnson-Smith represented the Illinois Department of Human Services as Co-Chair of the Committee, and in such capacity, brought greatly-needed organizational skills. Mr. Dickerson was nothing less than a fierce advocate for people with disabilities. Both individuals will be missed.

ICED HISTORY

The Interagency Committee on Employees with Disabilities was created in 1974 by Section 19(a) of the state Personnel Code and is composed of five state agencies and four employees with disabilities appointed by the Governor.

Co-Chairpersons:

Director of the Department of Human Rights and the Secretary of the Department of Human Services

Other Statutory Agency Members:

Directors of the Departments of Veterans' Affairs and Central Management Services, and the Chairperson of the Civil Service Commission

Employee Members Appointed by the Governor:

Catherine Collier, Deborah Johnson-Small, and Karl Moulton

Standing Committee Members:

Departments of Employment Security, and Natural Resources, University of Illinois' Division of Specialized Care for Children, Illinois Council on Developmental Disabilities, Secretary of State's Office, and the Deaf and Hard of Hearing Commission.

ICED MEMBERS



ICED MEMBERS

Michelle R.B. Saddler, Secretary, *Department of Human Services, Co-Chairperson*
Francisco Alvarado, Designee

Rocco J. Claps, Director, *Department of Human Rights, Co-Chairperson*
Susan Allen, Designee

Deaf and Hard of Hearing Commission

Brandy Hayes, Member

Central Management Services

Simone McNeil, Acting Director

Wendy Butler, Designee

Carlos Charneco, Member

Fred Stewart, II, Member

Department of Children and Family Services

Catherine Collier, Employee Member *

Teresita Gonzalez, Member

Civil Service Commission

Garrett FitzGerald, Chairperson

Andrew Barris, Designee

Council on Developmental Disabilities

Margaret Harkness, Member

Department of Employment Security

Karl Moulton, Employee Member *

Caroline Alamillo, Member

Department of Human Services

Deborah Johnson-Small, Employee Member *

Sue Masten, Member

Erik Cozzolino, Member

Lisa Riegel, Member

Department of Natural Resources

Jason Brewer, Member

Secretary of State

William Bogdan, Member

Department of Veterans Affairs

Erica J. Borggren, Director in FY14

Fee Habtes, Designee

University of Illinois' Division of Specialized Care for Children

Debbie Matthews, Member

* Governor Appointed Members

ACCOMPLISHMENTS OF ICED 2014 GOALS

Goal 1. Provide educational opportunities on disability issues utilizing technology that will reach the broadest possible audience of state employees.

Activity - Conducted webinars on employment issues facing people with disabilities

Goal 2. Educate Illinois legislators about ICED, its mission, and the status of our state as an employer of people with disabilities.

Activity - Issued annual report to legislative leaders.

Goal 3. Identify ways ICED can get its message to state administrators and human resource personnel that employees with a disability are competent, dependable, and loyal members of a workforce. Utilize first person accounts by state employees who have a disability to demonstrate this point.

Activities - Issued newsletter ICED NEWS, and maintained website.

Bill Introduced to Expand Committee Membership

House Bill 4665, which would add Illinois Constitutional Officers and the Council on Developmental Disabilities to ICED membership, was introduced in the spring 2014 session of the state legislature. Staff from the Constitutional offices and the Council on Developmental Disabilities are regular participants at Committee meetings and supported the bill. Programs to support employment of people with disabilities, particularly the Successful Disability Opportunities program and the Alternative Employment program, are limited in scope to agencies under the Governor. With inclusion of the Constitutional Officers in the Committee's work, those entities may be further encouraged to implement disability employment programs such as these for their employees and potential employees as well.

The bill passed the House of Representatives, but was not called for a vote in the Senate due to a technical issue regarding the definition of "employee" used in the bill. The Committee would like to have the bill introduced again next year.

ICED HOSTS SUCCESSFUL WEBINARS

The Committee sponsored two webinars and served as cosponsor of an additional two webinars in FY14. The first webinar concerned accessible parking requirements. Two additional webinars were co-sponsored with the Department of Central Management Services, one in February and the other in March 2014. These programs explained application procedures for people with disabilities seeking state jobs. About 100 people participated in these webinars. Participants learned about the State employment application and testing process, including information on reasonable accommodation. Also, an overview of the Successful Disability Opportunities program was provided. This program allows applicants with disabilities who are customers of the Division of Rehabilitation Services to appear on a separate list of candidates that agencies can request. These candidates can appear on the regular Eligibility list as well.

The Committee sponsored another webinar in March 2014 on the rights of employees with disabilities. The speaker at this program was Rachel Weisberg, an attorney at Equip for Equality, a disability advocacy organization. Ms. Weisberg discussed federal and state requirements regarding application procedures, equal treatment in employment, reasonable accommodation, as well as harassment and retaliation-free workplace requirements. About 90 people participated in this webinar.

TOPICAL PRESENTATIONS AT ICED MEETINGS

Two topical presentations were made during FY14 meetings. Margaret Harkness, a member, presented an Employment First Update presentation at the June 4, 2014 meeting. Under the 'Employment First' policy, competitive, integrated employment is the primary option for all agencies in employment service and support provision to customers with disabilities. John Marchioro, a member, presented 'Section 503 Rules for Public Contractors' at the December 4, 2013 meeting. Section 503 of the Rehabilitation Act of 1973 is a federal statute, under which contractors across the country are required to set a 7% goal for hiring people with disabilities. This law should expand employment opportunities for people with disabilities in the U.S. Both of these presentations are posted on the ICED website.

ICED AWARDS CEREMONY

‘Celebrating those who make a difference’

ICED sponsored its annual Awards Ceremony on May 20, 2014 in the Historic Preservation Agency’s Great Room in its offices in Springfield. Jason Brewer, an ICED member, served as master of ceremonies. This ceremony was the best attended of any such event sponsored by the Committee. Following a welcome from the ICED Co-Chairs Rocco J. Claps, of the Department of Human Rights, and Michelle R.B. Saddler, of the Department of Human Services, Deborah Johnson-Small, a longtime member, led the assembled group in a moment of silence for two friends of the Committee who passed away in the last year, Sue Johnson-Small and Dan Dickerson.

This year’s substantive program focused on business opportunities for people with disabilities. Susan Shaw, of Central Illinois Event Catering, discussed her story as a caterer with a disability. Ms. Shaw, who received services from the Division of Rehabilitation Services, has developed a thriving business in Central Illinois. The audience was invited to sample Ms. Shaw’s culinary offerings during the event. Other speakers addressing business opportunities for people with disabilities in Illinois were John Marchioro and Linda Lou Long, both of the Department of Human Services. This year’s program continued an ICED tradition – a disability history quiz presented by member Teresita Gonzalez.

The awards categories and this year’s recipients follow.

State Agency of the Year – Illinois Tollway

Kristi Lafleur, Executive Director and Lisa Williams, EEO/AA Officer

The Illinois Tollway, which operates a system of nearly 300 miles of roads serving over 1 million daily drivers, won the State Agency of the Year award for two years in a row, FY13 and FY14 – a first in ICED history. Over 11% of the Illinois Tollway’s staff has disabilities, exceeding the 7% total for state government workforce as a whole. Included in Tollway’s employees with disabilities are interns and seasonal workers who have disabilities. The Illinois Tollway granted 80 accommodations in 2013. The agency found the cost of

accommodations to be minimal. The most common adjustment provided by the Tollway was job restructuring to reassign non-essential functions in accommodating employees with



DHS Secretary Michelle R.B. Saddler, Lisa Williams, Tollway, and DHR Director Rocco J. Claps

limited walking or lifting ability. Other accommodations included modified work schedules, provision of training and equipment, ergonomic chairs, adjustable stools, and accessible parking spaces.

In 2013, the Tollway's ADA Coordinator provided training to all managers and supervisors regarding the Americans with Disabilities Act (ADA). The presentation included the basic principles of the ADA -- reasonable accommodation, leaves of absence and reassignments, medical inquiries, discipline, confidentiality of information and commonly-asked questions. Those who were unable to participate in the training were provided ADA materials, which were also posted on the Tollway's Intranet, Crossroads, for ease of access. Information about the ADA is posted in all of the Illinois Tollway buildings and facilities, on the agency's website and on Crossroads. Employees can view and print documents regarding the ADA and accommodation request procedures. The Tollway ADA Office also provides training to agency managers and supervisors as disability-related issues arise.

Other special projects implemented by the Tollway in 2013 include revising the reasonable accommodation procedure for ease of use and providing an accessible service desk in the agency's business center. In October 2013, the Illinois Tollway opened a new Customer Call Center in partnership with The Chicago Lighthouse for People Who Are Blind or Visually Impaired. Staffing the new call center are members of underserved communities, including people who are blind or people with other disabilities and veterans who have been recruited and trained by The Chicago Lighthouse. Sixty-one of the Call Center's 289 staff members are employees with disabilities. The Tollway and The Chicago Lighthouse are working toward an October 2014 goal of having 50 percent of the workforce consists of employees who have disabilities or are military veterans.

Nonprofit Award – Co-Recipients

Chicago Zoological Society, Stuart D. Strahl, Ph.D., Northern Illinois recipient

Cochlear Implant Awareness Foundation, Michelle Tjelmeland, Director, Downstate recipient

The Chicago Zoological Society, which manages the Brookfield Zoo, set a goal of creating an inclusive Zoo – a goal towards which extraordinary effort has been made. First, its 'Zoo Camp for All' integrates activities and strategies to benefit campers with disabilities, including noise-cancelling headphones and fidget toys for zoo visitors with intellectual disabilities. Second, its Youth Volunteer Corp is comprised of 10% students with disabilities. In the fall of 2013, The Society launched "Family Fun Saturdays at Brookfield Zoo" in partnership with Easter Seals to create inclusion and animal-centric experiences for early learners with autism. Its Good Works program engages students with disabilities from five local high schools in vocational training. These, and a variety of other programs, make the goal of an inclusive Zoo well within its reach. The Cochlear Implant Awareness Foundation (CIAF), founded in 2006 with the objective of

assisting those who needed cochlear implants, has aided more than 500 families during that time. The foundation also provides recycled equipment to implant recipients. CIAF director Michelle Tjelmeland and her daughter are both deaf. Ms. Tjelmeland and her daughter each improved her hearing with cochlear implants. Fundraising is crucial to most nonprofits, and CIAF devised inventive ways to support its programs. The Foundation opened a retail, home décor store staffed solely by volunteers, proceeds from which support the organization. The group also organized 10k races, an auto auction, and a beer and oyster fest-- all to benefit cochlear implant recipients and their families. The U.S. is known for its volunteer organizations, and here in Illinois, Ms. Tjelmeland identified a need for assistance with cochlear implants and devised a successful strategy to fund necessary services.

Media Award –

Willowbrook High School, Dan Krause, Principal, students Addie Maggard, director and Alex Bardesi, production manager, of Willowbrook’s ‘High School Musical Junior’

Willowbrook High School students Alex Bardesi, Production Manager, and Addie Maggard, Director, volunteered throughout their summer vacations to make Willowbrook’s ‘High School Musical Junior’ production, the Disney Channel hit, an amazing reality. Using the “Penguin Project” model, students with disabilities played all of the leading roles in this production. The students’ speaking parts were recorded with subtitles to assist cast members with their lines. The lyrics of songs were displayed on a screen to enable the audience to sing along. The following is a YouTube link to a video of the students singing in a duet:

<https://www.youtube.com/watch?v=nSMV5GWomvU>.

The production of ‘High School Musical Junior’ was seen by about 1,400 people in one day. As a follow-up event, the first-ever Willowbrook Academy Awards for the ‘High School Musical Junior’ production was held -- a multimedia event with students all getting Oscar-like awards. At some time in the future, all high school musical productions will include students with disabilities, but until that time, Ms. Maggard and Mr. Bardesi deserve this award for inclusion of students with disabilities in performances and activities where they were heretofore not included.



Co-Chair Rocco J. Claps, Alex Bardesi, and Addie Maggard

State Employee of the Year – David Dailey, Department of Transportation

David Dailey, who serves as the Illinois Department of Transportation's (IDOT) ADA Coordinator, has worked for the agency more than 20 years. He takes a unique approach to placing individuals with disabilities in employment opportunities - whatever works - and has a 70% placement rate for finding individuals with disabilities jobs.



DHS Secretary Michelle R.B. Saddler, and David Dailey, Department of Transportation

At IDOT, he created and implemented the Student Professionals with Disabilities program. This training program was developed to assist students with disabilities in high school with no vocational experience in an office setting. Dave worked with individuals who had the most severe disabilities by improving their work ethic and self-esteem. This program gave students an opportunity to gain vocational skills to assist them in future careers.

During his State career, Dave worked for several state agencies, specifically the Department of Central Management Services and the Secretary of State's Office. The DHS Division of Rehabilitation Services' Springfield field office has many customers who credit Dave with successful job placements. Dave has a good working relationship with the DRS field counselors, which contributed to a high percentage of job placements.

Successful Disability Opportunities Program Recognition

The following agencies were recognized for their use of the Department of Central Management Services' (CMS) Successful Disability Opportunities (SD) program in calendar year 2013. A description of the program appears in Appendix B. The SD program is one of the primary affirmative action programs in state government for people with disabilities. Jaci DeBrun, who coordinates the program for CMS, and who has been responsible for much of the program's success, presented the awards.

Illinois Gaming Board
Department of Healthcare and Family Services
Department of Human Services
Department of Natural Resources
Illinois State Police
Department of Public Health
Department of Revenue
Department of Veterans' Affairs



Jaci DeBrun, CMS, and Acting Lieutenant Christy White, Illinois State Police

Advocate Award – Posthumous Award to Dan Dickerson

It wouldn't take anyone long after meeting Dan Dickerson, who died suddenly last year, to know that his life work was advocacy. In fact, the vanity license plate on his car spelled it out: ADVOC8. And he excelled at it. Most of the jobs Dan held since he acquired a disability involved advocacy and one of the ICED members described Dan's work in the following way -

“he introduced our office to ... [skills to] evaluate facilities for people with disabilities. He taught us how to use the tools.... I've seen many changes in this community and communities throughout the state because of Dan's work. He was a fierce advocate for people with disabilities. We spent lots of times on the road and visited just about every county in the state. He was instrumental in starting the Disability Navigation Program for the Department of Commerce and Economic Opportunity. Initially, he brought in 14 Navigators who were recognized by Department of Labor for doing great work for the Workforce Investment Act Programs in 26 Workforce Areas. There were a total of 120 different sites. The Navigator Program was eventually transferred in total to the City of Chicago Chamber of Commerce under the guidance of “disabilityworks”. Dan affected many positive disability programs and activities in Illinois, [but] he did not take or get credit for lots of it!”

Most people who knew Dan could tell a story like that, which is the basis for the Advocacy Award: Dan was a fierce advocate who never gave up.



DHS Secretary Michelle R.B. Saddler, and Matt Abrahamson accepting posthumous award for Dan Dickerson

The Carl Suter Award for the Legislator of the Year – Representative Esther Golar

Esther Golar was first elected as State Representative on November 7th, 2006 and she has served continually in the legislature since that time. During her tenure, she demonstrated a commitment to make a difference on behalf of everyone in her legislative district. She advocates improving education, reducing crime, bringing jobs to Illinois and making healthcare available to everyone. Representative Golar serves on the Appropriations-Human Services, Elementary and Secondary Education, Housing, and Public Utilities Committees in the legislature.

A disability advocate, she sponsored the Employment First Act, which ensures that people with intellectual disabilities are considered for competitive employment. Nationally, Employment First began as a way to increase employment of persons with intellectual disability, but in Illinois there is recognition that employment as a first option benefits people with all types of disability and thus needs to be a cross-agency service model. Representative Golar also sponsored a bill at ICED's request to increase its membership to include the Constitutional Officers and the Council on Developmental Disabilities.

ICED OUTREACH

ICED Website

The ICED website, www.state.il.us/ICED, provides a wide variety of information about the Committee and links to employment resources and job opportunities. The Committee's newsletters as well as other ICED publications are posted on the website. In addition, the Committee meeting minutes, agenda, and a variety of reports are available there. The ICED website links to CMS's Diversity Enrichment Program webpage to inform people with disabilities about that program.

ICED Newsletter

ICED NEWS, now in its fourteenth year, covers Committee activities and a wide variety of issues of interest to employees with disabilities. This year, the newsletter featured articles on effective communication with people with sensory disabilities and employment discrimination under the ADA. The newsletter is posted on the ICED website and is sent electronically to several hundred individuals.

ICED ACTIVITIES IN SUPPORT OF ITS MISSION

ICED Internship Program

The ICED Internship Program for College Students with Disabilities' was initiated in the summer of 2000 to assist people with disabilities who are entering the workforce and who would benefit from work experience. In some instances, ICED interns gained full-time employment with the state following their internship. Objectives of the internship program are to:

- Provide employment opportunities to qualified students and new graduates with disabilities
- Diversify state government's workforce and workplaces
- Provide a qualified pool of applicants with disabilities to state agencies
- Demonstrate the abilities of employees with disabilities



Krystal Martinez, an intern in the Office of the State Fire Marshal in Chicago

- Further affirmative action objectives; and
- Provide a transition for students with disabilities into the workplace

Agency placements are sought in both professional and non-professional positions across the state to provide opportunity in a variety of employment positions to match varied skills and abilities of interns. Students with disabilities are recruited from the Department of Human Services, Division of Rehabilitation Services' Vocational Counselors.

**During FY 2014 (the summer of 2014),
2 students with disabilities worked as ICED
interns with the following Illinois agencies:**

Office of the State Fire Marshal	1 intern
Department of Human Rights	1 intern

Supervisory feedback was very positive about the program, resulting in successful experience for both the students and the employers. The State Fire Marshal Larry Matkaitis had this to say about his agency's ICED intern, "In the time she's been with the Office of the State Fire Marshal, Krystal has been a tremendous help to all of our staff. She has proven herself as a quick learner who is willing to take on projects that keep our agency running smoothly."

MONITORING EMPLOYMENT OF PEOPLE WITH DISABILITIES

The Committee tracks the composition of the state's workforce as one indication of the state's commitment to serving as a model employer of people with disabilities. The chart in Appendix A shows employment figures in state agencies over the last 16 years for employees who have self-identified a disability.

The number of state employees with disabilities decreased over the years by 25%-- over 1,000 individuals-- however, during that period the total number of total state employees decreased by an even larger percentage, 31%. Consequently, the percentage of state employees with disabilities has grown over the years, from a low point of about 5% in FY04 to a high in FY13 of 7.5%, slipping this year a little to 7.4%. In 2012, the state instituted an online disability survey, which may capture more employees with disabilities as compared with the print survey process used in previous years.

Another indicator of the success of affirmative action programs' targeting people with disabilities in state agencies is a comparison of state utilization of employees with disabilities with the labor market availability rate of this group. The Department of Human Rights, which enforces the Human Rights Act, uses 4.95% as a labor force availability rate for employees with disabilities in Illinois (4.95% of people in the Illinois labor force have disabilities, according to the American Community Survey). The State of Illinois' employment of people with disabilities, 7.4%, is significantly higher than the availability figure.

Even as the state practices affirmative action and employs people with disabilities in numbers in excess of their availability, work remains to be done. People with disabilities continue to

have one of the highest unemployment rates of any group in the country. Many surveys show that as much as 70% of the group is unemployed. A diverse workforce enables agencies to better meet the needs of the public. ICED will continue its efforts to advocate on behalf of individuals with disabilities, including the following efforts:

- Informing legislators, state administrators and supervisors of the importance of hiring people with disabilities
- Identifying ways to make state hiring processes easier for applicants with disabilities to negotiate
- Improving retention of employees with disabilities through better agency response in reasonable accommodation requests, improved accessibility, and more promotional opportunities, etc.
- Increasing recruitment efforts by all agencies with respect to hiring individuals with disabilities.

Note on Membership

ICED is always looking for good members. State employees with disabilities are encouraged to nominate themselves, and to do so, can go to <http://appointments.illinois.gov/>.

PLANS FOR FY2015

ICED has identified the following goals for which activities will be planned during fiscal year 2015:

Education - to work towards an Illinois workforce that is inclusive and supportive of employees with disabilities;

Promotion - to increase the visibility of ICED, its activities, and efforts to assist agencies and employees;

Analysis of employment data - to monitor state agency employment data on people with disabilities and seek ways to increase those numbers, and

Technical assistance - to provide technical assistance to agencies and state employees and applicants on issues related to disability.

APPENDIX A

Employees with Disabilities in State Government 1998 to 2014

<i>DATE</i>	<i>TOTAL STATE EMPLOYEES</i>	<i>EMPLOYEES WITH DISABILITIES</i>
June 30, 1998	63,375	4,343 (6.85%)
June 30, 1999	65,415	4,205 (6.43%)
June 30, 2000	65,641	4,096 (6.24%)
June 30, 2001	65,974	3,952 (5.99%)
June 30, 2002	64,838	3,706 (5.72%)
June 30, 2003	54,443	2,781 (5.11%)
June 30, 2004	55,108	2,675 (4.85%)
June 30, 2005	53,284	2,561 (4.81%)
June 30, 2006	52,723	2,734 (5.19%)
June 30, 2007	51,843	2,596 (5.01%)
June 30, 2008	50,513	2,483 (4.92%)
June 30, 2009	49,229	3,122 (6.34%)
June 30, 2010	47,798	3,051 (6.38%)
June 30, 2011	48,501	3,399 (7.01%)
June 30, 2012	45,132	3,346 (7.35%)
June 30, 2013	43,620	3,286 (7.53%)
June 30, 2014	43,932	3,248 (7.39%)

APPENDIX B

Department of Central Management Services Successful Disability (SD) Opportunities Program

- The Successful Disability Opportunities Program provides persons with disabilities a greater access to employment opportunities with the State.
- Applicants must be a customer of the Division of Rehabilitation Services and have a Certificate of Eligibility completed by their Department of Human Services/Division of Rehabilitation Services' vocational rehabilitation counselor for each title on file at the time of testing.
- Immediately upon completion of the test and receiving a passing grade, in addition to their open competitive grade, their SD grade will be issued.
- SD grades are valid for one year.
- An agency may request the SD eligible list when there is a vacancy to be filled by other means.



www.state.il.us/ICED

Programs, activities and employment opportunities in the Illinois Department of Human Services are open and accessible to any individual or group without regard to age, sex, race, sexual orientation, disability, ethnic origin or religion. The department is an equal opportunity employer and practices affirmative action and reasonable accommodation programs.

DHS 4485 (R-12-14) Illinois Interagency Committee on Employees with Disabilities

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