



**OFFICE OF THE ATTORNEY GENERAL**

**MEMORANDUM**

**January 31, 2020**

**KWAME RAOUL  
ATTORNEY GENERAL**

**TO:** Michelle Casey, Executive Director  
Executive Ethics Commission

**FROM:** Melissa Mahoney, Deputy Chief of Staff  
Office of the Illinois Attorney General

A handwritten signature in blue ink, appearing to read "Melissa Mahoney", is written over the printed name in the "FROM:" field.

**SUBJECT:** 2019 Annual Anti-Harassment Training Report

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The Illinois Administrative Code, title 2, chapter VI, §1620.910, requires the Ultimate Jurisdictional Authority ("UJA") to report the following sexual harassment/anti-harassment training related information to the Executive Ethics Commission ("EEC"):

- (1) Number of officers or employees of the Office of the Illinois Attorney General ("OAG") who completed initial anti-harassment training in 2019: 153. Every new employee is required to take initial anti-harassment training as part of their new hire orientation that takes place on their first day of employment in our office.
- (2) Number of officers or employees of the OAG who completed annual anti-harassment training in 2019: 832. Every employee who works in our office is required to take annual anti-harassment training. This year's training program was rolled out in December of 2019. Once an employee completes the computerized training program, the software we use captures this data for verification purposes.
- (3) The following OAG employees were on leave of absence during the calendar year 2019 and therefore were unavailable and excused from anti-harassment training: Siobhan Byrd, Caitlin Groh, Melissa Guske, Jessica Hayashi, Patrick Hurley, Berenice Martinez, Jared McDermet, Matthew Miller, Edward Shivers, Joi Taylor, Tracy Walsh and Amanda Wells.

The 2020 anti-harassment training is not yet available. The OAG will forward the 2020 material to the EEC when it is available. New employees are currently taking the 2019 anti-harassment training when they start at the OAG.