

## GOVERNOR'S TRAVEL CONTROL BOARD

### Meeting of the Board

November 29, 2022

11:00 AM

Webex

### MINUTES

Present

Webex: Anthony Pascente, Chairman  
Jim Foys, Member  
Ken Steele, Member  
Sean Coombe, Attorney  
Lexi Landers, State Travel Coordinator

#### I. Call to Order

At approximately 11:02 AM Chairman Anthony Pascente called to order a meeting of the Governor's Travel Control Board.

#### II. Roll Call

All members of the board were present

#### III. Consideration of Minutes

The minutes of the meeting of the August 23, 2022 meeting were approved. Motion made by Jim Foys with a second to approve by Ken Steele all members were in favor.

#### IV. Exceptions

- a) Exception Report for 1st<sup>h</sup> quarter of FY 23 was presented to the board
- b) Approved Travel Exceptions
  - 1) Illinois Department of Central Management Services – Out of State Travel
  - 2) Illinois Commerce Commission – Lodging Service Fees Jim Foys voiced concerns with hotels not being cooperative, asked if any other issues with this hotel. Lexi Landers responded she has not had any complaints.
  - 3) Illinois Property Tax Appeal Board – Cancellation One Night Lodging
  - 4) Illinois Department of Central Management Services – Mileage, Parking and Meal
  - 5) Illinois Department of Transportation – Resort Amenities Fees
  - 6) Illinois Department of Transportation – Flight and Resort Fees
  - 7) Illinois Tollway – Out of State Travel
  - 8) Illinois Tollway – Lodging Expenses Exception is granted conditionally, Chairman Anthony Pascente stated the way letter reads it does not state Tollway agrees to pay. Ken Steele states seems wording is not clear. Decided conditional approval

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was granted if Tollway sends letter stating they agree with this expenditure and are willing to pay.

9) Illinois Emergency Management Agency – Airfare Expense

V. New Business

- a) Update on Draft Rule Change for 10 Hour Rule for Meals - Attorney Sean Coombe gave update that it had gone through committee with a few citation changes, it should be filed by end of next week and will be effective upon filing.
- b) Update on Draft Rule Change for Out of Country Travel - Attorney Sean Coombe gave update that it had gone through committee with a few citation changes, it should be filed by end of next week and will be effective upon filing.
- c) Update on Travel Regulation Council Increasing Meal/Per Diem – Attorney Sean Coombe submitted 1<sup>st</sup> notice with JCAR, it will expire mid-December. He stated that this will need a budget impact statement, will need numbers then will request it go to 2<sup>nd</sup>. Hoping for it to be on agenda January-February. Lexi Landers stated that there was a meeting with Karen Pape, and the detail object codes will make it difficult to track. Sean Coombe stated that statewide numbers will be needed and that can be a challenge.
- d) Discussion of Updating Hotel Rates – Megan McKinney with the Illinois Department of Natural Resources submitted a letter asking that rates be increased. This letter will also be presented at the Travel Regulation Council's next meeting. Lexi Landers commented that the rates were last increased at the TRCs December 13, 2018 meeting. Chairman Anthony Pascente commented that hotels agree to the rates when they sign the agreements. Ken Steele made comments regarding even if rates were increased we will still run into hotels not always offering the State rate as it is not mandated and it would be interesting outside of Chicago how often it happens. Jim Foys asked if the board would like to make a recommendation. Chariman Anthony Pascente stated that the Council would not make a decision at the next meeting as it will be a discussion. Discussion took place regarding how many hotels are on the preferred list compared to years past. Lexi Landers offered to try to find some figures using old files.
- e) Discussion of Adding Hotels to Preferred Listing – Ken Steele inquired if there is a problem with adding hotels, asked about the vetting process and if there was a bidding process. Lexi Landers stated that 100s of hotels are contacted every year, and that it is not a procuremet so no bidding takes place. We have signed agreements with the hotels that decide to offer the negotiated rates. Ken Steele voiced concerns with some of the current hotels that are in close proximity to buildings may times will not offer the rate, so adding more hotels would be ideal. Ken Steele also asked what he should do if hotels contact him wanted to be on the list, Lexi Landers asked she forward them to her. Jim Foys voiced concerns with no criteria to be on the list and perhaps that is something that should be visited down the road.
- f) Discussion of Access Database of Hotel Information – Lexi Landers stated that currently the hotel information is put into an Access database that is not supported by Dolt. Asked for suggestions, and Ken Steele gave information about Sharepoint that is maintained from Dolt. Ken Steele gave a contact at Dolt that might be able to assist. Lexi Landers also state that she is working with CMS fiscal with some training

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for CMS employees only, and also working on website and a quick reference guide to travel. Ken Steele inquired if agencies must follow rules/guidelines such as allowing employees to utilize personal vehicles for \$32.00 flat rate. Also that some agencies are no longer allowing employees to use direct bill, and that can put undo hardship on employees. Attorney Sean Coombe stated that he would look into and come up with an opinion.

- VI. Adjournment – A motion was made to adjourn the meeting at 11:55 AM by Jim Foys and Ken Steele seconded the motion. All members agreed.