

GOVERNOR'S TRAVEL CONTROL BOARD

Meeting of the Board

December 19, 2023

11:00 AM

Webex

Elgin Room, 10th Floor, 555 West Monroe, Chicago
Stratton Office Building, 702 Conference Room, 401 S. Spring St., Springfield

MINUTES

Present

Chicago: Ken Steele, Member
Springfield: Raven DeVaughn, Chairman
Jim Foys, Member
Anna Mason, Central Management Services
Marelda Baidy, Central Management Services
Lexi Landers, State Travel Coordinator, Central Management Services
Webex: Aubrey Hopkins, Governor's Office
Sean Coombe, Attorney Central Management Services
William House, Governor's Office
Mitchell Ladd, Governor's Office
Mercedez Ramos, Department of Child and Family Services

1. Call to Order - At approximately 11:04 AM Chairman Raven DeVaughn called to order a meeting of the Governor's Travel Control Board.
2. Roll Call - Members Present: Chairman Raven DeVaughn, Member Ken Steele, Member Jim Foys
3. Consideration of Minutes - The minutes of the meeting of the August 23, 2023 were considered and a motion was made by Ken Steele with a second to approve by Jim Foys.
4. Presentation of the Exception Report – Lexi Landers presented the board with the FY24 1st quarter exception report.
5. Matters for Board Consideration
 - a. Exceptions – the following exceptions were approved
 - 1) Office of the Governor – Blanket exception for Charges for Excessive Lodging Rates, Cancellation Charges and Change Fees
 - 2) Illinois Department of Commerce and Economic Opportunity – Request for Use of Personal Car Due to Health Issues
 - 3) Illinois Department of Transportation – Resort Fees
 - 4) Illinois Department of Natural Resources – Excessive Lodging Rate

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- 5) Illinois Law Enforcement Training and Standards Board – Second Checked Baggage Fee (Chairman DeVaughn noted that perhaps travelers need to keep baggage fees in mind when booking the cheapest flights and that sometimes the baggage fees make a flight no longer most economical.)
 - 6) Illinois State Police – Excessive Lodging Rates (Chairman DeVaughn noted that booking a hotel as far in advance as possible is important to get the State rate during busy times of the year)
 - 7) Illinois State Police – Blanket Refueling Fees (Chairman DeVaughn noted that refueling at the end is very costly and perhaps agreeing to the refueling at the start is cheaper. Jim Foys made remarks about this being a security issue so he is in agreement. All members voted yes with directing ISP to agree to refueling when renting and not when returning.)
 - 8) Illinois Gaming Board – Resort Fees
 - 9) Illinois Gaming Board – Resort Fees
 - 10) Illinois Gaming Board – Canceled Flight Reimbursement
 - 11) Illinois Department of Public Health – Early Arrival Fee
 - 12) Illinois Department of Labor – Follow Up Request from Last Meeting – Payment of Hotel Costs Due to Failure to Cancel Room (This was voted yes to pay the hotel with the caveat that the employee reimburse the State as this employee was responsible for the negligence of failing to cancel the room. Chairman DeVaughn directed Anna Mason and Marelda Baidy to follow up in the spring)
- b.) The following exception was denied
- 1) Illinois Emergency Management Agency – In-Headquarters Lodging Expense (Chairman DeVaughn noted that when you take the job you take on the responsibility of being in headquarters when needed. Was noted that the travel website is clear on these rules and Ken Steele noted that there is due diligence on the employee regardless of advice from the agency travel coordinator.)
6. Old Business
- a. Update on JCAR Rule Change – Section 2800-410 Employee Owned or Controlled Housing (this will allow Airbnb)– Sean Coombe noted that this is on second notice and will be heard on January 16, 2024 and should be adopted by the end of January or early February.
 - b. Changes Effective January 1, 2024 – Updates – Lexi Landers stated that there has been a lot of work on training material for the January 1, 2024 update. Also explained that a travel update will go out that is similar to the ones that go out for the new preferred hotel listing and the rate changes. Chairman DeVaughn thanked Cathy Kwiatkowski and Lexi Landers for the hard work that has been going on in cleaning up the travel website and getting materials together for the change in rates. Also Chairman thanked IOCI for their hard work on putting together a training series. Chairman DeVaughn shared a small video showing the new Ceemus the travel navigator and explained there will be a series of short videos coming to the travel website for training purposes. Chairman DeVaughn announced that Lexi Landers will be leaving as she has taken a new job with the Department of Juvenile Justice. In the interim Anna Mason and Marelda Baidy are leaving about travel and will be the contacts until a new coordinator can be hired.

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Ken Steele asked about how per diem will be figured and if the \$5.00 incidental will be included. Sean Coombe read the law and Chairman DeVaughn said a meeting will be set with legal at CMS to decide if the incidental needs to be included.

Ken Steele inquired if a conference is providing a lunch or meal does that get deducted. Lexi Landers responded that yes if a meal is provided then that allowable amount for that meal needs to be deducted from the per diem allowance.

- c. Most Economical Form of Travel and How It Relates to Time – Communication Being Sent to Directors – Sean Coombe went over possible language to send to agencies. The language states that time can be used as a factor in most economical form of travel when necessary. Lexi Landers commented that the CMS Travel Arrangement Form is getting updated and as soon as CMS is ready we can send information to other agencies and start using the new form at CMS.

7. New Business

- a. Discussion on Rule (80 Ill. Adm. Code 2800.700 (b) requires travel outside of Illinois be approved by the Governor's Office of Management and Budget prior to travel – Ken Steele stated that there have been audit findings due to the wording regarding the 30 days notice for out of state travel. Sean Coombe commented that he can develop a change in language to make it more clear. Ken Steele commented that sometimes out of State travel is needed on short notice so that language needs to be more clear. Sean Coome will develop language to present at the next meeting that will happen in March 2024.

8. Adjournment – Chairman Raven DeVaughn asked for a motion to adjourn. First motion was made by Jim Foys, a second by Ken Steele. The meeting was adjourned at 12:08 PM