

GOVERNOR'S TRAVEL CONTROL BOARD

Meeting of the Board

June 27, 2023

2:00 PM

Webex

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

MINUTES

Present

Chicago: Raven DeVaughn, Chairman

Ken Steele, Member

Springfield: Sean Coombe, Attorney Central Management Services

Lexi Landers, State Travel Coordinator, Central Management Services

1. Call to Order

At approximately 2:01 PM 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

3. Consideration of Minutes

The minutes of the meeting of the April 4, 2023 were considered and a motion was made by Ken Steele with a second to approve by Chairman Raven DeVaughn.

4. Matters for Board Consideration

- a) Exception Report for 3rd quarter of FY 23 was presented to the board
- b) Travel Exceptions (Chairman DeVaughn noted she would abstain from CMS exceptions, and those would be placed on the next meeting prior to lapse period.)

Approved Travel Exceptions

- 1) Illinois State Police – Preferred Seating Charges
- 2) Illinois State Police – FY24 Blanket Lodging Exception
- 3) Illinois Department of Revenue – David Harris, Employee Controlled Housing
Sean Coombe mentioned that this is perhaps the section that needs to be updated as the 75% reimbursement has been in place since 1992. Chairman DeVaughn asked how this will be affected when the new lodging rates are in place, Sean Coombe explained this would need amended to change the hard cap of \$550.00. It was approved for FY24 and decided the agency request every fiscal year.
- 4) Illinois Commerce Commission – Lodging Cancellation Charges, Ken Steele noted that his staff has stayed at same hotel in past and have canceled within 24

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hours and was not charged, Lexi Landers stated she would reach out to the hotel to inquire why this is being charged. This is approved for full amount if needed.

- 5) Illinois Department of Public Health – Hertz Additional Driver Fee
 - 6) Illinois Department of Public Health – Flight Approved for reimbursement of Southwest ticket in amount of \$343.98. If employee does not get reimbursed by Spirit for the canceled flight, she can request exception for that at next meeting prior to lapse, as it would not be easy for an employee to reimburse the State after the fact.
 - 7) Illinois Gaming Board – Resort Fees – Behl, Ken Steele noted that a more formal request from the agency is needed moving forward with any additional resort request fees, letting the board know the agency agrees to pay.
 - 8) Illinois Gaming Board – Resort Fees - Compton
 - 9) Illinois Department of Commerce and Economic Opportunity – Excess Transportation Costs
 - 10) Illinois Tollway – Out of State Travel Costs
 - 11) Illinois Department of Transportation – Booking Fees, it was noted the agency needs to be reminded that employees should be following the rules and cannot use a booking service for lodging.
 - 12) Illinois Department of Labor – Excess Lodging Rates
 - 13) Illinois Department of Public Health – Mileage Reimbursement, the travel calculator shows that both 336 miles and 376 miles gives the State vehicle as most economical followed by the rental vehicle, therefore as request states a State vehicle was not available, and the employee took personal, it was approved for her to be reimbursed for the flat rate of \$32.00 per day for four days for a total of \$128.00
- 5) New Business
- a) Update on JCAR rule Change to make the Governor's Travel Control Board rates in line with the Travel Regulation Council rates. Sean Coombe stated that he has requested the second notice with JCAR, and it will likely be on the agenda in July and adopted in August.
 - b) HB3817 – Article 20 – Pages 508-511 – takes effect January 1, 2024 Sean Coombe explained that there will need to be Travel Regulation Council meeting to adopt change, then he can run the rule change through JCAR so that is is ready to be effective January 2, 2024
 - c) Update on AirBnB – Sean Coombe explained that there is a current travel update that bans the use of these, and he feels this was an error. The rules state that an employee shall be reimbursed up to 75% of controlled housing costs. Controlled housing would cover an employee that rents or owns, so renting an AirBnB would be covered under this provision. He stated that the current 75% has not been updated since around 1992, and that he can provide several options to make these changes at the next board meeting. Chariman Raven DeV Vaughn stated that she likes for employees to have options and as long as the details make sense it would be a good option.
6. Adjournment – A motion was made to adjourn the meeting at 2:53 PM by Ken Steele and Chairman DeV Vaughn seconded the motion.