

GOVERNOR'S TRAVEL CONTROL BOARD

Meeting of the Board

December 2, 2024

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, Chair
Ken Steele, Member

Springfield:

Jim Foys, Member
Anna Mason, Central Management Services, State Travel Coordinator
Marelda Baidy, Central Management Services, State Travel Coordinator

Webex:

Sean Coombe, Attorney, Central Management Services
Jessica Guinn, Governor's Office of Management and Budget
Jessica Westerfeld, Governor's Office of Management and Budget

1. Call to Order - At 2:03 PM Chair DeVaughn called to order a meeting of the Governor's Travel Control Board.
2. Roll Call - Members Present: Chair Raven DeVaughn, Member Ken Steele, Member Jim Foys.
3. Consideration of Minutes - The August 27, 2024 minutes were considered. Chair DeVaughn asked for a motion, Member Steele moved and second by Member Foys. Motion passed.
4. Presentation of the Exception Report – Marelda Baidy presented the board with the FY25 2nd quarter exception report.
5. Matters for Board Consideration
 - a) Exceptions – the following exceptions were approved
 1. Illinois Department of Central Management Services – Hotel No Show – approved with the letter includes the email from CMS stating the reason as FMLA.
 2. Illinois Department of Commerce and Economic Opportunity – Baggage Fees
 3. Illinois Department of Transportation – Lodging and Airfare
 4. Illinois Department of Transportation – Resort Fees
 5. Illinois Department of Transportation – No Show and Resort Fees
 6. Illinois Guardianship and Advocacy Commission – Excessive Lodging – approved with letter stating employees should confirm the room type matches the state rate published on the GSA website.

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7. Illinois Power Agency – Amtrak Rate
 8. Illinois State Police – Hertz agreement – Executive Protection Unit
- b) Exceptions – the following exception was placed on hold for additional information from the agency. Questions below.
1. Illinois Department of Public Health – Camper Rental and Fees
Letter to agency should include the following questions: did DPH receive any appropriation to pay 2023 cost for the new fiscal year, why didn't the employee(s) use a State vehicle, where is the paperwork detailing the \$60 per day parking and ask the agency to put the costs for 2023 and 2024 in charts and include a comparison with the lowest cost per person.
- 6) Old Business:
- a) Amtrak Agreement – Anna Mason reported a meeting was held with the Travel Coordinators, Sean Coombe, CMS Procurement staff and the CMS Procurement Attorney. The CMS Procurement Staff and the Procurement attorney agreed we should not seek a contract with Amtrak because we do not know what rates they will want due to lack of another entity to contract with. Following the meeting, the Procurement Attorney provided Market Research to the group on rail travel policies and discounts with the City of Chicago, the Federal Government and border States. The results, Chicago uses a third party management company, the Federal government employees are offered discounted rates within the Northeast Corridor and discounts for business travel on Coach fares nationwide. Missouri, Indiana, Kentucky and Wisconsin do not provide state employee rates or discounts. The Members agreed to not pursue a contract with Amtrak.
 - b) Travel Regulation Council (TRC) Meeting 2024 – Sean Coombe stated the Council was in favor of the new language for the General Services Administration rates.
- 7) New Business: Member Steele asked about changing the language for the toll transponder in the Hertz contract. Sean stated the contract was negotiated by the Chief Procurement Office and is set to expire in May 2025. Member Steele said he has a contact and will check with them about changing the language.
- 8) Adjournment – Chair DeVaughn asked for a motion, Member Steele, moved to adjourn, second by Member Foys, motion passed. Meeting adjourned at 3:07 p.m.