

GOVERNOR'S TRAVEL CONTROL BOARD

Meeting of the Board

March 20, 2024

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: Raven DeVaughn, Chairman

Springfield: Ken Steele, Member

Jim Foys, Member

Anna Mason, Central Management Services, State Travel Coordinator

Marelda Baidy, Central Management Services, State Travel Coordinator

Sean Coombe, Attorney Central Management Services

Webex: Jessica Guinn, Governor's Office of Management and Budget

Jessica Westerfield, Governor's Office of Management and Budget

1. Call to Order - At approximately 11:00 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 December 19, 2023 minutes were considered and Ken Steele noted two corrections, change Aubrey Hawkings name to Aubrey Hopkins and change commente to commented under Old Business 6) c. A motion was made by Jim Foys with a second to approve with corrections by Ken Steele.
4. Presentation of the Exception Report – Marelda Baidy presented the board with the FY24 2nd quarter exception report.
5. Matters for Board Cosideration
 - a) Exceptions – the following exceptions were approved
 - 1) Office of the Governor– Blanket Exception Request FY25 Lodging Rate, Cancellation and Change Charges and Hertz Rental
 - 2) Governor's Office of Management and Budget – Registration Service Fee
 - 3) Illinois Department of Public Health – Early Arrival Fee
 - 4) Illinois Department of Public Health – Travel Package
 - 5) Illinois Property Tax Appeal Board – Cancellation One Night Fee
 - 6) Illinois Department of Central Management Services – Amtrak Rate
 - 7) Illinois State Police– Blanket Out of State travel requirement – ISP Honor Guard

STATE OF ILLINOIS
Governor's Travel Control Board

Minutes – March 20, 2024

Page 2 of 2

- 8) Illinois Department of Transportation – Blanket Exception Request FY25 Employee Controlled Housing
 - b) The following exception was returned to the Agency for clarification
Illinois Department of Veterans Affairs – Airline Seat Selection Fees
6. Old Business
 - a) Update on JCAR Rule Change – Section 2800-410 Employee Owned or Controlled Housing (this will allow Airbnb)– Sean Coombe noted the change is effective today, Mach 20, 2024 and a Travel Update will be posted on the Travel Guide website as soon as possible.
 - b) Changes Effective January 1, 2024 – Updates Per Diem and \$5 incidental – Sean Coombe noted he discussed the update with the Illinois Office of the Comptroller's Attorney and they concluded the Meals and Incidentals breakdown only includes meals. The \$5 incidental expense is not included.
 - c) 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 – The Board members and legal counsel discussed and no changes to that section were proposed. It was recommended that any agency that required approval within 30 days of travel submit an exception request to the GTCB for a waiver of 80 Ill. Adm. Code 2800.700 (b), which should satisfy the auditors going forward.
- 7) New Business – The following provision was approved
 - a) Remote Attendance Provision Section 2800.120 Remote Attendance – Sean Coombe. If a quorum of the members of the Board are physically present, as provided for in Section 2.01 of the Open Meeting Act [5 ILCS 120], a member not physically present may attend by way of video or audio conference if:
 - a) The member is *prevented from physically attending* due to:
 - 1) *personal illness or disability;*
 - 2) *employment purposes or the business of the public body;*
 - 3) *a family or other emergency [5 ILCS 120/7]; and*
 - b) The member notifies the chair and/or the Council staff prior to the meeting unless advance notice is impractical, of their desire to attend by way of video or audio conference; and
 - c) A majority vote of the Council is held approving of the member's attendance by way of video or audio conference.

Adjournment – Chairman Raven DeV Vaughn moved to adjourn, second by Ken Steele. The meeting was adjourned at 11:45 AM.