

## GOVERNOR'S TRAVEL CONTROL BOARD

### Meeting of the Board

June 16, 2025

1:00 PM

Webex

Elgin Room, 10<sup>th</sup> 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

Sean Coombe, Attorney, Central Management Services

Anna Mason, Central Management Services, State Travel Coordinator

Marelda Baidy, Central Management Services, State Travel Coordinator

#### Webex:

Lacy Golden, Governor's Office of Management and Budget

Jessica Westerfield, Governor's office of Management and Budget

Christina Banker, IL Dept. of Financial and Professional Regulation

Christopher Rector, IL Department of Transportation

Steven Phillips, IL Department of Transportation

1. Call to Order - At 1:05 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. Remote Attendance - None
4. Consideration of Minutes - The March 18, 2025 minutes were considered. Chair DeVaughn asked for a motion, Member Steele moved and second by Member Foys. Motion passed.
5. Presentation of the Exception Report – Marelda Baidy presented the board with the FY25 4<sup>th</sup> quarter exception report.
6. Matters for Board Consideration
  - a) Exceptions – the following exceptions were approved
    1. Governor's Office – Blanket Exception Request FY26 – Member Steele abstained
    2. Illinois Department of Central Management Services – Amtrak ticket - Chair DeVaughn abstained
    3. Illinois Prisoner Review Board – Valet Parking

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4. Illinois Prisoner Review Board – Amtrak Ticket
  5. Illinois Department of Public Health – Camper Fee
  6. Illinois State Police – Blanket Travel Request FY26
  7. Illinois Department of Transportation – Resort Fee
  8. Illinois Workers' Compensation Commission – Early Departure Fee
  9. Illinois State Police – Late Checkout Fee
  10. Illinois State Police – Late Checkout Fee
- b) Exceptions – the following exceptions were returned, received denial, or partial approval and partial denial, as list below:
1. Illinois Department of Commerce and Economic Opportunity – Excessive Lodging Rate – Returned to agency requesting the rates quoted from the other hotels and sent back to the Board prior to GTCB meeting to be held in August 2025.
  2. Illinois Department of Commerce and Economic Opportunity – In-headquarters expense - Denied.
  3. Illinois Department of Natural Resources – Late check fees – Denied. Amtrak Ticket – Approved.
- 7) Old Business:
- a) Rental Car Agreement – Marelda Baidy reported the agreement is at the Purchasing Officer stage and the agency will submit it again to the SPO, the SPO had additional questions. Anticipated completion of the agreement is within the next week or two.
  - b) FY26 Preferred Hotels – Marelda Baidy reported 239 emails were sent, to date 94 are signed and 12 are in progress. Another email was sent to the hotels on June 6<sup>th</sup> requesting Preferred Hotel information. Member Foys suggested another email should be sent by the end of the week, Marelda said the travel coordinators would send another email. Member Steele asked about the three hotels he had provided information to the travel coordinators. Marelda said two hotels had received 2 emails and no response and three voicemail messages left at the third hotel with no response.
  - c) Out of Country Rules – Sean Coombe said the language has been filed. Once completed a Travel Update will be sent explaining why the old rules were repealed, which entities to use to determine Out of Country Rates and were to find the Rates.
- 8) New Business:
- a) Chair DeV Vaughn presented the idea of having options for long term stay during the last two weeks of session, the Illinois State Fair and the DuQuoin State Fair. Discussion followed about very defined guidance, parameters about what should be used, type of room, and how many hotels should be contacted. Chair DeV Vaughn asked the members if they were okay with her, the CMS attorney and the travel coordinators to come up with a plan and present it at the next meeting in August 2025. The members agreed.
- 9) Adjournment – DeV Vaughn asked for a motion, Member Steele, moved to adjourn, second by Member Foys, motion passed. Meeting adjourned at 2:02 p.m.