

## GOVERNOR'S TRAVEL CONTROL BOARD

### Meeting of the Board

August 26, 2025

9:00 AM

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: Christopher Rector, IL Department of Transportation

1. Call to Order - At 9:08 AM 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 June 16, 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. Illinois Department of Innovation and Technology – Amtrak Ticket Cancellation Fee
    2. Illinois Department of Natural Resources – Lodging and Resort Fee
    3. Illinois Department of Revenue – Employee Controlled Housing
    4. Illinois Department of Revenue – In-Headquarters Expense
    5. Illinois Department of Transportation – Hotel Late Check Out Charge
    6. Illinois Department of Transportation – In-Headquarters Expense
    7. Illinois Department of Transportation – Resort Fees
    8. Illinois Department of Labor – Amtrak Rate

9. Illinois Department of Healthcare and Family Services – VRBO Charges
10. Illinois State Police FY26 Exception – 30 Day Advance GOMB Submission – Exigent Operations Out of State Travel

b) Exceptions – the following exceptions were denied:

Exception Held from 6/16/25 meeting requesting additional information:  
Illinois Department of Commerce and Economic Opportunity – Excessive Lodging Rate

Illinois Law Enforcement Training Standards Board –FY26 Staff In-Headquarters Expense

a) Tabled | Approved with additional information:

Illinois Department of Finance and Professional Regulation – Non-refundable Airline ticket. This exception was approved after additional information was requested and received.

b) Exceptions – the following exception was tabled to the next meeting. More information was requested by member Foys:

Illinois Department of Central Management Services – Hotel Late Cancellation Charges

1) Old Business

- a) Long Term Stay – Anna Mason and Marelda Baidy reported that Travel Update 26-02 was posted on the State Travel Website.
- b) Car Rental Agreement – Hertz – Anna Mason and Marelda Baidy reported that an agreement with Hertz had been reached, and Travel Update 26-03 was posted on the Website. Sean Coombe mentioned that a change was added to the Travel Update in regard to insurance coverage. If an employee is not renting a vehicle from Hertz, they are strongly encouraged to obtain the damage and collision insurance because the State's auto plan will not cover property damage to rental vehicles in most instances.

2) New Business

Chair DeVaughn asked Member Steele if he had questions regarding Amtrak. He said no, his questions were answered earlier.

Chair DeVaughn and Member Foys asked Sean Coombe to update the rule | language on staying at a Conference Hotel in Headquarters versus hosting a Conference in Headquarters.

3) Adjournment – Chair DeVaughn asked for a motion, Member Steele, moved to adjourn, second by Member Foys, motion passed. Meeting adjourned at 10:00 a.m.