

SECRETARY OF STATE TRAVEL CONTROL BOARD

Minutes of Meeting held on Thursday, January 29, 2015

Terri Coombes called the January 29, 2015 Travel Control Board meeting to order at 11:00 a.m., in Room 213 Statehouse, Springfield, Illinois.

Roll call was taken. Present was Terri Coombes, Linda Piccioli, Amy Williams, Amanda Trimmer, Jacqueline Price, Jacki DiCianni, and Angela Inghram.

Linda Piccioli moved to approve the minutes of the previously held Travel Control Board meeting of October 23, 2014, and Jacki DiCianni second the motion.

Committee members reviewed and discussed the Legislative Audit Commission travel exceptions quarterly report. Angela Inghram submitted a clarification memo from the Vehicle Services department regarding their use of valet parking. The clarification was acceptable to the board. Jackie Price reported that the price of valet parking has increased since last year, so it is affecting the departments travel budgets.

Jackie Price reported on the CMS Update #15-03 which increases the mileage rate to 57.5 cents per mile for personal vehicle use on state business. The Budget & Fiscal Management office will be sending a memo to all departments this week notifying them of the mileage increase. Jacki DiCianni requested that the memo stress the importance of using motor pool vehicles for state business instead of personal vehicles, if at all possible.

Angela Inghram submitted the Travel Control Board meeting dates for 2015. Linda Piccioli will be checking the dates with the Secretary's schedule and will report back at the next meeting.

Jackie Price and Terri Coombes reported that the Secretary of State employee travel regulations need to be updated on the Secretary of State website. Legal will review and sign off on the updated regulations submitted by Jackie Price, before posting.

Amy Williams moved to adjourn the meeting and Jacki DiCianni second the motion.