

SECRETARY OF STATE TRAVEL CONTROL BOARD

Minutes of Meeting held on Wednesday, July 15, 2015

Terri Coombes called the July 15, 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.

Jacki DiCianni moved to approve the minutes of the previously held Travel Control Board meeting of April 16, 2015, and Amanda Trimmer second the motion.

Committee members reviewed and discussed the Legislative Audit Commission travel exceptions quarterly report. Jackie Price reported that due to valet parking costs, the quarterly report was higher than normal. In some cases, employees have no choice but to use the hotel valet parking service while traveling. The board discussed various valet parking rates in Chicago which range from 43.00 – 69.00 per night. Terri Coombes stated that we keep approving valet parking as the board previously approved.

Jackie Price reported that the Legislative Audit Commission quarterly headquarter report was filed for our agency on July 14, 2015. The report is filed and used to audit employees travel vouchers.

Angela Inghram reported that the FY16 CMS Travel Guide changed the City of Chicago and Cook County hotel rates to the federal government lodging rate. Jackie Price stated that the Secretary of State has not adopted the federal government lodging rate at this point. All employees should continue to get three quotes for their lodging while on travel status. The board will revisit this topic at the next travel control board meeting. Angela Inghram will submit a cost analysis to the board at that time.

The board decided that the third quarterly travel control board meeting will be held on October 15, 2015. The fourth quarterly meeting will be held on January 21, 2016.

Linda Piccioli moved to adjourn the meeting and Amy Williams second the motion.