

## SECRETARY OF STATE TRAVEL CONTROL BOARD

### Minutes of Meeting held on Thursday July 21, 2016

Terri Coombes called the July 21, 2016, Travel Control Board Meeting to order at 11:00 a.m., in Room 213 Statehouse Springfield, Illinois.

Roll Call was taken. Present were Terri Coombes, Linda Piccioli, Jacki DiCianni, Amy Williams, Amanda Trimmer, Jaqueline Price, and Alexander Holmes.

Linda Piccioli moved to approve the minutes from the previously held Travel Control Board meeting of April 21, 2016, and Jacki DiCianni seconded the motion.

The committee members reviewed and discussed the Legislative Audit Commission travel exceptions report. The majority of the exceptions included parking fees in the city of Chicago.

Jaqueline Price discussed the revitalization of an old policy of requiring Post-Travel Reports from workers. This report would require a memorandum indicating, the nature of the travel, synopsis of conference workshop topics, and the relationship of the travel within the Office of the Secretary of State, and new procedures that could potentially improve office operations. This is a policy from 1999 that the board feels will help with bringing new ideas back from conferences. Reports would be sent to the Budget Office for review. Jacqueline Price moved to approve this policy and Linda Piccioli seconded the motion.

Alexander Holmes discussed the Governor's Travel Control Board Travel Update #17-01. The update stated that state employees are required to contact preferred hotels first when seeking overnight accommodations. The board stated that employees should continue to get 3 quotes for hotels and to stay within the budget limits.

In other business, Jaqueline Price discussed that as a part of the Travel Update #17-01; a hard copy of the Travel Guide for State Employees will not be printed, but instead will be available on the internet.

Jacki DiCianni motioned to adjourn the meeting and Amanda Trimmer seconded the motion.