

## OFFICE OF THE SECRETARY OF STATE

As provided in the Illinois Constitution, the Office of the Secretary of State's main functions are to maintain official state records and the state seal. However, many additional responsibilities have been added over the years, making the office one of the largest and most diverse of any of its counterparts nationwide.

As the second-largest state constitutional office, the Secretary of State's office is visited by more Illinois residents than any other in state government. The office generates approximately \$2.8 billion in annual revenue with nearly \$1.5 billion a year designated for state highway construction funds. The office registers investment advisers, securities dealers, lobbyists and businesses. It also manages one of the largest computer databases in Illinois, keeping track of approximately 9 million drivers, 11 million registered vehicles and 480,000 corporations. The office is an important resource for educating the public about traffic and school bus safety, drunk driving, securities fraud, literacy and organ/tissue donation.

Secretary of State Jesse White has remained committed to enhancing customer service at facilities and online, promoting safety on Illinois roads and strengthening the integrity of the office. Technology upgrades in the office have improved the online renewal of driver's licenses and license plates as well as a variety of business transactions. Motorists may now print a receipt from the Secretary of State to serve as temporary proof for 30 days that a vehicle renewal sticker was purchased online in a timely manner. White's efforts to restore public trust in the office include establishing a code of conduct for employees, setting strict fundraising policies that prohibit employee contributions, giving his Inspector General subpoena powers and increasing penalties for offering or accepting bribes.

More than 2.3 million people have registered for electronic vehicle registration reminder notifications, which help save taxpayer dollars. Vehicle owners can sign up for email notifications by visiting the Secretary of State website, [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com). The one-time registration process allows vehicle owners to receive a series of three email notices per vehicle each year reminding them of the upcoming expiration date.

Secretary White upgraded security features to the driver's license/ID card (DL/ID) design and expanded the central issuance process for DL/ID cards to all applicants in an effort to better protect citizens from fraud and identity theft. With implementation of these changes, Illinois moved closer to achieving full REAL ID compliance, which is a federal mandate of the U.S. Department of Homeland Security (DHS). Central issuance provides better fraud and identity theft prevention by allowing the office to investigate possible fraud before applicants receive their DL/ID — and preventing its issuance and mailing. The design of the DL/ID card has been upgraded with important features that over-the-counter technology cannot produce.



**Secretary of State Jesse White announces new security features and a central issuing process for driver's licenses and state identification cards.**

Secretary White initiated a cost-efficient passenger license plate replacement program to replace the oldest license plates with newly designed plates at no additional cost to Illinois taxpayers. The purpose of the program is to ensure that older license plates



**Secretary of State Jesse White unveils the new passenger license plate design and replacement program, which began in January 2017.**

on Illinois roads are replaced as reflectivity diminishes with age, which impacts law enforcement's ability to quickly and accurately identify license plate numbers.

Secretary White has pioneered numerous traffic safety initiatives that have made Illinois a model nationally. Mothers Against Drunk Driving (MADD) awarded White the 2015 Legislative Champion for his successful efforts to deter drunk driving. White also received the Martha Irwin Award for Lifetime Achievement in Highway Safety from the American Association of Motor Vehicle Administrators.

White recently initiated a new comprehensive DUI law, which originated from his Advisory Committee on Traffic Safety, containing five measures to increase participation in the state's nationally heralded Breath Alcohol Ignition Interlock Device (BAIID) program. The proposals were strongly supported by MADD and the Alliance Against Intoxicated Motorists.

White continues his work to enhance Illinois' nationally recognized Graduated Driver Licensing (GDL) program for young drivers. Since enhanced GDL provisions were implemented in 2008, including extending the instruction permit phase to nine months and establishing additional passenger and nighttime driving restrictions, teen driving deaths in Illinois have fallen by nearly 50 percent.

Secretary White initiated a new law allowing U.S. military veterans and National Guard and Reserve personnel to get an updated DL/ID card with the word "VETERAN" displayed on the card. The law, supported by White who served as a paratrooper in the U.S. Army's 101st Airborne Division and as a member of the Illinois National Guard and Army Reserve, allows veterans who have received an Honorable or General under Honorable Conditions discharge to pursue the veteran's designation on their DL/ID card. The veteran's designation provides proof of military status to ensure veterans in Illinois receive services and benefits, including health care, education and employment assistance.

The Secretary of State's Organ/Tissue Donor Program continues to be a model for other states. Secretary White's First-Person Consent legislation made a person's decision to become an organ donor legally binding. The state's donor registry currently tops 6 million potential donors.

Among his other duties, Secretary White serves as State Librarian, overseeing the Illinois State Library and the state's literacy program. As State Archivist, White has oversight of the Illinois State Archives and its seven regional depositories at universities statewide.

## Accounting Revenue



**John Grzymiski**  
Director

The Accounting Revenue Department receives all revenue collected by the Office of the Secretary of State and deposits it into funds designated by statute. The department collects the third-largest source of income for the State of Illinois at \$2 billion annually. The department also oversees all aspects of money management associated with revenue collections, including analyzing revenue and sales data for comprehensive program planning, collecting on insufficient fund checks and processing refunds.

Field staff members conduct audits on all banks and currency exchanges participating in the Secretary of State's Over-the-Counter Sticker Sales Program, Illinois-based interstate trucking companies, which are registered under the International Registration Plan (IRP), and more than 600 remitters who issue Temporary Registration Permits.

## Administrative Hearings



**Thomas Rubbone**  
Director

The Administrative Hearings Department conducts hearings for individuals seeking driving relief after a driver's license suspension or revocation. Formal hearings primarily involve multiple DUI offenders and detailed inquiries are conducted to determine whether a DUI offender will endanger the public's safety and welfare if driving privileges are restored. Informal hearings involve general driver's license matters and legal challenges to license revocations and suspensions. Informal hearing officers also provide consultations for DUI offenders requiring a formal hearing.

Safety Responsibility hearings determine probable fault for motorists involved in crashes. Non-driver hearings involve the denial, cancellation, suspension or revocation of vehicle titles and registrations, automobile dealerships, remittance agents, commercial driving school licenses and International Registration Plan audits, as well as Motor Vehicle Review Board and Department of Business Services cases.

## Illinois State Archives



**David Joens**  
Director

The State Archives maintains state records of permanent, legal, administrative or historical value dating back to 1734, with more than 76,000 cubic feet of records. Important documents that have deteriorated are restored and repaired in the restoration laboratory, which treats more than 60,000 documents annually.

Information available through the State Archives includes: materials relating to the Illinois Territory; public land sales; federal and state censuses; Civil War units; banking and state finance; public works projects; the Illinois and Michigan Canal; transportation, education, mental-health and social-service agencies; labor issues; law enforcement and corrections; and military documents. The Archives handles more than 28 million reference requests annually with its in-house staff and 50 online databases. More than 26,000 requests for information come from other state agencies.

The Records Management Section acts as a service agency for state and local agencies. It offers advice and provides for the economical and efficient management of records, ensures maintenance and security of those documents to be preserved and separates records of temporary value for disposal.

The Archives also strives to preserve historical local government records through the Illinois Regional Archives Depository System (IRAD). Working with the Local Records Commission and local officials, the State Archives transfers valuable records to seven state universities designated as official regional depositories.

## **Budget & Fiscal Management**



**Jacqueline Price**  
Director

The Budget and Fiscal Management Department prepares the Secretary of State's budget for presentation to the General Assembly. The department manages expenditures for the office's \$400 million annual budget with appropriations for 55 different funds, while monitoring receipts for more than 80 funds. In accordance with state Comptroller reporting requirements, department staff prepares fund financial statements, an annual Financial Audit Report for the Office of the Secretary of State and the State of Illinois Comprehensive Annual Financial Report.

The Voucher Division audits and processes nearly 30,000 non-payroll vouchers annually including travel, commercial and refund transactions. The Payroll Division processes approximately 4,500 payroll warrants twice a month utilizing 80 pay codes. The Purchasing Division processes nearly 1,600 contracts annually, including grants, contractual employee and legal service contracts. An estimated 150 competitive solicitations and 270 purchase orders are issued each year in accordance with the Illinois Procurement Code and Purchasing Rules. The department also serves as a fiscal research and financial reference center for the office.

## **Business Services**



**Raymond S. Cachares**  
Director

The Department of Business Services is the official administrative agency and document repository for all business entities formed or registered in the State of Illinois. These entities include corporations, not-for-profit corporations, limited liability companies (LLCs), limited partnerships (LPs) and limited liability partnerships (LLPs). The department also manages filings processed under Revised Article 9 of the Uniform Commercial Code (UCC) and administers Trademarks and Service marks issued by the state. The department maintains electronic records of all business entity documents administered by the department.

The Corporations Division maintains records of corporations dating back to the mid-1800s. More than 380,000 business corporations and 92,900 not-for-profit corporations are currently registered to transact business in Illinois. In 2016, the division incorporated 38,465 new business corporations and 5,644 not-for-profit corporations, collecting about \$228 million in revenue.

The Liability Limitation Division administers statutes pertaining to LLCs, LPs and LLPs. Since 1994, the division has formed or registered more than 467,000 LLCs, 40,000 LPs and more than 3,300 LLPs. In 2016, the division collected more than \$84 million in

revenue. The UCC Division administers the provisions of Revised Article 9 of the Uniform Commercial Code and processes filings made under the Federal Tax Lien Act. With more than 700,000 secured interest filings on record, the division collected more than \$3 million in revenue in 2016.

The department offers many online services for businesses in Illinois on the Secretary of State's website at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com).

## Communications



**Bob Yadgir**  
Director

The Communications Department coordinates the writing, design and production of all printed, audiovisual and online materials distributed by the office. Major publications include the biennial *Illinois Blue Book* and the *Handbook of Illinois Government, Illinois Rules of the Road* booklets and state highway maps.

The department creates various materials about the office's programs and services including brochures, booklets, newsletters, posters, videos and displays.

Through the Secretary of State's press office, Communications disseminates information on office programs, services, policies and procedures to news media outlets statewide. The department also coordinates email correspondence received from the public through the Secretary of State's website.

## Court of Claims



**Erica Katava**  
Director

The Court of Claims processes claims of monetary damages or personal injury against the state. Secretary White serves as ex-officio Clerk of the Court of Claims. The clerk's office provides support services to the seven judges and 16 commissioners of the court. The court also awards compensation to victims of violent crimes under the Crime Victims Compensation Act, as well as benefits to families of police officers, firefighters and military personnel killed in the line of duty.

## Driver Services



**Michael J. Mayer**  
Downstate Director

The Driver Services Department issues driver's licenses and state ID cards at 137 Driver Services facilities statewide. Facilities also provide driving record abstracts, vehicle registration sticker sales and voter applications. Several facilities serve as regional commercial driver's license facilities, and mobile units provide services at part-time locations and special events statewide. Currently, there are nearly 9 million licensed drivers and more than 3 million state ID cardholders in Illinois.

The Safe Driver Renewal Program allows qualified drivers to renew their licenses online, by phone or by mail. Over 6 million drivers have taken advantage of the program since its inception. The department also oversees a statewide database of court supervisions, available only to courts and law enforcement authorities in an effort to identify habitual traffic offenders.



**Rick Kurnick**  
**Metro Director**

Driver Services manages more than \$500,000 in federal highway safety grant funds for projects to improve traffic safety in Illinois. The Safe Ride Program mandates fingerprinting and criminal background checks of all new school bus driver applicants. The Keep Me in a Safe Seat Program manages several child safety seat fitting stations across the state.

On July 1, 2016, the process for issuance of an Illinois driver's license or identification card (DL/ID) changed in an effort to meet federal standards. Applicants visiting Driver Services facilities now receive a temporary, secure paper document, which is valid for 90 days for driving and/or identification purposes. After fraud checks have been conducted to ensure the applicant's identity, a high quality, more secure DL/ID is sent via U.S. mail within 15 business days to the applicant's address.

The Secretary of State's Organ/Tissue Donor Program provides funding to educate the public about the critical need for organ and tissue donation. Employees at Driver Services facilities statewide are an important link to registering potential donors. The department also administers the Super Seniors Program, providing seniors with information to obtain or renew a driver's license.

## Index



**David Weisbaum**  
**Director**

The Index Department derives its duties from the Illinois Constitution and maintains the official records of the acts of the General Assembly and the executive branch of government.

The Administrative Code Division maintains files for all state agency administrative rules as mandated by the Illinois Administrative Procedure Act. The division also publishes the weekly *Illinois Register*, containing all proposed and adopted rules of state government.

The Public Records Division files Statements of Economic Interests as required by the Illinois Governmental Ethics Act; assigns Public Act numbers to legislation; conducts the drawing for Senate terms of office; registers deposits of international and domestic wills; certifies election results for state, federal and various local officials; and supervises the Electoral College for Illinois.

The Notary Public Division issues and renews notary public commissions and grants apostille certifications, certificates of authority for notaries and certificates of incumbency for county and circuit clerks. The Lobbyist Division registers lobbyists and maintains expenditure disclosure reports for lobbyists and their employing entities.

## Information Technology



**Jeffrey Carter**  
**Director**

The Department of Information Technology maintains the technology and communications infrastructure of the office and develops better ways of serving the public through technology. The department is involved in all technology initiatives within the office from the telephone systems to the website, to document management and the maintenance of computers and wireless devices. It also handles the development and maintenance for all computer-based systems, including computer-generated reports, computer entry screens and customer transactions.

The Secretary of State's computer network includes more than 4,000 users in 24 office buildings and 137 Driver Services facilities. Many agencies outside the office rely on Secretary of State database information to provide services to Illinois residents. Law enforcement officers nationwide can access the database for Illinois driver's license and vehicle information through the law enforcement LEADS system.

### **Inspector General**



**James B. Burns**  
**Inspector General**

The Office of the Inspector General investigates allegations of wrongdoing involving Secretary of State personnel to enforce the high ethical performance standards imposed by Secretary White. When criminal conduct is involved, the Inspector General makes a referral to and works with the appropriate law enforcement agency.

The Inspector General's duties include monitoring all aspects of procurement and enforcing governmental revolving-door prohibitions. The office's jurisdiction extends to investigating alleged wrongdoing by lobbyists and entities that employ lobbyists. The office also conducts special reports based on regular inspections, evaluations and reviews of Secretary of State operations to identify and eliminate waste, fraud and abuse, as well as to identify vulnerabilities in the system and suggest appropriate action.

### **Intergovernmental Affairs**



**Jill Zwick**  
**Director**

Intergovernmental Affairs serves as a central, reliable informational resource for federal, state and local officials, their staffs and related associations, as well as for other Secretary of State departments. The department also oversees outreach efforts on Secretary of State programs and services at many public, governmental and educational venues across the state, as well as a number of special committees and councils.

### **Internal Audit**



**Stell Mallios**  
**Director**

The Office of Internal Audit is responsible for reviewing and testing accounting and financial activities to provide a continuing appraisal of the adequacy and effectiveness of management controls. Secretary White has charged the office with providing informed and constructive analysis of existing and proposed procedural, operational and other non-accounting functions and duties within the scope of internal auditing.

## Legislative Affairs



**H.W. Devlin**  
Director

The Legislative Affairs Department develops, coordinates and directs the Secretary of State's legislative agenda and serves as Secretary White's official liaison to the General Assembly. The department analyzes legislation affecting the office, represents Secretary White before Illinois House and Senate committees and provides an array of constituent services for legislators.

## Operational & Technological Security

The Department of Operational and Technological Security is responsible for major disaster contingency planning, preparedness and recovery from natural disasters, man-made emergencies and terrorist incidents affecting the office statewide. This includes the protection of employees, buildings and equipment, thereby reducing and mitigating disruptions to Secretary of State operations. The department shares oversight of security issues with the Department of Information Technology, including protection against the improper or illegal use of the computer network and effective response to incidents of cyber-terrorism.

## Personnel



**Stephan Roth**  
Director

The Personnel Department administers personnel services as established by the Secretary of State's Merit Employment Code and the Rules of the Department of Personnel. The department is responsible for establishing positions, testing and hiring applicants and training and disciplining employees.

Programs administered by the department include health, dental and life insurance benefits, workers' compensation, deferred compensation, applicant testing, employee testing and training, affirmative action and equal employment opportunity and labor relations.

## Physical Services



**Michael Wojcik**  
Director

The Physical Services Department is responsible for property management of the 20 buildings that comprise the State Capitol Complex and surrounding area in Springfield and four buildings in Chicago. General maintenance and rehabilitation is provided for more than 3 million square feet of office space, 27 surface parking lots and 750,000 square feet of grounds. As custodians of the Capitol Complex and Secretary of State offices in Chicago, Physical Services employees maintain the offices of 60 departments and commissions and more than 100 miles of sidewalks and parking lots.

Physical Services supports many special events at the Capitol Complex and at civic events statewide. Tours of the State Capitol are given daily from 8 a.m. to 4 p.m., except on major holidays. The Visitors' Center across from the Capitol provides tourist information and a video presentation. The department also provides warehousing for office supplies, custodial and trades materials and processes more than 8 million pieces of mail annually.

## Secretary of State Police



**Sydney Roberts**  
Director

The Secretary of State Police is a sworn law enforcement agency whose mission is to enforce the Statutes and Administrative Code, as administered by the Secretary of State, providing specialized investigations and protective services to all those who live, work and conduct business in Illinois. The Field Division is dedicated to combating auto theft, investigating vehicle title, drivers' license and identity fraud and as well as the misuse and/or fraudulent use of other documents issued by the Secretary of State. The Capitol Police Division ensures public safety, identifies and mitigates threats, investigates criminal activity and prevents the loss of property within the State Capitol Complex. The Hazardous Device Unit consists of highly trained bomb technicians and explosive detection canines that provide logistical support to the Capitol Police Division as well as to federal, state and local agencies.

## Programs & Policies



**Terri Coombes**  
Director

Programs and Policies staff researches and develops initiatives to fulfill the long-range objectives and goals set forth by the Secretary of State. Staff members work with other Secretary of State departments to develop innovative programs to improve public service and ensure the timely implementation of new initiatives required by the General Assembly. The department also works in partnership with public and private sectors to provide improved services and reduced costs for Illinois residents.

## Securities



**Tanya Solov**  
Director

The Illinois Securities Department regulates the offer and sale of securities in Illinois. Securities offerings must be registered with the department, unless exempt by law. Entities that engage in broker-dealer activities or investment advisory services must also be licensed with the department.

Enforcement Division investigators and attorneys investigate complaints from investors and issue subpoenas and administrative orders in cases where the law is violated. Enforcement staff also refers cases to criminal authorities and assists in the investigation and prosecution of investment fraud. Special agents with police powers are authorized to seek seizure and forfeiture of assets through the Attorney General's office. Where assets are forfeited, civil actions are filed to return funds to defrauded investors. Audit staff conducts audits of broker-dealers and investment advisers. Audits that uncover fraud are referred to Enforcement staff and notices requiring corrective actions are issued.

The Securities Department is active in investor education and financial literacy programs, conducting seminars for investors and providing financial literacy teaching guides to Illinois schools. More information is available at [www.AvoidtheScam.net](http://www.AvoidtheScam.net).

## Illinois State Library



**Greg McCormick**  
Deputy Director

The Illinois State Library is the principal information resource for state government. The library has a collection of more than 5 million items and subscribes to electronic databases and services that allow patrons access to thousands of resources. The State Library serves as a regional federal documents depository, maintains an authoritative collection of historic and contemporary Illinois documents and houses more than 190,000 maps.

The State Library supports the Illinois Library and Information Network (ILLINET), consisting of thousands of libraries statewide. It also funds a network of three library systems that work with member libraries to coordinate library services and resource sharing.

The State Library administers grants to support and expand library services, enhance technology, and build and renovate libraries. Secretary White's innovative mentoring and technology program, Project Next Generation, for junior high school students is administered at several public libraries statewide.

The State Library promotes reading with programs such as the annual statewide Family Reading Night, Letters About Literature and the Read for a Lifetime Program. The library's Talking Book & Braille Service provides more than 17,000 visually-impaired or people with print disabilities with talking books, braille books and other services. The Literacy Office addresses the educational needs of adult learners and families through three types of literacy projects: adult family and workplace volunteer tutoring. Dedicated volunteer tutors assist learners at nearly 50 literacy projects statewide.

## Vehicle Services



**Ernie Dannenberger**  
Director

The Vehicle Services Department processes vehicle titles and registrations, issues license plates and renewal stickers and maintains vehicle records. The department issues nearly 3.5 million title documents and registers 11 million vehicles annually, generating more than \$1 billion in revenue for the state. The department also licenses and regulates vehicle dealerships to protect buyers from illicit or temporary operators and prevent the sale of stolen vehicles. The department offers license plate renewal and vanity and personalized license plates through Pick-A-Plate on the Secretary of State's website at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com).

The department administers the Electronic Registration and Title (ERT) program, which allows for faster processing of title documents and immediate receipt of permanent license plates and registration documents. More than 750 Illinois dealerships and 2,000 financial institutions participate in the program.

In 2017, the department launched a cost-efficient passenger license plate replacement program to replace the oldest license plates with newly designed plates. The license plates are manufactured by Macon Resources, Inc., in Decatur, a rehabilitation training facility for persons with disabilities. Producing license plates in Illinois has saved the state millions of dollars while encouraging skills development of persons with disabilities.

To monitor compliance with the state's mandatory insurance law, Vehicle Services mails questionnaires to random vehicle owners to verify insurance coverage. The department then suspends the registrations of uninsured motorists.

## Merit Commission

The Secretary of State’s Merit Commission approves Personnel rules and actions under the Merit Employment Code. The commission also conducts hearings on the appeals of employees regarding position classifications and certain disciplinary actions taken against employees. The commission then enforces compliance with its decisions. No more than three of the five commission members may be affiliated with the same political party.

**Merit Commission Members:** Richard Pellegrino, *chair*; Michael Masterson; Judith Myers; Edward Pacilli; and James Taylor.

## Secretary of State’s Staff Members



**Thomas Ned Benigno**  
*Deputy Secretary of State;  
Chief of Staff*



**Terri Coombes**  
*Deputy Chief of Staff*



**James B. Burns**  
*Inspector General*



**Irene Lyons**  
*General Counsel*

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|---------------------------|--|
| Linda Piccioli.....       | <i>Executive Assistant to the Secretary</i>            |
| April Doyle .....         | <i>Executive Assistant to the Secretary</i>            |
| Leo Louchios .....        | <i>Senior Policy Advisor</i>                           |
| Bob Yadgir .....          | <i>Senior Policy Advisor; Director, Communications</i> |
| Anthony Burnett .....     | <i>Executive Staff</i>                                 |
| Annette Czarowski .....   | <i>Executive Staff</i>                                 |
| Chester C. Czesak.....    | <i>Executive Staff</i>                                 |
| Jacqueline DiCianni ..... | <i>Executive Staff</i>                                 |
| Glenna Jones.....         | <i>Executive Staff</i>                                 |
| David Druker.....         | <i>Press Secretary</i>                                 |
| Henry Haupt .....         | <i>Deputy Press Secretary</i>                          |
| Elizabeth Kaufman .....   | <i>Deputy Press Secretary</i>                          |
| Rachel French .....       | <i>Manager, Community Relations</i>                    |
| Michelle Reboletti .....  | <i>Director, Scheduling</i>                            |
| Joyce Smith.....          | <i>Director of Advance, Downstate</i>                  |