



DEPARTMENT OF HUMAN RIGHTS AND ETHICS

RANJIT HAKIM
EXECUTIVE DIRECTOR

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May 22, 2014

Honorable Elizabeth Gorman
Commissioner, 17th District
Cook County Board of Commissioners
118 North Clark Street, Room 567
Chicago, Illinois 60602

Dear Commissioner Gorman:

In accordance with the Ordinance Adopting Guidelines for the Expenditure and Reimbursement of Contingency Funds for Cook County Commissioners (Cook County Ordinance 09-O-32), as amended on May 1, 2012, I have reviewed your April 2014 Contingency Account Expense Report, Reimbursement Requests, and supporting documentation submitted on May 15, 2014.

I have approved, signed, and forwarded the 29C form (and supporting documentation) to the Office of the Comptroller for further review.

As you may recall, the OIIG Report regarding the pre-amended Contingency Fund reimbursement process criticized the lack of transparency for expenses involving third parties. OIIG Summary Report No. IIG12-0059 (Sept. 26, 2012). One control added to the reimbursement process was to require that reimbursement requests for meals or other expenses in connection with a commissioner's attendance at a meeting or event include sufficient information to show that the expenses were incurred in the performance of a commissioner's official duties. Where supporting documentation includes a mileage log or some other records describing the meeting or event attended, the connection of a meal benefiting third parties to the performance of official duties may be self-evident. Where this documentation is not part of the original reimbursement request, I have asked your staff to include additional information regarding reimbursements for constituent meals and other expenses that benefit third parties on the Contingency Account Expense Report itself. My apologies in advance for the added burden to your staff, but I appreciate the cooperation and my hope is that this additional information will speed the reimbursement process and increase its transparency.

Sincerely,

Ranjit Hakim
Executive Director

TONI PRECKWINKLE

PRESIDENT

Cook County Board
of Commissioners

EARLEÁN COLLINS
1st District

ROBERT STEELE
2nd District

JERRY BUTLER
3rd District

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JOHN P. DALEY
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12th District

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13th District

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14th District

TIMOTHY O. SCHNEIDER
15th District

JEFFREY R. TOBOLSKI
16th District

ELIZABETH ANN DOODY GORMAN
17th District

cc: Lawrence Wilson, Comptroller, Office of the Cook County Comptroller
Matthew B. DeLeon, Secretary to the Board of Cook County Commissioners

**COOK COUNTY BOARD OF COMMISSIONERS
CONTINGENCY ACCOUNT EXPENSE REPORT FOR:**

April 1 – 30 , 2014

Commissioner: Elizabeth "Liz" Doody Gorman **District** 17

1. ATTENDANCE AT MEETINGS AND EVENTS IN THE PERFORMANCE OF OFFICIAL DUTIES (HELD BY OTHERS)

- a. Meals (if constituents are involved, Specify; generally, topics discussed) \$ 237.84
***Alcoholic beverages should not be purchased with contingency funds.**
- b. Cost for meetings and events in the performance of official duties (e.g. cost of tickets or admission fee) _____
- c. Other Costs (specify; must be for attendance at event and not for general promotion of organization) _____

2. TRAVEL AND TRANSPORTATION EXPENSE FOR COUNTY FUNCTIONS, MEETINGS AND DUTIES

- a. Fuel/Usage (at current mileage rate)
Cannot be for both fuel and mileage. _____
- b. Parking Fees/Tolls _____
- c. Financing Costs of Official Vehicle (is this vehicle used exclusively for official duties or % of use for County business) _____
Reimbursement for partial car payment for vehicle used by Commissioner in connection with officials duties [based on the percentage of vehicle usage attributable to County business [log attached]].
- d. Fare (specify air, bus, train, etc.) _____
- e. Public Transit, Taxi, Livery (Specify to, from) _____

3. EDUCATION PROGRAMS RELATED TO COUNTY GOVERNMENT (ENROLLED IN BY YOU)

Brief description of how course is related to government finance or other functions of county government.

- a. Tuition \$451.64
Reimbursement for loan for education program [MBA-University of Notre Dame] for topics associated with the functions of County government [synopsis attached] completed.
- b. Fees
- c. Books

4. PERIODICALS AND PUBLICATIONS RELATED TO OFFICIAL DUTIES.

- a. Other Materials (specify)
- b. Newspapers \$ 14.00

- c. Journals
- d. Magazines
- e. Books
- f. Electronic Subscriptions
- g. Other (specify)

5. **MEMBERSHIP FEES FOR COMMUNITY OR CIVIC ORGANIZATIONS**

(Specify the organization)

6. **COSTS DIRECTLY RELATED TO THE PROVISION OF COUNTY CONSTITUENT SERVICES (BY YOUR OFFICE)** (specify) (if constituents are involved, specify generally topics discussed)

7. **I HAVE NOT ACCEPTED CONTINGENCY FUNDS FOR THE PERIOD**

_____ to _____

8. **I HAVE ACCEPTED CONTINGENCY FUNDS FOR THE PERIOD**

_____, but I HAVE NOT USED THEM DURING THIS REPORTING PERIOD.

For all categories, please attach the following documents in support of the above list of expenditures. All documents must be legible. Where it is indicated, please specify the additional necessary information on the attached documents.

- a. Mileage Logs
- b. Fuel Receipts
- c. Copies of Travel Documents
- d. Copies of Cancelled Checks
- e. Course Description for Qualified Educational Progress
- f. Expense Receipts (specify whether the expense receipts for meals fall under number 1a or 6)

PRINT COMMISSIONER NAME & DISTRICT
ELIZABETH "LIZ" DOODY GORMAN - 17th District



SIGN COMMISSIONER NAME

May 13, 2014
DATE

PREPARED BY

DATE