



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

120 South Riverside Plaza • Suite 1016 • Chicago, Illinois 60606 • (312) 793-8550

Memorandum

To: Authority Members
From: Hank Anthony
Date: May 22, 2003
Re: Office of Administrative Services (OAS) Report

The Office of Administrative Services continues to support the day-to-day operations of the Authority with: meeting/conference support (in and out of Authority space), travel arrangements (in-state and out-of-state travel), mail and supply operations, receptionist duties, security monitoring, vehicle maintenance and support, oversight of all telecommunications operations and requirements, oversight and processing of all procurements, establishing contracts for and oversight for the maintenance of all Authority equipment, database management, and resolution of office space concerns.

In keeping with the Governor's Executive Order #2, we conducted a study of vehicle usage by the Authority staff. Based on this study, we will turn in two vehicles to Central Management Services before the end of this Fiscal Year. This will reduce costs in: operation-of-auto, parking lease and insurance. After turn-in the Authority will have ten vehicles remaining.