

## 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 nearly \$2.5 billion in annual revenue with more than \$1.5 billion a year designated for state high-way 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 more than 875,000 registered business entities. The office provides an important resource to educate 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, 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. 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 the Inspector General subpoena powers and increasing penalties for bribery.

The year 2020 presented challenges with COVID-19, but White's office continues to offer in-person transactions while prioritizing the health and safety of customers and employees.

During the pandemic, White's office expanded online services to allow more customers to conduct business with the office from the comfort of their own homes. Customers can now renew their vehicle registration, renew their driver's license or ID card, obtain a driving record, and receive information on reinstating their driving privileges. More than 4.5 million online transactions were conducted in 2020. Secretary White also partnered with Treasurer Michael Frerichs to waive the e-check payment processing fee through the year 2020.



White visits Springfield High School as part of his mission to promote and encourage organ and tissue donation. Currently, more than 7.1 million people have joined the Secretary of State's Organ and Tissue Donor Registry — including more than 175,000 teens since 2018.



**White joins students at Decatur Public Library to review what they learned from the Project Next Generation (PNG) program. White launched PNG in 1999 in an effort to encourage personal growth and the educational development of at-risk students through the use of mentors, technology and library-based group projects. Twenty-eight public libraries throughout Illinois are participating in this meaningful program.**

In addition, White's office filed emergency rules extending expiration dates for driver's licenses and ID cards until Aug. 1, 2021, as well as providing extensions for vehicle registrations, document filings and other transactions.

White sought to further combat distracted driving by initiating legislation to strengthen the law on texting while driving. White and the Illinois Department of Transportation announced two new laws that took effect July 1, 2020, which set tougher penalties for drivers who seriously injure others while texting and driving and for those who cause severe injury to pedestrians. The second law — also referred to as Mason's Law — established a 12-month license suspension for a motorist who, while violating the right of way at crosswalks and in school zones, causes serious injury to another person.

The Secretary of State's Organ/Tissue Donor Program continues to be a model for other states. White's First-Person Consent legislation made a person's decision to become an organ donor legally binding. The state's donor registry hit more than 7 million potential donors in 2020, and more than 175,000 16- and 17-year-olds have registered as organ/tissue donors since 2018, when new legislation gave them the opportunity to sign up as part of the registry.

In 2020, White received the James S. Wolf, M.D., Courage Award from Donate Life America. The award is given to someone outside the transplant community who has made a significant contribution to the field of organ and tissue donation and has expressed personal commitment and enthusiasm in educating the public.

White's office also upgraded temporary license plates (also known as TRPs or temporary registration permits) in an effort to make them more durable and provide more information to law enforcement to combat fraud and criminal activity.

Among his other duties, Secretary White serves as State Librarian, overseeing the Illinois State Library and the state's literacy programs. 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 over \$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 and credit card charge backs.

Field staff members conduct audits on Illinois-based interstate trucking companies registered under the International Registration Plan (IRP) and on all banks, currency exchanges and remittance agents participating in the Secretary of State's Over-the-Counter Sticker Sales Program and Electronic Registration and Title (ERT).

## 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 and commercial driving school licenses; IRP audits; and 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. Between its in-house staff and 50 online databases, the Archives handles more than 28 million reference requests annually, including more than 26,000 requests for information 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 \$445 million annual budget with appropriations for 65 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 31,000 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 1,300 contracts annually, including grants, contractual employee and legal service contracts. An estimated 40 competitive solicitations and 300 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**



**Earl B. Weaver, Jr.**  
**Director**

The Department of Business Services is the official administrative agency and document repository for all business entities formed or registered to do business 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 385,300 business corporations and more than 98,300 not-for-profit corporations are currently registered to transact business in Illinois. In 2019, the division incorporated more than 38,000 new business corporations and 2,700 not-for-profit corporations, collecting about \$267 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 680,000 LLCs, 41,000

LPs and more than 3,700 LLPs. In 2019, the division collected more than \$44 million in revenue. The UCC Division administers the provisions of Revised Article 9 of the Uniform Commercial Code and Article 1 of the Uniform Lien Registration Act. With more than 715,000 secured interest filings on record, the division collected more than \$3.1 million in revenue in 2019.

## 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. It also oversees the creation, production and distribution of PSAs for television, radio and social media to inform the public about important initiatives.

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 and manages the office's social media content.

## Court of Claims



**Erica Katava**  
Director

The Court of Claims processes monetary damages or personal injury claims 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



**Kevin Duesterhaus**  
Downstate Director



**Rocco Abbinanti**  
Metro Director

The Driver Services Department issues driver's licenses and state ID cards at 144 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 8.5 million licensed drivers and

more than 3 million state ID cardholders in Illinois.

The Safe Driver Renewal and Online Renewal Program allows qualified drivers to renew their licenses online, by phone or by mail. 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. Numerous online services have been made available at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com).

Driver Services manages more than \$2.5 million 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.

The Secretary of State's Organ/Tissue Donor Program manages the state's organ/tissue registry and provides funding to educate the public about the critical need for organ and tissue donation. Employees at Driver Services facilities statewide help register potential donors. The department also administers the Super Seniors Program, providing senior citizens with information to obtain or renew a driver's license.

### Office of the Executive Inspector General



**Nathan Maddox**  
Executive Inspector  
General

The Office of the Executive Inspector General (EIG) was created by the State Officials and Employees Ethics Act. The EIG receives and investigates allegations of violations of the Ethics Act, including the act's prohibitions on political activity on state time; political contributions on state property; making offers of employment, promotions or salary increases in exchange for political contributions; and sexual harassment. Also, the office has jurisdiction over allegations of fraud, waste, abuse, mismanagement, misconduct, or violations of other related laws and rules. The EIG works closely with the Inspector General and with other investigatory and law enforcement agencies.

### 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



**Mike Standley**  
Director

The Department of Information Technology (IT) coordinates all technology services and initiatives within the office. The department provides IT services that help deliver and optimize the digital experience for the citizens of Illinois and the staff of the Secretary of State. Those services include the development, maintenance and security for all computer-based systems, data processing, document management, storage, communications infrastructure, web and mobile, and desktop computing, as well as maintenance of computers and wireless devices. The department also works with many state agencies and other non-governmental entities that rely on Secretary of State data-

bases to provide services to Illinois residents.

The Secretary of State's computer network includes more than 4,000 users in 24 office buildings and 144 Driver Services facilities. Law enforcement officers nationwide can access the database for Illinois driver's license and vehicle information through the law enforcement LEADS system.

## Inspector General



**Paul Thompson**  
Acting 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 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. The office has jurisdiction to investigate alleged wrongdoing by lobbyists as well as those who employ them.

## 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 provides outreach efforts on Secretary of State programs and services at many public, governmental and educational venues across the state. It also oversees the work and activity 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 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.

## 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 classifications and 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. It provides general maintenance and rehabilitation 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. The department also conducts tours of the State Capitol. The Visitors' Center across from the Capitol provides tourist information and a video

presentation. The department also processes more than 8 million pieces of mail annually and provides warehousing for office supplies, custodial and trades materials.

### Secretary of State Police



**Pete Piazza**  
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 works to combat auto theft and investigate vehicle title, driver’s license and identity fraud, as well as the misuse and/or fraudulent use of other documents issued by the Secretary of State. The Capitol Police Division promotes public safety, identifies and mitigates threats, investigates criminal activity, and provides security 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 Secretary White. Staff members work with other Secretary of State departments to develop innovative programs that 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 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**  
Director

The Illinois State Library is a 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 and funds a network of three library systems that work with member libraries to coordinate library services and resource sharing. It also administers grants to support and expand library services, enhance technology, and build and renovate libraries.

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 16,000 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 volunteer, family and workplace. Dedicated volunteer tutors assist learners at over 65 literacy projects statewide.

### **Vehicle Services**

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 to prevent the sale of stolen vehicles. The department offers license plate renewal, as well as vanity and personalized license plates through Pick-A-Plate on the Secretary of State's website at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com). In 2020, more than 3.2 million vehicle registrations were renewed online.

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*



**Irene Lyons**  
*General Counsel*

Linda Piccioli.....*Executive Assistant to the Secretary*  
 Cassandra Hudson.....*Executive Assistant to the Secretary*  
 Leo Louchios.....*Senior Policy Advisor*  
 Bob Yadgir.....*Senior Policy Advisor; Director, Communications*  
 Anthony Burnett.....*Executive Staff*  
 Annette Czarowski.....*Executive Staff*  
 Chester C. Czesak.....*Executive Staff*  
 Glenna Jones.....*Executive Staff*  
 April Doyle.....*Director, Scheduling*  
 David Druker.....*Special Assistant*  
 Henry Haupt.....*Press Secretary, Downstate*  
 Elizabeth Kaufman.....*Press Secretary, Chicago*  
 Rachel French.....*Deputy Press Secretary*  
 Ernesto Martinez.....*Deputy Press Secretary*  
 Rocco Claps.....*Special Assistant*

## *In Memoriam*



**James B. Burns** served as Illinois Secretary of State Inspector General for more than 20 years. Burns passed away unexpectedly on Dec. 10, 2020. Secretary of State Jesse White credits Burns for working tirelessly to help restore integrity and eliminate all forms of institutionalized corruption that once plagued the office prior to White’s election as Secretary of State. Burns was appointed by President Bill Clinton — at the recommendation of U.S. Sen. Paul Simon — to serve as the U.S. Attorney for the Northern District of Illinois from 1993 to 1997.