**From:** Donna Scrutchins   
**Sent:** Tuesday, April 09, 2019 9:44 AM  
**To:** Steve Berlin  
**Subject:** Trip to Springfield, IL

Good morning Steve,

As the Coordinator for the Illinois Tobacco-Free Communities Program at the Health Department, I attended the Illinois Department of Public Health’s mandatory grantee meeting in Springfield, IL on March 26-27, 2019. This meeting took place at the Springfield Crowne Plaza Hotel.

The costs for the meeting (travel, hotel, meals) is being paid by the Illinois Department of Public Health.

Please let me know if you have questions or concerns.

Sincerely,

Donna

[Donna.Scrutchins@cityofchicago.org](mailto:Donna.Scrutchins@cityofchicago.org)

Program Director