

U.S. House of Representatives  
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

17 OCT 16 PM 3:13

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Mark Cruz
2. a. Name of accompanying relative: \_\_\_\_\_ or None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 10/07/2017 Return: 10/08/2017  
b. Dates at personal expense (if any): \_\_\_\_\_ or None ☒
4. Departure city: Wash DC Destination: Philly Return city: Wash DC
5. Sponsor(s) (who paid for the trip): Pew Charitable Trust
6. Describe meetings and events attended: Professional Development Sessions on Communications and presentation skills
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
  - a. ☒ a completed Sponsor Post-Travel Disclosure Form;
  - b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
  - c. ☒ page 2 of the completed Traveler Form submitted by the employee; and
  - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒  
b. If not, explain: \_\_\_\_\_

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: [Signature] DATE: 10/16/17

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: [Signature] DATE: 10/16/17

SIGNATURE OF SUPERVISING MEMBER: [Signature]

U.S. House of Representatives  
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): The Pew Charitable Trusts
2. Travel Destination(s): Philadelphia, PA
3. Date of Departure: October 7, 2017 Date of Return: October 8, 2017
4. Name(s) of Traveler(s): Mark Cruz  
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$115.20	\$183	\$59	\$102.78 (local charter bus transportation)
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Tamera Luzzatto

Name: Tamera Luzzatto

Title: Senior Vice President

Organization: The Pew Charitable Trusts

**I am an officer of the above-named organization (signify statement is true by checking box):** ☒

Address: 901 E Street, NW

Washington, DC 20004

Telephone number: (202) 552-2000

Email Address: tluzzatto@pewtrusts.org

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives  
Committee on Ethics

**TRAVELER FORM**

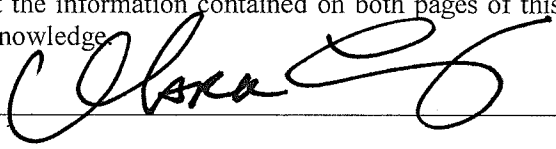
This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).*

**YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Mark Cerv

**NOTE: Willful or knowing misrepresentations on this form  
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name of signatory (if other than traveler): \_\_\_\_\_

For staff, name of employing Member or committee: Rep. Todd Rokita

Office address: 2439 RHOB

Telephone number: 202.225.5037

Email address of contact person: mark.cerv@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

**NOTE: You must complete all of the contact information fields above,** as Committee staff may need to contact you if additional information is required.

**KEEP A COPY OF THIS FORM.** Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (fax)  
Travel email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov)

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Mark Cruz
2. Sponsor(s) (who will be paying for the trip): The Pew Charitable Trusts
3. Travel destination(s): Philadelphia, PA
4. a. Date of departure 10/7/17 Date of return: 10/8/17  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
Opportunity to attend information sessions on  
management and presentation skills, both critical  
to a first time Chief of Staff.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**

**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 9/7/17

[Signature]  
Signature of Employing Member

U.S. House of Representatives  
Committee on Ethics

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): \_\_\_\_\_  
The Pew Charitable Trusts
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☐ or
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or.
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☒If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_  
The William and Flora Hewlett Foundation; The Democracy Fund
4. Provide names and titles of **ALL** House Members and employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):  
See attached list. Each person on the list is invited due to their position as a chief of staff in order to participate in this bipartisan chiefs of staff retreat.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☒ Yes ☐ No
6. Date of departure: October 7, 2017 Date of return: October 8, 2017
7. a. City of departure: Washington, DC  
b. Destination(s): Philadelphia, PA  
c. City of return: Washington, DC
8. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☐ or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☒
9. Check one of the following:
  - a. I checked 8(a) or (b) above: ☐
  - b. I checked 8(c) above but am not offering any lodging: ☐
  - c. I checked 8(c) above and am offering lodging and meals for one night: ☒ or
  - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_



10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒

11. Check one:

- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or  
b. N/A – trip sponsor is a U.S. institution of higher education. ☐

12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:

The Pew Charitable Trusts seeks to inform and advance the development of sound public policy in the United States, as well as to strengthen the institutions that form the foundations of our democracy. ~~The purpose of this retreat is to strengthen bipartisan relationships among the House~~ Chiefs of Staff and provide leadership and management skills training. Pew is the sole organizer of this trip. The William and Flora Hewlett Foundation and the Democracy Fund provide funding for the ~~House Chiefs of Staff initiative, but play no role in choosing participants, selecting the destination, or~~ designing the itinerary for this retreat.

13. Answer parts a and b. Answer part c if necessary.

- a. Mode of travel: Air ☐ Rail ☒ Bus ☒ Car ☐ Other ☐ (Specify: \_\_\_\_\_)  
b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: \_\_\_\_\_)  
c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:

\_\_\_\_\_  
\_\_\_\_\_

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒

15. I represent that either (check one of the following):

- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or  
b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒

If "b" is checked:

1) Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_  
Saturday lunch (\$16); Saturday dinner (\$28); Sunday breakfast (\$15)

2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
Philadelphia was chosen due to its proximity to Washington, DC, ease of travel via Amtrak and its historical significance.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: Sofitel City: Philadelphia Cost per night: \$183

Reason(s) for selecting: Can provide necessary meeting space and number of rooms required and meet the per diem rate.

Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Reason(s) for selecting: \_\_\_\_\_

Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$115.20 r/t coach fare	\$183/ one night	\$59
For each accompanying relative	\$115.20 r/t coach fare	\$183/ one night	\$59

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$102.78	Local charter bus transportation
For each accompanying relative	\$102.78	Local charter bus transportation

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ *or*  
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Tamera Luzzatto

Name: Tamera Luzzatto

Title: Senior Vice President

Organization: The Pew Charitable Trusts

Address: 901 E Street NW, 10th floor

Telephone number: 202-552-2000

Email address: tluzzatto@pewtrusts.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)

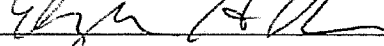
U.S. House of Representatives  
Committee on Ethics

**GRANTMAKING TRIP SPONSOR FORM**

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. I certify that (name of your organization): The William and Flora Hewlett Foundation  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.  
☒ Yes   ☐ No
2. Name of Primary Trip Sponsor: Pew Charitable Trusts
3. I certify that my organization (*complete a or b*):
  - a. ☒ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. *or*
  - b. ☐ Has had a direct role in the organizing, planning, or conducting of a trip to  
(destination) \_\_\_\_\_ on (date) \_\_\_\_\_ that is  
being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:
  - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent *or*
  - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒
6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:   
Name: Elizabeth H. Peters Title: General Counsel  
Organization: The William and Flora Hewlett Foundation  
Address: 2121 Sand Hill Road, Menlo Park, CA 94025  
Telephone number: 650-234-4787 Email: epeters@hewlett.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)



U.S. House of Representatives  
Committee on Ethics

GRANTMAKING TRIP SPONSOR FORM

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. I certify that (name of your organization): Democracy Fund  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.  
☒ Yes ☐ No
2. Name of Primary Trip Sponsor: Pew Charitable Trusts
3. I certify that my organization (complete a or b):
  - a. ☒ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. or
  - b. ☐ Has had a direct role in the organizing, planning, or conducting of a trip to  
(destination) \_\_\_\_\_ on (date) \_\_\_\_\_ that is  
being organized or arranged by the above-named Primary Trip Sponsor.
4. Check one:
  - a. ☐ My organization does not employ or retain a registered federal lobbyist or foreign agent or
  - b. ☒ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒
6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Betsy Wright Hawlings

Name: Betsy Wright Hawlings Title: Director, Governance Program

Organization: Democracy Fund

Address: 1200 17th St. NW #300, WDC 20036

Telephone number: 202/420-7900 Email: bhawlings@democracyfund.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)

Susan W. Brooks, Indiana  
*Chairwoman*  
Theodore E. Deutch, Florida  
*Ranking Member*

Patrick Meehan, Pennsylvania  
Trey Gowdy, South Carolina  
Kenny Marchant, Texas  
Leonard Lance, New Jersey

Yvette D. Clarke, New York  
Jared Polis, Colorado  
Anthony Brown, Maryland  
Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

## U.S. House of Representatives

### COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Donna Herbert  
*Director of Administration*

Megan Savage  
*Chief of Staff and Counsel to  
the Chairwoman*

Daniel J. Taylor  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

September 27, 2017

Mr. Mark Cruz  
Office of the Honorable Todd Rokita  
2439 Rayburn House Office Building  
Washington, D.C. 20515

Dear Mr. Cruz:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Philadelphia, Pennsylvania, scheduled for October 7 to 8, 2017, sponsored by the Pew Charitable Trusts, with financial support from the William and Flora Hewlett Foundation and Democracy Fund. We remind you that, because the trip sponsor employs a federal lobbyist, you may participate in officially-connected activity on one calendar day only.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

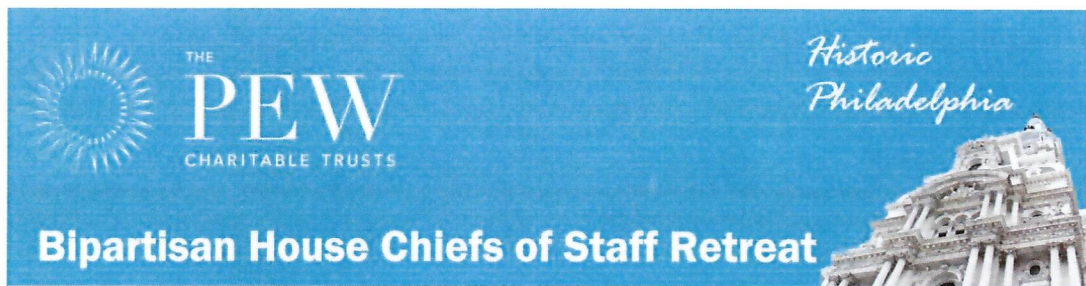
If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Susan W. Brooks  
Chairwoman

Theodore E. Deutch  
Ranking Member

SWB/TED:adw



## House Chiefs of Staff Retreat Itinerary

**Saturday, October 7, 2017**

- |              |  |
|--------------|--|
| 9:25am       | Depart Union Station via Amtrak 164  |
| 11:17am      | Arrive 30 <sup>th</sup> Street Station, Philadelphia   |
| 11:30am      | Travel via bus to Sofitel, 120 S. 17 <sup>th</sup> Street  |
| 11:45am      | Check into Sofitel   |
| 12:15-1:15pm | Lunch, Sofitel.<br><b>Lee Rainie, Director, Internet, Science and Technology, Pew Research Center.</b>   |
| 1:30-3:30pm  | <p><b>Jeanne Meserve – “Presentation Skills”</b></p> <p>Participants will learn the research behind audience attention spans and how to quickly connect and keep the interest of various groups. Storytelling best practices are demonstrated along with strategies for handling challenging Q&amp;A scenarios. Methods are also presented to help take complex messages and make them more clear and succinct.</p> <p>In addition to tips and techniques, participants are engaged in discussion about the strengths and weaknesses of current presentations in the news and how those critiques may be applied to their own work. Following the interactive discussion, the session will also engage participants with small group exercises where each Chief of Staff has the opportunity to deliver a short segment of a presentation or meeting introduction. Then the presenter receives critique from his or her peers.</p> |
| 3:30-3:40pm  | Break  |
| 3:40-5:40pm  | <p><b>Marty Clarke, “Customer Service – Creating the Standout Experience”</b></p> <p>In this fast, funny, and highly content-rich workshop, Marty Clarke discusses, in detail, real world strategies that give attendees the tools to communicate well with both internal and external audiences. Attendees learn techniques that will help them create the “standout experience” even when the stakes are high and tempers are running hot. Specific topics will include: Creating the Culture of Harmony; Flexibility and How We Make the Service Connection; The 3 Expectations of Every Interaction; Communication and Credibility; Irrate Colleagues! Strategies for a Soft Landing; and Blame vs. Resolution.</p>  |
| 6:30pm       | Depart via bus to Independence Hall  |

6:45-7:30pm Private tour of Independence Hall

7:30-9:30pm Reception and Dinner at Constitution Center  
**Keynote Address by Walter Isaacson**

**Walter Isaacson** is the president and CEO of the Aspen Institute. He previously served as the chairman and CEO of CNN and the editor of TIME magazine.

Isaacson's most recent book, *Leonardo da Vinci (2017)*, is based on thousands of pages from Leonardo's astonishing notebooks and new discoveries about his life and work. Isaacson weaves a narrative that connects his art to his science. He shows how Leonardo's genius was based on skills we can improve in ourselves, such as passionate curiosity, careful observation, and an imagination so playful that it flirted with fantasy. is a biographical tale of the people who invented the computer, Internet and the other great innovations of the digital age.

Walter Isaacson is the author of the acclaimed best sellers *Steve Jobs*, *Einstein: His Life and Universe*, and *Benjamin Franklin: An American Life*.

9:30pm Depart via bus to Sofitel

#### **Sunday, October 8, 2017**

9:00-10:30am Breakfast at your leisure, Sofitel

10:30-11:30am Hotel check-out and bag call

11:45am Bus departs Sofitel for 30<sup>th</sup> Street Station

12:34pm Depart 30<sup>th</sup> Street Station via Amtrak 195

2:25pm Arrive Union Station

## List of Invited Staff

Sal	First Name	Last Name	Member Office
Mr.	Todd	Adams	Rep. Jim R. Langevin
Mr.	Robert	Adkerson	Rep. Barry D. Loudermilk
Ms.	Kara	Ahern	Rep. Liz L. Cheney
Ms.	Beverly	Aimaro Pheto	Rep. Rosa L. DeLauro
Ms.	LaVerne	Alexander	Rep. Donald M. Payne Jr.
Ms.	Nicole	Alioto	Rep. Jerry McNerney
Mr.	Matthew	Alpert	Rep. Jose E. Serrano
Mr.	Eric	Amidon	Rep. Lee M. Zeldin
Ms.	Wendy	Anderson	Rep. Valdez B. Demings
Ms.	Naomi	Andrews	Rep. Carol Shea-Porter
Mr.	William	Archer	Rep. Jeff L. Fortenberry
Ms.	Natalie	Armijo	Rep. Michelle Lujan Grisham
Mr.	Cyrus	Artz	Rep. Virginia A. Foxx
Mr.	Issac	Avant	Rep. Bennie G. Thompson
Mr.	Luis	Baco	Del. Jenniffer A. Gonzalez Colon
Mr.	Timothy	Baker	Rep. Rick W. Allen
Ms.	Aneiry	Batista	Rep. Adriano Espaillat
Ms.	Megan	Bel Miller	Rep. Steve J. Scalise
Mr.	Brendan	Belair	Rep. Doug A. Collins
Ms.	Megan	Bell	Rep. Hal D. Rogers
Mr.	Josh	Bell	Rep. Ron Estes
Mr.	Andrew	Bell	Rep. Ted P. Budd
Ms.	A. Brooke	Bennett	Rep. French Hill
Mr.	Eric	Bergren	Rep. Brett Guthrie
Mr.	Stephen	Billy	Rep. Robert M. Pittenger
Mr.	Igor	Birman	Rep. Tom McClintock
Ms.	Christine	Biron	Rep. Darren M. Soto
Mr.	Matthew	Bisenius	Rep. Jim Sensenbrenner
Mr.	Eric	Bohl	Rep. Jason T. Smith
Mr.	Kyle	Bonini	Rep. David A. Trott
Mr.	Jose	Borjon	Rep. Vicente Gonzalez
Ms.	Rachael	Bornstein	Rep. Suzanne M. Bonamici
Ms.	Lorissa	Bounds	Rep. Greg P. Walden
Mr.	Joshua	Bowlen	Rep. Walter B. Jones Jr.
Mr.	Casey	Bowman	Rep. Jaime L. Herrera Beutler
Mr.	Matthew	Brennan	Rep. Glenn W. Thompson Jr.
Ms.	Kelli	Briggs	Rep. Pat J. Tiberi
Mr.	Christopher	Brinson	Rep. Mike D. Rogers
Mr.	Clinton	Britt	Rep. Paul D. Tonko
Mrs.	Perry	Brody	Rep. Filemon B. Vela
Mr.	Marcus	Brubaker	Rep. Bill Posey
Mr.	Eric	Burgeson	Rep. Bill F. Shuster
Ms.	Jami	Burgess	Rep. Denny Heck



## List of Invited Staff

Sal	First Name	Last Name	Member Office
Mr.	Stoney	Burke	Rep. Will Hurd
Mr.	Jonathan	Burks	Speaker of the House
Ms.	Emily	Burns	Rep. John Garamendi
Mr.	Stuart	Burns	Rep. Brian Babin
Mr.	Jeff	Butler	Rep. Patrick T. McHenry
Mr.	Larry	Calhoun	Rep. Theodore S. Yoho
Mr.	Ronald	Carara	Rep. Daniel M. Donovan Jr.
Mr.	Adam	Carbullido	Del. Madeleine Z. Bordallo
Mr.	Chad	Carlough	Rep. Bradley R. Byrne
Mr.	Dustin	Carmack	Rep. Ron D. DeSantis
Mr.	Ryan	Carney	Rep. Thomas MacArthur
Ms.	Julie	Carr	Rep. John A. Yarmuth
Mr.	James	Carstensen	Rep. David E. Young
Ms.	Jessica	Carter	Rep. Francis Rooney
Mr.	Chris	Carter	Rep. Richard L. Hudson Jr.
Ms.	Caroline	Cash	Rep. James R. Comer Jr.
Ms.	Donna	Cassutt	Rep. Keith M. Ellison
Mr.	Victor	Castillo	Rep. Lucille Roybal-Allard
Mr.	Marc	Cevasco	Rep. Ted W. Lieu
Ms.	Shana	Chandler	Rep. Adam Smith
Mr.	Peter	Chandler	Rep. Debbie Dingell
Ms.	Jennifer	Chandler	Rep. Jim P. McGovern
Mr.	Daniel	Chao	Rep. Grace F. Napolitano
Ms.	Karen	Chapman	Rep. Anna G. Eshoo
Mr.	Dave	Chase	Rep. Ruben J. Kihuen
Mr.	James	Cho	Rep. Lois J. Frankel
Mr.	Andrew	Christianson	Rep. Kristi Lynn Noem
Mr.	Troy	Clair	Rep. G.K. Butterfield Jr.
Ms.	Amanda	Cogan	Rep. Matt Gaetz
Ms.	Lisa	Cohen	Rep. Diana L. DeGette
Ms.	Dara	Cohen	Rep. Norma J. Torres
Mr.	Michael	Collins	Rep. John R. Lewis
Ms.	Susan	Collins	Rep. Luis V. Gutierrez
Mr.	Christopher	Connelly	Rep. Vicky Jo Hartzler
Mr.	Jesse	Connolly	Rep. Chellie M. Pingree
Mr.	Josh	Connolly	Rep. Jackie Speier
Mr.	Derick	Corbett	Rep. Rob Woodall III
Ms.	Alexis	Covey-Brandt	Rep. Steny H. Hoyer
Ms.	Jennifer	Cox	Rep. Dan T. Kildee
Mr.	Michael	Cravens	Rep. Gregg Harper
Ms.	Yvette	Cravins	Rep. Lacy Clay Jr.
Mr.	Chris	Crawford	Rep. Buddy Carter
Ms.	Cindy	Crick	Rep. Trey Gowdy



## List of Invited Staff

Sal	First Name	Last Name	Member Office
Mr.	Mark	Cruz	Rep. Todd E. Rokita
Mr.	Patrick	Cuff	Rep. Steve E. Pearce
Ms.	Abby	Curran Horrell	Rep. Ann McLane Kuster
Mr.	Timothy	Daly	Rep. Elizabeth H. Esty
Mr.	McKay	Daniels	Rep. Michael J. Gallagher
Ms.	Jennifer	Daulby	Rep. Rodney L. Davis
Mr.	David	Davis	Rep. Kevin P. Brady
Ms.	Pamela	Day	Rep. Don Young
Mr.	Jonathan	Day	Rep. Joe Wilson
Ms.	Muffy	Day	Rep. Karen C. Handel
Mr.	Jon	DeWitte	Rep. Bill P. Huizenga
Ms.	Monica	Didiuk	Rep. Adrian M. Smith
Ms.	Marilyn	Dillihay	Rep. Steve I. Cohen
Mr.	Dino	DiSanto	Rep. Dave P. Joyce
Ms.	Meredith	Dolan	Rep. Bob B. Gibbs
Mr.	John	Donnelly	Rep. Tom Graves Jr.
Mr.	Garrett	Donovan	Rep. Bill R. Keating
Ms.	Michelle	Dorothy	Rep. Scott H. Peters
Mr.	John	Doty	Rep. Jerry L. Nadler
Ms.	LaDavia	Drane	Rep. Yvette D. Clarke
Mr.	Mark	Dreiling	Rep. Don J. Bacon
Mr.	Andrew	Duke	Rep. Jeb Hensarling
Mr.	Austin	Durrer	Rep. Charles J. Crist
Mr.	John	Dutton	Rep. Andy P. Harris
Mr.	Richard	Dykema	Rep. Dana T. Rohrabacher
Ms.	Abbi	Easter	Rep. A. Donald McEachin
Ms.	Julie	Eddy	Rep. Doris O. Matsui
Mr.	Robert	Edmonson	Rep. Nancy Pelosi
Mr.	Yul	Edwards	Rep. Danny K. Davis
Mr.	David	Eiselsberg	Rep. Sam R. Johnson
Mr.	Adam	Elias	Rep. Bill Foster
Mr.	Nadeam	Elshami	House Minority Leader
Ms.	Amy	Emerick	Rep. Raul M. Grijalva
Ms.	Jaryn	Emhof	Rep. Daniel A. Webster
Ms.	Katie	Enos	Rep. Niki S. Tsongas
Ms.	Laurie	Esau	Rep. Erik Paulsen
Ms.	Maia	Estes	Rep. Anthony G. Brown
Ms.	Kathee	Facchiano	Rep. Clay Higgins
Mr.	Greg	Facchiano	Rep. Lloyd K. Smucker
Ms.	Susan	Falconer	Rep. Barbara J. Comstock
Mr.	Ben	Falkowski	Rep. Jackie Swihart Walorski
Mr.	Matthew	Fery	Rep. Brian M. Higgins
Mr.	Ian	Field	Rep. Cathy A. McMorris Rodgers

## List of Invited Staff

Sal	First Name	Last Name	Member Office
Mr.	Allan	Filip	Rep. Michael D. Bishop
Mr.	Xan	Fishman	Rep. John K. Delaney
Mr.	Paul	Fitzpatrick	Rep. Mark R. Meadows
Mr.	Liam	Fitzsimmons	Rep. Louise M. Slaughter
Mr.	David	FitzSimmons	Rep. Thomas E. Emmer Jr.
Mr.	Michael	Florio	Rep. Thomas R. Suozzi
Mr.	Kevin	Fogarty	Rep. Pete T. King
Ms.	Gina	Foote	Rep. Ted Poe
Mr.	Michael	Formby	Rep. Colleen W. Hanabusa
Mr.	Anthony	Foti	Rep. Dennis A. Ross
Ms.	Rhonda	Foxx	Rep. Alma S. Adams
Mr.	Miguel	Franco	Rep. Tony Cardenas
Ms.	Carmen	Frias	Rep. Pramila Jayapal
Ms.	Janice	Fuller	Rep. Frank J. Pallone Jr.
Mr.	David	Furr	Rep. Jacklyn S. Rosen
Mr.	Paul	Gage	Rep. Kurt Schrader
Ms.	Jamie	Gahun	Rep. John A. Culberson
Mr.	Jason	Galanes	Rep. Frank A. LoBiondo
Ms.	Cynthia	Gaona	Rep. Henry R. Cuellar
Mr.	Sean	Gard	Rep. Gwen S. Moore
Mr.	James	Gee	Rep. Bonnie Watson Coleman
Mr.	Jay	Gertsema	Rep. Dina C. Titus
Mr.	Steven	Gilleland	Rep. Michael T. McCaul
Mrs.	Stacey	Glasscock	Rep. Frank D. Lucas
Mr.	Jason	Gleason	Rep. John P. Sarbanes
Mr.	Murat	Gokcigdem	Rep. Eddie Bernice Johnson
Mr.	Cesar	Gonzalez	Rep. Mario Diaz-Balart
Mr.	Mike	Goodman	Rep. Ron J. Kind
Mr.	Cedric	Grant	Rep. Hakeem S. Jeffries
Ms.	Kristie	Greco Johnson	Rep. Pete A. DeFazio
Mr.	Joshua	Green	Rep. Scott R. Tipton
Mr.	Bob	Griffitts	Rep. John J. Duncan Jr.
Mr.	Ron	Grimes	Rep. Tim J. Ryan
Mr.	Mark	Gruman	Rep. Kevin J. Cramer
Ms.	Bertha	Guerrero	Rep. Jimmy Gomez
Mr.	Nick	Gwyn	Rep. Sandy M. Levin
Ms.	Loni	Hagerup	Rep. Jim Sensenbrenner Jr.
Ms.	Connie	Hair	Rep. Louie B. Gohmert Jr.
Mr.	Colby	Hale	Rep. Roger Williams
Mr.	Mike	Hamilton	Rep. David B. McKinley
Ms.	Jane	Hamilton	Rep. Marc A. Veasey
Mr.	Derek	Harley	Rep. Brad R. Wenstrup
Mr.	Bill	Harper	Rep. Betty McCollum

## List of Invited Staff

Sal	First Name	Last Name	Member Office
Mr.	Bob	Haueter	Rep. Blake Farenthold
Mr.	Jonathan	Hayes	Rep. Trent Franks
Mr.	Hayden	Haynes	Rep. Mike Johnson
Ms.	Kathleen	Hazlett	Rep. Rodney P. Frelinghuysen
Mr.	Mark	Henson	Rep. Jim A. Himes
Mr.	Asher	Hildebrand	Rep. David E. Price
Ms.	Joan	Hillebrands	Rep. Fred S. Upton
Mr.	Juan	Hinojosa	Rep. Mike Quigley
Mr.	James	Hippe	Rep. Chuck J. Fleischmann
Ms.	Liz	Hittos	Rep. Gus M. Bilirakis
Mr.	Michael	Hook	Rep. Chris C. Collins
Mr.	Michael	Hough	Rep. Alex X. Mooney
Mr.	Adam	Howard	Rep. Michael R. Turner
Mr.	Bradley	Howard	Rep. Stephanie Murphy
Mr.	Patrick	Howell	Rep. Evan H. Jenkins
Mr.	Zach	Howell	Rep. John M. Katko
Ms.	Cathy	Hurwit	Rep. Jan D. Schakowsky
Mr.	Matt	Hutson	Rep. Bruce L. Poliquin
Mr.	Tim	Hysom	Rep. Alan S. Lowenthal
Mr.	Michael	Iger	Rep. Carolyn B. Maloney
Ms.	Rhonda	Jackson	Rep. Gene Green
Mr.	Kyle	Jackson	Rep. Larry D. Bucshon
Ms.	Kimberly	Johnston	Rep. Rick R. Larsen
Ms.	Ashley	Jones	Rep. Bradley S. Schneider
Mr.	John	Jones	Rep. Emanuel Cleaver II
Ms.	Stephanie	Jones	Rep. Frederica S. Wilson
	Morgan	Jones	Rep. Nanette Barragan
Ms.	Meg	Joseph	Rep. Kyrsten Sinema
Mr.	Jeremy	Joseph	Rep. Seth W. Moulton
Mr.	Peter	Karafotas	Rep. David N. Cicilline
Mr.	Dave	Karvelas	Rep. Vern G. Buchanan
Mr.	Joe	Kasper	Rep. Duncan D. Hunter
Mr.	Steve	Katich	Rep. Marcy C. Kaptur
Mr.	Joseph	Kaufman	Rep. Jim F. Bridenstine
Mr.	Jimmy	Keady	Rep. Thomas A. Garrett Jr.
Ms.	Kate	Keating	Rep. Joseph Crowley
Mr.	Charlie	Keller	Rep. Bob W. Goodlatte
Mr.	Mark	Kelly	Rep. Dave A. Brat
Mr.	David	Kennett	Rep. Ken S. Calvert
Mr.	Drew	Kent	Rep. Charlie W. Dent
Ms.	Carolyn	King	Rep. Rob J. Wittman
Mr.	Michael	Kirlin	Rep. Patrick L. Meehan Jr.
Mr.	Kyle	Kizzier	Rep. Paul Mitchell III

## List of Invited Staff

Sal	First Name	Last Name	Member Office
Mr.	Tucker	Knott	Rep. George E.B. Holding
Ms.	Catherine	Knowles	Rep. Susan W. Brooks
Ms.	Teresa	Koeberlein	Rep. Diane L. Black
Ms.	Carrie	Kohns	Rep. Karen R. Bass
Mr.	Tim	Kolpien	Rep. Tom W. Reed II
Ms.	Lindley	Kratovil	Rep. Elise M. Stefanik
Mr.	Daniel	Kroese	Rep. John L. Ratcliffe
Ms.	Sophia	Lafargue	Rep. Gregory W. Meeks
Mr.	Matt	Lahr	Rep. Jim E. Banks
Mr.	James	Langenderfer	Rep. Brian Mast
Mr.	Pete	Larkin	Rep. Bob W. Goodlatte
Mr.	Jason	Larrabee	Rep. Jeff Denham
Mr.	R.J.	Laukitis	Rep. Tim L. Walberg
Mr.	Eric	Lausten	Rep. Daniel W. Lipinski
Mr.	Jason	Lawrence	Rep. Austin Scott
Mr.	Ricky	Le	Rep. Eric M. Swalwell
Ms.	Stacey	Leavandosky	Rep. Zoe Lofgren
Mr.	Pat	Leopold	Rep. Lynn M. Jenkins
Mr.	Luke	Letlow	Rep. Ralph L. Abraham Jr.
Ms.	Eve	Lieberman	Rep. Jared S. Polis
Mr.	Joe	Lillis	Rep. Billy Long
Mr.	Tony	Lis	Rep. John W. Bergman
Mr.	Juan	Lopez	Rep. Jim Costa
Mr.	Mark	Lopez	Rep. Pete J. Visclosky
Mr.	Jeff	Lowenstein	Rep. Adam B. Schiff
Mr.	David	Lucas	Rep. Mike F. Doyle Jr.
Mr.	Scott	Luginbill	Rep. Mark Walker
Ms.	Kelly	Lungren McCollum	Rep. Morgan Griffith
Mr.	Don	MacDonald	Rep. Brad J. Sherman
Mr.	Adam	Magary	Rep. Doug L. Lamborn
Mr.	Michael	Maitland	Rep. Donald W. Norcross
Mr.	Ted	Maness	Rep. Trent Kelly
Ms.	Betsy	Marr	Rep. Mark J. DeSaulnier
Mr.	Duron	Marshall	Rep. Brenda L. Lawrence
Mr.	Josh	Martin	Rep. Mac Thornberry
Mr.	Gene	Martorony	Rep. Albio Sires
Ms.	Torrie	Matous	Rep. Martha Roby
Mr.	Kyle	Matous	Rep. Pete A. Sessions
Ms.	Veleter	Mazyck	Rep. Marcia L. Fudge
Mr.	John	McCarthy	Rep. Brendan F. Boyle
Mr.	Matt	McCullough	Rep. Mike Bost
Ms.	Katherine	McGuire	Rep. Randy M. Hultgren
Mr.	Neil	McKiernan	Rep. Joe Courtney

## List of Invited Staff

Sal	First Name	Last Name	Member Office
Ms.	Chara	McMichael	Rep. Randy Weber
Mr.	Richard	McPike	Rep. Mark A. Takano
Mr.	Pete	Meachum	Rep. Sean P. Duffy
Ms.	Carrie	Meadows	Rep. Dan M. Newhouse
Mr.	Greg	Mecher	Rep. Joe P. Kennedy III
Mr.	Boris	Medzhibovsky	Rep. Peter Aguilar
Mr.	Doug	Menorca	Rep. Luke Messer
Mr.	Matthew	Meyer	Rep. Phil Roe
Mr.	Danny	Meza	Rep. Joaquin Castro
Mr.	Virgil	Miller	Rep. Cedric L. Richmond
Mr.	Ben	Miller	Rep. Jared W. Huffman
Mr.	Jonas	Miller	Rep. John R. Carter
Mr.	Bruce	Miller	Rep. Mark E. Amodei
Mr.	James	Min	Rep. Kevin McCarthy
Mr.	Adam	Minehardt	Rep. Nydia M. Velazquez
Mr.	Todd	Mitchell	Rep. Leonard Lance
Ms.	Vivian	Moeglein	Rep. Bruce Westerman
Mr.	Steve	Moffitt	Rep. Steve D. Russell
Mr.	David	Montes	Rep. Ruben Gallego
Ms.	Jessica	Moore	Rep. Tom J. Rooney
Mr.	Christian	Morgan	Rep. Ann L. Wagner
Mr.	David	Mork	Rep. Peter J. Roskam
Ms.	Lale	Morrison	Rep. Alcee L. Hastings
Ms.	Susan	Mosychuk	Rep. Tim F. Murphy
Mr.	Michael	Mucchetti	Rep. Lloyd A. Doggett II
LTCOL	Lauren	Muglia	Rep. Scott Perry
Ms.	Melissa	Murphy	Rep. David C. Rouzer
Mr.	Sean	Murphy	Rep. Tom J. Cole
Mr.	Jerome	Murray	Del. Stacey E. Plaskett
Ms.	Allison	Myhre	Rep. Collin C. Peterson
Mr.	Dave	Natonski	Rep. Kevin W. Yoder
Ms.	Poppy	Nelson	Rep. Justin Amash
Ms.	Julie	Nickson	Rep. Barbara J. Lee
Ms.	Andrea	Niethold	Rep. Lou J. Barletta
Ms.	Mary	Noonan	Rep. Chris H. Smith
Mr.	Jeremy	Nordquist	Rep. Tom O'Halleran
Mr.	Chad	Obermiller	Rep. Ami Bera
Mr.	Jon	Oehmen	Rep. Bill H. Flores
Mr.	Sam	Oh	Rep. Mimi Walters
Ms.	Ann	O'Hanlon	Rep. Don S. Beyer Jr.
Mr.	Justin	Oswald	Rep. Grace Meng
Ms.	Tara	Oursler	Rep. Dutch Ruppersberger III
Ms.	Stacy	Palmer-Barton	Rep. Steve J. Chabot



## List of Invited Staff

Sal	First Name	Last Name	Member Office
Mr.	Dain	Pascocello	Rep. John J. Faso
Mr.	Kainoa	Penaroza	Rep. Tulsi Gabbard
Mr.	Timothy	Persico	Rep. Sean P. Maloney
Mr.	Mark	Pettitt	Rep. Mo Brooks
Mr.	Jim	Pfaff	Rep. Thomas H. Massie
Mr.	Steven	Pfrang	Rep. Darin M. LaHood
Mr.	Clay	Phillips	Rep. Kathy A. Castor
Mr.	Michael	Platt	Rep. Marsha Blackburn
Mr.	Raymond	Plowden	Rep. John Conyers Jr.
Ms.	Yardly	Pollas	Rep. Bobby L. Rush
Ms.	Amy	Porter	Rep. Ed R. Royce
Ms.	Tracie	Pough	Rep. Debbie Wasserman Schultz
Mr.	Robert	Primus	Rep. Michael E. Capuano
Mr.	Jonathan	Pyatt	Rep. Cheri L. Bustos
Ms.	Lisa	Quigley	Rep. Jim H.S. Cooper
Mrs.	Danielle	Radovich-Piper	Rep. Ed G. Perlmutter
Mr.	Chad	Ramey	Rep. Blaine Luetkemeyer
Ms.	Angela	Ramirez	Rep. Ben Ray Lujan Jr.
Mr.	Anthony	Ratekin	Rep. Devin G. Nunes
Mr.	Michael	Reed	Rep. Sanford D. Bishop Jr.
Ms.	Raven	Reeder	Del. Eleanor Holmes Norton
Ms.	Nell	Reilly	Rep. Kathleen M. Rice
Mr.	Brian	Rell	Rep. Robert B. Aderholt
Ms.	Melanie	Rhinehart Van Tassell	Rep. Mike Thompson
Mr.	Benjamin	Rich	Rep. Bill J. Pascrell Jr.
Mr.	R. Hunter	Ridgway	Rep. Matthew A. Cartwright
Mr.	Craig	Roberts	Rep. John M. Shimkus
Ms.	Ritika	Robertson	Rep. Kenneth R. Buck
Mr.	Brent	Robertson	Rep. Roger W. Marshall
Mr.	Charles	Robison	Rep. Greg Gianforte
Mr.	Robert	Rogan	Rep. Peter F. Welch
Ms.	Sara	Rogers	Rep. Tom A. Marino
Mr.	Joshua	Rogin	Rep. Ted E. Deutch
Mr.	Cole	Rojewski	Rep. David G. Valadao
Ms.	Mary	Rosado	Rep. Andy Barr IV
Ms.	Amena	Ross	Rep. Al Green
Ms.	Kimberly	Ross	Rep. Joyce B. Beatty
Mr.	Justin	Roth	Rep. Martha E. McSally
Ms.	Sarah	Rubinfield	Rep. Raul Ruiz
Ms.	Kimberly	Rudolph	Rep. Andre D. Carson
Ms.	Michelle	Runk	Rep. Jim B. Renacci
Mr.	Glenn	Rushing	Rep. Sheila Jackson Lee
Mr.	Justin	Rusk	Rep. Brian Fitzpartick



## List of Invited Staff

Sal	First Name	Last Name	Member Office
Ms.	Tricia	Russell	Rep. Josh S. Gottheimer
Ms.	Amy	Rutkin	Rep. Jerry L. Nadler
Mr.	Kevin	Ryan	Rep. Stephen F. Lynch
Mr.	Joshua	Salpeter	Rep. Ileana C. Ros-Lehtinen
Mr.	Twaun	Samuel	Rep. Maxine Waters
Mr.	Robert	Saparow	Rep. Drew Ferguson IV
Ms.	Laurie	Saroff	Rep. Lou Correa
Mr.	Paul	Sass	Rep. Sam B. Graves Jr.
Mr.	Paul	Sawyer	Rep. Garret N. Graves
Ms.	Brooke	Scannell	Rep. Katherine M. Clark
Mr.	Mark	Schauerte	Rep. Raja Krishnamoorthi
Mr.	Aaron	Schmidt	Rep. Suzan K. DelBene
Ms.	Lauryn	Schothorst	Rep. Ryan A. Costello
Mr.	Brian	Schubert	Rep. Neal P. Dunn
Mr.	Roy	Schultheis	Rep. Carlos L. Curbelo
Mr.	Oliver	Schwab	Rep. David Schweikert
Mr.	Robert	Schwalbach	Del. Gregorio K.C. Sablan
Ms.	Rebecca	Shaw	Rep. Trey Hollingsworth III
Ms.	Lisa	Sherman	Rep. Susan A. Davis
Ms.	Linda	Shim	Rep. Judy Chu
Mr.	Alexander	Shively	Rep. Keith J. Rothfus
Mr.	Jonah	Shumate	Rep. Rick Crawford
Mr.	Arthur	Sidney	Rep. Hank C. Johnson Jr.
Mr.	Vernon	Simms	Rep. Elijah E. Cummings
Mr.	Kelly	Simpson	Rep. John Rutherford
Mr.	David	Sitcovsky	Rep. John B. Larson
Mr.	Lindsay	Slater	Rep. Mike K. Simpson
Mr.	Jonathan	Smith	Rep. Derek Kilmer
Mr.	Willie	Smith	Rep. Earl Blumenauer
Mr.	William	Smith	Rep. Gary J. Palmer
Ms.	Amy	Smith	Rep. Jason M. Lewis
Mr.	Paul	Smith	Rep. Rodney L. Blum
Mr.	Mike	Smullen	Rep. Bill Johnson
Mr.	John	Sobel	Rep. Paul J. Cook
Mr.	David	Sours	Rep. Jody B. Hice
Mr.	Mark	Spannagel	Rep. Doug LaMalfa
Mr.	Peter	Spiro	Rep. Ro Khanna
Ms.	Elizabeth	Stanley	Rep. Nita M. Lowey
Mr.	Brian	Steed	Rep. Chris D. Stewart
Mr.	Benson	Stein	Rep. Mike Coffman
Ms.	Sarah	Stevens	Rep. Steve A. King
Mr.	Nick	Stewart	Rep. Claudia Tenney
Mr.	Mike	Stopp	Rep. Markwayne Mullin

## List of Invited Staff

Sal	First Name	Last Name	Member Office
Mr.	Casey	Street	Rep. Steven M. Palazzo
Ms.	Kelle	Strickland	House Sergeant at Arms
Mr.	Matthew	Stroia	Rep. Mike Kelly Jr.
Ms.	Lea	Sulkala	Rep. Linda T. Sanchez
Mr.	Josh	Syrjamaki	Rep. Tim J. Walz
Mr.	Minh	Ta	Rep. Lisa Blunt Rochester
Ms.	Julie	Tagen	Rep. Jamie B. Raskin
Ms.	Amber	Talley	Capitol Office for Utah District 3
Mr.	Ryan	Tarrant	Rep. John Moolenaar
Mr.	Matthew	Taylor	Rep. Mark Sanford Jr.
Mr.	Brian	Thomas	Rep. Kenny E. Marchant
Mr.	John	Thomas	Rep. Scott W. Taylor
Mr.	Russell	Thomasson	Rep. Jodey Cook Arrington Rep.
Mr.	Tola	Thompson	Alfred J. Lawson Jr.
Mr.	Ryan	Thompson	Rep. Joe L. Barton
Mr.	Tyler	Threadgill	Rep. David F. Kustoff
Mr.	Jeremy	Tittle	Rep. Salud Carbajal
Ms.	Jodie	Torkelson	Rep. Rick M. Nolan
Mr.	William	Tranghese	Rep. Richard E. Neal
Ms.	Danyell	Tremmel	Rep. Paul D. Ryan
Mr.	Tom	Tucker	Rep. Jimmy Panetta
Ms.	Kimberly	Turner	Rep. Dwight Evans
Mr.	Thomas	Van Flein	Rep. Paul A. Gosar
Mr.	Richard	Vaughn	Rep. Scott E. DesJarlais
Ms.	Rachel	VerVelde	Rep. Glenn S. Grothman
Ms.	Ashlee	Vinyard	Rep. Lamar S. Smith
Mr.	Beau	Walker	Rep. Steve Womack
Mr.	James	Walkinshaw	Rep. Gerry E. Connolly
Mr.	Tim	Walsh	Rep. Juan C. Vargas
Mr.	Yelberton	Watkins	Rep. James E. Clyburn
Ms.	Jennifer	Watson	Rep. Tom Rice Jr.
Mr.	Glenn	Wavrunek	Rep. Mark Pocan
Mr.	Austin	Weatherford	Rep. Adam D. Kinzinger
Mr.	Brandon	Webb	Rep. Robin L. Kelly
Ms.	Deborah	Weigel	Rep. Andy Biggs
Mr.	Justin	Wein	Rep. David E. Price
Mr.	William	Weitz	Rep. Eliot L. Engel
Mr.	Walter	Whetsell	Rep. Ralph W. Norman Jr. Rep.
Ms.	Courtney	Whetstone	Steve E. Stivers
Mr.	Stanley	White	Rep. Robert A. Brady
Ms.	Jeanette	Whitener	Rep. Steve T. Knight
CAPT	Eric	Wiese	Rep. Kay N. Granger
Mr.	Lance	Williams	Rep. Jeff D. Duncan

## List of Invited Staff

Sal	First Name	Last Name	Member Office
Mr.	Mark	Williams	Rep. Mike Conaway
Mr.	Devin	Wiser	Rep. Rob W. Bishop
Mr.	Eric	Witte	Rep. Dave W. Loebsack
Ms.	Allison	Witt-Poulios	Rep. Bob E. Latta
Ms.	Veronica	Wong	Rep. Darrell E. Issa
Mr.	Gary	Woodward	Rep. David A. Scott
Mr.	David	Wysong	Rep. Beto O'Rourke
COL	Leafaina	Yahn	Del. Aumua Amata Coleman Radewagen
Mr.	Jason	Yaworske	Rep. Warren Davidson
Mr.	Ray	Yonkura	Rep. Jim D. Jordan
Mr.	Lenny	Young	Rep. Julia Brownley
SgtMaj	Bill	Zito	Rep. Pete G. Olson

THE WILLIAM AND FLORA HEWLETT FOUNDATION

May 30, 2017

The Honorable Susan Brooks, Chairwoman  
Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515

Re: Pew Charitable Trusts' Bipartisan Leadership and Management Retreat in Philadelphia, PA

Dear Chairwoman Brooks:

This letter is submitted in connection with the October 7-8 bipartisan leadership and management retreat to Philadelphia, PA sponsored by the Pew Charitable Trusts, to which congressional staff have been invited. We understand that the Committee on Ethics, which is charged with reviewing and approving privately-funded, officially-connected travel by House Members and staff, may consider the Foundation to be a "source" of funds associated with the Pew Charitable Trusts' congressional study trip that must be identified under House rules.

The William and Flora Hewlett Foundation (the "Foundation"), a non-profit foundation established in 1967, made a grant to the Pew Charitable Trusts ("Pew") to support its House Chiefs of Staff project (Grant #2015-2725). The Foundation's grant funds are intended to enable Pew to work with the U.S. House of Representatives' chiefs of staff in an effort to build, strengthen and sustain a bipartisan organization that will foster relationships, share best practices and strengthen the capacity of Congress. The Foundation is aware Pew's educational activities and the study trip, the participants, and its agenda. However, there is no agreement, written or oral, between the Foundation and Pew whereby the Foundation may direct the activities of Pew, including the conduct of the study trip, or cause the selection of any invited congressional participant. Pew exercises control over that selection process and makes the selection completely independent from the Foundation.

Furthermore, please note that the Foundation is not a registrant under the Federal Lobbying Disclosure Act ("LDA"), does not retain or employ a registered federal lobbyist to lobby on its behalf, and has not received funds from any lobbyist or LDA registrant. Moreover, the Foundation has not accepted any source funds earmarked for Pew or any congressional travel.

If we can provide any additional information, please me at 650-234-4787 or [epeters@hewlett.org](mailto:epeters@hewlett.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'Elizabeth H. Peters', with a stylized, flowing script.

Elizabeth H. Peters  
General Counsel