

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

18 SEP 13 AM 9:22

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: Lakeisha Steele
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: August 28, 2018 Return: August 30, 2018
 b. Dates at personal expense (if any): _____ or None
4. Departure city: Washington D.C. Destination: Detroit MI Return city: Washington D.C.
5. Sponsor(s) (who paid for the trip): Jobs for the Future (JFF)
6. Describe meetings and events attended: During the visit to Detroit, meetings and events were focused around the city's efforts to revitalize its economy, specifically how to get Detroiters on a pathway to economic success through local education and workforce systems.
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: Lakeisha Steele DATE: 9/6/18

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: Suzanne Bonamici DATE: 9.7.18

SIGNATURE OF SUPERVISING MEMBER: Suzanne Bonamici

**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): Jobs for the Future (JFF) with a grant from Lumina Foundation, and The Joyce Foundation
2. Travel Destination(s): Detroit, MI
3. Date of Departure: August 28, 2018 Date of Return: August 30, 2018
4. Name(s) of Traveler(s): Anne DeCesaro, Kelsey Fetzer, Alex Huang, Heather Painter, Alex Payne, James Redstone, Lakeisha Steele and Eva Vrana
(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	\$425.00	\$258.00	\$135.00	NONE
Accompanying Relative	NONE	NONE	NONE	NONE

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: Mary Clagett

Name: Mary Clagett

Title: Senior Director of Workforce Policy

Organization: Jobs for the Future

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

Address: 122 C St NW Washington D.C. 20001

Telephone number: 703-517-6368

Email Address: mclagett@jff.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

1. Name of Traveler: Lakisha Steele
2. Sponsor(s) (who will be paying for the trip): Jobs for the Future (JFF)
3. Travel destination(s): Detroit, MI
4. a. Date of departure August 28, 2018 Date of return: August 31, 2018 *JS*
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: August 31, 2018
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.
The purpose of this trip is to learn how Detroit is reinventing its education and workforce systems. As a legislative assistant who handles education issues for Rep Bonamici, my job entails learning about innovation education initiatives to advance equity, opportunity and access in federal
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: 7-25-18

Suzanne Bonamici
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): Jobs for the Future (JFF) with a grant from Lumina Foundation and The Joyce Foundation.
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: Lumina Foundation and The Joyce Foundation
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 attachments for more detail.
5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6. Date of departure: August 28, 2018 Date of return: August 30, 2018
7. a. City of departure: Washington, DC
b. Destination(s): Detroit, MI
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:

JFF selects sites and topics of interest around which to base visits and forums, taking into account

Congressional staff interest, the quality of programs and their relationship to education, workforce and poverty alleviation policy. See attachments for more detail.

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:

N/A

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): _____

See attachments for more details, following government per diem rates for Detroit, MI.

2) Provide reason for selecting the location of the event or trip: _____

JFF selected Detroit, MI due to the innovative work the city is doing to revitalize it's economy.

See attachments for more detail.

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

Hotel name: The Siren Hotel City: Detroit, MI Cost per night: \$126.00

Reason(s) for selecting: The geographic location and the hotel offered government per diem rates.

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 Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$105.00 see attachment	\$250.00 see attachment	\$135.00 see attachment
For each accompanying relative	NONE	NONE	NONE

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	NONE	NONE
For each accompanying relative	NONE	NONE

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: María K. Flynn
 Name: María Flynn
 Title: President/CEO
 Organization: Jobs for the Future
 Address: 122 C at NW Washington, DC 20001
 Telephone number: 617-728-4446
 Email address: mflynn@jff.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): Lumina Foundation
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.
 Yes No
2. Name of Primary Trip Sponsor: Jobs for the Future (JFF)
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: Danette Howard

Name: Danette Howard Title: Senior Vice President

Organization: Lumina Foundation

Address: 30 S. Meridian St. Suites 700-800 Indianapolis, IN 46206-1806

Telephone number: 800-834-5456 Email: dhoward@luminafoundation.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 Joyce Foundation
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service.
 Yes No
2. Name of Primary Trip Sponsor: Jobs for the future (JFF)
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: Ellen Alberding
Name: Ellen Alberding Title: President
Organization: The Joyce Foundation
Address: 321 North Clark St. Suite #1500 Chicago, IL 60654
Telephone number: 312-782-2464 Email: swilkins@joycefdn.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

Kenny Marchant, Texas
Leonard Lance, New Jersey
Mimi Walters, California
John Ratcliffe, Texas

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

August 24, 2018

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

Ms. Lakeisha Steele
Office of the Honorable Suzanne Bonamici
439 Cannon House Office Building
Washington, DC 20515

Dear Ms. Steele:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Detroit, Michigan, scheduled for August 28 to 31, 2018, sponsored by Jobs for the Future, with financial support from the Lumina Foundation and the Joyce Foundation. We note that this trip includes one day at your personal expense.

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

**Congressional Staff Network for Workforce and Economic Security Issues
August 28, 2018 – August 30, 2018 Site Visit to Detroit, Michigan**

Attachments

Question #4 House Staff:

- Anne Decesaro, Staff Director Human Resources Subcommittee, Committee on Ways and Means
- Kelsey Fetzer, Legislative Assistant, Rep. Jack Bergman
- Alex Huang, Legislative Assistant, Rep. Brenda Lawrence
- Amy Jones, Director of Education and Human Services Policy, House Education and Workforce Committee
- Robin Juliano, Professional Staff Member, House Appropriations Committee
- Heather Painter, Legislative Assistant, Rep. Conor Lamb
- Alexander Payne, Policy Advisor, House Education and Workforce Committee
- James Redstone, Professional Staff Member, House Education and Workforce Committee
- Emily Slack, Professional Staff Member, House Education and Workforce Committee
- Lakeisha Steele, Legislative Assistant, Rep. Suzanne Bonamici
- Eva Vrana, Legislative Assistant, Rep. John Moolenaar

House staff have been invited as a result of their work on education and workforce development issues. All have responsibility over these federal issues in their offices. The site visit will highlight the successes and challenges of education, workforce and poverty programs in Detroit.

Question #7 Reason for Selecting Location:

JFF selected Detroit, Michigan for this site visit because of the revitalization of the city and economy and their serious approach to equity. Detroit has undergone significant changes in the past decade, now the city is rebuilding, not only physically but it's economy. This visit will highlight Detroit's commitment to innovative K-12, post-secondary and workforce models that promote skill development and poverty alleviation. The visit will shed light on implications for K-12, higher education and workforce development policy, specifically on: CTE, Pre-apprenticeship and apprenticeship programs, career pathway approaches and strategies for supporting today's most vulnerable learners.

Question #12 Role of Sponsor:

Jobs for the Future (JFF) selects sites and topics of interest around which to base site visits and forums, considering congressional staff interest, the quality of programming, and whether or not these programs have a relationship to workforce development, education and poverty alleviation policy, specifically with a lens toward equity. JFF develops and executes the agenda; arranges logistics for the trip; and communicates with the staff. Lumina Foundation and The Joyce Foundation provide grants to Jobs for the Future to convene the Congressional Staff Network on Workforce and Economic Security Issues.

Purpose of the Trip and Mission of the Sponsor. JFF is interested in the development of education, training and supportive programs and policies that expand opportunities for low income and disconnected youth and adults to attain the education, training and credentials necessary to find good jobs and family sustainable careers. JFF's work is informed by research, analysis, and best practice. The purpose of this trip is to examine high quality and innovative education and workforce training programs that focus on the economic needs of the city, its employers and its people. Staff will see strategies the city is implementing to help inhabitants meet the skill needs of the region's critical industries, they will talk with students, teachers, state and local officials and employers who are involved in the development and in carrying out these programs. In addition, our funders, Lumina Foundation and The Joyce Foundation are interested in increasing pathway opportunities starting in high school through career, ensuring all populations have access to postsecondary educational attainment and supportive services through high quality and innovative approaches that meet national, state, and local economic needs.

History Carrying out Site Visits. Jobs for the Future has carried out the Congressional Network on Workforce Development and Economic Security for 10 years. As part of that work we have held numerous DC-based forums and conducted multiple site visits where senior congressional staff have the opportunity to see high quality workforce programs and learn from experts and practitioners on the ground, about the impact of federal policy in their fields of responsibility. Our visits have included programs in: Charlotte, NC; Bridgeport, CT; Cincinnati, OH; Madison, WI; Philadelphia, PA; Detroit, MI, Wichita, KS, Nashville, TN, Seattle, WA, Eastern KY and Fredericksburg, VA. The purpose of these trips (and the Network) is to provide in-depth learning opportunities for staff on workforce, education, and economic security issues. The Joyce Foundation has funded JFF's work with the Network for the past 10 years and this is Lumina Foundation's first year funding the Network.

Question #18 Good Faith Estimates for House Staff Travel and Meal Expenses:

Transportation: Round trip coach class commercial airfare from DCA (DC) → DTW (Detroit) = \$350.00 per person. On the ground transportation, via chartered coach class bus service for two days in Detroit = \$75.00 per person. Total transportation expenses come out to roughly = **\$425.00 per person.**

Lodging: Lodging at the Siren hotel = \$126.00 per night x 2 nights = **\$258.00 per person.** Lodging expenses will equal the government per diem for Detroit, MI in August.

Meals: Meals for three days of travel = **\$135.00 per person.** Meal expenses will not exceed per diem rates in Detroit, MI in August.



CONGRESSIONAL STAFF NETWORK
ON WORKFORCE AND ECONOMIC SECURITY

AGENDA

Tuesday, August 28, 2018 – Thursday, August 30, 2018
Site Visit to Detroit, Michigan

TUESDAY, AUGUST 28th

- 3:00 – 4:37PM Staff Flies to Detroit MI
DCA → DTW Delta Airlines Flight 2741
- 5:15 – 6:15 PM Transit from Airport to The Siren Hotel
1509 Broadway St. Detroit, MI 48226
- 6:15 – 7:00 PM Check into Rooms
- 7:00 – 9:00 PM Dinner Session: Detroit's Future Opportunities and Challenges
Dpop Center: 711 Griswold St. Detroit, MI 48226

Speakers:

- Stephen Henderson, Journalist, WDET 101.9 FM (facilitator)
- Bill Emerson, Vice Chairman, Quicken Loans and Rock Ventures
- Ryan Friedrichs, Chief Development Officer, City of Detroit
- Tonya Allen, President and CEO, Skillman Foundation
- Tosha Tabron, Vice President, Relationship Manager of Global Philanthropy, JPMorgan Chase

The dinner program will focus on Detroit's vision for the future, and how the city is revitalizing its economy through workforce development, inclusion, and partnerships. The panel will represent local government, private industry and philanthropy, highlighting for staff: Detroit's current economic landscape; workforce development challenges and opportunities; strategies to combat challenges; the roles of the diverse stakeholders; and future plans for success and high impact programming.

- 9:00 PM Return to the Hotel

WEDNESDAY, AUGUST 29th

7:45 AM Meet in Lobby and Walk to the Carr Center

8:00 – 9:30 AM Breakfast Session: Detroit's Workforce Development System
The Carr Center: 1505 Woodward Ave. Detroit, MI 48226

Speakers:

- Jeff Donofrio, Director, Workforce Development, City of Detroit
- Nicole Sherard-Freeman, Executive Director, Detroit Employment Solutions Corporation

The breakfast meeting will focus on Detroit's workforce development system, its structure, key initiatives, and how it is serving special populations, including but not limited to non-credentialed adults and opportunity youth.

9:30 – 10:00 AM Travel to the Michigan Central Train Depot
2001 15th St. Detroit, MI 48216

10:00 – 11:30 AM Transforming the Auto Manufacturing Industry for Tomorrow

Speakers:

- Bryan Barnhill, Detroit Engagement Manager, City Solutions Group, Ford Motor Company
- Matt Godlewski, Director, Government and Stakeholder Relations, Ford Motor Company

This session will focus on the auto industry's response to the future of work. Staff will learn about Ford's strategy behind the Corktown campus, its focus on innovation, how their move back to Detroit is having a major economic impact on the city, and about the talent needs of the company -- particularly in its focus on innovation.

11:30 – 12:00 PM Travel to SW Detroit

12:00 – 1:30 PM Lunch Session at the Ford Resource and Engagement Center: The Role of Detroit's Community-Based Organizations in Addressing Poverty and Workforce Development
2826 Bagley St. Detroit, MI 48216

Speakers:

- Dan Varner, CEO, Goodwill Industries
- Eva G. Dewaelsche, President and CEO, SER Metro
- Hector Hernandez, Executive Director, Southwest Economic Solutions
- Jewel Chapman, Director, Workforce Development and Education, Focus Hope

Staff will hear from SW Detroit's community leaders, including SW Solutions Earn & Learn program, Goodwill's Surge program, SER Metro's YouthBuild Program, and Focus Hope to understand the profiles and needs of Detroiters being served by major CBOs. Staff will learn about signature initiatives and how organizations leverage TANF, SNAP, WIOA I & II, philanthropic and employer support to achieve results. Staff will also hear about what these organizations recommend for strengthening federal programs.

1:30 – 2:00 PM Travel to the Shinola Factory in New Center
485 W Milwaukee St. Detroit, MI 48202

2:00 – 3:00 PM Shinola Session: Made in Detroit

Speakers:

- Jen Guarino, Vice President, Manufacturing, Shinola

Representatives from Shinola Watch Company and other local industries will showcase how they are using fashion to catalyze Detroit's "garment" district; staff will learn about the talent needs of small manufacturers.

3:00 – 3:30 PM Travel to University of Michigan (Detroit Center in Midtown)
3663 Woodward Ave #150 Detroit, MI 48201

3:30 – 5:00 PM UofM Session: Solutions and Partnerships with Higher Education

Speakers:

- Patrick Cooney, Assistant Director, Detroit Partnership on Economic Mobility, Poverty Solutions at the University of Michigan
- Keith E. Whitfield, Provost and Senior Vice President for Academic Affairs, Wayne State University
- Greg Handel, Vice President, Education, Detroit Regional Chamber of Commerce
- James Sawyer, President, Macomb Community College
- Curtis Ivery, Chancellor, Wayne County Community College District

This Session will focus on the role that postsecondary education plays in economic and workforce development in the Detroit region, including its role in addressing poverty. Speakers will discuss the University of Michigan's poverty alleviation research, as well as partnerships among higher education institutions and business and industry (including the Detroit Regional Chamber of Commerce) on the design and implementation of strategies for student access and

success. Staff will also learn about Detroit's recent designation as a Talent Hub designed to attract, retain, and cultivate talent, particularly among today's students, many of whom are people of color, low income, and the first to go to college. The Talent Hub is a collaboration led by the Detroit Regional Chamber in partnership with Wayne State University and Macomb Community College, with funding from Lumina and The Kresge Foundations.

5:00 – 5:30 PM Travel back to hotel

6:30 PM Informal Dinner

THURSDAY, AUGUST 30th

7:30 – 9:00 AM Breakfast Session: The Mayor's Workforce Development Board
Detroit Athletic Club 421 Madison St. Detroit, MI 48226

Speakers:

- Dave Meador, Vice Chair and Chief Administrative Officer, DTE Energy
- Cindy Pasky, President and CEO, Strategic Staffing Solutions

Detroit's Workforce Development Board co-chairs will share the Mayor's vision and efforts around rebuilding Detroit's workforce development system, including efforts to remove barriers for Detroiters to enter and succeed along pathways to good jobs/careers.

9:00 – 9:30 AM Return to Hotel for checkout

9:30 – 10:00 AM Travel to the University of Detroit Mercy School of Architecture
16650 Livernois Ave, Detroit MI 48221

10:00 - 11:30 AM Session: Revitalization in Detroit Neighborhoods

Speakers:

- Maurice Cox, Director, Planning and Development, City of Detroit
- Michelle Bolofer, Executive Director, Century Forward
- Mike Smith, Vice President, Neighborhoods, Invest Detroit
- Devon Buskin, Director, Workforce Development, The Greening of Detroit
- Cecily King, Executive Director, Live6 Alliance

This session will focus on neighborhood redevelopment, inclusion and equity. Staff will be driven to the Ella Fitzgerald Community park where they will get out and walk around the Fitzgerald Neighborhood, while hearing from Representatives from the city

planning department. After learning about the neighborhood's history and future development plans, staff will hear from developers and community organizations who will explain how sectors and initiatives are coming together in strategic neighborhood revitalization. The entire session will take place outside as long as weather permits.

11:30 – 12:00 PM Travel to Randolph Career and Technical Education Site
17101 Hubbell Detroit, MI 48235

12:00 – 12:30 PM Tour of the Randolph CTE Center

The Randolph CTE Center is a high school that prepares students for high-wage careers in construction trades, business, drafting and design technology while creating college and career-ready learners. The center also emphasizes work-based learning. Staff will tour the facilities and learn about Detroit's investment in CTE as a major component of the city's efforts to skill up its workforce. Because school does not begin in Detroit until after Labor Day, students are not expected to be in attendance.

12:30 – 2:30 PM Lunch Session at the Randolph CTE Center: CTE and Apprenticeship programs for Youth and Adults

- Krista King, Director, Randolph CTE Center
- Brenda Belcher, Director of the Office of College and Career Readiness, Detroit Public Schools
- Mike Haller, President, Walbridge
- Tom Ward, Training Director, Bricklayers Local 2
- Tom Bowes, Assistant Director, International Brotherhood of Electrical Workers (IBEW) at the Joint Electric Apprenticeship Training Center (JATC)

Staff will hear from the public-school system, organized labor, and apprenticeship partners to understand the public private partnerships required in CTE and apprenticeships – and how CTE is being transformed in the city for youth and adult learners.

2:30 – 3:30 PM Wrap Up

Informal discussion with sponsors and staff about key take-aways from the trip – reflecting on what was learned and ways Federal policy makers can assist states and localities to improve system alignment, programming and outcomes.

3:30 – 4:00 PM Travel to the airport

5:30 – 7:04 PM Return flight to DC
DTW → DCA Delta Airlines Flight 2972

DETROIT, MI FULL PARTICIPANT LIST

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Representative Jack Bergman

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Representative Brenda Lawrence

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House Education and Workforce Committee

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City of Detroit

Stephen Henderson
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Dan Varner
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Superintendent
Detroit Public School Community District

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Keith Whitfield
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Mindy Martin
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