



U.S. House of Representatives COMMITTEE ON ETHICS

Employee Post-Travel Disclosure Form

Original Amendment

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, B-81 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: Katherine McClelland
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 8/27/2019 Return: 8/29/2019
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, DC Destination: Denver, CO Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Jobs for the Future (JFF)
6. Describe Meetings and Events Attended: During the visit to Denver, meetings and events were focused around the region's efforts to align education and workforce systems. See attached pre-travel forms for more details.
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** the *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 statement is true by checking the box:
 b. If not, explain: _____

LEGISLATIVE RESOURCE CENTER
2020 JAN 31 PM 1:35
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

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

Signature of Traveler: Katherine McClelland Date: 9.13.19

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: BOBBY SLOT Date: 9/13/19

Signature of Supervising Member: Bobby Slot



U.S. House of Representatives

COMMITTEE ON ETHICS

Sponsor Post-Travel Disclosure Form

Original Amendment

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 ten 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)
2. Travel Destination(s): Denver, CO
3. Date of Departure: 8/27/2019 Date of Return: 8/29/2019
4. Name(s) of Traveler(s): 13 House Staff, see attachments for full list.

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 Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$553.00	\$362.00	\$362.00	NONE
Accompanying Family Member	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 Date: 9/10/19

Name: Mary Clagett Title: Sr. Director of Workforce Policy

Organization: Jobs for the Future (JFF)

I am an officer of the above-named organization. Signify statement is true by checking box:

Address: 122 C St. NW Washington, DC 20001

Telephone: (617) 728-4446 Email: 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: Katherine McClelland
2. Sponsor(s) who will be paying for the trip: Jobs for the Future (JFF)
3. City and State OR Foreign Country of Travel: Denver, CO
4. a. Date of Departure: August 27, 2019 Date of Return: August 29, 2019
 b. Will you be extending the trip at your personal expense? Yes No
 If yes, list dates at personal expense: _____
5. a. Will you be accompanied by a family member at the sponsor's expense? Yes No If yes:
 (1) Name of Accompanying Family Member: _____
 (2) Relationship to Traveler: Spouse Child Other (specify): _____
 (3) Accompanying Family Member is at least 18 years of age: Yes No
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? Yes No
 b. If yes, and you are requesting lodging for two nights, explain why the second night 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.
As a Professional Staff for the Committee on Education and Labor the visit activities are relevant to
duties due to the focus on education, workforce development and poverty alleviation issues. The trip
will highlight successes and challenges of these types of programs in the Denver Metro Region.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, 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.

Signature of Employing Member  Date 7-25-19



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 website (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 family member of the House invitee(s)? Yes No
6. Date of Departure: August 27, 2019 Date of Return: August 29, 2019
7.
 - a. City of departure: Washington, DC
 - b. Destination(s): Denver, CO
 - c. City of return: Washington, DC
8. Check only one. I represent that:
 - 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 only 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 you checked this box, explain why the second night of lodging is warranted: _____



U.S. House of Representatives
COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities 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 only one of the following:*
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. *Not Applicable.* 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:
NONE
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. *Check only one.* I represent that either:
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, cost per day of meals follow government per diem rates for Denver, CO in August.
2) Provide the reason for selecting the location of the event or trip: JFF selected Denver, CO due to the city's strategies in addressing education, workforce and poverty policy. See attachments for more detail.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
Hotel Name: The Brown Palace Hotel City: Denver, CO Cost Per Night: \$181.00
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:*



U.S. House of Representatives

COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$553.00 (see attachments for detail)	\$362.00 (see attachments for detail)	\$209.00 (see attachments for detail)
For each Accompanying Family Member			

	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 Family Member	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 only one:

a. I certify that I am an officer of the organization listed below: OR

b. *Not Applicable.* Trip 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: Maria K. Flynn Date: 7/22/2019

Name: Maria Flynn

Title: President/CEO

Organization: Jobs for the Future (JFF)

Address: 122 C St. NW Washington, DC 20001

Telephone: 617-728-4446

Email: 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, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392



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 (check and 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 only 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 S Alberding Date: 7-24-19

Name: Ellen Alberding Title: President

Organization: The Joyce Foundation

Address: 321 North Clark St, Suite #1600 Chicago, IL 60654

Telephone: 312-782-2464 Email: awllklns@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, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392



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 (check and 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 only 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 Date: 7/24/2019

Name: Danette Howard Title: Senior Vice President

Organization: Lumina Foundation

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

Telephone: 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, D.C. 20515
Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida
Chairman
Kenny Marchant, Texas
Ranking Member

Grace Meng, New York
Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Anthony Brown, Maryland

John Ratcliffe, Texas
George Holding, North Carolina
Jackie Walorski, Indiana
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Christopher A. Donesa
Counsel to the Ranking Member

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

August 23, 2019

Ms. Katherine McClelland
Committee on Education and Labor
2176 Rayburn House Office Building
Washington, DC 20515

Dear Ms. McClelland:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Denver, Colorado, scheduled for August 27 to 29, 2019, sponsored by Jobs for the Future, with financial support from the Lumina Foundation and the Joyce Foundation.

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,

Theodore E. Deutch
Chairman

Kenny Marchant
Ranking Member

TED/KM:smm

Attachments

**Congressional Staff Network for Economic Advancement
August 27, 2019 - August 29, 2019 Denver, Colorado**

Question #4 House Staff:

- Jessica Bowen, Legislative Assistant, Rep. Suzanne Bonamici
- Anne DeCesaro, Republican Staff Director, Worker and Family Support Subcommittee, House Ways and Means Committee
- Katherine Fleming, Legislative Assistant, Rep. Brett Guthrie
- Amy Jones, Director of Education and Human Services Policy, House Education and Labor Committee
- Katherine McClelland, Professional Staff, House Education and Labor Committee
- Jake Middlebrooks, Professional Staff, House Education and Labor Committee
- Heather Painter, Legislative Assistant, Rep. Conor Lamb
- Alex Payne, Legislative Director Rep. Kim Schrier
- Alex Ricci, Professional Staff, Committee on Education and Labor
- Keanu Reynolds-Rivera, Legislative Assistant, Rep. Mary Gay Scanlon
- Cortney Segmen, Legislative Assistant, Rep. David Trone
- Maxine Sugarman, Legislative Assistant, Rep. Suzanne Bonamici
- Lauren Toy, Legislative Aide, Rep. Susie Lee

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 Denver, CO.

Question #7 Reason for Selecting Location:

Jobs for the Future (JFF) selected Denver, Colorado for this site visit because of the workforce development and education efforts of the city, specifically the way they are utilizing federal funds to bridge secondary and post-secondary systems to target special populations for skill development opportunities in high demand industries. Denver is an interesting city, with a depth of history and culture, and it has strived to develop innovative practices to better upskill and serve its hardest to serve population in the local job market. This visit will highlight Denver'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 apprenticeships, 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 for Economic Advancement.

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 has 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:

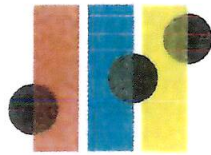
JFF has carried out the Congressional Network for Economic Advancement for over years. As part of that work we have held numerous DC-based forums and conducted multiple site visits where senior congressional staff have the opportunity to see high quality workforce programs and learn from experts and 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, and Memphis, TN. The purpose of these trips (and the Network) is to provide in-depth learning opportunities for staff on workforce, education, and economic security issues. This year Lumina Foundation and The Joyce Foundation have provided funding for the Network.

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

Transportation: Round trip coach train from Union Station to BWI = \$28.00. Round trip coach class commercial airfare from BWI (Baltimore) to DEN (Denver) = \$450.00 per person. On the ground transportation, via chartered coach class bus service for two days in Denver = \$75.00 per person. Total transportation expenses = **\$553.00 per person.**

Lodging: Lodging at the Brown Palace Hotel for two nights = **\$362.00 per person.** (\$181.00 per night, in line w/ per diem)

Meals: Meals for two days and one day of travel = \$209.00 per person.



CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

FINAL AGENDA

Tuesday, August 27th 2019 – Thursday, August 29th, 2019
Site Visit to Denver, Colorado

Tuesday, August 27, 2019

- 7:55 – 8:20 a.m.** **Amtrak Train from Union Station to BWI**
7:55 – 8:20 a.m. Amtrak
- 10:35 a.m. –** **Flight to Denver, CO**
12:25 p.m. *Southwest Flight WN1779*
Departs BWI @ 10:35 a.m. (EDT) → Arrives in DEN @ 12:25 p.m. (MDT)
- 12:25 – 1:30 p.m.** **Travel by Bus from Airport to Colorado State University**
Colorado State University (CSU) Global Campus
585 Salida Way, Aurora, CO 80011
- 1:30 – 3:00 p.m.** **Lunch Session: An Introduction to Denver Metro and**
Colorado – A Pipeline Study and Its Impact in Colorado
Colorado State University (CSU) Global Campus
585 Salida Way, Aurora, CO 80011

Luncheon speakers will provide an overview of the Denver metro area and of Colorado: the economy, demographic characteristics, challenges in addressing poverty and equity issues, education and workforce development efforts, and opportunities that lie ahead. As part of this session, speakers will discuss Colorado's Talent Pipeline Report and how it has provided a foundation and framework for the state's education and workforce efforts.

Speakers:

- **Sam Bailey**, Vice President of Economic Development, Denver Metro Chamber of Commerce

- **Brandon McReynolds**, Director of Workforce Development, Colorado Department of Higher Education
- **Lee Wheeler-Berliner**, Managing Director, Colorado Workforce Development Council

3:00 – 4:15 p.m.

How Colorado's Higher Education Systems and Institutions are Responding to the Future of Work

*Colorado State University (CSU) Global Campus
585 Salida Way, Aurora, CO 80011*

Leaders from the state's higher education system will discuss how Colorado's postsecondary system is changing to meet the education and skill needs of the economy and its students – especially looking toward the future of work. Speakers will discuss how the postsecondary system is advancing innovative strategies including college and career pathways, stackable credentials, industry sector initiatives, acceleration strategies, and online offerings.

Speakers:

- **Rico Munn**, Superintendent, Aurora Public Schools
- **Betsy Oudenhoven**, President, Community College of Aurora
- **Kim Poast**, Chief Student Success and Academic Affairs Officer, Colorado Department of Higher Education
- **Becky Takeda-Tinker**, President, Colorado State University Global

4:15 – 5:00 p.m.

Tour of the CSU Global Campus

Staff will tour the new CSU Global Campus and hear about the work carried out in the facility – how the campus is providing alternative postsecondary learning through strong college and career pathways.

5:00 – 6:30 p.m.

Travel to Hotel & Check In

*Brown Palace Hotel
321 17th Street, Denver, CO 80202*

6:30 – 9:00 p.m. **Dinner Session: State Efforts to Create and Sustain Cross-System Partnerships in Support of College and Career Pathways and Strong Sector Initiatives**

*Brown Palace Hotel (Onyx Room, Mezzanine Level)
321 17th Street, Denver, CO 80202*

State officials will discuss how Colorado is working collaboratively to address the challenges and opportunities identified in the Talent Pipeline report, including the implementation of innovative college and career pathways, as well as sector-focused and apprenticeship initiatives. Speakers will also discuss Colorado's efforts to ensure equitable access and success in education and workforce programs.

Speakers:

- **Katy Anthes**, Commissioner of Education, Colorado Department of Education
- **Joe Barela**, Executive Director, Colorado Department of Labor and Employment
- **Angie Paccione**, Executive Director, Colorado Department of Higher Education
- **Lee Wheeler-Berliner**, Managing Director, Colorado Workforce Development Council

9:00 p.m. **Programming Ends**

Wednesday, August 28, 2019

7:45 – 8:15 a.m. **Travel by Bus to Urban Peak**
*Urban Peak
4890 North Pecos Street, Denver, CO 80221*

8:15 – 9:15 a.m. **Breakfast Session: Speaking with Urban Peak Youth**
*Urban Peak
4890 North Pecos Street, Denver, CO 80221*

Urban Peak serves youth experiencing homelessness in the Denver Metropolitan Area and Colorado Springs. During this time staff will have breakfast and talk with Urban Peak staff and young people served by the organization – hearing individuals' stories and about how the program is helping them to find shelter and connect to skill development opportunities.

9:15 – 10:30 a.m. How Denver is Addressing its Youth Populations

Urban Peak

4890 North Pecos Street, Denver, CO 80221

This session will focus on youth programming in the Denver metro area. Panelists will discuss initiatives that target both in-school and out-of-school youth – providing education, skills development, work-based learning, and comprehensive support services to prepare and ensure the success of young people in the region.

Speakers will describe their programs, the populations they serve, what makes them work, and their outcomes. They will also identify barriers encountered in carrying out these programs and what federal policy could do to better assist these young people in achieving success.

Speakers:

- **Christina Carlson**, CEO, Urban Peak
- **Noel Ginsburg**, CEO, CareerWise Colorado
- **Eliza Harding**, Director of Operations, Zero Dropouts
- **Renee Zentz**, CEO, Housing & Building Association of Colorado Springs
- **Lorena Zimmer**, Talent Pipeline Director, Denver Opportunity Youth Initiative, Denver Metro Chamber of Commerce

10:30 – 11:00 a.m. Travel to Northeast Early College High School

Northeast Early College High School

12000 East 45th Avenue, Denver, CO 80239

**11:00 a.m. –
12:00 p.m.**

Early College High School Tour and Talk with Students

Staff will tour the Early College High School (ECHS), led by students participating in ECHS programming. Staff will talk with students to better understand their experiences, how the programs works, and the benefits that result from this strategy in college and career preparation.

12:00 – 1:15 p.m.

**Lunch Session: Seamless and Accelerated Pathways from
Secondary to Postsecondary Education – Colorado’s Commitment to
Early College High School**

Northeast Early College High School

12000 East 45th Avenue, Denver, CO 80239

This session will bring together leaders from the Denver Educational Attainment Network and from the metro area’s ECHS community to discuss how they are working across the region’s K-12 and postsecondary systems to create strong postsecondary pathways for students, including

those from diverse and underrepresented backgrounds. Staff will also hear more about the region's ECHS programs that provide college in high school as a strategy to create seamless transitions for students from high school to college and/or career.

Speakers will discuss efforts to ensure equity and success for all students in Denver and will provide information about student outcomes in ECHS programs.

Speakers:

- **John Albright**, Student Engagement Director, Denver Public Schools
- **Janel Highfill**, Associate Vice President of Workforce, Partnerships, and Resource Development, Community College of Aurora
- **Therese Ivancovich**, Executive Director, Denver Education Attainment Network (DEAN)
- **Teina McConnell**, Executive Director, Pickens Technical College
- **Stacy Parrish**, Principal, Northeast Early College High School
- **Misti Ruthven**, Executive-Director, Innovation & Pathways, Colorado Department of Education

1:15 – 2:15 p.m.

Travel to Community College of Denver

*Community College of Denver
Confluence Building
800 Curtis Street, Denver, CO 80204*

Tour of I-70 Construction Site

On the drive to the Community College of Denver, the bus will drive through the I-70 construction site where hundreds of Denver residents are being trained and employed as part of this massive highway expansion project. Staff from the project will join us on the bus to discuss how the project is positively impacting the surrounding communities through community benefit and hiring agreements, as well as a complex education and training effort.

Discussion Leaders:

- **Molly Bly**, Workforce Development Liaison, Colorado Department of Transportation
- **Tracey Stewart**, Investment Director for Family Economic Security, Gary Community Investments
- **Katrina Wert**, Director, Workforce Initiatives, Community College of Denver

2:15 – 3:45 p.m.

**Session on Skilling Special Populations in Higher Education
and Workforce Development**

*Community College of Denver
Confluence Building
800 Curtis Street, Denver CO 80204*

This session will be organized into table discussions, where congressional staff will talk with education and workforce development leaders and program participants about how certain education and skills development programs in the Denver metro area are helping to alleviate poverty and address equity concerns in the region. Discussion leaders at each table will describe their programs, the populations they serve, what makes their programs work, and their participants' outcomes. Program participants will describe their participation in the programs, and what difference it has made in their lives. Staff will come away with a better understanding of the barriers faced by low-income individuals trying to succeed in today's economy as well as a better understanding of policy changes that are needed to address these complex issues.

Welcome:

- **Ruthanne Orihuela**, Provost & Vice President of Academic Affairs, Community College of Denver

Discussion Leaders:

- **Tony Anderson**, Workforce Services Director, Denver Economic Development & Opportunity
- **Rebecca Balu**, Employment and Training Manager, Colorado Department of Human Services
- **Katy Hamilton**, CEO, Center for Work Education and Employment
- **Julie Stone**, Executive Director, Work Options for Women
- **Katrina Wert**, Director, Workforce Initiatives, Community College of Denver
- **Lara Writsel**, Colorado Works Subsidized Training and Employment Program (CW STEP) Grant Coordinator, Colorado Department of Labor and Employment

3:45 – 4:15 p.m.

Tour of Work Options for Women (WOW) Mobile Food Unit
*Meet outside the Community College of Denver Confluence Building
800 Curtis Street, Denver CO 80204*

Staff will tour WOW's Mobile Culinary Classroom (MCC), a fast-track training opportunity for individuals who have been impacted by the criminal justice system. MCC students receive a Prep Cook certification

and two cognitive behavior classes. After the fourth week of training, students move to job search.

4:15 – 5:30 p.m. The Role of Apprenticeship in Skilling Coloradans

*Community College of Denver
Confluence Building
800 Curtis Street, Denver CO 80204*

This session will focus on Apprenticeship programs in Colorado – examining how apprenticeships are helping jobseekers and workers gain the skills they need to succeed in regional in-demand industries and occupations. Speakers will describe Colorado’s efforts to implement a robust apprenticeship movement in the state, and how the movement is focusing on nontraditional industry sectors and occupations and involving a range of new partners. Speakers will describe the specific roles that their organizations are playing in carrying out apprenticeships in Colorado, including the critical roles of employers.

Moderator:

- **Denise Miller**, State Coordinator for Apprenticeship and Experiential Learning, Colorado Department of Labor and Employment

Speakers:

- **Abbey Clothier**, Lead Workforce Planning Consultant, Centura Health
- **Eric Dunker**, Associate Vice President and Dean of Business, Technology, and Workforce Partnerships, Arapahoe Community College
- **Mike Macklin**, Associate Vice Chancellor for Workforce Development/Partnerships, Colorado Community College System
- **Chris Magyar**, Chief Academy Officer, Tectonic
- **Josh Morin**, Managing Partner/Owner, Taddiken Tree

5:30 – 6:00 p.m. Travel by Bus to Hotel

*Brown Palace Hotel
321 17th Street, Denver CO, 80202*

6:00 – 7:00 p.m. Travel to Tamayo

*Tamayo
1400 Larimer Street, Denver, CO 80202*

7:00 – 9:00 p.m. Dinner Session: Statewide Strategies to Respond to the Changing Economy

Tamayo

1400 Larimer Street, Denver, CO 80202

This session will focus on how Colorado is rethinking its strategies in education and workforce development to prepare Coloradans for the rapidly approaching future of work. Staff will hear from the Governor's office and other leaders about the state's efforts to prepare for changes in its economy and its changing skill needs.

Speakers:

- **Beth Cobert**, CEO, Skillful
- **Steve King**, Workforce Policy Advisor, Office of Governor Polis

9:00 p.m. Programming Ends

Thursday, August 29, 2019

8:00 – 9:00 a.m. Breakfast Session: Wrap Up

Brown Palace Hotel

321 17th Street, Denver CO, 80202

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

9:00 – 9:45 a.m. Travel to Airport

11:35 a.m. – Return Flight to Washington, DC

4:45 p.m.

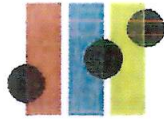
Southwest Flight WN 2415

Departs DEN @ 11:35 a.m. (MDT) → Arrives in BWI @ 4:45 p.m. (EDT)

6:00 – 6:30 p.m. Amtrak train from BWI to Union Station

6:01 – 6:30 p.m. Amtrak

* pre-trip
approved agenda *



CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

Tuesday, August 27th 2019 – Thursday, August 29th, 2019
Site Visit to Denver, Colorado

Tuesday August 27th

- 7:55 – 8:20 AM Amtrak Train from Union Station to BWI
7:55am – 8:20am Amtrak
- 10:35 – 12:25 PM Flight to Denver CO
Southwest Flight WN1779
Departs BWI @ 10:35am (EST) → Arrives in DEN @ 12:25pm (MDT)
- 12:25 – 1:30 PM Travel by Bus from Airport to Lunch session
Colorado State University (CSU) Global Campus
585 Salida Way
Aurora CO 80011
- 1:30 – 3:00pm Lunch session: An Introduction to Denver Metro and Colorado
– A Pipeline Study and its Impact in Colorado
Colorado State University (CSU) Global Campus
585 Salida Way
Aurora CO 80011

Luncheon speakers will provide an overview of the Denver metro area and of Colorado: the economy; demographic characteristics; challenges in addressing poverty and equity issues; education and workforce development efforts; and opportunities that lie ahead. As part of this session, speakers will discuss Colorado's recent talent pipeline report which will shed light on the skill needs of the state and its high demand industry sectors. Speakers will also provide an overview of the site visit.

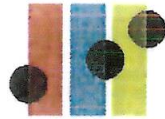
Speakers:

- **Sam Bailey**, Vice President of Economic Development, Metro Denver Economic Development Corporation
- **Brandon McReynolds**, Director of Workforce Development, Colorado Department of Higher Education (CDHE)
- **Lee Wheeler-Berliner**, Managing Director, Colorado Workforce Development Council (CWDC)



FOR ECONOMIC ADVANCEMENT

- 3:00 – 4:15 PM How the state’s Higher Education Systems and Institutions are Responding to the Future of Work
Colorado State University (CSU) Global Campus
585 Salida Way
Aurora CO 80011
- Staff will hear from leaders of CO’s higher education systems and institutions, including state representatives, community college leaders and CSU to understand how postsecondary education is responding to the needs of students and the changing economy, including topics such as: career pathways, sector strategies, stackable credentials and accelerated learning models.
- Speakers:
- **Kim Poast**, Chief Student Success and Academic Officer, CO Department of Higher Education
 - **Rico Munn**, Superintendent, Aurora Public Schools
 - **Bests Oudenhoven**, President, Aurora Community College
 - **Becky Takeda-Tinker**, President, CSU Global
- 4:15 – 5:00 PM Tour the CSU Global Campus
Colorado State University (CSU) Global Campus
585 Salida Way
Aurora CO 80011
- Staff will tour the new CSU Global Campus and hear about the work being done in the facility – how the campus is providing alternative postsecondary learning through strong career pathways.
- 5:00 – 6:00 PM Travel by Bus to Hotel
Brown Palace Hotel
321 17th St. Denver CO, 80202
- 6:00 – 7:00 PM Arrive at Hotel & Staff Check-in
Brown Palace Hotel
321 17th St. Denver CO, 80202
- 7:00 – 9:00pm Dinner Session: State Efforts to Create and Sustain Cross-System Partnerships, College and Career Pathways, and Strong Sector Initiatives
Brown Palace Hotel
321 17th St. Denver CO, 80202



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State leaders will build on the introductory session, discussing how Colorado is addressing challenges identified in the talent pipeline report, and focusing on cross-system alignment, and innovative college and career pathways and sector initiatives. Panelists will also discuss how they are thinking about equity in this work and how they tie all of this together.

Speakers:

- **Katy Anthes**, Commissioner of Education, Colorado Department of Education (CDE)
- **Lee Wheeler-Berliner**, Managing Director, Colorado Workforce Development Council (CWDC)
- **Joe Barela**, Executive Director, Colorado Department of Labor and Employment (CDLE)
- **Angie Paccione**, Executive Director, Colorado Department of Higher Education (CDHE)

9:00 PM Programming Ends

Wednesday, August 28th

7:45 – 8:15 AM Travel by Bus to Breakfast Session
Urban Peak Site
4890 N Pecos St. Denver, CO 80221

8:15 – 9:15 AM Breakfast Session: Speaking with Urban Peak Youth
Urban Peak Site
4890 N Pecos St. Denver, CO 80221

Urban Peak serves youth experiencing homelessness in the Denver Metropolitan Area and Colorado Springs. During this time staff will eat breakfast and talk with Urban Peak staff and young people served by the organization - hearing individuals' stories and about how the program is helping them to find shelter and connect to skill development opportunities.

9:15 - 10:30 AM How Denver is Addressing Youth Populations
Urban Peak
4890 N Pecos St. Denver, CO 80221



FOR ECONOMIC ADVANCEMENT

This session will focus on youth programming in the Denver metro area. Panelists will discuss initiatives that target both in-school and out-of-school youth, providing education, skills development, work-based learning, and comprehensive support services to prepare and ensure the success of young people in the future.

Speakers:

- **Christina Carlson**, CEO, Urban Peak
- **Noel Ginsburg**, CEO, Career Wise
- **Eliza Harding**, Director of Operations, Zero Dropouts
- **Renee Zentz**, CEO, Colorado Springs Home Builders Association
- **Lorena Zimmer**, Talent Pipeline Director, Denver Opportunity Youth Initiative

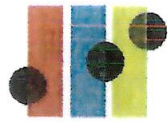
10:30 – 11:00 AM Travel to High Tech Early College High School
12000 E 45th Ave Denver, CO 80239

11:00 – 12:00 PM Early College High School Tour and Talk with Students
*High Tech Early College High School
12000 E 45th Ave Denver, CO 80239*

Staff will tour the Early College High School lead by students participating in early college high school programming. Staff will talk with students to better understand their experiences and the benefits that result from this strategy in college and career preparation.

12:00 – 1:15 PM Lunch Session: Seamless Pathways from Secondary to Postsecondary – CO's commitment to Early College High School
*High Tech Early College High School
12000 E 45th Ave Denver, CO 80239*

This session will bring together members of the Denver Educational Attainment Network to discuss how leaders from across the region's K-12 and postsecondary systems are coming together to create strong postsecondary pathways for students in the Denver region. Staff will also hear from High Tech Early College High school (ECHS), that is using college in high school as a strategy to create seamless transitions for students from high school to college and/or



CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

career. The panel will also address issues of equity and how they are ensuring students from all backgrounds succeed.

Speakers:

- **John Albright**, Student Engagement Director, Denver Public Schools
- **Janel Highfill**, Director of Strategic Partnerships, Aurora Community College
- **Therese Ivancovich**, Executive Director, Denver Education Attainment Network (DEAN)
- **Teina McConnell**, ED, Pickens Technical College
- **Stacy Parrish**, Principal, High Tech Early College
- **Misti Ruthven**, Executive Director of Pathways, Colorado Department of Education

1:15 – 2:00 PM

Travel to Community College of Denver's (CCD) Center for Health Sciences
1070 Alton Way Denver, CO 80230

2:00 - 3:15 PM

Session on Skilling Special Populations in Higher Education and Workforce Development
Community College of Denver's (CCD) Center for Health Sciences
1070 Alton Way Denver, CO 80230

This session will identify how Denver is using skills development strategies to help alleviate poverty in the Denver metro region. This session will bring together postsecondary and workforce development leaders to describe their individual and collective efforts to address poverty through education and workforce development initiatives.

Welcome: **Ruthanne Orihuela**, Provost, Community College of Denver (CCD)

Discussion Leaders:

- **Tony Anderson**, Director of Workforce Services, Denver Workforce Center
- **Rebecca Balu**, Employment and Training Manager, Colorado Department of Human Services (CDHS)
- **Katy Hamilton**, CEO, Center for Work Education and Employment
- **Julie Stone**, Executive Director, Work Options for Women (WOW)



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- **Katrina Wert**, Director, Center for Workforce Initiatives, Community College of Denver
- **Lara Writsel**, Colorado Works Subsidized Training and Employment Program (CW STEP) Grant Coordinator, Colorado Department of Labor and Employment (CDLE)

3:15 – 4:00 PM Tour of Community College of Denver’s (CCD) Center for Health Sciences
1070 Alton Way Denver, CO 80230

Staff will tour healthcare training space at Community College of Denver. During this time staff will hear how the college is partnering directly with industry to prepare students in health care pathways while also seeing the facilities where the training takes place.

4:00 – 5:30 PM The Role of Apprenticeship in Skilling Coloradans
1070 Alton Way Denver, CO 80230

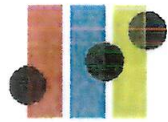
This session will focus on Apprenticeship programs in CO focusing on high quality workforce development strategies to get individuals the skills they need to succeed in regional in-demand industries.

Speakers:

- **Abbey Clothier**, Workforce Planning Manager, Centura Health
- **Eric Dunker**, Dean of Business, Arapahoe Community College
- **Mike Macklin**, Associate Vice Chancellor for Workforce Development/Partnerships, Colorado Community College System
- **Chris Magyar**, Chief Academy Officer, Techtonic
- **Josh Morin**, Managing Partner/Owner, Taddiken Tree

5:30 – 6:30 PM Travel by Bus to Dinner Session
Acreage Restaurant
1380 Horizon Ave, Unit A Lafayette, CO 80026

6:30 – 9:00 PM Dinner Session: Statewide Strategies to Respond to the Changing Economy
Acreage Restaurant
1380 Horizon Ave, Unit A Lafayette, CO 80026



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FOR ECONOMIC ADVANCEMENT

This session will focus on how CO is rethinking its strategies in education and workforce development to prepare Coloradans for the rapidly approaching future of work. Staff will hear from the Governor's office and other leaders about the state's efforts to prepare for changes in its economy and changing skill needs.

Speakers:

- **Steve King**, Workforce Policy Advisor, Governor Polis
- **Beth Cobert**, Skillful

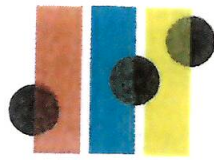
- 9:00 PM Programming Ends
- 9:00 – 9:30 PM Travel by Bus to Hotel
Brown Palace Hotel
321 17th St. Denver CO, 80202

Thursday August 29th

- 8:00 – 9:00 AM Breakfast Session: Wrap Up
Brown Palace Hotel
321 17th St. Denver CO, 80202

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

- 9:00 – 9:45 AM Travel to airport
- 11:35 AM Return Flight to DC
Southwest Flight WN 2415
Departs DEN @ 11:35 am (MDT) → Arrives in BWI @ 4:45 pm (EST)
- 6:00 – 6:30 PM Amtrak train from BWI to Union Station
6:01 pm – 6:30 pm Amtrak



CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

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Denver Economic Development & Opportunity

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Commissioner of Education
Colorado Department of Education

Rebecca Balu
Employment and Training Manager
Colorado Department of Human Services

Sam Bailey
Vice President of Economic Development
Denver Metro Chamber of Commerce

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FOR ECONOMIC ADVANCEMENT

Good morning,

We are pleased to invite you as a member of our Congressional Staff Network to JFF's August site visit. This visit will take place in **Denver, Colorado** from **Tuesday, August 27th, 2019 – Thursday, August 29th, 2019**. Participants will fly from Baltimore Washington International Airport (BWI) to Denver International Airport (DIA) on the morning of August 27th, participate in meetings and site visits throughout the two days, and then fly back to DC in the morning of August 29th.

In Denver, staff will learn about how the region is working across secondary, postsecondary education and workforce systems to prepare Coloradans for the 21st century economy. We will hear about how Colorado is creating college and career pathway opportunities; developing strong sector initiatives; creating a variety of apprenticeship programs that are available for youth and special populations; and how all of this work is aligned and helping to alleviate poverty and solve skill shortages in the state.

While in Denver, staff will: hear from leading employers, in information technology, advanced manufacturing, construction, and healthcare fields about how they have engaged with education providers to ensure that education and training is meeting their changing skill needs; visit community college campuses to see innovative approaches in postsecondary education while also learning about statewide early college efforts; learn about how the region is working to better prepare youth, specifically those out of work and out of school; and see first-hand how Colorado is leading the country in the development and expansion of apprenticeships for a wide range of participants and in a wide range of occupations

The JFF team is getting excited for the visit and the rich discussions that will take place. Please [respond to this survey](#) by **Friday June 21st, 2019** stating your plans for participation and flight information/preferences. Once your attendance is confirmed our team will book flights and send out more information regarding the trip, including a final agenda and the necessary Ethics documentation. We hope you can join us!

A handwritten signature in black ink that reads "Mary Clagett". The signature is fluid and cursive, with the first name "Mary" and last name "Clagett" clearly distinguishable.

Mary Clagett, Senior Director of Workforce Policy, JFF
May 23, 2019

