



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, by email at [gifttravelreports@mail.house.gov](mailto:gifttravelreports@mail.house.gov), 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: Agatha Gucyski
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: April 19, 2022 Return: April 20, 2022  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None
4. Departure City: Washington, DC Destination: Harrisonburg, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Jobs for the Future with a grant from the Joyce Foundation
6. Describe Meetings and Events Attended:  
 The visit highlighted the Shenandoah Valley region's effective & quality partnerships to ensure regional vitality and economic growth. See attached agenda and pre-travel forms for more detail.
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 *Additional Sponsor Form(s)*;
  - 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:

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

Signature of Traveler:  Date: 4/28/22

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: Lisa Blunt Rochester Date: 5/3/22

Signature of Supervising Member:



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 with a grant from the Joyce Foundation

2. Travel Destination(s): Harrisonburg, VA & the Shenandoah Valley region of VA

3. Date of Departure: April 19, 2022 Date of Return: April 20, 2022

4. Name(s) of Traveler(s): Caitlin Burke, Agatha Gucyski, and Bowen Peard

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                   | \$75                          | \$96                   | \$86                | NONE  |
| Accompanying Family Member |                               |                        |                     |   |

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: Maria Flynn Date: 4/28/22

Name: Maria Flynn Title: President and CEO

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, DC 20001

Email: mflynn@jff.org Telephone: (617) 728-4446

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.





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# COMMITTEE ON ETHICS

## TRAVELER FORM

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

**Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Agatha Gucyski

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

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

Signature: 

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

For Staff (name of employing Member or Committee): Rep. Lisa Blunt Rochester

Office Address: 1724 Longworth House Office Building Washington, DC 20515

Telephone Number: (202) 225-4165

Email Address of Contact Person: Agatha.Gucyski@mail.house.gov

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

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

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

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via e-mail: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).



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COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Agatha Gucyski
2. Sponsor(s) who will be paying or providing in-kind support for the trip:  
Jobs for the Future (JFF) with a grant from the Joyce Foundation
3. City and State **OR** Foreign Country of Travel : Harrisonburg, VA
4. a. Date of Departure: April 19, 2022 Date of Return: April 20, 2022  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Yes  No  Will you be accompanied by a family member at the sponsor's expense? **If yes:**  
(1) Name of Accompanying Family Member: \_\_\_\_\_  
(2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
(3) Yes  No  Accompanying Family Member is at least 18 years of age:
6. a. Yes  No  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)?  
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes  No  *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.  
  
*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.**  
Participation in this trip is connected to official and representational duties. As an economic policy advisor to a member of the Committee on Energy & Commerce, this traveler has responsibility over issues associated with education, workforce development and social welfare programs. The site visit will highlight the Shenandoah Valley region's successes and challenges related to these policy areas.
9. Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?
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 Lisa Blunt Rochester Date 3/17/22





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](http://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 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:  
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. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: April 19, 2022 Date of return: April 20, 2022
7. a. City of departure: Washington, DC  
b. Destination(s): Harrisonburg, VA & Shenandoah Valley region of VA  
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; **OR**
  - b.  I checked 8(c) above but am not offering any lodging; **OR**
  - 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:





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# 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:
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 the 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 follows GSA per diem rates for Harrisonburg, VA
- 2) Provide the reason for selecting the location of the event or trip:  
 See attachments for more details, JFF selected the Shenandoah Valley region of VA.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hotel Madison City: Harrisonburg, VA Cost Per Night: \$96  
 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 the 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                    | \$75 (see attachments for more detail)        | \$96 (see attachments for more detail) | \$92 (see attachments for more 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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Maria K. Flynn Date: 03/14/2022  
 Name: Maria Flynn Title: President/CEO  
 Organization: Jobs for the Future  
 Address: 122 C St NW Washington, DC 20001  
 Email: mflynn@jff.org Telephone: (617) 728-4446

## INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

**Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.**

**For questions, please contact the Committee on Ethics at:**

1015 Longworth House Office Building  
Washington, D.C. 20515

[ethicscommittee@mail.house.gov](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)





U.S. House of Representatives

# COMMITTEE ON ETHICS

## ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance 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. Name of Primary Trip Sponsor: Jobs for the Future (JFF)
2. Name of your organization: The Joyce Foundation
3. Yes  No  Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes  No  Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
  - 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. **OR**
  - c.  Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **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.
7. I certify by my signature that
  - a. I read and understand the Committee's Travel Regulations;
  - b. I am not a registered federal lobbyist or registered foreign agent;
  - c. I am an officer of this organization and am duly authorized to sign this form; and
  - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Ellen S. Alberding Date: 03/16/2022

Name: Ellen Alberding Title: President

Organization: The Joyce Foundation

Address: 321 North Clark Street, Suite 1500, Chicago, IL 60654

Email: lbaumann@joycefdn.org Telephone: (312) 795-3829





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](http://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 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:

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. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of departure: April 19, 2022 Date of return: April 20, 2022

7. a. City of departure: Washington, DC

b. Destination(s): Harrisonburg, VA & Shenandoah Valley region of VA

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; **OR**

b.  I checked 8(c) above but am not offering any lodging; **OR**

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:



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:
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 the 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 follows GSA per diem rates for Harrisonburg, VA
- 2) Provide the reason for selecting the location of the event or trip:
- See attachments for more details, JFF selected the Shenandoah Valley region of VA.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hotel Madison City: Harrisonburg, VA Cost Per Night: \$96
- 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 the box.*





U.S. House of Representatives

# COMMITTEE ON ETHICS

### 18. Total Expenses for each Participant:

| <input type="checkbox"/> Actual Amounts<br><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   | \$75 (see attachments for more detail)        | \$96 (see attachments for more detail) | \$92 (see attachments for more 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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
- b. I am not a registered federal lobbyist or registered foreign agent; and
- c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Maria K. Flynn Date: 03/14/2022

Name: Maria Flynn Title: President/CEO

Organization: Jobs for the Future

Address: 122 C St NW Washington, DC 20001

Email: mflynn@jff.org Telephone: (617) 728-4446

## INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

**Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.**

**For questions, please contact the Committee on Ethics at:**

1015 Longworth House Office Building  
Washington, D.C. 20515

[ethicscommittee@mail.house.gov](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)



U.S. House of Representatives

# COMMITTEE ON ETHICS

## ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance 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. Name of Primary Trip Sponsor: Jobs for the Future (JFF)
2. Name of your organization: The Joyce Foundation
3. Yes  No  Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes  No  Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
  - 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. **OR**
  - c.  Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **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.
7. I certify by my signature that
  - a. I read and understand the Committee's Travel Regulations;
  - b. I am not a registered federal lobbyist or registered foreign agent;
  - c. I am an officer of this organization and am duly authorized to sign this form; and
  - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Ellen S. Alberding Date: 03/16/2022

Name: Ellen Alberding Title: President

Organization: The Joyce Foundation

Address: 321 North Clark Street, Suite 1500, Chicago, IL 60654

Email: lbaumann@joycefdn.org Telephone: (312) 795-3829



Theodore E. Deutch, Florida  
*Chairman*

Jackie Walorski, Indiana  
*Ranking Member*

Susan Wild, Pennsylvania  
Dean Phillips, Minnesota  
Veronica Escobar, Texas  
Mondaire Jones, New York

Michael Guest, Mississippi  
Dave Joyce, Ohio  
John H. Rutherford, Florida  
Kelly Armstrong, North Dakota



ONE HUNDRED SEVENTEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Kelle A. Strickland  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
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Facsimile: (202) 225-7392

April 4, 2022

Ms. Agatha Gucyski  
Office of the Honorable Lisa Blunt Rochester  
1724 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Gucyski:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Harrisonburg, Virginia, scheduled for April 19 to 20, 2022, sponsored by Jobs for the Future and the Joyce Foundation.

This approval represents the Committee's determination that the proposed trip complies with relevant House rules, federal laws, and Travel Regulations promulgated by the Committee. You should engage in your own assessment of the risks and implications of engaging in travel during the current COVID-19 pandemic.

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 \$415 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



Jackie Walorski  
Ranking Member

TED/JW:adw



## Attachments

**Congressional Staff Network for Economic Advancement**  
April 19 – 20, 2022, Shenandoah Valley, Virginia

### Question #4 House Invitees:

**Caitlin Burke**

Professional Staff  
House Education & Labor Committee  
[Caitlin.burke@mail.house.gov](mailto:Caitlin.burke@mail.house.gov)

**Agatha Gucyski**

Economic Policy Advisor  
Office of U.S. Representative Lisa Blunt Rochester  
[Agatha.Gucyski@mail.house.gov](mailto:Agatha.Gucyski@mail.house.gov)

**Kaitlyn Montan**

Legislative Director  
Office of U.S. Representative Joaquin Castro  
[Kaitlyn.Montan@mail.house.gov](mailto:Kaitlyn.Montan@mail.house.gov)

**Lorin Obler**

U.S. Government Accountability Office Detailee  
House Education & Labor Committee  
[lorin.obler@mail.house.gov](mailto:lorin.obler@mail.house.gov)

**Heather Painter**

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**Bowen Peard**

Legislative Assistant  
Office of U.S. Representative Susie Lee  
[bowen.peard@mail.house.gov](mailto:bowen.peard@mail.house.gov)

*House staff have been invited because of their work on education, workforce development, and poverty alleviation issues. All have responsibility for these federal issues in their offices. The site visit will highlight the successes and challenges of education, workforce, and poverty programs in the Shenandoah Valley region of Virginia.*

### Question #12 Interest and Role of Sponsors:

JFF is interested in the development of education, training and supportive programs and policies that expand opportunities for youth and adults who are living in poverty and disconnected from school and

work to attain the education, training, and credentials necessary to find good jobs and family sustaining careers. The Joyce Foundation invests in public policies and strategies to advance racial equity and economic mobility. Both sponsors' work is informed by research, analysis, and best practice. The missions and interests of JFF and The Joyce Foundation support the purpose of the trip: highlighting innovative, evidence-based programs and policies that drive economic mobility.

The purpose of this trip is to examine innovative, high-quality education and workforce training programs that focus on the economic needs of the Shenandoah Valley region, its employers, and its people. Staff will see strategies the region is implementing to meet the region's talent needs; they will engage with apprentices, educators, state officials and employers who are involved in these programs.

Jobs for the Future (JFF) and the Joyce Foundation work together to select sites and topics of interest around which to base site visits and forums, considering Congressional staff interest, the quality of programming, and whether these programs have a relationship to workforce development and education policy. The sponsors develop and execute the agenda and arrange logistics for the trip. JFF serves as the point of contact for staff.

**Question #15 Part 2, Explanation of Location Choice:**

The sponsors selected the Shenandoah Valley region of Virginia for this site visit because of its innovative workforce development and education efforts, specifically the way the workforce, economic development, social welfare, and postsecondary systems are collaborating to meet the unique needs of a rural area. These efforts are rooted in a deep understanding of why labor market participation rates have dropped in recent decades. The region's leaders are striving to address barriers to education and employment by partnering with community-based organizations to provide critical support services that are tailored to community needs. The visit will also highlight cross-sector partnerships that engage employers in efforts to promote skill development and economic uplift. These models for career-connected learning, sector-based skill development and holistic systems alignment will shed light on K-12, postsecondary, workforce development, and welfare policy.

**Question #18 Good Faith Estimates for House Participants:**

**Transportation:** On the ground transportation, via chartered coach class bus service for travel to Harrisonburg, time in the Shenandoah Valley of Virginia and travel back to D.C = \$75.00 per person. Totally transportation expenses = **\$75.00 per person.**

**Lodging:** Lodging at the Hotel Madison for one night = **\$96.00 per person** (\$96.00 per night in line with per diem)

**Meals:** Meals for one day and one day of travel = **\$92.00 per person** (in line with per diem)





# CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

**Tuesday, April 19<sup>th</sup>, 2022 – Wednesday, April 20<sup>th</sup>, 2022**  
**Site Visit to Shenandoah Valley**

## Tuesday April 19<sup>th</sup>

9:00 – 12:00 PM

Bus Ride to Blue Ridge Community College (BRCC)  
*1 College Ln, Weyers Cave, VA 24486*

12:30 – 1:30 PM

Lunch Session – An Introduction to the Region and a Cross-Sector Approach to Workforce Development in the Shenandoah Valley Region  
*Blue Ridge Community College*  
*Plackard Workforce Center*  
*1 College Ln, Weyers Cave, VA 24486*

Luncheon speakers will provide an overview of the Shenandoah Valley region, discussing the regional 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 outline the skill needs of the region and high demand industry sectors.

### Speakers:

- **John Downey**, President, Blue Ridge Community College (BRCC)
- **Jay Langston**, Executive Director, Regional Economic Development Partnership
- **Sharon Johnson**, President/CEO, Shenandoah Workforce Development Board

1:30 – 2:45 PM

How BRCC is Partnering with Other Regional Education Providers to Prepare Student for In-Demand Opportunities in the Shenandoah Valley  
*Blue Ridge Community College*  
*1 College Ln, Weyers Cave, VA 24486*

Staff will hear from BRCC President, John Downey about how they are successfully implementing state programs like FastForward and G3 – helping to provide postsecondary options that tie to in-demand occupations and careers. BRCC leaders will also talk about how they are partnering with James Madison University (JMU), to address the spectrum of workforce needs at a local major pharmaceutical manufacturing plant (Merck) and developing strong transfer pathways and internships that support student progress from college to high-wage careers.

### Speakers:

- **John Downey**, President, BRCC
- **Kathleen Gass**, Regional Manufacturing Liaison, BRCC & JMU



# CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

- **Melissa Lubin**, Dean/CEEO, JMU

2:45 – 3:30 PM

Tour of Bioscience and Advanced Manufacturing Training Facilities at BRCC  
*Blue Ridge Community College*  
*1 College Ln, Weyers Cave, VA 24486*

BRCC's Vice President of Instruction & Student Services will lead staff on a tour of two training facilities at BRCC where students learn technical skills in two high demand industries in the region: Advanced Technology and Biomanufacturing. This tour will demonstrate BRCC's different postsecondary options and allow staff to better understand the student experience in these fields.

Speaker:

- **Bob Young**, Vice President, BRCC

3:30 - 4:00 PM

Drive to Dynamic Aviation  
*1402 Airport Rd, Bridgewater, VA 22812*

4:00 - 5:30 PM

Tour of Dynamic Aviation  
*1402 Airport Rd, Bridgewater, VA 22812*

An employer leader in the region, Dynamic Aviation will provide staff with a tour of their facilities so staff can learn from and see individuals on the job. During this tour staff will also learn about Dynamic Aviation's investment in and commitment to skill development and reaching more people to diversify the aviation workforce pipeline through their NEXTGEN Aviators program. NEXTGEN seeks to help bridge the gap in the nationwide shortage of aviation education and the workforce.

Speaker:

- **Shane Combs**, Director of NEXTGEN Aviators, Dynamic Aviation
- **Michael Stoltzfus**, President/CEO, Dynamic Aviation
- **Anthony Whitehead**, Training and Development Specialist, Dynamic Aviation

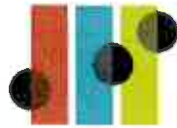
5:30 - 6:00 PM

Drive to Dinner Session  
*Hotel Madison*  
*Montpelier Restaurant and Bar*  
*710 S Main St, Harrisonburg, VA 22801*

6:00 - 8:00 PM

Dinner Session: A Conversation with Key Employer Partners  
*Hotel Madison*  
*Montpelier Restaurant and Bar*  
*710 S Main St, Harrisonburg, VA 22801*





# CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

Jay Langston, the economic development leader in the region will build on the introductory session, discussing how the region is addressing challenges related to skill shortages and fall outs from the COVID-19 crisis by convening a session with two major employers in the area. These industry partners will discuss their work together and how this employer buy-in/coordination is critical to the vitality of Harrisonburg and the Shenandoah Valley region. Panelists will also discuss innovative efforts to support career pathways and key sector initiatives. Lastly, speakers will highlight how they are being intentional about equity as they work to strengthen and diversify talent pipelines.

#### Speakers:

- **Jay Langston**, Director, Regional Economic Development Partnership
- **Jon Gaas**, Plant Manager, Merck
- **Michael Stoltzfus**, President/CEO, Dynamic Aviation

8:00 - 8:30 PM

Check-in & End of Programming  
*Hotel Madison*  
710 S Main St, Harrisonburg, VA 22801

Wednesday, April 20<sup>th</sup>

8:30 – 9:30 AM

Breakfast Session: The Importance of Supportive & Aligned Services to Ensure That Individuals Economically Advance

*Hotel Madison*  
710 S Main St, Harrisonburg, VA 22801

This session will identify how leaders in the Shenandoah Valley region are coordinating and aligning skill development programs with poverty alleviation strategies. Speakers will explain why this connection is critical to ensure jobseekers and workers are able to persist and complete in training as well as retain employment. Speakers will discuss their efforts in literacy, transportation, access to broadband, child care and other barriers that youth and adults face in their region.

#### Speakers:

- **Ben Craig**, Executive Director, Way to Go
- **Victoria Garber**, Regional Specialist and PluggedIn VA coordinate, SHINE
- **Nelly Shenk**, Executive Director, Skyline literacy

9:30 – 9:45 AM

Drive to Shenandoah Valley Workforce Development Board (SVWDB)  
*Shenandoah Valley Workforce Development Board*  
160 N Mason St, Harrisonburg, VA 22802



# CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

9:45 - 10:45 AM

Expanding High-Quality Apprenticeship Opportunities for Youth and Adults  
*Shenandoah Valley Workforce Development Board*  
160 N Mason St, Harrisonburg, VA 22802

Staff will hear from leaders at SVWDB that are working to drive and expand apprenticeship opportunities in the region. Staff will learn about SVWDB's apprenticeship efforts, which serve both adults and youth, and their achievements in reaching more individuals, including opportunity youth. Staff will also hear about challenges in ensuring this impactful programming continues at scale.

*Speakers:*

- **Scott Carlson**, Employer Network Director, SVWDB
- **Debbie Hopkins**, Previous Chief Workforce Officer, and AAI Project Director, SVWDB
- **Sharon Johnson**, President/CEO, SVWDB

10:45 – 11:00 AM

Tour of SVWDB One Stop  
*Shenandoah Valley Workforce Development Board*  
160 N Mason St, Harrisonburg, VA 22802

11:00 – 12:00 PM

Commitment to Skills: Expanding Evidence-Based Skill Development Approaches for Jobseekers and Workers  
*Shenandoah Valley Workforce Development Board*  
160 N Mason St, Harrisonburg, VA 22802

For this session, SVWDB leaders will discuss how they are working to deliver on the workforce system's vision of serving both industry and individuals. Speakers will discuss SVWDB's business services work and how they leverage their robust employer partnerships to prepare individuals for in-demand and quality jobs. Speakers will also discuss their efforts to develop and sustain career pathways approaches that respond to regional labor market needs as they evolve.

*Speakers:*

- **Sharon Johnson**, President/CEO, SVWDB
- **Kathleen Gass**, Regional Manufacturing Liaison, BRCC & JMU
- **Kaystyle Madden**, Employer Network Director, SVWDB
- **Jeff Stapel**, Human Resources and Safety Manager, Shickel Corporation

12:00 – 12:30 PM

Working Lunch – Trip Debrief  
*Shenandoah Valley Workforce Development Board*  
160 N Mason St, Harrisonburg, VA 22802





# CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

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

**Speakers:**

- **Sharon Johnson**, President/CEO, Shenandoah Workforce Development Board
- **Bob Young**, Vice President, BRCC

12:30 – 3:30 PM

Bus Ride from Shenandoah Valley back to DC

3:30 PM

Arrive Back in DC - Programming Ends



# CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

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## SHENANDOAH VALLEY, VA FULL PARTICIPANT LIST

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### Congressional Staff Participants

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**Caitlin Burke**

Professional Staff  
House Education & Labor Committee  
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**Adam Edgerton**

Analyst in Education Policy  
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**Chris Fisk**

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Pensions  
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**Agatha Gucyski**

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**Katie Hitchcock**

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**Brittany Matthews**

Senior Policy Advisor for Education & Workforce  
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**Karishma Merchant**

Senior Education and Workforce Policy Advisor  
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**Kaitlyn Montan**

Legislative Director  
Office of U.S. Representative Joaquin Castro  
[Kaitlyn.Montan@mail.house.gov](mailto:Kaitlyn.Montan@mail.house.gov)

**Lorin Obler**

U.S. Government Accountability Office Detailee  
House Education & Labor Committee  
[lorin.obler@mail.house.gov](mailto:lorin.obler@mail.house.gov)

**Heather Painter**

Legislative Director  
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**Montrel Tennessee**

Legislative Fellow  
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### Shenandoah Valley Participants

**Scott Carlson**

Employer Network Director  
Shenandoah Valley Workforce Development Board

**Shane Combs**

Director of NEXTGEN Aviators  
Dynamic Aviation



# CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

---

## SHENANDOAH VALLEY, VA FULL PARTICIPANT LIST

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**Ben Craig**  
Executive Director  
Way to Go

**John Downey**  
President  
Blue Ridge Community College

**Victoria Garber**  
Regional Specialist and PluggedIn VA coordinator  
SHINE

**Kathleen Gaas**  
Regional Manufacturing Liaison  
Blue Ridge Community College & James Madison  
University

**Jon Gaas**  
Plant Manager  
Merck

**Debbie Hopkins**  
Previous Chief Workforce Officer  
Shenandoah Valley Workforce Development Board

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Dean  
James Madison University

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Employer Network Director  
Shenandoah Valley Workforce Development Board

**Nelly Shenk**  
Executive Director  
Skyline Literacy

**Jeff Stapel**  
Human Resources and Safety Manager  
Shickel Corporation

**Michael Stoltzfus**  
President/CEO  
Dynamic Aviation

**Anthony Whitehead**  
Training and Development Specialist  
Dynamic Aviation

**Bob Young**  
Vice President  
Blue Ridge Community College

### The Joyce Foundation

**Chibuzo Ezeigbo**  
Program Officer  
The Joyce Foundation

### Jobs for the Future Participants

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**Mary Clagett**  
Senior Director for Workforce Policy  
[mclagett@jff.org](mailto:mclagett@jff.org)

**Erica Cuevas**  
Associate Director  
[ecuevas@jff.org](mailto:ecuevas@jff.org)





**CONGRESSIONAL  
STAFF NETWORK**

FOR ECONOMIC ADVANCEMENT

---

**SHENANDOAH VALLEY, VA FULL PARTICIPANT LIST**

---

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**Susannah Rodrigue**  
Policy Manager  
[srodrigue@jff.org](mailto:srodrigue@jff.org)

## Attachments

### Congressional Staff Network for Economic Advancement April 19 – 20, 2022, Shenandoah Valley, Virginia

#### Question #4 House Invitees:

##### **Caitlin Burke**

Professional Staff  
House Education & Labor Committee  
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**Meals:** Meals for one day and one day of travel = **\$92.00 per person** (in line with per diem)





FOR ECONOMIC ADVANCEMENT

Dear Everyone!

***The JFF team is inviting you to participate in an in-person, two-day site visit to the Shenandoah Valley region of Virginia on Tuesday April 19, 2022 – Wednesday April 20, 2022.*** This visit will present high quality educational opportunities for staff as well as beautiful views and networking time together.

During this visit staff will hear from Blue Ridge Community College, the Shenandoah Valley Workforce Development Board, the Shenandoah Partnership (economic development entity), and regional employers who will discuss how they are meeting today's and tomorrow's talent needs and the unique economic needs of a rural region. Blue Ridge leaders will talk about how they are implementing state workforce programs including FastForward and G3 – aligning postsecondary options to in-demand careers. The Shenandoah Valley Workforce Board will discuss how they are expanding apprenticeships for opportunity youth, and we will hear from economic development and business leaders about how they are developing and sustaining robust partnerships with the education and workforce systems. Additionally, we will delve into the issue of labor market participation, examining why workers are leaving their jobs and how the region is addressing this challenge through comprehensive supports designed to eliminate barriers related to childcare, addiction, and transportation.

The JFF team is getting excited for the visit and the rich discussions that will take place. ***Please respond by Friday, February 25<sup>th</sup> stating your plans for participation.*** Once your attendance is confirmed our team will share final information for the trip, including an agenda and the necessary Ethics documentation. Thank you and we hope you can join us!

Best,

Mary Clagett, Senior Director for Workforce Policy, JFF

February 16, 2022



# CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

**Tuesday, April 19, 2022 – Wednesday, April 20, 2022**  
**Site Visit to Shenandoah Valley**

## Tuesday, April 19<sup>th</sup>

8:30 – 9:00 AM

Bus Pick Up & Departure  
*Garfield Circle*  
*United States Capitol, Washington DC 20016*

9:00 AM – 12:00 PM

Bus Ride to Blue Ridge Community College (BRCC)  
*1 College Ln, Weyers Cave, VA 24486*

12:30 – 1:30 PM

Lunch Session – An Introduction to the Region and a Cross-Sector Approach to Workforce Development in the Shenandoah Valley Region  
*Blue Ridge Community College*  
*Plecker Workforce Center*  
*1 College Ln, Weyers Cave, VA 24486*

Luncheon speakers will provide an overview of the Shenandoah Valley region, discussing the regional 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 outline the skill needs of the region and high demand industry sectors.

### Speakers:

- **John Downey**, President, Blue Ridge Community College (BRCC)
- **Jay Langston**, Executive Director, Shenandoah Valley Partnership
- **Sharon Johnson**, Chief Executive Officer, Shenandoah Valley Workforce Development Board

1:30 – 2:45 PM

How BRCC is Partnering with Other Regional Education Providers to Prepare Student for In-Demand Opportunities in the Shenandoah Valley  
*Blue Ridge Community College*  
*1 College Ln, Weyers Cave, VA 24486*

Staff will hear from BRCC President John Downey about how they are successfully implementing state programs like FastForward and G3 – helping to provide postsecondary options that tie to in-demand occupations and careers. BRCC leaders will also talk about how they are partnering with James Madison University (JMU), to address the spectrum of workforce needs at a local major pharmaceutical manufacturing plant (Merck) and developing strong transfer pathways and internships that support student progress from college to high-wage careers.



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Speakers:

- **John Downey**, President, BRCC
- **Kathleen Gass**, Regional Manufacturing Liaison, BRCC & JMU
- **Melissa Lubin**, Chief Economic Engagement Officer, and Dean, JMU

2:45 – 3:30 PM

Tour of Bioscience and Advanced Manufacturing Training Facilities at BRCC  
*Blue Ridge Community College*  
*1 College Ln, Weyers Cave, VA 24486*

BRCC's Vice President of Instruction & Student Services will lead staff on a tour of two training facilities at BRCC where students learn technical skills in two high demand industries in the region: Advanced Technology and Biomanufacturing. This tour will demonstrate BRCC's different postsecondary options and allow staff to better understand the student experience in these fields.

Speaker:

- **Bob Young**, Vice President, BRCC

3:30 - 4:00 PM

Drive to Dynamic Aviation  
*1402 Airport Rd, Bridgewater, VA 22812*

4:00 - 5:30 PM

Tour of Dynamic Aviation  
*1402 Airport Rd, Bridgewater, VA 22812*

An employer leader in the region, Dynamic Aviation will provide staff with a tour of their facilities so staff can learn from and see individuals on the job. During this tour staff will also learn about Dynamic Aviation's investment in and commitment to skill development and reaching more people to diversify the aviation workforce pipeline through their NEXTGEN Aviators program. NEXTGEN seeks to help bridge the gap in the nationwide shortage of aviation education and the workforce.

Speaker:

- **Shane Combs**, Director of NEXTGEN Aviators, Dynamic Aviation
- **Michael Stoltzfus**, President/CEO, Dynamic Aviation
- **Anthony Whitehead**, Relations and Engagement Specialist, Dynamic Aviation

5:30 - 6:00 PM

Drive to Dinner Session  
*Bella Luna Wood-Fired Pizza*  
*80 W Water St, Harrisonburg, VA 22801*

*\*This dinner was originally located at the Hotel Madison; we had to relocate due to a last-minute conflict at the venue. Price decrease reflected in the post-travel disclosure forms.*





# CONGRESSIONAL STAFF NETWORK

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6:00 - 8:00 PM

Dinner Session: A Conversation with Key Employer Partners

*Bella Luna Wood-Fired Pizza*

*80 W Water St, Harrisonburg, VA 22801*

*\*This dinner was originally located at the Hotel Madison; we had to relocate due to a last-minute conflict at the venue. Price decrease reflected in the post-travel disclosure forms.*

Jay Langston, the economic development leader in the region, will build on the introductory session, discussing how the region is addressing challenges related to skill shortages and fall outs from the COVID-19 crisis by convening a session with two major employers in the area. These industry partners will discuss their work together and how this employer buy-in/coordination is critical to the vitality of Harrisonburg and the Shenandoah Valley region. Panelists will also discuss innovative efforts to support career pathways and key sector initiatives. Lastly, speakers will highlight how they are being intentional about equity as they work to strengthen and diversify talent pipelines.

Speakers:

- **Jay Langston**, Executive Director, Shenandoah Valley Partnership
- **Jon Gass**, Associate Vice President, Elkton Plant Manager, Merck
- **Michael Stoltzfus**, President/CEO, Dynamic Aviation

8:00 - 8:30 PM

Check-in & End of Programming

*Hotel Madison*

*710 S Main St, Harrisonburg, VA 22801*

**Wednesday, April 20<sup>th</sup>**

8:30 – 9:30 AM

Breakfast Session: The Importance of Supportive & Aligned Services to Ensure That Individuals Economically Advance

*Hotel Madison*

*710 S Main St, Harrisonburg, VA 22801*

This session will identify how leaders in the Shenandoah Valley region are coordinating and aligning skill development programs with poverty alleviation strategies. Speakers will explain why this connection is critical to ensure jobseekers and workers are able to persist and complete in training as well as retain employment. Speakers will discuss their efforts in literacy, transportation, access to broadband, child care and other barriers that youth and adults face in their region.

Speakers:

- **Ben Craig**, Executive Director, Way to Go



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- **Victoria Garber**, Regional Specialist and PluggedIn VA Coordinator, Shenandoah Initiative for Adult Education (SHINE)
- **Aline Jackson-Diggs**, Placement Counselor, Department of Aging and Rehabilitative Services (DARS)

9:30 – 9:45 AM

Drive to Shenandoah Valley Workforce Development Board (SVWDB)  
*Shenandoah Valley Workforce Development Board*  
160 N Mason St, Harrisonburg, VA 22802

9:45 - 10:45 AM

Expanding High-Quality Apprenticeship Opportunities for Youth and Adults  
*Shenandoah Valley Workforce Development Board*  
160 N Mason St, Harrisonburg, VA 22802

Staff will hear from leaders at SVWDB that are working to drive and expand apprenticeship opportunities in the region. Staff will learn about SVWDB's apprenticeship efforts, which serve both adults and youth, and their achievements in reaching more individuals, including opportunity youth. Staff will also hear about challenges in ensuring this impactful programming continues at scale.

*Speakers:*

- **Scott Carlson**, Employer Network Director, SVWDB
- **Debby Hopkins**, Previous Chief Workforce Officer, and AAI Project Director, SVWDB
- **Sharon Johnson**, CEO, SVWDB

10:45 – 11:00 AM

Tour of SVWDB One Stop  
*Shenandoah Valley Workforce Development Board*  
160 N Mason St, Harrisonburg, VA 22802

Staff will get a chance to walk around SVWDB's Harrisonburg one-stop. Staff will get to see the infrastructure of a one-stop and learn about all the different services provided at a high-quality job center.

*Speakers:*

- **Sharon Johnson**, CEO, SVWDB

11:00 AM – 12:00 PM

Commitment to Skills: Expanding Evidence-Based Skill Development Approaches for Jobseekers and Workers  
*Shenandoah Valley Workforce Development Board*  
160 N Mason St, Harrisonburg, VA 22802

For this session, SVWDB leaders will discuss how they are working to deliver on the workforce system's vision of serving both industry and individuals. Speakers



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will discuss SVWDB's business services work and how they leverage their robust employer partnerships to prepare individuals for in-demand and quality jobs. Speakers will also discuss their efforts to develop and sustain career pathways approaches that respond to regional labor market needs as they evolve.

Speakers:

- **Sharon Johnson**, CEO, SVWDB
- **Kathleen Gass**, Regional Manufacturing Liaison, BRCC & JMU
- **Kaystyle Madden**, Director, Employer Network, SVWDB

12:00 – 12:30 PM

Working Lunch – Trip Debrief  
*Shenandoah Valley Workforce Development Board*  
160 N Mason St, Harrisonburg, VA 22802

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

Speakers:

- **Sharon Johnson**, President/CEO, Shenandoah Workforce Development Board
- **Bob Young**, Vice President, BRCC
- **Jay Langston**, Executive Director, Shenandoah Valley Partnership

12:30 – 3:30 PM

Bus Ride from Shenandoah Valley back to DC

3:30 PM

Arrive Back in DC - Programming Ends



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## SHENANDOAH VALLEY, VA FULL PARTICIPANT LIST

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### Congressional Staff Participants

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### Shenandoah Valley Participants

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Employer Network Director  
Shenandoah Valley Workforce Development Board

**Shane Combs**

Director of NEXTGEN Aviators  
Dynamic Aviation

**Ben Craig**

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Blue Ridge Community College

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Regional Specialist and PluggedIn VA coordinator  
Shenandoah Initiative for Adult Education (SHINE)

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Regional Manufacturing Liaison  
Blue Ridge Community College & James Madison  
University

**Jon Gass**

Associate Vice President, Elkton Plant Manager  
Merck

**Debby Hopkins**

Previous Chief Workforce Officer  
Shenandoah Valley Workforce Development Board

**Aline Jackson-Diggs**

Placement Counselor, Department of Aging and  
Rehabilitative Services (DARS)

**Sharon Johnson**

CEO  
Shenandoah Valley Workforce Development Board



FOR ECONOMIC ADVANCEMENT

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**Melissa Lubin**

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James Madison University

**Kaystyle Madden**

Employer Network Director  
Shenandoah Valley Workforce Development Board

**Jeff Stapel**

Human Resources and Safety Manager  
Shickel Corporation

**Michael Stoltzfus**

President/CEO  
Dynamic Aviation

**Anthony Whitehead**

Relations and Engagement Specialist  
Dynamic Aviation

**Bob Young**

Vice President  
Blue Ridge Community College

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