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*, 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: Samantha DeVito
2. a. Name of Accompanying Relative: _____ *OR* None ☒
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. **Dates:** Departure: 4/12/2023 Return: 4/13/2023
   b. Dates at Personal Expense, if any: _____ *OR* None ☒
4. Departure City: Washington, DC Destination: Chicago, IL Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Jobs for the Future with grant funding from the Conrad N Hilton Foundation and the Bill & Melinda Gates Foundation
6. Describe Meetings and Events Attended:
   Meetings and events included visits to two community colleges to learn about workforce development, a visit to a hospital to learn about their workforce, a non-profit that helps people with criminal records find employment and re-enter their communities, a one-stop employment resource center, and a panel of women in construction.
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: Samantha DeVito **Date:** 04/20/2023

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: Congressman Joe Courtney **Date:** 4/20/2023

Signature of Supervising Member: Joe Courtney

Version date 3/2021 by Committee on Ethics

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 grant funding from the Conrad N Hilton Foundation and the Bill & Melinda Gates Foundation
2. Travel Destination(s): Chicago, IL
3. Date of Departure: 4/12/2023 Date of Return: 4/13/2023
4. Name(s) of Traveler(s): Jordan Brossi, Ryan Casman, Samantha DeVito, Scott Estrada, Cecily Hahn, Ashley Lund, Eyole Mbongo, William Seabrook, Jamie Thompson, and Jack Versten

   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	$508	$216	$101	$0
Accompanying Family Member	N/A	N/A	N/A	N/A

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 K. Flynn Date: 03/09/2023

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: 50 Milk St, 17th Floor, Boston, MA 02110

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.

U.S. House of Representatives
COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Samantha DeVito

2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Jobs for the Future with grant funding from the Bill & Melinda Gates Foundation

3. City and State **OR** Foreign Country of Travel : Chicago, IL

4. a. Date of Departure: 4/12/2023 Date of Return: 4/13/2023
   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.**
   This itinerary relates to my duties as a Legislative Assistant who works on education and workforce development issues. Additionally, it relates to my responsibilities covering my boss's work on the Education and the Workforce Committee.

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 Joe Courtney Date 03/09/2023

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)
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:
   Bill & Melinda Gates Foundation and Conrad N. Hilton 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):
   Please 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: 4/12/2023 Date of return: 4/13/2023
7. a. City of departure: Washington, DC
   b. Destination(s): Chicago, IL
   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:

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 selected sites because of their evidence-based approaches to serving students, jobseekers, and workers. The programs and initiatives selected will shed light on K-12, postsecondary education, workforce development, and social welfare 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): Estimate: $78 per day.
    See attachments for details; costs follow GSA per diem rates for Chicago, IL
    2) Provide the reason for selecting the location of the event or trip:
    See attachments for more detail. JFF selected Chicago.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel Name: Loews Chicago Hotel City: Chicago Cost Per Night: $216
    Reason(s) for Selecting: Geographic location & the hotel agreed to the GSA per diem rate.
    Hotel Name: _____ City: _____ Cost Per Night: _____
    Reason(s) for Selecting: _____
    Hotel Name: _____ City: _____ Cost Per Night: _____
    Reason(s) for Selecting: _____

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

U.S. House of Representatives
COMMITTEE ON ETHICS

18. **Total Expenses for each Participant:**

☐ Actual Amounts ☒ Good Faith Estimates	Total **Transportation** Expenses per Participant	Total **Lodging** Expenses per Participant	Total **Meal** Expenses per Participant
For each Member, Officer, or Employee	$482 (see attachments for more detail)	$216 (see attachments for more detail)	$158 (see attachments for more detail)
For each Accompanying Family Member	None	None	None

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	None	None
For each Accompanying 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: 3/6/2023

Name: Maria Flynn Title: President & CEO

Organization: Jobs for the Future

Address: 50 Milk Street, 17th Floor, Boston, MA 02109

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 | 202-225-7103
More information and forms available at **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
2. Name of your organization: The Bill & Melinda Gates 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: Kathryn Young Digitally signed by Kathryn Young Date: 2023.03.08 09:46:39 -05'00' Date: March 8, 2023

Name: Kathryn Young Title: Senior Program Officer

Organization: The Bill & Melinda Gates Foundation

Address: 500 5th Ave N, Seattle, WA 98109

Email: Kathryn.young@gatesfoundation.org Telephone: (202) 230-2174

DocuSign Envelope ID: 79E81C5E-F00A-4773-8BDA-018A20B7569E

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
2. Name of your organization: Conrad N Hilton 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: DocuSigned by: Marc Holley 392C45B641B047C... Date: 3/13/2023

Name: Marc Holley Title: Vice President of Strategy & Programs

Organization: Conrad N Hilton Foundation

Address: 1 Dole Drive Westlake Village, CA 91362

Email: marc.h@hiltonfoundation.org Telephone: (818) 851-3700

Michael Guest, Mississippi
Chairman
Susan Wild, Pennsylvania
Ranking Member

David P. Joyce, Ohio
John H. Rutherford, Florida
Andrew R. Garbarino, New York
Michelle Fischbach, Minnesota

Veronica Escobar, Texas
Mark DeSaulnier, California
Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland

ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Kelle A. Strickland
Counsel to the Chairman

David Arrojo
Counsel to the Ranking Member

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

April 11, 2023

Ms. Samantha DeVito
Office of the Honorable Joe Courtney
2449 Rayburn House Office Building
Washington, DC 20515

Dear Ms. DeVito:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Chicago, Illinois, scheduled for April 12 to 13, 2023, sponsored by Jobs for the Future, the Bill & Melinda Gates Foundation, and Conrad N. Hilton 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 $480 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,

Michael Guest
Chairman

Susan Wild
Ranking Member

MG/SW:rp

Attachments

Congressional Staff Network for Economic Advancement
April 12 – 13, 2023, Chicago, IL

Question #4 House Invitees:

Eyole Mbongo
Legislative Assistant
Office of Rep. Joaquin Castro
eyole.mbongo@mail.house.gov

Jordan Brossi
Legislative Assistant
Office of Rep. Susie Lee
jordan.brossi@mail.house.gov

Adrienne Castro
Senior Legislative Assistant
Office of Rep. Mark Takano
adrienne.castro@mail.house.gov

Ryan Casman
Legislative Assistant
Office of Rep. Jahana Hayes
ryan.casman@mail.house.gov

Juliana Dauchess
Legislative Assistant
Office of Rep. Lloyd Smucker
juliana.dauchess@mail.house.gov

Samantha DeVito
Legislative Assistant
Office of Rep. Joe Courtney
samantha.devito@mail.house.gov

Scott Estrada
Professional Staff Member
House Committee on Education & the Workforce
Scott.estrada@mail.house.gov

Shannon Evans
Legislative Aide
Office of Rep. Carol Miller
Shannon.Evans@mail.house.gov

Cecily Hahn
Senior Legislative Counsel
Office of Rep. Suzan DelBene
cecily.hahn@mail.house.gov

Medora Jones
Legislative Assistant
Office of Rep. Mark Pocan
medora.jones@mail.house.gov

Ashley Lund
Legislative Aide
Office of Rep. Raja Krishnamoorthi
ashley.lund@mail.house.gov

Phelton Moss
Senior Legislative Assistant
Office of Rep. Frederica Wilson
phelton.moss@mail.house.gov

Alicia Porile
Legislative Assistant
Office of Rep. Lisa Blunt Rochester
Alicia.Porile@mail.house.gov

William Seabrook
Senior Legislative Assistant
Office of Rep. Stephen Lynch
william.seabrook@mail.house.gov

Makenzi Sumners
Policy Advisor
Office of Rep. Bonnie Watson Coleman
makenzi.sumners@mail.house.gov

Brad Thomas
Senior Education Policy Advisor
House Committee on Education & the Workforce
brad.thomas@mail.house.gov

Jamie Thompson
Legislative Aide
Office of Rep. Adam B. Schiff
jamie.thompson@mail.house.gov

Jack Versten
Legislative Correspondent
Office of Rep. Sean Casten

Jack.Versten@mail.house.gov

House staff were invited because of their work on education, workforce development, and social welfare 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 alleviation programs in Chicago.

Question #12 Interest and Role of Sponsors:

Jobs for the Future (JFF) identifies sites of interest and priority topics to set the direction for site visit programming, including featured programs and initiatives based on their evidence base, scalability, and quality. JFF develops and executes the agenda, coordinates logistics for the trip, and serves as the point of contact for staff. JFF will use grant funding from the Bill & Melinda Gates Foundation and the Conrad N. Hilton Foundation to support the Congressional Staff Network and its site visits.

Question #15 (B) Part 2, Explanation of Location Choice:

JFF selected Chicago, Illinois for this site visit because of the innovative workforce development, education, and reentry efforts happening on the ground, as well as the unique challenges the city faces in reducing poverty and engaging young people. The city's secondary and postsecondary systems recently launched a partnership to strengthen their emphasis on career-connected learning and career pathways, and to expand access to college in high school and dual enrollment opportunities for secondary students.

This site visit will highlight how major employers are collaborating within their industry sectors and across systems to provide on-ramps to quality jobs and engage in efforts to address community challenges. The healthcare sector, in particular, is working to create "career ladder" opportunities for community members, incumbent workers, and students to enter high-demand, high-wage jobs and advance economically.

Each session will explore the implications of this innovative work on the ground for federal K-12, higher education, and workforce development policy, specifically on: support strategies and career pathways approaches for people who have not historically received equitable investment from the public or private sector.

Question #18 Total Expenses for Each House Participant (Good Faith Estimates):

Transportation: Round trip coach flight from Washington, DC (DCA) to Chicago, IL (MDW) = $382 per person. On the ground transportation via chartered coach bus in Chicago = $100 per person. Total transportation expenses = **$482 per person.**

Lodging: Lodging at the Loews Chicago Hotel for one night = **$216.00 per person** (in line with the government per diem rate of $216 per night)

Meals: Meals for two days = **$78.00 per person per day** (in line with GSA per diem rates)

CONGRESSIONAL STAFF NETWORK

FOR ECONOMIC ADVANCEMENT

Dear CSN members,

I am writing to invite your participation in the Congressional Staff Network for Economic Advancement's spring site visit to **Chicago, Illinois from Wednesday, April 12—Thursday, April 13**.

During the trip, staff will learn about the city's education, workforce, and economic strengths, as well as its challenges in realizing a shared vision for inclusive economic growth. We will hear from the employers, educators, and training providers who are involved in the implementation of Good Jobs Chicago, a major sector-based workforce development initiative to create pathways to high-demand, high-wage jobs for communities that have been underserved by public and private institutions. Administrators of the Chicago Roadmap, an innovative partnership between City Colleges of Chicago and Chicago Public Schools, will discuss the city's system-wide college and career pathways efforts. Staff will also learn how local community-based organizations have built a continuum of supports and services to help people with criminal records successfully reenter their communities.

Each session will address the federal policy implications of these evidence-based, cross-sector efforts to drive economic mobility. ***Please respond to confirm your participation by Friday, February 24.*** Once you confirm your plans to participate, our team will share final information for the trip, including the agenda and the necessary ethics documentation.

Thank you and we hope you can join us!

Best,

Mary Clagett

Mary G. Clagett
Senior Director, Workforce Policy
Jobs for the Future

JFF Congressional Staff Network (CSN) Site Visit to Chicago, IL

Wednesday, April 12 – Thursday, April 13, 2023

CONGRESSIONAL STAFF NETWORK
FOR ECONOMIC ADVANCEMENT

AGENDA

CSN Site Visit to Chicago, IL

Wednesday, April 12 – Thursday, April 13, 2023

Wednesday, April 12, 2023

9:00 – 10:00 AM

Flight: DCA to MDW

Southwest Airlines Flight #2470

CHICAGO MIDWAY INTERNATIONAL AIRPORT

5700 Cicero Ave,
Chicago, IL 60638

11:30 AM – 12:30 PM

Working Lunch: Introduction to Chicago

MALCOLM X COLLEGE

1900 W Jackson Blvd
Chicago, IL 60612

Leaders from Chicago's education and workforce development systems will provide an overview of the city's economy, demographic makeup, education and workforce development efforts. Following the landscape overview, speakers will share their perspectives on opportunities to make Chicagoland's economy more equitable, resilient, and inclusive moving forward, including efforts around Chicago's Good Jobs Challenge Award.

- **Matt Bruce,** Executive Director, Chicagoland Workforce Funder Alliance
- **Patrick Combs,** Interim Chief Executive Officer, Chicago Cook Workforce Partnership
- **Juan Salgado,** Chancellor, City Colleges of Chicago
- **David A. Sanders,** President, Malcolm X College

12:30 – 1:30 PM

Sector Strategies in Healthcare

MALCOLM X COLLEGE

1900 W Jackson Blvd
Chicago, IL 60612

Employers involved in the Chicagoland Healthcare Workforce Collaborative will describe their collaborative efforts to create on-ramps to quality jobs and promote equity in the healthcare industry. Staff will learn about key elements of this sector partnership strategy, including the pathway, community

engagement, and incumbent worker training models they have developed and implemented. They will also discuss how this long standing partnership laid the groundwork for Good Jobs Chicago, a major federal Department of Commerce grant to support cross-sector strategies.

- **Ashley Casiello,** Senior Consultant, Workforce Development, UChicago Medicine
- **John Figiel,** Director, Talent Management, Sinai Health System
- **Rukiya Curvey Johnson,** Vice President, Community Health Equity and Engagement, and Executive Director, Rush Education & Career Hub, Rush University System for Health
- **Michele Smith,** Director, Workforce & Team Member Development, Advocate Aurora Health
- **Roy Walker,** Interim Vice President, Academic & Student Affairs, Malcolm X College *(moderator)*

1:30 – 2:00 PM

Tour: Malcolm X College Virtual Hospital

MALCOLM X COLLEGE

1900 W Jackson Blvd
8th Floor
Chicago, IL 60612

Building off of earlier conversations, staff will explore Malcolm X College's Simulated Hospital Interprofessional Education & Learning Department, where Health Sciences and Nursing students are trained through active, hands-on clinical scenarios. As an industry partner, Rush Hospital advised on the design of the training facilities.

- **Roy Walker,** Interim Vice President, Academic & Student Affairs, Malcolm X College

2:00 – 2:15 PM

Travel to Rush University Medical Center

2:15 – 3:00 PM

Tour: Rush University Medical Center

RUSH UNIVERSITY MEDICAL CENTER

1620 W Harrison St
Chicago, IL 60612

An expert and educator from Rush Medical System will guide staff through a tour of the training facilities where Rush University Medical Center prepares students and workers for high-quality jobs in the medical sciences.

- **Molly Moran,** Senior Director, Ambulatory Clinical Practice and Workforce Development, Rush University Medical Center

3:00 – 3:30 PM

Travel to Near West American Job Center (AJC)

3:30 – 4:30 PM

Understanding the One-Stop Delivery System

NEAR WEST AJC

1700 W 18th St
Chicago, IL 60608

During this panel discussion and tour of the Near West American Job Center (AJC), staff will gain a better understanding of what a comprehensive one-stop center looks

like and of how services are provided through WIOA and its partner programs. This will include a description of how one-stop partners connect clients to vital services, the city's unique approach to providing career navigation and supportive services, how Chicago's workforce system is planning to incorporate human-centered design into their future AJC strategy, and how clients access training through the one-stop.

- **Robert Guzman,** External Affairs Director, scaleLIT
- **Matt Weis,** Chief Program Officer, National Able Network

4:30 – 5:15 PM

Creating Opportunities for Women in Skilled Trades via Apprenticeship

NEAR WEST AJC

1700 W 18th St
Chicago, IL 60608

Staff will hear from Women Employed and Chicago Women in Trades about their successful efforts to support, train, and advocate for women in skilled trades.

- **Lauren Sugerman**, Director, Center for Women's Employment Equity, Chicago Women in Trades
- **Cherita Ellens**, President and CEO, Women Employed

5:15 – 6:30 PM

Travel to Hotel, Check-in

6:30 – 6:45 PM

Meet in Lobby, Travel to Dinner

LOEWS CHICAGO HOTEL

455 N Park Dr
Chicago, IL 60611

6:45 – 9:00 PM

Dinner Session: Employer-Led Coalition Efforts to Address Community Challenges

CHICAGOLAND WORKFORCE FUNDER ALLIANCE

225 Michigan Ave,
Chicago, IL 60601

Brian Fabes from the Corporate Coalition of Chicago's leadership team will discuss how they are organizing leading employers to collectively address community challenges. Fabes will introduce the Coalition's key efforts to invest in the long-term health and wellbeing of their communities, including Fair Chance Hiring and Equity Products for Investing in Communities, and offer an industry perspective on the importance and impact of these efforts.

- **Brian Fabes,** Managing Director, Corporate Coalition of Chicago

Thursday April 13, 2023

8:00 – 8:45 AM

Meet in Lobby, Travel to Richard J. Daley College

LOEWS CHICAGO HOTEL

455 N Park Dr
Chicago, IL 60611

8:45 – 10:15 AM

Breakfast Session: State and City-Wide Career Pathways Initiatives

RICHARD J. DALEY COLLEGE

7500 S Pulaski Rd
Chicago, IL 60652

Panelists will introduce staff to the Chicago Roadmap initiative, a partnership between Chicago Public Schools and City Colleges of Chicago to create seamless pathways from high school to postsecondary education and careers. Leaders who catalyzed Illinois' statewide commitment to career pathways will also offer their perspective on the policy conditions that facilitate effective pathways strategy implementation.

- **Megan Hougard,** Chief of College and Career Success, Chicago Public Schools
- **Peggy Korellis,** Vice Chancellor, High School Strategy, City Colleges of Chicago
- **Lazaro Lopez,** Chairperson, Illinois Community College Board, and Superintendent, High School District 214
- **Janine E. Janosky**, President, Richard J. Daley College

10:15 – 11:00 AM

Tour: Richard J. Daley College

RICHARD J. DALEY COLLEGE

7500 S Pulaski Rd
Chicago, IL 60652

This tour will feature Daley College's Manufacturing Technology & Engineering Center. Students from Sarah Goode STEM High School and Daley College will share their experiences progressing through CPS pathways programs.

- **Janine E. Janosky**, President, Richard J. Daley College

11:00 – 11:45 AM

Travel to Safer Foundation Community Office

11:45 AM – 1:45 PM

Working Lunch & Tour: Building a Continuum of Reentry Supports

SAFER FOUNDATION COMMUNITY OFFICE

808 S Kedzie Ave
Chicago, IL 60612

Speakers will discuss how education and training programs, holistic support services, and public-private partnerships fit into a larger ecosystem to equip people for successful transitions back into their communities and economic advancement. They will also share the importance and impact of taking a holistic approach to designing and delivering

reentry services and supports.

The tour will feature onsite job training for solar and construction industries. Staff will also have a chance to see Safer's social enterprise initiatives, including Reconstruction Technology Partners, which offers design-build construction services while providing job training for people who are re-entering their communities after incarceration.

- **Harry Alston Jr,** Senior Vice President of Strategy & Innovation, Safer Foundation
- **Kevin Brown,** Senior Director, External Affairs & Community Partnerships, Safer Foundation
- **Cecile De Mello**, Executive Director, Teamwork Englewood
- **Otis Moss III**, Senior Pastor, Trinity United Church of Christ
- **Cliff Nellis,** Executive Director, Lawndale Christian Legal Center

1:45 – 2:15 PM

Travel to Rauner Family YMCA

2:15 – 3:30 PM

Collective Action Strategies to Close Opportunity Gaps for Young Chicagoans

RAUNER FAMILY YMCA

2700 S. Western Ave.
Chicago, IL 60608

This session will focus on how community-based organizations are collaborating to understand the needs of the young people they serve, and to design and execute collective impact strategies that create conditions where all youth and young adults in the South and West Sides of Chicago can thrive. Staff will learn how mentoring, trauma-informed counseling, earn-and-learn opportunities, summer enrichment programs, and other activities all play a critical role in overcoming systemic barriers to health, well-being, and economic mobility. Staff will also hear about violence prevention strategies for keeping young people safe.

- **Christian Friend,** President, Thrive Chicago
- **Dorri McWhorter,** President and CEO, YMCA of Metropolitan Chicago
- **Vondale Singleton**, Founder & CEO, C.H.A.M.P.S. Male Mentoring
- **Chico Tillmon**, Executive Director, Rapid Employment and Development Initiative (READI) Chicago, Heartland Alliance
- **Nacole Milbrook**, Chief Program Officer, Youth Guidance

3:30 – 4:15 PM

Tour: Youth Leadership Programming

RAUNER FAMILY YMCA

2700 S. Western Ave.
Chicago, IL 60608

This tour will highlight the YMCA of Metropolitan Chicago's youth and teen programs, and how they are empowering

young people to learn, grow, and advocate for themselves.

4:15 – 4:45 PM

Wrap Up

En Route to Midway

Informal discussion with staff about key takeaways from the trip – reflecting on learnings and ways that federal policymakers can assist states and localities to improve systems alignment, programming, and outcomes.

6:15 – 9:00 PM

Flight: MDW to DCA

CHICAGO MIDWAY INTERNATIONAL AIRPORT

5700 Cicero Ave,
Chicago, IL 60638

Southwest Airlines Flight #2455

CONGRESSIONAL STAFF NETWORK
FOR ECONOMIC ADVANCEMENT

PARTICIPANTS

JFF Congressional Staff Network (CSN) Site Visit to Chicago, IL

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