

# 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: Madison Hughes
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 03/18/2025 Return: 03/20/2025  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Washington, DC Destination: Las Vegas, NV Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Jobs for the Future
6. Describe Meetings and Events Attended: A series of roundtable and site visits to learn about the various career training opportunities throughout Southern Nevada.
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: April 04, 2025

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: Rep. Steven Horsford (NV-04) Date: April 04, 2025

Signature of Supervising Member: 

# 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 in the trip within 10 days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House Rules and the Committee's Travel Regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

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

1. Sponsor(s) who paid or provided in-kind support for the trip: Jobs for the Future

2. Travel Destination(s): Las Vegas, Nevada

3. Date of Departure: 03/18/2025 Date of Return: 03/20/2025

4. Name(s) of Traveler(s): Brian Arata, Amaris Benavidez, Samantha DeVito, Brandon DiFulvio, Madison Hughes, Trevor Hustus, Mieko Kuramoto, Heather Painter, Carolyn Perlmutter, Chaston Pflingston, Cody Rowe, Tonia Wu

*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	\$615	\$318	\$237	None
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: 03/25/2025

Name: Maria Flynn Title: President & 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 02109

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

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

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

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Madison Hughes
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Jobs for the Future
3. City and State **OR** Foreign Country of Travel: Las Vegas, NV
4. a. Date of Departure: 03/18/2025 Date of Return: 03/20/2025  
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, invitation, invitee list, and any other attachments and Additional Sponsor Forms.

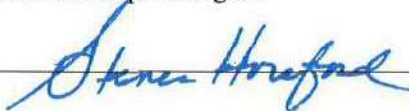
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

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.**  
As senior Legislative Assistant handling education, labor, and workforce development issues for Rep. Horsford (NV-01), this trip will enable me to not only learn more about district/state programs but my issue areas as a whole.
9. **Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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: \_\_\_\_\_



Date: 02/13/2024

# 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 submitted at 1015 Longworth House Office Building or [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: Madison Hughes

**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. Steven Horsford

Office Address: 406 Cannon House Office Building

Telephone Number: 202-225-9894

Email Address of Contact Person: Madison.Hughes@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 email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

# 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's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

**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. Signatures must comply with section 104(bb) of the Travel Regulations.**

1. Sponsor who will be paying for the trip:

Jobs for the Future

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, services, or in-kind assistance 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; Lumina 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 details.

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

6. Date of Departure: 03/18/2025 Date of Return: 03/20/2025

7. a. City of departure: Washington, DC

b. Destination(s): Las Vegas, Nevada

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 the statement is true by clicking the 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 they demonstrate evidence-based approaches for serving jobseekers, students, and workers. The programs and initiatives featured during this site visit will shed light on federal K-12, postsecondary education, and workforce development policy. See attachments for more detail.
- 

13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
  - b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
  - c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:  
N/A
- 

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

15. **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 detail; costs are in line with GSA per diem rates.
    - 2) Provide the reason for selecting the location of the event or trip: See attachments for detailed response.
- 

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

Hotel Name: Rio Hotel City: Las Vegas, NV Cost Per Night: \$159  
 Reason(s) for Selecting: Geographic location and hotel offered GSA per diem rate for lodging in Las Vegas, NV.

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.*

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

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	\$662	\$318	\$236
For each Accompanying Family Member	N/A	N/A	N/A

	<b>Other</b> 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	N/A	N/A

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: 02/03/2025  
 Name: Maria Flynn Title: President and CEO  
 Organization: Jobs for the Future  
 Address: 50 Milk St, 17th Floor, Boston, MA 02109  
 Email: mflynn@jff.org Telephone: (617) 728-4446

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or travel.requests@mail.house.gov.



ONE HUNDRED NINETEENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

March 10, 2025

Ms. Madison Hughes  
Office of the Honorable Steven Horsford  
406 Cannon House Office Building  
Washington, DC 20515

Dear Ms. Hughes:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Las Vegas, Nevada, scheduled for March 18 to 20, 2025, sponsored by Jobs for the Future, Lumina Foundation for Education, Inc., and Bill & Melinda Gates 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,

Handwritten signature of Michael Guest in blue ink.

Michael Guest  
Chairman

Handwritten signature of Mark DeSaulnier in blue ink.

Mark DeSaulnier  
Ranking Member

MG/MD:amr


# 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. Signatures must comply with section 104(bb) of the Travel Regulations.**

1. Name of Primary Trip Sponsor for this trip: Jobs for the Future
2. Name of your organization: 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:  Date: 02/06/2025

Name: Kathryn Young Title: Senior Program Officer

Organization: Bill & Melinda Gates Foundation

Address: 1300 I St NW, Washington, DC 20005

Telephone: (202) 662-8130 Email: Kathryn.Young@gatesfoundation.org

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


# 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. Signatures must comply with section 104(bb) of the Travel Regulations.**

1. Name of Primary Trip Sponsor for this trip: Jobs for the Future
2. Name of your organization: Lumina 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:  Date: 2/3/2025  
Name: Michelle Asha Cooper Title: Vice President for Public Pol

Organization: Lumina Foundation

Address: 1730 M Street NW, Suite 410, Washington, DC, 20036

Telephone: 800.834.5756

Email: mcooper@luminafoundation.org

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

## **Attachments**

**Congressional Staff Network Site Visit to Las Vegas, Nevada  
March 18-20, 2025**

### **Question #4 House Invitees:**

#### **Brian Arata**

Legislative Director  
Office of Rep. Glenn "GT" Thompson  
[brian.arata@mail.house.gov](mailto:brian.arata@mail.house.gov)

#### **Amaris Benavidez**

Professional Staff Member  
House Committee on Education & Workforce  
[amaris.benavidez@mail.house.gov](mailto:amaris.benavidez@mail.house.gov)

#### **Michael Cortes-Klein**

District Director  
Office of Rep. Susie Lee  
[Michael.Cortes-Klein@mail.house.gov](mailto:Michael.Cortes-Klein@mail.house.gov)

#### **Samantha DeVito**

Legislative Director  
Office of Rep. Donald Norcross  
[sam.devito@mail.house.gov](mailto:sam.devito@mail.house.gov)

#### **Brandon DiFulvio**

Senior Policy Advisor  
Office of Rep. Robin Kelly  
[brandon.difulvio@mail.house.gov](mailto:brandon.difulvio@mail.house.gov)

#### **Madison Hughes**

Senior Legislative Assistant  
Office of Rep. Steve Horsford  
[Madison.Hughes@mail.house.gov](mailto:Madison.Hughes@mail.house.gov)

#### **Trevor Hustus**

Legislative Assistant  
Office of Rep. Lisa McClain  
[trevor.hustus@mail.house.gov](mailto:trevor.hustus@mail.house.gov)

#### **Amy Jones**

Education and Human Services Policy Director  
House Committee on Education & Workforce  
[amy.jones@mail.house.gov](mailto:amy.jones@mail.house.gov)

**Mieko Kuramoto**

Senior Legislative Assistant  
Office of Rep. Mark Takano  
[mieko.kuramoto@mail.house.gov](mailto:mieko.kuramoto@mail.house.gov)

**Heather Painter**

Legislative Director  
Office of Rep. Maggie Goodlander  
[heather.painter@mail.house.gov](mailto:heather.painter@mail.house.gov)

**Carolyn Perlmutter**

Legislative Assistant  
Office of Rep. Lois Frankel  
[carolyn.perlmutter@mail.house.gov](mailto:carolyn.perlmutter@mail.house.gov)

**Chaston Pfingston**

Legislative Aide  
Office of Rep. Lloyd Smucker  
[chaston.pfingston@mail.house.gov](mailto:chaston.pfingston@mail.house.gov)

**Cody Rowe**

Legislative Assistant  
Office of Rep. Burgess Owens  
[cody.rowe@mail.house.gov](mailto:cody.rowe@mail.house.gov)

**Tonia Wu**

Policy Adviser  
Office of Rep. Hakeem Jeffries  
[tonia.wu@mail.house.gov](mailto:tonia.wu@mail.house.gov)

*House staff were invited because of their work on education, workforce development, economic 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 economic development, and human services programs and initiatives in Southern Nevada.*

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

Jobs for the Future (JFF) identifies sites of interest and priority topics 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 Lumina Foundation to support the Congressional Staff Network and this site visit.

The Lumina Foundation is an independent, private foundation based in Indianapolis, Indiana that is committed to making opportunities for learning beyond high school available to all. The Bill & Melinda Gates Foundation is based in Seattle, Washington and has a mission to create a world where every person has the opportunity to live a healthy, productive life.

Each sponsor's work is informed by research, analysis, and best practice. The missions of JFF, the Bill & Melinda Gates Foundation, and the Lumina Foundation support the purpose of the trip: highlighting innovative, evidence-based programs and policies that drive economic mobility. House attendees will see strategies that leaders in Southern Nevada are implementing to meet the region's talent needs; they will engage with workforce practitioners, educators, employers, and workers and learners who are involved in these programs.

JFF identifies sites of interest and priority topics 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. The Lumina Foundation and the Bill & Melinda Gates Foundation fund the Congressional Staff Network and its site visits.

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

JFF selected the Las Vegas area for this site visit because of the innovative workforce training, economic development, and education efforts underway on the ground, as well as the challenges that the region faces in terms of economic diversification and resilience, cost of living, and labor shortages in critical industries.

The site visit will highlight Las Vegas' exemplary workforce system – which is a national leader in developing strong industry partnerships and leveraging community resources – its strong Career Technical Education pathways, and its innovative institutions of higher education. Panels and site visits will explore the impact of regional partners to develop strong talent pipelines in high-demand and growing sectors. Specifically, attendees will see how an expansive network of affiliate and partner sites expands access to American Job Center services; how public-private partnerships create pathways to economic mobility for incumbent workers; and how offering vocational and job readiness training inside of correctional facilities reduces recidivism and strengthens communities.

Staff will also learn about several education initiatives that offer a model for other states and regions facing similar challenges to consider. Among them, a comprehensive regional effort to rebuild the teacher talent pipeline; a successful effort to increase concurrent enrollment for high schoolers; and, at the institution level, proven strategies to improve retention and completion for first-generation college students.

During each session, speakers and staff will reflect on how federal policy can help scale, replicate, and better support these impactful regional and local initiatives. Programming will shed light on federal levers to foster strong and resilient regional economies.

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

**Transportation:** Round trip economy class airfare from Washington, DC's Reagan National Airport (DCA) to Harry Reid International Airport (LAS) = \$491 per person. On the ground transportation via chartered coach bus in Nevada = \$171 per person. Total transportation expenses = **\$662 per person**.

**Lodging:** Lodging at the Rio Hotel for two nights = **\$318.00 per person** (in line with the U.S. General Services Administration (GSA) per diem rate of \$159/night for Las Vegas, NV in March 2025).

**Meals:** Meals for the three-day trip = **\$236.00 total** (in line with GSA per diem rates for Las Vegas, NV).



January 7, 2025

Dear Congressional Staff Network Members,

I am writing to invite you to participate in an upcoming Congressional Staff Network (CSN) **site visit to Las Vegas, Nevada from Tuesday, March 18 – Thursday, March 20.**

This site visit will focus on infrastructure required to create and sustain effective, cross-sector approaches to economic and talent development – particularly the role that workforce boards can play as conveners across the learn-to-work ecosystem. Attendees will hear from the trailblazers behind the Hope for Prisoners (HFP) Vocational Village, which houses the first American Job Center co-located inside a correctional facility in the nation. Several of HFP's 260+ employer partners will join to offer insights on their experience and the benefits of second chance hiring.

Southern Nevada also offers a unique opportunity to learn about strategies to facilitate seamless transitions from education to work. Educators from Clark County School District, including from one of the top Career Technical Education schools in the country, will discuss key successes and challenges in their efforts to expand dual enrollment and embed work-based learning into high school curriculum. On the postsecondary side, leaders from three innovative institutions will discuss how they are pivoting the design and delivery of higher education to meet their students where they are, with a particular focus on improving retention and completion rates for first-generation students.

***Please confirm your participation by Wednesday, February 5.*** Once you confirm your plans to participate, our team will share final information for the trip, including the agenda and the necessary ethics documentation.

Best,

Taylor Maag  
Director, Workforce Policy  
Jobs for the Future

## AGENDA

### Congressional Staff Network Site Visit to Las Vegas

Tuesday March 18 – Thursday March 20, 2025

#### Tuesday March 18, 2025

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7:50 – 10:18 AM	<b>Flight: DCA to LAS</b>  <i>American Airlines Flight # AA 1975</i>	<b>NATIONAL AIRPORT</b>  2401 Ronald Reagan Washington National Airport Access Rd Arlington, VA 22202
10:18 – 11:30 AM	<b>Travel to Sahara West Library</b>	
11:30 AM – 12:15 PM	<b>Welcome Lunch: Introduction to Las Vegas</b>  Jaime Cruz and Gina Bongiovi will welcome staffers to Las Vegas, provide an overview of the city's cross-sector approach to economic development, and highlight key accomplishments and takeaways from the local workforce board's unique, extensive collaboration with the Vegas Chamber. Following that introduction, Brian Gordon will provide key context for the next two days, helping staff understand the region's key economic and demographic trends. <ul style="list-style-type: none"><li>➤ <b>Jaime Cruz</b>, Executive Director, Workforce Connections, Southern Nevada's Local Workforce Development Board</li><li>➤ <b>Gina Bongiovi</b>, Managing Partner, Bongiovi Law Firm, and Past Chair of the Board Of Trustees, Vegas Chamber</li><li>➤ <b>Brian Gordon</b>, Principal, Applied Analysis</li></ul>	<b>SAHARA WEST LIBRARY</b>  9600 W Sahara Ave Las Vegas, NV 89117
12:15 – 1:00 PM	<b>Site Visit: EmployNV Business Hub</b>  Jaime Cruz will lead a tour of EmployNV Business Hub, an employer-focused American Job Center co-located at Sahara West Library that helps employers access talent recruitment, financial incentives, funding, and resources for startups and existing businesses. <ul style="list-style-type: none"><li>➤ <b>Jaime Cruz</b>, Executive Director, Workforce</li></ul>	<b>SAHARA WEST LIBRARY</b>  9600 W Sahara Ave Las Vegas, NV 89117

## Connections

1:00 – 2:15 PM

### **Las Vegas' Regional Approach to Economic Development – Understanding the Infrastructure for Cross-Sector Collaboration**

**SAHARA WEST  
LIBRARY**

9600 W Sahara Ave  
Las Vegas, NV 89117

Leaders from across Southern Nevada's education-to-work ecosystem will discuss how they are partnering to understand skills demand, respond to economic shifts, leverage community resources, and prepare the workforce for new and emerging industries.

Panelists will highlight the role that Workforce Connections (WC) plays as a connector at the center of this ecosystem – and the importance of tools like WC's [Community Investment Impact Dashboard](#) to demonstrate value and secure buy-in.

- **Irene Bustamente Adams**, President of the Board of Trustees, Clark County School District, and Deputy Director & Chief Strategy Officer, Workforce Connections
- **Tom Burns**, Executive Director, Nevada Governor's Office of Economic Development
- **Betsy Fretwell**, Interim CEO, Las Vegas Global Economic Alliance
- **Taylor Maag**, Director, Workforce Policy, JFF (*moderator*)
- **Kelvin Watson**, Executive Director, Las Vegas-Clark County Library District

2:15 – 3:00 PM

### **Travel to Sunshine Minting**

3:00 – 4:15 PM

### **Site Visit: Employer-Provided Training**

**SUNSHINE MINTING**

Tom Power, President & CEO of Sunshine Minting, Inc., will lead staffers on a tour of a currency minting facility, highlighting skill needs and employer-led training strategies in the Advanced Manufacturing industry.

7600 Eastgate Rd  
Henderson, NV 89011

- **Tom Power**, President & CEO, Sunshine Minting, Inc.

4:15 – 5:45 PM

### **Developing & Implementing Employer-Driven Workforce Development Strategies**

**SUNSHINE MINTING**

Employers from key sectors will discuss their roles in realizing Southern Nevada's economic and workforce development goals. MGM's Amy Lee, representing the hospitality and entertainment sectors which have long powered Vegas' economy, will discuss efforts to reach new talent pools and

7600 Eastgate Rd  
Henderson, NV 89011

strengthen career pathways. Partners engaged in the implementation of two industry-led, community-supported regional [sector partnerships](#) will highlight their collaborative efforts to diversify Vegas' economy in the Advanced Manufacturing and Creative Industries sectors. Altogether, employers will share their perspective on the value of partnering with the workforce system.

- **Jaime Cruz**, Executive Director, Workforce Connections
- **Amy Lee**, Director of Workforce Development, MGM Resorts International
- **Taylor Maag**, Director, Workforce Policy, JFF (*moderator*)
- **Shaundell Newsome**, Founder & Visionary, Sumnu Marketing
- **Tom Power**, President & CEO, Sunshine Minting, Inc.

5:45 – 6:30 PM

## Travel to Dinner

6:30 – 8:00 PM

## Dinner Session

### HAPPY CAMPER PIZZA

Over dinner, Hill staff will sit down with practitioners to reflect further on the implications of the day's sessions for federal policy. Specifically, conversations will focus on federal policy levers to strengthen public-private partnerships throughout the education and workforce systems.

3200 S Las Vegas Blvd  
Las Vegas, NV 89109

- **Irene Bustamente Adams**, Chief Strategy Officer, Workforce Connections
- **Jaime Cruz**, Executive Director, Workforce Connections

8:00 – 8:15 PM

## Check in to Hotel

### RIO HOTEL

3700 W Flamingo Rd  
Las Vegas, NV 89103

## Wednesday March 19, 2025

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7:45 – 8:15 AM

## Breakfast & Meet in Lobby

### RIO HOTEL

3700 W Flamingo Rd  
Las Vegas, NV 89103

8:15 – 9:30 AM

## Travel to Southern Desert Correctional Center

9:30 AM – 12:00 PM

## Session & Site Visit: Hope for Prisoners Vocational Village

SOUTHERN DESERT  
CORRECTIONAL  
CENTER

Trailblazers behind the [Hope for Prisoners Vocational Village](#), which features the first American Job Center co-located inside a correctional facility in the nation alongside a 120,000 ft<sup>2</sup> vocational training complex, will lead staffers on a tour of the facility and discuss the cross-sector collaboration that brought the idea to fruition. Several of Hope for Prisoners' 260+ employer partners will join to offer insights on their experience and the benefits of hiring from the 95 percent of people in prison who will one day return home.

20825 Cold Creek Rd  
Las Vegas, NV 89166

- **Noah Bein**, Director, Justice Policy, JFF (*moderator*)
- **Kelly Gaines**, President and CEO, Nevada Subcontractors Association
- **Chad Hirschi**, President and CEO, Hirschi Masonry
- **Ronald Oliver**, Warden, Southern Desert Correctional Center
- **Jon Ponder**, Founder and CEO, Hope for Prisoners

12:00 – 1:00 PM

## Travel to University of Nevada, Las Vegas

1:00 – 2:30 PM

## Lunch & Session: New Models for Teacher Preparation

UNIVERSITY OF  
NEVADA, LAS VEGAS

Practitioners leading efforts to expand Southern Nevada's educator pipeline will share their comprehensive approach to recruiting and training new talent. Strategies include UNLV's [Nevada Forward Initiative](#), the state's first teacher apprenticeship program; the Public Education Foundation's (PEF's) [Teacher FastTrack](#) program, a partnership between UNLV, PEF, and Clark County School District to offer individuals working in support roles at Nevada public schools a fast-track pathway to become educators; and Nevada State's [Teacher Academy Pipeline Project](#), designed to cultivate interest in teaching careers among high schoolers.

University Gateway  
Building - Gather Room  
4700 S Maryland Pkwy  
Las Vegas, NV 89119

- **Sarah Frey**, Provost and Vice President for Academic Affairs, Nevada State University
- **Peter Guzman**, Chair of the Board, Public Education Foundation, and President and CEO, Latin Chamber of Commerce
- **Michael Hack**, Managing Director, Nevada Forward, University of Nevada, Las Vegas (UNLV)
- **Karishma Merchant**, Associate Vice President, Policy & Advocacy, Jobs for the Future (*moderator*)
- **Gia Moore**, Assistant Superintendent, College and Career Readiness and School Choice, Clark County

School District

- > **Kenneth Varner**, Associate Dean, Academic Programs and Initiatives, and Professor, Teaching and Learning Department, UNLV

2:30 – 4:00 PM

## Reimagining Higher Education for Today's Students

This session will highlight how three innovative institutions are rethinking the design and delivery of higher learning to serve today's student body. Discussion will center on successful efforts to strengthen retention and completion for students who, historically, are underrepresented in postsecondary education: those who are first-generation, Hispanic or Latino, and from rural communities. Beyond completion, speakers will share their expertise and insights around partnering with the workforce system to ensure students graduate with strong labor market prospects.

- > **Clarissa Cota**, Vice President, External Relations and Campus Operations, The College of Southern Nevada
- > **Sarah Frey**, Provost and Vice President for Academic Affairs, Nevada State University
- > **Peter Guzman**, President and CEO, Latin Chamber of Commerce, and Chair of the Board, Public Education Foundation
- > **Kate Hausbeck Korgan**, Senior Vice Provost for Academic Affairs, University of Nevada, Las Vegas
- > **Susannah Rodrigue**, Senior Manager, JFF (*moderator*)

UNIVERSITY OF  
NEVADA, LAS VEGAS

University Gateway  
Building - Gather Room  
4700 S Maryland Pkwy  
Las Vegas, NV 89119

4:00 – 5:00 PM

## Travel to Dinner

5:00 – 8:00 PM

## Dinner & Session: Pathways to College and Careers for High School Students

This session will explore how Northeast Career Technical Academy, recently recognized as the top magnet school in the country, embeds work-based and career-connected learning into pathways to ensure students explore their career interests and complete industry-recognized credentials.

Speakers will also discuss Clark County School District's successful efforts to increase the number of students who earn college credit while in high school – expanding concurrent enrollment by 300% in just three years.

- > **Ryan Cordia**, Principal, Northeast Career and Technical Academy
- > **Meredith Hills**, Senior Manager, JFF (*moderator*)

JOE'S SEAFOOD

3500 Las Vegas Blvd S  
Las Vegas, NV 89109

- > **Gia Moore**, Assistant Superintendent, College and Career Readiness and School Choice, Clark County School District
- > **Sheilah Petrosky**, Coordinator, Work-Based Learning, Clark County School District

8:00 – 8:30 PM

## Travel to Hotel

**RIO HOTEL**

3700 W Flamingo Rd  
Las Vegas, NV 89103

## Thursday March 20, 2025

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7:45 – 8:00 AM

## Meet in Lobby, Check out

**RIO HOTEL**

3700 W Flamingo Rd  
Las Vegas, NV 89103

8:00 – 8:30 AM

## Travel to Movement Fitness

8:30 – 10:30 AM

## Breakfast & Session: The Disconnected Youth Coalition

**MOVEMENT FITNESS**

3075 E Flamingo Rd  
Ste 102  
Las Vegas, NV 89121

Clark County has one of the highest rates of youth disconnection in the county, with 42,000 young people disconnected from both school and work – that’s one in six Clark County residents aged 16 to 24. While WIOA Title I Youth funding is the main federal funding source for “Opportunity Youth,” WIOA dollars fall far short of the scale of the challenge, covering service provision for just 1,000 disconnected youth per year.

To address the scale of this critical issue, Workforce Connections convened over 20 partners across philanthropic organizations, state agencies, community-based organizations, and postsecondary education providers to [launch](#) the Disconnected Youth Coalition. Staff will learn how this broad coalition is working to identify, engage, and provide career pathways opportunities for the 42,000 disconnected youth in Clark County. And young adults who have experienced these systems firsthand will share their perspective on youth disconnection and opportunities for federal policymakers to advance re-engagement efforts.

- > **Jai’mir Brown**, Administrative Assistant I, Nevada Department of Health and Human Services (DHSS), Division of Welfare and Supportive Services (DWSS)
- > **Danielle Jones**, Director, Education Services Division,

Tuesday March 18 – Thursday March 20, 2025

- Clark County School District
- > **Lisa Morris-Hibbler**, Consultant and Former Deputy City Manager for the City of Las Vegas
  - > **Shawonda Nance**, Managing Director, EmployNV Youth Hub
  - > **Derek Parent**, Owner, Movement Fitness
  - > **Autumn Taylor**, Youth Voice Advocate
  - > **Ricardo Villalobos**, Chief Programs Officer, Workforce Connections (*moderator*)
  - > **Michael Yoder**, Workforce Development Division Manager, Nevada DHHS, DWSS

10:30 – 11:15 AM

## Wrap Up & Reflection

En Route to Airport

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.

- > **Taylor Maag**, Director, Workforce Policy, JFF

11:15 AM – 12:41 PM

## Check in

12:41 PM – 8:07 PM

## Flight: LAS to DCA

*American Airlines Flight # AA 3275*

**HARRY REID  
INTERNATIONAL  
AIRPORT**

5757 Wayne Newton Blvd  
Las Vegas, NV 89119

# **PARTICIPANT LIST**

## **Congressional Staff Network Site Visit to Las Vegas**

Tuesday March 18 – Thursday March 20, 2025

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# Congressional Staff Network (CSN) Site Visit to Las Vegas, Nevada

Tuesday March 18 – Thursday March 20, 2025

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Nevada Department of Health and Human Services

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Executive Director  
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**Ryan Cordia**

Principal  
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**Clarissa Cota**

Vice President, External Relations and Campus Operations  
The College of Southern Nevada

**Jaime Cruz**

Executive Director  
Workforce Connections

**Cecil Fielder**

Strategic Initiatives Manager  
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**Betsy Fretwell**

Interim CEO  
Las Vegas Global Economic Alliance

**Sarah Frey**

Provost and Vice President for Academic Affairs  
Nevada State University

**Kelly Gaines**

President and CEO  
Nevada Subcontractors Association

**Brian Gordon**

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# Congressional Staff Network (CSN) Site Visit to Las Vegas, Nevada

Tuesday March 18 – Thursday March 20, 2025

**Peter Guzman**

President and CEO  
Latin Chamber of Commerce

**Michael Hack**

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**Chad Hirschi**

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**Danielle Jones**

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**Kate Hausbeck Korgan**

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**Amy Lee**

Director of Workforce Development  
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Clark County School District

**Lisa Morris-Hibbler**

Consultant and Former Deputy City Manager  
City of Las Vegas

**Shawonda Nance**

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EmployNV Youth Hub

**Shaundell Newsome**

Founder & Visionary  
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Warden  
Southern Desert Correctional Center

**Derek Parent**

Owner  
Movement Fitness

**Sheilah Petrosky**

Coordinator, Work-Based Learning  
Clark County School District

**Jon Ponder**

Founder and CEO  
Hope for Prisoners

**Tom Power**

President & CEO  
Sunshine Minting, Inc.

**Elizabeth Rhoads**

Chief Operating Officer  
Hope for Prisoners

**Gary G. Schofield**

United States Marshal for the District of Nevada

**Autumn Taylor**

Youth Voice Advocate

**Kenneth Varner**

Associate Dean, Academic Programs and Initiatives, and Professor, Teaching and Learning Department  
University of Nevada, Las Vegas

**Ricardo Villalobos**

Chief Programs Officer  
Workforce Connections

**Kelvin Watson**

Executive Director  
Las Vegas-Clark County Library District

**Michael Yoder**

Workforce Development Division Manager  
Division of Welfare and Supportive Services  
Nevada Department of Health and Human Services



# Congressional Staff Network (CSN) Site Visit to Las Vegas, Nevada

Tuesday March 18 – Thursday March 20, 2025

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