

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.

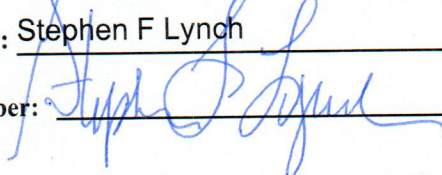
1. Name of Traveler: Monique Vaz
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 08/26/2025 Return: 08/28/2025
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Cleveland, OH Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Jobs for the Future
6. Describe Meetings and Events Attended: Toured both Cuyahoga and Lorain County Community College.
Listened to a Panel about Tourism at the Rock and Roll Hall of Fame.
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: 9/3/25

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: Stephen F Lynch Date: 9/3/25

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): Cleveland, OH and Elyria, OH

3. Date of Departure: 08/26/2025 Date of Return: 08/28/2025

4. Name(s) of Traveler(s): Isabel Soto, Trevor Hustus, Monique Vaz, Chaston Pflingston, Amy Jones, Justin Camp, Lyndsey Hannah, Tashia Roberson-Wing

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	\$435	\$318	\$186	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: 09/02/2025

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 Street, 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

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: The Joyce Foundation; Conrad N. Hilton Foundation; Bill & Melinda Gates 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 details.

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

6. Date of Departure: 08/26/2025 Date of Return: 08/28/2025

7. a. City of departure: Washington, DC

b. Destination(s): Cleveland, OH and Elyria, OH

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 represent evidence-based approaches for serving jobseekers, students, and workers. Featured programs and initiatives 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: Kimpton Schofield Hotel City: Cleveland, OH Cost Per Night: \$159
 Reason(s) for Selecting: Location and hotel offered GSA per diem rate for lodging in Cleveland, OH.

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 Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$435	\$318	\$200
For each Accompanying Family Member	N/A	N/A	N/A

	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	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: 7/17/2025
 Name: Maria K. 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

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or 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: Joyce Foundation
3. Yes No Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes No Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
 - a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
 - b. Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: _____ on Date: _____
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
 - c. Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **Check only one:**
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. **I certify by my signature that**
 - a. I read and understand the Committee's Travel Regulations;
 - b. I am not a registered federal lobbyist or registered foreign agent;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Kathleen M Clarke Digitally signed by Kathleen M Clarke
DN: c=US, o=Kathleen M Clarke for The Joyce Foundation
ou=Kathleen M Clarke for The Joyce Foundation
email=kclarke@joycefdn.org
Reason: I am approving this document
Location:
Date: 2025.06.27 16:54:05.00 Date: 06/27/2025

Name: Kathleen M Clarke Title: Chief Operating Officer

Organization: Joyce Foundation

Address: 321 N. Clark Street Suite 1500 Chicago, IL 60654

Telephone: 312-782-2464 Email: kclarke@joycefdn.org

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or 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: 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: 2025.07.23 09:50:41 -04'00' Date: 07/23/2025

Name: Kathryn Young Title: Senior Program Officer

Organization: Gates Foundation

Address: 1300 I Street, NW, Washington, DC 20005

Telephone: 206-709-3100 Email: kathryn.young@gatesfoundation

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or 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: 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: Sonia Moldovan Date: 7/17/2025
9E0AF047055F4A4...

Name: Sonia Moldovan Title: VP, Strategy & Programs

Organization: Conrad N. Hilton Foundation

Address: 1 Dole Dr, Westlake Village, CA 91362

Telephone: (818) 851-3700 Email: Caitlyn.P@hiltonfoundation.org

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

Attachments

**Congressional Staff Network Site Visit to Northeast Ohio
August 26—28, 2025**

Question #4 House Invitees:

Justin Camp

Legislative Assistant
Office of Rep. Bob Onder

Raina Hackett

Senior Legislative Assistant
Office of Rep. Bonnie Watson Coleman

Lyndsey Hannah

Legislative Assistant
Office of Rep. Shontel M. Brown

Trevor Hustus

Legislative Assistant
Office of Rep. Lisa McClain

Amy Jones

Education and Human Services Policy Director
House Committee on Education & Workforce

Kim Meinert

Professional Staff Member
House Committee on Ways & Means

Chaston Pfingston

Legislative Assistant
Office of Rep. Lloyd Smucker

Tashia Roberson-Wing

Senior Legislative Assistant
Office of Rep. Greg Landsman

Isabel Soto

Professional Staff Member
House Committee on Education & Workforce

Bradley Thomas

Professional Staff Member
House Committee on Ways & Means

Philip Tizzani

Professional Staff Member
House Appropriations Committee

Monique Vaz

Legislative Assistant
Office of Rep. Stephen Lynch

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 northeast Ohio.

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 Joyce Foundation, the Bill & Melinda Gates Foundation, and the Conrad N. Hilton Foundation to support the Congressional Staff Network and this site visit.

The Joyce Foundation is a private, nonpartisan philanthropy based in Chicago, IL, that invests in public policies and strategies to advance racial equity and economic mobility for the next generation in the Great Lakes region. 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. And the Conrad N. Hilton Foundation is a global humanitarian foundation based in Westlake Village, California, which aims to improve the lives of individuals living in poverty and experiencing disadvantage throughout the world.

Each sponsor's work is informed by research, analysis, and best practice. The missions of JFF, the Joyce Foundation, the Bill & Melinda Gates Foundation, and the Conrad N. Hilton Foundation support the purpose of the trip: highlighting innovative, evidence-based programs and policies that drive economic mobility. House attendees will learn about strategies that leaders in northeast Ohio are implementing to meet the region's talent needs; they will engage with economic development and 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 Joyce Foundation, the Bill & Melinda Gates Foundation, and the Conrad N. Hilton Foundation fund the Congressional Staff Network and its site visits.

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

JFF selected the northeast Ohio region for this site visit because of the innovative K-12 and postsecondary education, workforce training, and economic development efforts underway on the ground, as well as the challenges that the region faces in terms of economic mobility, postsecondary credential attainment, and labor shortages in critical industries.

The site visit will highlight efforts to rebuild a modern industrial economy in northeast Ohio, spurred by federal investments like the U.S. Department of Labor's Trade Adjustment Assistance Community College and Career Training and, more recently, the Strengthening Community Colleges Training Grants Program. Panels and site visits will explore how regional stakeholders are partnering across systems to develop strong talent pipelines for the advanced manufacturing sector. Specifically, attendees will learn how the Manufacturing Advocacy and Growth Network (MAGNET) – part of the national network of U.S. Department of Commerce Manufacturing Extension Partnerships – collaborates with small businesses, community colleges, and other stakeholders to develop on-ramps for new talent pools (e.g., veterans and people with records) to enter high-wage manufacturing career pathways; train incumbent workers on new technologies; and help students and their families gain a hands-on understanding of the range of quality career opportunities in the skilled trades.

Staff will also learn about several education initiatives that offer a model for other states and regions to consider replicating. Among them, Lorain County Community College's nationally renowned for Earn and Learn, Fast Track (short-term credentialing), and Students Accelerating in Learning (SAIL) programs and the statewide College Credit Plus dual enrollment program.

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, as well as what's needed to reshore high-wage domestic manufacturing occupations.

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 Cleveland Hopkins International Airport (CLE) = \$300 per person. On the ground transportation via chartered coach bus in Ohio = \$135 per person. Total transportation expenses = **\$435 per person**.

Lodging: Lodging at the Kimpton Schofield 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 Cleveland, OH in August 2025).

Meals: Meals for the three-day trip = **\$200 total** (in line with GSA per diem rates for Cleveland, OH).



Monday July 7, 2025

Good morning,

On behalf of Jobs for the Future, I'm writing to invite you to an upcoming Congressional Staff Network (CSN) site visit to northeast Ohio on Tuesday, August 26 – Thursday, August 28.

This site visit will highlight coordinated, cross-sector efforts to rebuild and modernize the region's manufacturing economy. Sessions will explore a range of initiatives, from activities to inform students and their families about skilled trades careers, to industry-aligned, short-term credentialing pathways that ladder up to bachelor's degrees and beyond.

Leaders from the Manufacturing Advocacy and Growth Network ([MAGNET](#)), part of the national network of U.S. Department of Commerce Manufacturing Extension Partnerships, will share how they collaborate with community colleges, regional economic development and workforce agencies, and employers to establish public-private partnerships that support talent pipeline development. Specifically, staff will learn about MAGNET's holistic approach to helping veterans and people with criminal records enter high-wage manufacturing jobs, and joint programs with local school districts and youth-serving organizations to inspire the next generation of advanced manufacturing talent.

Ohio also offers a unique opportunity to explore how state policies investments – e.g., the Individual Microcredential Assistance Program, Tech Cred, College Credit Plus, and the Ohio Work Ready Grant – drive improved postsecondary attainment rates and student labor market outcomes.

Please confirm your participation by Thursday, July 17. 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 Northeast Ohio

Tuesday, August 26 – Thursday August 28, 2025

Tuesday August 26, 2025

11:30 AM – 12:56 PM	Flight: DCA to CLE <i>American Airlines Flight # AA 5535</i>	REAGAN NATIONAL AIRPORT 2401 Smith Blvd Arlington, VA 22202
12:56 – 2:00 PM	Travel to the Manufacturing Advocacy and Growth Network (MAGNET)	
2:00 – 3:15 PM	Welcome Lunch: Introduction to Ohio’s Jobs and Education Strategy & the Northeast Region’s Response Speakers will welcome staffers to Ohio and provide an overview of key themes for the visit, including JobsOhio’s statewide vision for economic development, and how the northeast Ohio region has approached implementation of that strategy. Jacob Duritzsky from Team NEO – the region’s economic development agency – will provide context around the region’s key economic and demographic trends: growth industries, average wage vs. cost of living, the “supply” of trained workers versus current and projected hiring demand, and the youth disconnection rate. <ul style="list-style-type: none">➤ Marcia J. Ballinger, President, Lorain County Community College➤ Jacob Duritzsky, Vice President, Strategy and Research, Team NEO➤ Kristina Clouse, Senior Managing Director, Talent, JobsOhio	MAGNET 1800 E 63rd St Cleveland, OH 44103
3:15 – 4:15 PM	Site Tour: Manufacturing Innovation, Technology	MAGNET

& Job Center

1800 E 63rd St
Cleveland, OH 44103

Tour of MAGNET's headquarters in Cleveland's Hough Neighborhood, where they provide resources and training to help regional employers adapt to new technologies alongside hands-on learning activities for students and adults to learn about career pathways in the manufacturing industry.

- **Leah Epstein**, Chief Development & Engagement Office, MAGNET
- **Ethan Karp**, President & CEO, MAGNET

4:15 – 5:45 PM

Revitalizing Ohio's Manufacturing Industry via Cross-Sector Partnerships

MAGNET

1800 E 63rd St
Cleveland, OH 44103

This session will highlight public-private partnerships underway to strengthen the regional manufacturing industry and prepare employers, students, and incumbent workers for success in an evolving sector. Industry representatives will share their perspective on the importance of cross-sector collaboration to develop education and training programs that respond to employer needs as they shift. Dr. Ethan Karp from MAGNET, the pilot site for the now-national network of Manufacturing Extension Partnerships, will discuss his organization's efforts to recruit and train new talent, including the [ACCESS to Manufacturing Careers](#) program for people re-entering their communities post-incarceration, and strategies to inspire the next generation of advanced manufacturing talent via work-based learning and hands-on career exploration activities.

Speakers will also discuss how federal funding has supported this work, including the Trade Adjustment Assistance for Community Colleges and Career Training grant program and a recent U.S. Department of Labor Strengthening Community Colleges Training Grants program award to support the [North Shore Manufacturing Workforce Partnership](#).

- **Ethan Karp**, President & CEO, MAGNET
- **Taylor Maag**, Director, Workforce Policy, JFF (*moderator*)
- **Michelle Rose**, Executive Director, Cleveland-Cuyahoga County Workforce Development Board
- **Terri Burgess Sandu**, Director, Talent and Business Innovation, and Director, Ohio TechNet, Lorain County Community College

5:45 – 6:15 PM

Travel to Dinner

6:15 – 8:30 PM

Dinner & Session: Effective Models for Re-Entry Programs

Over dinner, staffers will hear about efforts underway to help incarcerated and returning citizens access job training and connections to their community. Featured programs include [EDWINS Leadership & Restaurant Institute](#) which offers formerly incarcerated adults holistic support and a strong foundation in the culinary and hospitality industries, and Towards Employment's [Community & Reentry](#) and Cuyahoga-Lorain Early Advancement to Reentry (CLEAR) programs, which receives federal support including a \$4 million U.S. DOL [Pathway Home grant](#).

- **Ronnie Cannon**, Senior Manager, Community Engagement, Towards Employment
- **Brandon Edwin Chrostowski**, Founder, CEO & President, EDWINS Leadership & Restaurant Institute
- **Taylor Maag**, Director, Workforce Policy, JFF (*moderator*)
- **Jill Rizika**, President & CEO, Towards Employment
- **Cassandra Tenorio**, Program Developer, Business Growth Services – Workforce, Lorain County Community College

EDWINS LEADERSHIP & RESTAURANT INSTITUTE

12383 Cedar Rd
Cleveland Heights, OH
44106

8:30 – 8:45 PM

Travel to Hotel

8:45 PM

Check in to Hotel

KIMPTON SCHOFIELD HOTEL

2000 E 9th St
Cleveland, OH 44115

Wednesday August 27, 2025

8:00 – 9:00 AM

Travel to Lorain County Community College (LCCC)

9:00 – 10:45 AM

Breakfast & Session: LCCC's Role in Driving Regional Economic Uplift

Panelists will open with an overview of the evolution of the community college business model, from focusing primarily on student access and academic success to today's strong emphasis on workforce outcomes, meeting employer needs, and serving as a key partner in regional economic development efforts. After

LORAIN COUNTY COMMUNITY COLLEGE

Campana Center for
Ideation and Invention,
Room PC 108
1005 Abbe Rd N
Elyria, OH 44035

learning about state policies and investments that have enabled this transition – among them, College Credit Plus, the Ohio [Work Ready Grant](#), the [Short-Term Certificate Grant Program](#), the Individual Microcredential Assistance Program, and TechCred – speakers will dive into how LCCC is advancing statewide goals for attainment and economic growth at the local level.

- > **Marcia J. Ballinger**, President, Lorain County Community College
- > **Julie Szeltner**, Director of Talent Engagement, Team NEO
- > **Jeremy Varner**, Deputy Director of Career-Technical Education and Workforce, Ohio Department of Education and Workforce
- > **Diane Xander**, Superintendent, Polaris Career Center

10:45 – 11:20 AM

Site Tour: LCCC's Campana Center for Ideation and Invention

**LORAIN COUNTY
COMMUNITY COLLEGE**

During this tour of the Campana Center for Ideation and Invention, LCCC leaders will highlight ladder pathways that extend from secondary schools through associate's degrees and beyond, including transfer pathways to four-year institutions.

Campana Center for
Ideation and Invention
1005 Abbe Rd N
Elyria, OH 44035

- > **Kelly Zelesnik**, Dean of Engineering, Business and Information Technologies, LCCC

11:20 AM – 12:30 PM

Lunch & Session: Supporting the Working Learner: How LCCC is Advancing Student Success

**LORAIN COUNTY
COMMUNITY COLLEGE**

Over lunch, LCCC leadership will expand on the morning panel discussion, diving deeper into program models that well-serve students who are from low-income backgrounds and adults who have yet to complete their high school coursework. Specifically, the conversation will focus on the Students Accelerating in Learning ([SAIL](#)) Program, a comprehensive and [research-backed](#) approach to student success that pairs financial, academic, and career planning supports; and the Aspire Program, which provides free instructional services to adult learners without a GED or equivalent.

Richard Desich Business
and Entrepreneurship
Center, Room DEC 220
1005 Abbe Rd N
Elyria, OH 44035

- > **Marcia J. Ballinger**, President, LCCC
- > **Susannah Rodrigue**, Senior Manager, Policy & Advocacy, JFF (*moderator*)
- > **Marisa Vernon White**, Vice President for Enrollment Management and Student Services, LCCC

12:30 – 1:00 PM

Travel to Midview High School

1:00 – 2:15 PM

Transitions from Secondary, Postsecondary, and Careers including Dual Enrollment**MIDVIEW HIGH SCHOOL**38199 Capel Rd
Grafton, OH 44044

Secondary-postsecondary integration erases boundaries between K-12 and higher education systems to enable more students to advance seamlessly from K-12 to and through higher learning. Speakers will discuss local and state efforts to connect K-12 and postsecondary education, including Ohio's [College Credit Plus](#) (CCP) program that provides students in grades 7-12 the opportunity to earn college and high school credits concurrently, as well as the [Statewide Innovative Waiver](#) to expand CCP in high-demand industries. Leaders from Midview High School and LCCC will dive into local implementation of CCP, and how their partnership has increased high school students' postsecondary attainment and enrollment rates. Additionally, staffers will hear about how similar efforts to promote seamless secondary-to-postsecondary transitions are unfolding across the Cleveland Metropolitan School District and Cuyahoga Community College.

- **Erica Cuevas**, Director, Education Policy, JFF (*moderator*)
- **Eric Gordon**, CEO, Positive Education Program and Former Senior Vice President of Student Development and Education Pipeline, Cuyahoga Community College
- **Cindy Kushner**, Director, School, Workforce & Community Partnerships, LCCC
- **Frank Major**, Superintendent, Midview Local School District
- **Jodi Wolf**, Director of Curriculum & Instruction, Midview Local Schools

2:15 – 2:55 PM

Site Tour: Midview's Micro-Electromechanical Systems (MEMS) Program**MIDVIEW HIGH SCHOOL**38199 Capel Rd
Grafton, OH 44044

The [MEMS](#) program, a key partnership between Midview and LCCC, prepares high school students for a range of postsecondary credentials - including certifications, associate's degrees, and bachelor's degrees - while providing opportunities for hands-on skills development. Participants will tour the MEMS program, including its onsite clean room.

- **Kevin Gardella**, Science Teacher, Midview High School
- **Chad Heuser**, Principal, Midview High School

2:55 – 3:30 PM

Travel to CVS Workforce Innovation and Talent Center

3:30 – 4:45 PM

Expanding Youth and Young Adults' Access to High Quality Career Exploration and Work-Place Experiences

**CVS WORKFORCE
INNOVATION AND
TALENT CENTER**

4500 Euclid Ave
Cleveland, OH 44103

Few young people have access to the essential career navigation and work-based learning services they need to make informed decisions about their education and career options after high school. To prepare *all* students for fulfilling careers, Ohio and the state's northeastern region have implemented policies and programs to expand opportunities for students to engage in career-based learning system-wide. Specifically, Ohio requires high schoolers to complete 250 hours of [formal work-based learning](#) before graduation, and there are various mechanisms for embedding career exploration and planning opportunities into curriculum.

In this session, speakers will share how local entities are partnering with the Cleveland Metropolitan School District, employers, and other stakeholders to implement this state requirement and embed career exploration and planning opportunities throughout students' educational journeys. Staffers will learn about Youth Opportunities Unlimited and the Greater Cleveland Career Consortium [Planning and Career Exploration \(PACE\)](#) program and specific work-based learning models, such as the statewide [High School Tech Internship Program](#) and summer youth employment programs.

- **Erica Cuevas**, Director, Education Policy, JFF (*moderator*)
- **Amanda Fogerty**, Executive Communications Coordinator, Youth Opportunities Unlimited
- **David Giesige**, Chief Program Officer, Greater Cleveland Career Consortium
- **Cassandra Palsgrove**, Director of K-12 Education Policy, Ohio Excels

4:45 – 5:15 PM

Travel to Rock & Roll Hall of Fame

5:15 – 6:15 PM

How Cross-Sector Partnerships Drive Cleveland's Economic Development Strategy

**ROCK & ROLL HALL
OF FAME**

1100 E 9th St
Cleveland, OH 44114

In this session, regional economic development leaders will discuss their approach to diversifying Cleveland's economy, focusing on how strong cross-sector partnerships help draw new investments and industries to the city.

- **Michael A. Baston**, President, Cuyahoga Community College (*moderator*)
- **Greg Harris**, Director, Rock & Roll Hall of Fame
- **Emily Lauer**, Vice President, PR & Communications, Destination Cleveland

6:15 – 6:45 PM

Travel to Dinner

6:45 – 8:30 PM

Dinner

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 transitions from secondary to postsecondary education, support cross-sector partnerships, and embed career-connected learning in classrooms beyond Career Technical Education (CTE) programs.

MERWIN'S WHARF

1785 Merwin Ave
Cleveland, OH 44113

8:30 – 8:45 PM

Travel to Hotel

KIMPTON SCHOFIELD HOTEL

2000 E 9th St
Cleveland, OH 44115

Thursday August 28, 2025

7:50 – 7:55 AM

Meet in Lobby, Check out

KIMPTON SCHOFIELD HOTEL

2000 E 9th St
Cleveland, OH 44115

7:55 – 8:30 AM

Travel to Cuyahoga Community College

8:30 – 9:15 AM

Breakfast & Session: Intro to Tri-C's Student Body & Institutional Strategy

CUYAHOGA COMMUNITY COLLEGE

Over breakfast, Dr. Michael A. Baston, President of Cuyahoga Community College (Tri-C) will orient staffers to Tri-C's service area and student body, its key program models, and priorities.

Advanced Technology
Training Center
3409 Woodland Ave
Cleveland, OH 44115

- **Michael A. Baston**, President, Cuyahoga Community College

9:15 – 10:30 AM

The Importance of Workforce-Aligned Postsecondary Education

CUYAHOGA COMMUNITY COLLEGE

This session will highlight how institutions that are rethinking design and delivery of higher education to ensure a strong return on investment for students whose main goal in pursuing a postsecondary credential is to advance in their careers and increase their earning potential as quickly as possible. Specifically, speakers will explore the evidence base around several rapid reskilling models, including earn and learn and stackable short-term credentials, and discuss efforts to bridge institutional siloes across noncredit and for-credit programming. For reference, Rand Corporation recently released a [study](#) of Ohio's stackable credential pathways.

Advanced Technology
Training Center
3409 Woodland Ave
Cleveland, OH 44115

- **Lindsay S. English**, Executive Vice President, Academic Affairs, Cuyahoga Community College
- **Steve Griffin**, Vice President of Skill Based Education and Career Pathways, Cuyahoga Community College
- **Susannah Rodrigue**, Senior Manager, Policy & Advocacy, JFF (*moderator*)
- **Rick Woodfield**, Chief Academic Officer, Ohio Association of Community Colleges

10:30 – 11:30 AM

Site Tour: Tri-C Advanced Technology Training Center (ATTC)

**CUYAHOGA
COMMUNITY COLLEGE**

Staff will learn about ATTC facilities, where Tri-C provides students with education, hands-on training and employment preparation skills for well-paying jobs.

Advanced Technology
Training Center
3409 Woodland Ave
Cleveland, OH 441151

11:30 AM – 12:15 PM

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 worker and learner outcomes.

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

12:15 – 1:26 PM

Flight Check in

1:26 – 2:55 PM

Flight: CLE to DCA

**CLEVELAND HOPKINS
AIRPORT**

American Airlines Flight # AA 5535

5300 Riverside Dr
Cleveland, OH 44135

PARTICIPANT LIST

Congressional Staff Network Site Visit to Northeast Ohio

Tuesday, August 26 – Thursday August 28, 2025

CONGRESSIONAL STAFF PARTICIPANTS

Justin Camp

Legislative Assistant
Office of Rep. Bob Onder

Julianna Collado

Legislative Aide
Senate HELP Committee

Benjamin Collins

Labor Policy Analyst
Congressional Research Service

Chase Conklin

Field Representative
Office of Rep. Max Miller

Jake Easter

Education Policy Adviser
Senate HELP Committee

A Laura Ervin

Education Policy Director
Senate HELP Committee

Jose Garcia

Education Policy Adviser
Senate HELP Committee

Mary Kate Hastings

Regional Director - Northeast Ohio
Office of Sen. Jon Husted

Jackson Hern

Education Policy Staff Assistant
Senate HELP Committee

Rebecca Howard

Senior Education and Workforce Policy Advisor
Office of Sen. Tim Kaine

Trevor Hustus

Legislative Assistant
Office of Rep. Lisa McClain

Lyndsey Hannah

Legislative Assistant
Office of Rep. Shontel M. Brown

Amy Jones

Director of Education & Human Services Policy
House Committee on Education & Workforce

Jeff King

Field Representative
Office of Rep. Max Miller

Ray Paoletta

District Director
Office of Rep. Max Miller

Chaston Pfingston

Legislative Assistant
Office of Rep. Lloyd Smucker

Tashia Roberson-Wing

Senior Legislative Assistant
Office of Rep. Greg Landsman

Jessica Simmons

Legislative Correspondent
Office of Sen. Chris Coons



Congressional Staff Network (CSN) Site Visit to Northeast Ohio

Tuesday August 26 – Thursday August 28, 2025

Isabel Soto
Professional Staff Member
House Committee on Education & Workforce

Monique Vaz
Legislative Assistant
Office of Rep. Stephen Lynch

Michael Waske
Senior Policy Advisor
Senate HELP Committee

OHIO PARTICIPANTS

Marcia J. Ballinger
President
Lorain County Community College

Michael A. Baston
President
Cuyahoga Community College

Brandon Edwin Chrostowski
Founder, CEO, and President
EDWINS Leadership & Restaurant Institute

Kristina Clouse
Senior Managing Director, Talent
JobsOhio

Jacob Duritsky
Vice President, Strategy and Research
Team NEO

Lindsay S. English
Executive Vice President, Academic Affairs
Cuyahoga Community College

Leah Epstein
Chief Development & Engagement Office
The Manufacturing Advocacy and Growth
Network (MAGNET)

Amanda Fogerty
Executive Communications Coordinator
Youth Opportunities Unlimited

Kevin Gardella
Science Teacher
Midview High School

David Giesige
Chief Program Officer
Greater Cleveland Career Consortium

Tracy A. Green
Vice President, Strategic and Institutional
Development
Lorain County Community College

Steve Griffin
Vice President of Skill Based Education and
Career Pathways
Cuyahoga Community College

Eric Gordon
CEO
Positive Education Program

Greg Harris
Director
Rock & Roll Hall of Fame

Deanna Hersko
Director of Career Technical Education & Job
Placement
Midview Local School District

Chad Heuser
Principal
Midview High School

Ethan Karp
President & CEO
MAGNET

Cindy Kushner
Director, School, Workforce & Community
Partnerships
Lorain County Community College

Emily Lauer
Vice President, PR & Communications
Destination Cleveland



Congressional Staff Network (CSN) Site Visit to Northeast Ohio

Tuesday August 26 – Thursday August 28, 2025

Frank Major
Superintendent
Midview Local School District

Cassandra Palsgrove
Director of K-12 Education Policy
Ohio Excels

Jill Rizika
President & CEO
Towards Employment

Claire Rosacco
Vice President, Government Relations &
Community Outreach
Cuyahoga Community College

Michelle Rose
Executive Director
Cleveland-Cuyahoga County Workforce
Development Board

Terri Burgess Sandu
Director, Talent and Business Innovation, and
Director, Ohio TechNet
Lorain County Community College

Julie Szeltner
Director of Talent Engagement
Team NEO

Cassandra Tenorio
Program Developer, Business Growth Services –
Workforce
Lorain County Community College

Jeremy Varner
Deputy Director of Career-Technical Education
and Workforce
Ohio Department of Education and Workforce

Marisa Vernon White
Vice President for Enrollment Management and
Student Services
Lorain County Community College

Rick Woodfield

Chief Academic Officer
Ohio Association of Community Colleges

Jodi Wolf
Director of Curriculum & Instruction
Midview Local Schools

Diane Xander
Superintendent
Polaris Career Center

Kelly Zelesnik
Dean of Engineering, Business and Information
Technologies
Lorain County Community College

JFF STAFF PARTICIPANTS

David Altstadt
Director, Policy & Advocacy
Jobs for the Future

Michael Collins
Senior Vice President, Center for Population
Strategies
Jobs for the Future

Eunice Contreras
Senior Events Manager
Jobs for the Future

Erica Cuevas
Director, Education Policy
Jobs for the Future

Taylor Maag
Director, Workforce Policy
Jobs for the Future

Susannah Rodrigue
Senior Manager, Policy & Advocacy
Jobs for the Future

Ben Williams
Director, Solutions Design & Delivery
Jobs for the Future

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.

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: Monique Vaz

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): Stephen Lynch

Office Address: 2109 Rayburn House Building

Telephone Number: 202-225-8273

Email Address of Contact Person: monique.vaz@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.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Monique Vaz
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: Cleveland, OH; Elyria, OH
4. a. Date of Departure: 8/26/2025 Date of Return: 8/28/2025
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.**
I am a legislative assistant for Congressman Lynch. I handle the education, labor and transportation policy for him. Workforce development is a priority for him so this would be beneficial to my job.
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: 7/23/25

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

John H. Rutherford, Florida
Andrew R. Garbarino, New York
Ashley Hinson, Iowa
Nathaniel Moran, Texas

Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland
Sylvia R. Garcia, Texas
Suhas Subramanyam, Virginia



ONE HUNDRED NINETEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Jordan Downs
Chief of Staff to the Chairman

David Arrojo
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
<https://Ethics.House.gov>

August 25, 2025

Ms. Monique Vaz
Office of the Honorable Stephen F. Lynch
2109 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Vaz:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cleveland, Ohio, scheduled for August 26 to 28, 2025, sponsored by Jobs for the Future, Bill & Melinda Gates Foundation, Conrad N. Hilton Foundation, and Joyce Foundation.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$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

Mark DeSaulnier
Ranking Member

MG/MD:nl