

**From:** Steph O'Connor <Steph.O'Connor@cityofchicago.org>  
**Sent:** Monday, July 1, 2024 9:16 AM  
**To:** Steve Berlin <Steve.Berlin@cityofchicago.org>  
**Cc:** Eliseo Loera <Eliseo.Loera@cityofchicago.org>; Irma L. Morales <Irma.Morales@cityofchicago.org>  
**Subject:** RE: Home Repair Network - June Convening - Ethics Travel Inquiry

Good morning Steve,

I hope you had a nice weekend! I just wanted to send my follow-up email for this travel. Last week I traveled to New York City for the Home Repair Convening. The hotels & flight were paid for by NYU, along with a breakfast and lunch that they provided on site during the conference. This was in relation to my position on the Homeownership team and was approved by Commissioner Casteneda and OBM. We paid for our own meals and ground transportation to/from the airports on either end. The convening was really productive and we did not receive any honoraria related to the event.

Please let me know if you need any additional information on my end. 😊

Best,

Steph

For the required section.

**From:** Steph O'Connor <Steph.O'Connor@cityofchicago.org>  
**Sent:** Tuesday, April 30, 2024 11:38 AM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>  
**Cc:** Irma L. Morales <[Irma.Morales@cityofchicago.org](mailto:Irma.Morales@cityofchicago.org)>; Eliseo Loera <[Eliseo.Loera@cityofchicago.org](mailto:Eliseo.Loera@cityofchicago.org)>  
**Subject:** Home Repair Network - June Convening - Ethics Travel Inquiry

Good morning Steve,

I hope your week is going well! Irma, Eliseo and I were invited to NYC to participate in the Home Repair Peer Network June Convening. We were selected to participate in this Home Repair Network last month (see email with details) , and we are attending sessions virtually every few weeks. This travel would be fully funded by NYU – the hotels paid directly by NYU and then reimbursements to us directly for incurred meal and travel expenses.

Can you please let us know if this travel is appropriate from the Ethics standpoint or if you have any further questions to make a determination? We know we have a lot of other internal approvals required from OBM as well.

Best,

Steph

Steph O'Connor | Project Manager

City of Chicago | Department of Housing (DOH)

Bureau of Homeownership Programs

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From: Jess Wunsch [jess.wunsch@nyu.edu](mailto:jess.wunsch@nyu.edu)

Sent: Monday, April 29, 2024 9:54 AM

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Cc: Martha Galvez [martha.galvez@nyu.edu](mailto:martha.galvez@nyu.edu); Claudia Aiken [claudia.aiken@nyu.edu](mailto:claudia.aiken@nyu.edu); Camille

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Subject: Home Repair Peer Network - Invitation to June Convening

[Warning: External email]

Dear Colleagues,

We look forward to seeing you at our in-person convening of the Home Repair Peer Network. The two-day event will be held at the NYU School of Law in New York City on:

Wednesday, June 26, 2024 (9:00am-5:00pm)

Thursday, June 27, 2024 (9:00am-1:00pm)

Please complete the [convening registration](#) by May 6, 2024 to confirm your participation. Each city may bring 3 members of their team to the convening. Participants should plan to attend the full convening.

Please plan to arrange flights by no later than May 24. Prepaid hotel reservations will be made for 2 nights at Washington Square Hotel near NYU School of Law. After travel is complete, NYU will reimburse travel expenses including transportation (standard economy airfare/train), meals, and ground transportation. Attendees must save and submit detailed receipts for reimbursement.

Prior to the convening, we will send additional details on the agenda and prep work for your team. To help shape the sessions, we will also invite your input on areas of focus.

Please contact me with any questions or if you need assistance with travel arrangements.

Best,

Jess

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**Jess Wunsch**

**Director of City Engagement**

**Housing Solutions Lab, NYU Furman Center**

<https://localhousingsolutions.org/>