

From: Susan Martinez <Susan.Martinez@cityofchicago.org>
Sent: Monday, November 25, 2024 5:13 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Cc: Eduardo Munoz <Eduardo.Munoz@cityofchicago.org>; Sydney Edmond <Sydney.Edmond@cityofchicago.org>; Mervin Dino <Mervin.Dino@cityofchicago.org>
Subject: Post-travel follow up RE: Board of Ethics Approval for GARE Membership Meeting

Good evening, Steve,

I'm writing to you after my colleague Eduardo and I have returned from sponsored travel on 11/20/2024. Eduardo and I attended the GARE Membership Meeting in an official capacity, representing CDPH's Health Equity in All Policies team. We travelled to St. Louis, MO from 11/19 to 11/20. GARE offered a \$100 discount on registration, and Eduardo accepted complimentary hotel lodging for one night, paid for by GARE. All other costs were covered by CDPH grant funds.

Thank you,

Susan

From: Susan Martinez <Susan.Martinez@cityofchicago.org>
Sent: Tuesday, October 29, 2024 3:36 PM
To: Steve Berlin <Steve.Berlin@cityofchicago.org>
Cc: Eduardo Munoz <Eduardo.Munoz@cityofchicago.org>; Sydney Edmond <Sydney.Edmond@cityofchicago.org>; Mervin Dino <Mervin.Dino@cityofchicago.org>
Subject: Board of Ethics Approval for GARE Membership Meeting

Good afternoon, Steve,

My colleague Eduardo and I were invited to attend the GARE Membership Meeting on November 20, 2024 as presenters. As presenters, we were offered an \$100 discount on the registration fee and complimentary hotel lodging for one night for a presenter. All other costs would be covered by CDPH grant funds, pending OBM approval for travel.

For your approval, a travel request for CDPH Staff:

Who: Susan Martinez and Eduardo Munoz

When: November 19 - 20, 2024

Where: St. Louis, MO

Why: We have been invited by the Government Alliance for Race and Equity (GARE) to attend and present at the GARE Membership Meeting. The conference will begin at 9:00am on Wednesday, 11/20/2024. We are requesting approval to travel to St. Louis on Tuesday 11/19/2024 before the conference and return the evening of Wednesday 11/20/2024.

Please let me know if you have any questions or concerns. Thank you!

Best,

Susan Martinez, MUP (she/her/ella)

Coordinating Planner, Health Equity in All Policies

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