

To: Stephen W. Beard, Chair  
Board of Ethics

Amer Ahmad, Comptroller  
Department of Finance

From: Millicent Willis, Senior Labor Relations Specialist  
Department of Transportation

Re: Holiday Gifts

Date December 24, 2012



I work in the Administration Division of the Chicago Department of Transportation as Senior Labor Relations Specialist. Please be advised that I received the following holiday gifts.

Local 150 – A box of chocolates

Local 1001 – A small cut fruit arrangement

Both gifts were delivered to my office at 30 N. LaSalle, Suite 600 on Friday, December 21, 2012, but I did not work Friday. Therefore, I received the gifts on Monday, December 24, 2012, and made them available for anyone to eat. I set the candy out on display in the hall, but left the cut fruit in the common refrigerator because it already had been in the refrigerator for three days and I did not want it to spoil. I advised everyone in the office that they were welcome to eat the gifts. (We do not have many public visitors and only about 20 people worked in the office on Monday.) I also invited building cleaning staff to eat the gifts. I placed a note on the fruit reminding everyone that it was available for anyone to eat. When I left for the day, I retrieved the remaining fruit and candy, and left them with building security staff.