DISCLOSURE BY NON-ELECTED PUBLIC EMPLOYEE
OF TRAVEL EXPENSES SERVING A LEGITIMATE PUBLIC PURPOSE
AS REQUIRED BY 930 CMR 5.08(2)(d)1.

	NON-ELECTED PUBLIC EMPLOYEE INFORMATION
Name of **non-elected** public employee:	Melissa Hoffer
Title/ Position	Climate Chief
Agency/ Department	Executive Office of Climate Innovation and Resilience
Agency address:	1 Ashburton Place Floor 16 Boston, MA 02108
Office phone:	[redacted]
Office e-mail:	Melissa.Hoffer@mass.gov
Write an X to confirm each statement.	I am filing this disclosure because: _X__ I am going to engage in an activity that serves a legitimate public purpose, i.e., it is intended to promote the interests of the Commonwealth, a county or a municipality; and _X__ A non-public entity (but not a lobbyist) has offered to reimburse, waive or pay travel expenses and costs worth more than $50.
	ACTIVITY THAT SERVES A LEGITIMATE PUBLIC PURPOSE
Describe the activity which is the reason for traveling.	The National Adaptation Forum is a biennial convening for adaptation professionals to innovate, network, and focus on established and emerging climate adaptation issues of the day. The Forum provides opportunities for professional development through training sessions, facilitated presentations and panels, and formal and informal networking sessions. The overall goal of the National Adaptation Forum is to move beyond adaptation awareness into adaptation action by highlighting the breadth of adaptation activities occurring in the United States and around the world.
Describe your participation in the activity.	I will attend the forum and participate as a speaker on day two, serving as a panelist on a discussion around the role of "Chief Resilience Officers" from state and local perspectives.
Date, time and location of activity.	May 12th – May 14th, 2026 Pittsburgh, PA
Please explain how the activity will promote the interests of the Commonwealth, a county or a municipality.	The forum brings together practitioners with a variety of experiences and expertise, so that the group can spend more time innovating rather than reinventing. This forum offers a venue for the Commonwealth to learn from a wealth of expertise on adaptation and resilience, supporting the state's ability to plan for a safe and healthy future for all residents.

	TRAVEL EXPENSES
Identify the person or organization that offered to reimburse, waive or pay your travel expenses.	Georgetown Climate Center
Address of person or organization.	Georgetown Law 500 First St. NW; 8th Floor Washington DC 20001
Provide information in as much detail as possible:	***Itemization and explanation of amounts offered:***
Transportation:	*Air, train, bus, and taxi fare and rental car hire, etc.* $217
Lodging:	*Overnight accommodations.* $1,104
Meals:	*Breakfast, lunch, dinner, special events.*
Admission:	*Registration, admission, tickets, etc.* $685
Other (please list):	*Refreshment, instruction, materials, entertainment, etc.*
Total:	$2,006
Write an X beside any statement that applies.	**__X__ I have attached the relevant itinerary.** **__X__ I have attached the relevant agenda.**
Employee signature:	/s/ Melissa Hoffer
Date:	4/8/2026

Attach additional pages if necessary.

Complete the disclosure and submit it to your appointing authority.

DETERMINATION BY APPOINTING AUTHORITY

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	Maura Healey (by Chief of Staff Kate Cook)
Agency and Title/Position:	Governor
Agency address:	State House, Room 360, Boston, MA
Office phone:	617-724-4000
Employee who filed the disclosure:	Melissa Hoffer
	DETERMINATION
To give approval, check <u>both</u> statements.	Upon consideration of the facts disclosed by the employee above, I find that: _X__ Acceptance of the reimbursement, waiver or payment of travel expenses will serve a legitimate public purpose, i.e., it will promote the interests of the Commonwealth, a county or a municipality; AND _X__ Such public purpose outweighs any special non-work related benefit to the employee or the person providing the reimbursement, waiver or payment.
Reason that the employee's travel or attendance will serve a legitimate public purpose:	As stated in the disclosure.
Appointing Authority signature:	Kate Cook
Date:	4/10/24

Attach additional pages if necessary.

The appointing authority should maintain the disclosure as a public record and give a copy of any signed determination to the employee.