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:	Kate Cook
Title/ Position	Chief of Staff
Agency/ Department	Office of the Governor
Agency address:	24 Beacon Street, Boston, MA 02133
Office phone:	[redacted]
Office e-mail:	gabe.viator@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.	I am traveling to the Democratic Governors Association Center for Innovative Policy Retreat to connect with my senior staff counterparts and discuss current policy issues.
Describe your participation in the activity.	I will attend networking receptions and panel discussions with other senior staff.
Date, time and location of activity.	December 8, 2024 – December 11, 2024, Sanctuary Camelback Mountain, 5700 E McDonald Dr, Paradise Valley, AZ 85253
Please explain how the activity will promote the interests of the Commonwealth, a county or a municipality.	While at the retreat, I will connect and facilitate interstate relationships with senior staffers from other state governments from across the country, and I will participate in a series of solutions-driven policy conversations on reproductive rights, climate change, and other pressing topics.

	TRAVEL EXPENSES
Identify the person or organization that offered to reimburse, waive or pay your travel expenses.	Democratic Governor's Association
Address of person or organization.	Democratic Governor's Association 7920 Sunset Boulevard Los Angels, CA 90046
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.* $625.20
Lodging:	*Overnight accommodations.* Two nights lodging – estimated $1,000
Meals:	*Breakfast, lunch, dinner, special events.*
Admission:	*Registration, admission, tickets, etc.* n/a
Other (please list):	*Refreshment, instruction, materials, entertainment, etc.* n/a
Total:	Estimated: $1,625.20
Write an X beside any statement that applies.	**__ __ I have attached the relevant itinerary.** **___ I have attached the relevant agenda.**
Employee signature:	Cathy Lock
Date:	12/16/24

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 T. Healey
Agency and Title/Position:	Office of the Governor / Governor
Agency address:	24 Beacon Street Boston, MA 02133
Office phone:	617-725-400
Employee who filed the disclosure:	Kate Cook
	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:	Kate will represent Massachusetts and demonstrate the Administration's commitment to connecting and collaborating with various state leaders on current issues. Kate will participate in a series of solutions-driven policy conversations with counterparts from other states.
Appointing Authority signature:	/s/ Maura Healey
Date:	12/6/2024

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.