



Bill Chong
Commissioner

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Richard Briffault
Chair
Conflict of Interest Board
2 Lafayette Street, Room 1010
New York, New York 10007

Dear Mr. Briffault:

This letter serves to notify the Conflicts of Interest Board ("COIB" or "Board") that in accordance with COIB Rule 1-13(e), Sara Marks, Director of Intergovernmental Affairs, has been designated as the New York City liaison to the Association of New York State Youth Bureaus ("ANYSYB"). Further, while serving in this capacity Ms. Marks has been elected by ANYSYB members to serve on the ANYSYB Board of Directors as a Regional Member representing New York City ("City") and will serve in both of these capacities as part of her City job.

ANYSYB is a not for profit organization, created in order to promote the physical, emotional and social well-being of youth and families throughout New York State through a unified, statewide network of youth service programs and professionals. Its membership consists of local government agencies, also referred to as "Youth Bureaus", that supervise youth development programs throughout New York State. In order to accomplish its mission ANYSYB utilizes a comprehensive training program delivered through conferences for its members. During these conferences members may learn about and coordinate advocacy efforts in support of strong policy that provides for the comprehensive well-being of youth and families throughout the state.

The Department of Youth and Community Development ("DYCD") supports City youth and their families by funding a wide range of high-quality youth and community development programs. As such DYCD has high interest in sound policies that are beneficial to City children and their families. As the governmental agency supervising youth programming in New York City, DYCD is an active member of ANYSYB.

Ms. Marks began her tenure at DYCD as Director of State and Federal Legislative Affairs in 2012. Included in the job description to

which she applied was the duty to serve as regional representative on the ANYSYB-- a role which she continues to perform today. In her current position as Director of Intergovernmental Affairs, Ms. Marks collaborates with the Commissioner and agency staff in the promotion of legislative positions and policy strategies to critical stakeholders. She serves as the principal liaison to the City, State and Federal Legislative Affairs Offices, reviews, analyzes and prepares comments on relevant legislation, bills and regulatory proposals. Ms. Marks maintains working relationships with elected officials and also coordinates the agency's legislative and intergovernmental activities with both internal and external parties. In addition to tracking and monitoring all city, federal and state intergovernmental affairs and funding, Ms. Marks prepares and develops the agency's legislative agenda to benefit DYCD constituencies.

As a member of the ANYSYB board Ms. Marks participates in monthly calls, attends one or two conferences each year, and responds to occasional emails. Outside of the conferences, which generally last two days, Ms. Marks spends approximately four hours each month on ANYSYB matters.

A search of checkbooknyc.com produced no records of business dealings between ANYSYB and New York City.

There is a clear nexus between Ms. Marks' role at DYCD and her membership on the ANYSYB Board of Directors. Indeed, her membership provides Ms. Marks with educational, networking and coordinating opportunities that are integral to her role as Director of Intergovernmental Affairs.

If additional information is needed, please contact Caroline Press, General Counsel, at cpress@dycd.nyc.gov.

Sincerely,



Bill Chong

cc: Caroline Press
General Counsel