

**CITY OF NEW YORK
CONFLICTS OF INTEREST BOARD**

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April 14, 2025

Acting Commissioner Ahmed Tigani
New York City Department of Housing Preservation & Development
100 Gold Street
New York, New York 10038

Re: Conflicts of Interest Board Case No. 2025-167 (Jennifer Leone)

Dear Acting Commissioner Tigani:

This is in response to former Commissioner Adolfo Carrión Jr.'s letter to the Conflicts of Interest Board (the "Board"), dated February 28, 2025, and subsequent communications between your agency and Board staff, designating, pursuant to Board Rules Section 1-13(e)(1), New York City Department of Housing Preservation and Development ("HPD") employee Jennifer Leone to use City time and City resources to perform work for Green Light New York, Inc. ("GLNY"). Commissioner Carrión also requested a determination by the Board, pursuant to Board Rules Section 1-13(e)(2), that she may take part in GLNY's business dealings with the City.

Relevant Facts

You advise that at HPD Ms. Leone is Assistant Commissioner and Chief Sustainability Officer. She oversees the Division of Sustainability in HPD's Office of Policy and Strategy. The Division of Sustainability collaborates with strategic partners and stakeholders to advance climate policy at HPD by developing design standards, programs, and policies that advance the City's goals of equitable decarbonization, resiliency, health, and equity.

You advise that GLNY, doing business as Building Energy Exchange ("BE-Ex"), is an independent not-for-profit resource center for energy efficiency in the built environment. BE-Ex connects New York real estate and design communities to energy and lighting efficiency solutions through education, exhibition, technology demonstrations, and research. BE-Ex identifies opportunities, navigates barriers to adoption, brokers relationships, and showcases best practices at its resources center in downtown Manhattan. It also hosts climate-related gatherings, trainings, and events for City agencies.

You further advise that GLNY by-laws provide that its board may elect or designate *ex officio* directors of certain partner organizations including the New York City Mayor's Office. *Ex officio* directors may attend board meetings and participate in the discussion of any matters but, except for the *ex officio* director representing the Mayor's Office, shall not count for quorum purposes, vote, or otherwise be considered a member of the board. Currently, representatives of the Mayor's Office of Climate and Environmental Justice and the New York State Energy Research and Development Authority serve as *ex officio* directors. Ms. Leone's participation as an *ex officio* director of GLNY would ensure that the affordable housing sector is fully represented in BE-Ex's workstream and in the energy conversation.

By his letter to the Board, Commissioner Carrión approved of Ms. Leone's work on behalf of GLNY as part of her work for HPD and her participation in the business dealings between GLNY and the City.

Relevant Law

Charter Section 2604(b)(2), as interpreted in Board Rules Section 1-13, prohibits a public servant's use of City time or City resources for non-City purposes.

Board Rules Section 1-13(e) provides that an agency head may designate a public servant to perform work on behalf of a not-for-profit corporation, association, or other such entity that operates on a not-for-profit basis, including serving as a board member or other position with fiduciary responsibilities, provided that: (i) there is a demonstrated nexus between the proposed activity, the public servant's City job, and the mission of the public servant's agency, and such work furthers the agency's mission and is not undertaken primarily for the benefit or interests of the not-for-profit; (ii) the designated public servant takes no part in the entity's business dealings with the City at the entity or at their agency; and (iii) within 30 days the written designation is disclosed to the Board and will be posted on the Board's website.

A public servant designated pursuant to Board Rules Section 1-13(e)(1) may take part in the entity's business dealings with the City at the entity and/or at their agency if, after written approval of the agency head, the Board determines that there is a demonstrated nexus between the proposed participation, the public servant's City job, and the mission of the public servant's agency; and that such participation furthers the agency's mission and is not undertaken primarily for the benefit or interests of the not-for-profit entity. See Board Rules Section 1-13(e)(2).

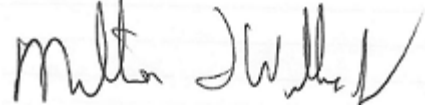
Advice

The Board has determined, based on the above representations and Commissioner Carrión's written approval, that there is a demonstrated nexus between Ms. Leone's work for HPD, her work for GLNY, and the mission of HPD. The Board has also determined that Ms. Leone's participation in the business dealings between the City and GLNY furthers HPD's mission. Accordingly, Ms. Leone may use City time and City

resources to perform work for GLNY and may be involved in business dealings between GLNY and the City. See Board Rules Section 1-13(e)(2).

The advice conveyed in this letter is conditioned on the correctness and completeness of the facts supplied to us. If such facts are in any respect incorrect or incomplete, the advice we have given to you may not apply. If at any time you would like further advice based on a change of circumstances or additional information, please contact us.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Milton L. Williams Jr.", with a stylized flourish at the end.

Milton L. Williams Jr.
Chair

cc: Wayne G. Hawley
Ifeoma Ike
Amy E. Millard
Georgia M. Pestana

Donna M. Murphy
Jennifer Leone