



THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, NY 10007

December 4, 2025

New York City Conflicts of Interest Board
2 Lafayette Street, Suite 1010
New York, NY 10007

Dear Member of the Conflicts of Interest Board:

In accordance with Section 1-13(e) of Title 53 of the Rules of the City of New York, and pursuant to the authority granted to me to supervise and coordinate the Office of Talent and Workforce Development (NYC Talent) and the Center for Workplace Accessibility and Inclusion (CWAI) by Executive Order 49,¹ I hereby designate Martha Jackson to perform volunteer work for the New York City Employment & Training Coalition (NYCETC), Inc. a 501(c)(3) nonprofit organization.

New York City Charter Section 2604(b)(2) bars public servants from engaging in private activities that conflict with the proper discharge of their duties, including service as a director of an outside organization that does business with the City, unless the public servant is designated by an agency head to perform work on behalf of a not-for-profit organization and (i) there is a demonstrated nexus between the proposed work, the public servant's City job, and the mission of the public servant's agency; (ii) such work furthers the agency's mission and is not undertaken primarily for the benefit or interests of the not-for-profit; (iii) the public servant takes no part in the entity's business dealings with the City at the entity or their agency; and (iv) a written designation is disclosed to the Conflicts of Interest Board's ("COIB") within 30 days.²

I find that there is a demonstrated nexus between Ms. Jackson's proposed volunteer work with NYCETC and her work at, and the mission of, NYC Talent and CWAI.

Founded in 1997, the NYCETC serves as a voice of New York's workforce development community. NYCETC is the largest city-based workforce development association in the country with over 220 members that provide jobs for over 200,000 New Yorkers. NYCETC works to ensure every New Yorker—especially individuals historically excluded from economic opportunity—has access to the skills, education, and support needed to thrive in the local economy. Its members primarily serve women, young adults, public housing residents, justice-impacted individuals, immigrants, and New Yorkers of

¹ Signed March 24, 2025.

² See Rules of the Board, Conflicts of Interest §1-13(e).

color. NYCETC is a close partner of CWAI and NYC Talent and has committed to working with CWAI to improve its accessibility practices.

NYCETC does not do business with the City of New York. NYC Talent is a member of NYCETC.

Martha Jackson is the Executive Director of CWAI, a center housed within NYC Talent. CWAI is dedicated to increasing employment for New Yorkers with disabilities and achieves this goal, in part, by working with employers and workforce providers to increase the accessibility of their workplaces and their programs, respectively.

NYCETC has committed to making their annual conference scheduled for December 9th and 10th fully accessible to all participants, both for the in-person participants as well as for individuals participating remotely. This decision reflects a strong commitment to improving NYCETC's own accessibility and inclusion practices and their desire to influence their member organizations ultimately to do so as well. As such, NYCETC has asked Ms. Jackson to volunteer at the conference to oversee accessibility at the event and troubleshoot issues that may arise. Ms. Jackson will not be compensated for this activity but will perform this volunteer service on City time on December 9th and 10th, 2025.

Ms. Jackson's volunteer service at the NYCETC conference directly furthers the mission of CWAI to increase employment for New Yorkers by working with employers and workforce providers to increase the accessibility of their workplaces and their programs. NYCETC will publicly advertise the conference as a fully accessible event, which, coupled with Ms. Jackson's volunteer service overseeing accessibility, will send a very strong signal to the hundreds of individuals who will attend this conference. Ms. Jackson's service is intended to encourage participants to adopt their own accessibility practices, with which CWAI could then assist. As a result, this event will further CWAI's mission of increasing the accessibility of workforce providers' programs so that more New Yorkers with disabilities can fully access the services they need to prepare for and find a job.

Based upon information presented to me, I have determined that there is a demonstrated nexus between the mission of NYC Talent and CWAI, Ms. Jackson's role as CWAI Executive Director, and the work performed by NYCETC, and that such work would further NYC Talent's and CWAI's mission and is not undertaken primarily for the benefit or interests of NYCETC.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adolfo Carrión, Jr.', with a stylized flourish at the end.

Adolfo Carrión, Jr.
Deputy Mayor for Housing, Economic Development & Workforce