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JAMIE FLEET, STAFF DIRECTOR

Congress of the United States

House of Representatives

COMMITTEE ON HOUSE ADMINISTRATION

1309 Longworth House Office Building
Washington, D.C. 20515-6157

(202) 225-2061

<https://cha.house.gov>

RODNEY DAVIS, ILLINOIS
RANKING MINORITY MEMBER

MARK WALKER, NORTH CAROLINA
BARRY LOUDERMILK, GEORGIA

ONE HUNDRED SIXTEENTH CONGRESS

JEN DAULBY, MINORITY STAFF DIRECTOR

January 22, 2021

December 2020 Monthly Report

The Committee on House Administration Monthly Report includes the following:

- Summary of studies, investigations, and activities of the Committee;
- Statement of expenses for the month and year to date;
- Report of travel performed during December 1-31, 2020;
- List of Committee employees, job titles and gross monthly salaries;
- List of Committee Detailees.

This report is available to Members of the Committee for examination.

The December 2020 Committee on House Administration Monthly Report is available for public inspection at the Committee office in 1309 Longworth House Office Building.

Committee on House Administration Activities Report – December 2020

Full Committee Hearings:

None.

Subcommittee on Elections Hearings:

None.

Full Committee Meetings:

None.

Reports Filed:

H.Rept. 116- The Report on the Activities of the Committee on House Administration during the 116th Congress, December 30, 2020.

Polls:

Committee Poll 19 - approval of committee consultant contract between the Committee on House Administration and Gineen M. Bresso.

Committee Poll 20 - approval of the committee consultant contract between the Committee on House Administration and Jenner & Block LLP.

Floor Activity:

None.

Franking and Member Services

- Reviewed 509 requests for advisory opinions.
- Provided guidance and advice to Member offices through consultations on the permissible content of congressional mail and other communications.
- On December 28, the Commission conducted a poll vote (116-3) to rename the “Commission on Congressional Mailing Standards” to the “House Communications Standards Commission”; adopt Resolution 116-3 to update The House of Representatives Communications Standards Manual with conforming changes from H.R. 133, and other changes; and to adopt the Rules of Practice and Procedures of the House Communications Standards Commission to replace and supersede the Rules of Practice In Proceedings Before The House Commission On Congressional Mailing Standards.
- On December 30, the House Communications Standards Commission unanimously approved the matters before them in the poll 116-3, issued on December 28.
- On December 30, the Commission Chair and Ranking Member issued an E-Dear Colleague titled, Important Franking Rule Changes.
- On December 31, the Commission Chair and Ranking Member issued an E-Dear Colleague titled, An important update from the Communication Standards Commission: New Submission Portal and Procedures.
- Approved CMO and CSO requests and sent approval letters to offices.
- Reviewed and approved waivers.
- Advised Member offices on House rules and regulations.
- Provided guidance on the Paid Intern Program.

Committee Funding and Oversight

- Provided operations guidance to Committee offices to ensure compliance with Handbook regulations.

- Evaluated Handbook regulations for areas of improvement.
- Reviewed Monthly Reports on committee activities and expenditures including franked mail expenditures.

Oversight of Legislative Branch and Other Entities

Architect of the Capitol

- Held monthly AOC oversight meeting.
- Held monthly CVC oversight meeting.

Chief Administrative Officer

- Held monthly CAO oversight meeting.
- Held monthly HIR oversight meeting.

Government Publishing Office

- Held monthly oversight meeting.

Library of Congress

- Held monthly oversight meeting.

Office of the Clerk

- Held monthly oversight meeting.

Office of the Inspector General

- Held monthly oversight meeting.

Smithsonian

- Held monthly oversight meeting.

United States Capitol Police

- United States Capitol Police Monthly Oversight Meeting.
- United States Capitol Police OIG Monthly Oversight Meeting.

- New Member Orientation Security Group Meetings.
- Cannon House Office Building Stakeholder Meetings.
- HSAA Monthly Oversight Meeting.

Oversight of Federal Election Law and Procedures

- Ongoing oversight of topics within the committee jurisdiction.
- Support ongoing work of the Subcommittee.
- Ongoing oversight of the Election Assistance Commission and Federal Election Commission.

Office of Congressional Workplace Rights

- Oversight of implementation of the provisions of the Congressional Accountability Act of 2018.

Committee on House Administration

Detailees – December 2020

116th Congress

Name	Agency	Start Date	End Date	Majority/Minority

No Detailees to Report

REPORT ON TRAVEL PERFORMED - NO TRAVEL TO REPORT
Committee on House Administration
116th Congress
December 2020

Majority								
Traveler	Dates of Travel		Purpose	Itinerary	Transportation	Reimbursement Claimed		
	From	To				Meals, Lodging & Incidentals	Other	Total
TOTAL								\$ -
Minority								
TOTAL								\$ -

U.S. House of Representatives
Monthly Financial Statement by Legislative Year - Committee Rollup

Office: 10HO House Administration

Appropriation Year 2020
2020:116th Congress 2nd Session
Month: December 2020

Budget to Actual

Program	Object Class	YTD Budget Original	YTD Budget Adjusted	YTD Budget Revised	YTD Committed	YTD Obligated	YTD Received	YTD Disbursed	YTD Total Actual	YTD Total Available
EXPEN	** Authorization	5,472,211.00	0.00	5,472,211.00	0.00	0.00	0.00	0.00	0.00	5,472,211.00
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	4,569,346.42	4,569,346.42	(4,569,346.42)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	65,583.21	65,583.21	(65,583.21)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	65,425.40	65,425.40	(65,425.40)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	2,177.73	2,177.73	(2,177.73)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	4,657.04	4,657.04	(4,657.04)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	2,290.96	0.00	31,427.00	33,717.96	(33,717.96)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	15,865.20	15,865.20	(15,865.20)
	Total	5,472,211.00	0.00	5,472,211.00	0.00	2,290.96	0.00	4,754,482.00	4,756,772.96	715,438.04
AE200	** Authorization	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
	FM Franked Mail	0.00	0.00	0.00	0.00	0.00	0.00	24.53	24.53	(24.53)
	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	24.53	24.53	4,975.47
Total		5,477,211.00	0.00	5,477,211.00	0.00	2,290.96	0.00	4,754,506.53	4,756,797.49	720,413.51

Office	Program	YTD Budget Original	YTD Budget Adjusted	YTD Budget Revised	YTD Committed	YTD Obligated	YTD Received	YTD Disbursed	YTD Total Actual	YTD Total Available
10HO000	EXPEN	3,723,141.00	(50,000.00)	3,673,141.00	0.00	0.00	0.00	3,172,182.28	3,172,182.28	500,958.72
	AE200	5,000.00	0.00	5,000.00	0.00	0.00	0.00	24.53	24.53	4,975.47
	Total	3,728,141.00	(50,000.00)	3,678,141.00	0.00	0.00	0.00	3,172,206.81	3,172,206.81	505,934.19
10HO999	EXPEN	1,749,070.00	50,000.00	1,799,070.00	0.00	2,290.96	0.00	1,582,299.72	1,584,590.68	214,479.32
	Total	1,749,070.00	50,000.00	1,799,070.00	0.00	2,290.96	0.00	1,582,299.72	1,584,590.68	214,479.32
Total		5,477,211.00	0.00	5,477,211.00	0.00	2,290.96	0.00	4,754,506.53	4,756,797.49	720,413.51

U.S. House of Representatives
Monthly Financial Statement by Legislative Year - Committee Rollup

Office: 10HO House Administration

Appropriation Year 2020
2020:116th Congress 2nd Session
Month: December 2020

Disbursed Summary

Program		Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN	General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	483,768.09	4,536,814.43
			1103 Overtime Compensation	2,247.14	2,628.44
			1104 Accrued Leave	0.00	26,337.23
			1106 Bonus	3,566.32	3,566.32
			Total	489,581.55	4,569,346.42
		21 Travel	2101 Commercial Transportation	247.25	9,890.84
			2105 Lodging	7,960.16	22,325.28
			2110 Meals	3,567.23	8,440.93
			2120 Car Rental	5,830.69	12,123.31
			2125 Gasoline	723.63	1,390.61
			2130 Private Auto Mileage	2,952.47	5,750.08
			2135 Taxi/Parking/Tolls	2,959.85	5,662.16
			Total	24,241.28	65,583.21
		23 Rent, Communications, Utilities	2310 TelecomSrv/Eq/Toll Charge	0.00	1,549.98
			2320 DC Telecom Equip (TRANSFER)	184.00	2,008.00
			2321 DC Telecom Serv (TRANSFER)	663.25	7,281.25
			2322 DC Telecom Tolls (TRANSFER)	3,574.66	46,291.19
			2323 Distr Off Telecom Eq (TRANSF)	0.00	31.00
			2335 HIR Graphics (TRANSFER)	20.00	7,210.00
			2350 Postage / Courier / Box Rental	0.00	969.03
			2360 Utilities	62.95	84.95
			Total	4,504.86	65,425.40
		24 Printing and Reproduction	2401 Printing & Reproduction	3.61	1,972.22
			2405 Advertisements	0.00	205.51
			Total	3.61	2,177.73
		25 Other Services	2508 Equipment Installation	0.00	880.00
			2525 Stenographic Reporting	0.00	730.50
			2527 Training	0.00	2,450.00
			2572 Web Dev Hst,Email & Rltd Serv	0.00	577.55
			2599 Miscellaneous Other Services	18.99	18.99

U.S. House of Representatives
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Appropriation Year 2020
2020:116th Congress 2nd Session
Month: December 2020

Program		Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN	General Expenditures	25 Other Services	Total	18.99	4,657.04
		26 Supplies and Materials	2602 Water	182.88	1,814.06
			2603 Food & Beverage	0.00	804.66
			2604 Legislative Plnng Food and Bev	0.00	229.63
			2620 Office Supplies (Outside)	3.00	5,544.03
			2621 Office Supply (TRANSFER)	1,356.34	10,149.43
			2623 Software < \$500	0.00	1,567.02
			2630 Publications/Reference Mat'l	0.00	11,318.17
			Total	1,542.22	31,427.00
		31 Equipment	3105 Office Equip Purch<\$25,000	0.00	11,895.00
			3112 Computer Hardw Purch <\$25,000	0.00	1,828.91
			3115 Computer Softw Purch <\$10,000	0.00	1,977.64
			3128 Warranties	0.00	163.65
			Total	0.00	15,865.20
		Total		519,892.51	4,754,482.00
AE200	Official Mail	FM Franked Mail	2352 Franked Mail	0.00	24.53
		Total		0.00	24.53
		Total		0.00	24.53
Total				519,892.51	4,754,506.53

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2020 to 12/31/2020

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ABBOUD, KHALIL DEPUTY STAFF DIRECTOR	173,900.00	14,491.67	12/01/2020 to 12/31/2020	
ABRAHAMIAN, ARLET SHARED EMPLOYEE	12,000.00	1,000.00	12/01/2020 to 12/31/2020	APPOINTMENT 12/01/20
AGADA, ENUMALE MARGARET OVERSIGHT COUNSEL	93,000.00	7,750.00	12/01/2020 to 12/31/2020	
BRIGGS, PATRICK EDWARD JUDE PROFESSIONAL STAFF MEMBER	173,900.00	14,491.67	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	173,900.00	14,491.67	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	102,000.00	8,500.00	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
CARR, HANNAH G STAFF ASSISTANT	112,000.00	9,333.33	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
CLOUGH, MICHAEL RYAN SHARED EMPLOYEE	30,000.00	2,500.00	12/01/2020 to 12/31/2020	
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	173,900.00	14,491.67	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
DOLBERG, VIKTOR KART SHARED EMPLOYEE	36,000.00	3,000.00	12/01/2020 to 12/31/2020	
DORNER, EVAN MICHAEL SHARED EMPLOYEE	36,000.00	3,000.00	12/01/2020 to 12/31/2020	
DUBAD, ARWA MOHAMED PROFESSIONAL STAFF - FRANKING	100,000.00	8,333.33	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
FLAHERTY JR, EDWARD CHIEF CLERK	173,900.00	14,491.67	12/01/2020 to 12/31/2020	
FLEET II, JAMES P.D. STAFF DIRECTOR	172,700.00	14,391.67	12/01/2020 to 12/31/2020	
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	169,500.00	14,125.00	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
HILLBURN, DANIEL ERIC SHARED EMPLOYEE	36,000.00	3,000.00	12/01/2020 to 12/31/2020	
JACOBS, BRANDON M LEGISLATIVE CLERK	102,000.00	8,500.00	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
JALATA, KULANI ASafa ELECTIONS COUNSEL	160,000.00	13,333.33	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2020 to 12/31/2020

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
LASURE, AARON M PROFESSIONAL STAFF	173,900.00	14,491.67	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	90,489.00	7,540.75	12/01/2020 to 12/31/2020	
LEE JR, JEROME VERNON STAFF ASSISTANT	31,200.00	2,600.00	12/01/2020 to 12/31/2020	
MAZYCK, VELETER SHARED EMPLOYEE	75,000.00	6,250.00	12/01/2020 to 12/31/2020	
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	105,000.00	8,750.00	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
MORGAN, TERI A DEPUTY STAFF DIRECTOR	173,900.00	14,491.67	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
NASTA, SARAH MICHELLE ELECTION COUNSEL	163,904.00	13,658.67	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
PELLEGRINI, GIANCARLO RIVERO ELECTIONS COUNSEL	173,900.00	14,491.67	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	163,904.00	13,658.67	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
SINGH, SAI SAMARCHITA STAFF ASSISTANT	87,000.00	7,250.00	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIEF COUNSEL	173,900.00	14,491.67	12/01/2020 to 12/31/2020	
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	12/01/2020 to 12/31/2020	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	173,900.00	14,491.67	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20
WRIGHT, SEAN JAMES SENIOR ELECTIONS COUNSEL	160,000.00	13,333.33	12/01/2020 to 12/31/2020	
YOUNG, NATALIE JOY PRESS SECRETARY	117,500.00	9,791.67	12/01/2020 to 12/31/2020	P/R CHANGE 12/01/20

SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	45,000.00	1,752.38			
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	81,000.00	494.76			

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2020 to 12/31/2020

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - BONUS

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
BRIGGS, PATRICK EDWARD JUDE PROFESSIONAL STAFF MEMBER	173,900.00	1,850.00		
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	173,900.00	349.66		
LASURE, AARON M PROFESSIONAL STAFF	173,900.00	183.33		
MORGAN, TERI A DEPUTY STAFF DIRECTOR	173,900.00	24.99		
MORGAN, TERI A DEPUTY STAFF DIRECTOR	173,900.00	1,158.34		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2020 to 12/31/2020

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
BARJA, JAIDE GLADYS NEW MEMBER ORIENTATION STAFF	45,000.00	3,750.00	12/01/2020 to 12/31/2020	
CONKLIN, ELISABETH J PROFESSIONAL STAFF	97,000.00	8,083.33	12/01/2020 to 12/31/2020	
CROCKER, NICHOLAS LEE DIRECTOR OF MEMBER SERVICES	173,900.00	14,491.67	12/01/2020 to 12/31/2020	
CUNNINGTON, MICHAEL B PROFESSIONAL STAFF	40,000.00	1,111.11	12/01/2020 to 12/31/2020	APPOINTMENT 12/21/20
DAULBY, JENNIFER A REPUBLICAN STAFF DIRECTOR	173,900.00	14,491.67	12/01/2020 to 12/31/2020	
ERICKSON, CAMERON MARCUS LAW CLERK	30,000.00	2,500.00	12/01/2020 to 12/31/2020	
ESTRADA LOBO, ROBERTO PROFESSIONAL STAFF	77,000.00	6,416.67	12/01/2020 to 12/31/2020	
HAYS, CALEB JONATHAN CHIEF LEGAL COUNSEL FOR ELECTIONS	173,900.00	14,491.67	12/01/2020 to 12/31/2020	
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	111,000.00	9,250.00	12/01/2020 to 12/31/2020	
JOYCE, KEIGHLE COUNSEL	135,000.00	11,250.00	12/01/2020 to 12/31/2020	
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	12/01/2020 to 12/31/2020	
MASON, SEAN TARVER INTERN	21,599.00	659.97	12/01/2020 to 12/31/2020	TERMINATED 12/11/20
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	173,900.00	14,491.67	12/01/2020 to 12/31/2020	
NEAL, AUBREY PATRICIA LEGISLATIVE AIDE	85,000.00	4,013.89	12/01/2020 to 12/31/2020	APPOINTMENT 12/14/20
PHELPS, ASHLEY COMMUNICATIONS DIRECTOR	130,000.00	10,833.33	12/01/2020 to 12/31/2020	
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	12/01/2020 to 12/31/2020	
SCHWALB, JANET GIULIANI DIRECTOR OF ADMINISTRATION	168,000.00	14,000.00	12/01/2020 to 12/31/2020	
SMITH, ELLIOT MICHAEL STAFF ASSISTANT	93,000.00	7,750.00	12/01/2020 to 12/31/2020	