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MARCIA FUDGE, OHIO
PETE AGUILAR, CALIFORNIA

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

May 15th, 2020

April 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 April 1-30, 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 April 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 – April 2020

Full Committee Hearings:

None.

Subcommittee on Elections Hearings:

None.

Full Committee Meetings:

None.

Reports Filed:

None.

Polls:

None.

Floor Activity:

None.

Franking and Member Services

- Reviewed 1,529 requests for advisory opinions.
- Provided guidance and advice to Member offices through consultations on the permissible content of congressional mail and other communications.
- On April 13, the Commission Chair and Ranking Member issued an E-Dear Colleague titled, REMINDER - 1st Quarter Mass Mailings & Mass Communications Report Due.
- Further tested UX updates to the Commission's service request platform.
- Distributed notices to state delegations entering the blackout throughout April.
- 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

Government Publishing Office

- Held regular monthly oversight meeting.
- Various meetings/briefings pertaining to COVID-19 issues

Library of Congress

- Held regular monthly oversight meeting.
- Held oversight meeting with LOC OIG.
- Various meetings/briefings pertaining to COVID-19 issues.

Smithsonian

- Held regular monthly oversight meeting.
- Various meetings/briefings pertaining to COVID-19 issues.

Architect of the Capitol

- Held regular monthly oversight meeting.
- Attended various CVC oversight meetings.
- Held monthly AOC OIG oversight meeting
- Various meetings/briefings pertaining to COVID-19 issues.

Office of the Clerk

- Held regular monthly oversight meeting.
- Various meetings/briefings pertaining to COVID-19 issues.

Office of the Inspector General

- Held monthly oversight meeting.

Chief Administrative Officer

- Held regular monthly oversight meeting.
- Held monthly HIR oversight meeting.
- Various meetings pertaining to COVID-19 issues.

United States Capitol Police

- HSAA Monthly Oversight Meeting.
- New Member Orientation Meeting.
- Contested Election Briefing.
- United States Capitol Police Monthly Oversight Meeting.
- United States Capitol Police/IG Monthly Oversight Meeting.

- Deputy HSAA Monthly 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.

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

Office: 10HO House Administration

Appropriation Year 2020
2020:116th Congress 2ndSession
Month: April 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
	** 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	1,451,666.61	1,451,666.61	(1,451,666.61)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	17,782.38	17,782.38	(17,782.38)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	2,549.97	0.00	15,282.05	17,832.02	(17,832.02)
EXPEN	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	682.96	682.96	(682.96)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	10,527.07	10,527.07	(10,527.07)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	5,724.79	5,724.79	(5,724.79)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	36,570.38	36,570.38	(36,570.38)
	Total	5,472,211.00	0.00	5,472,211.00	0.00	2,549.97	0.00	1,538,236.24	1,540,786.21	3,931,424.79
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	7.33	7.33	(7.33)
	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	7.33	7.33	4,992.67
Total		5,477,211.00	0.00	5,477,211.00	0.00	2,549.97	0.00	1,538,243.57	1,540,793.54	3,936,417.46

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	0.00	3,723,141.00	0.00	2,549.97	0.00	1,018,995.32	1,021,545.29	2,701,595.71
	AE200	5,000.00	0.00	5,000.00	0.00	0.00	0.00	7.33	7.33	4,992.67
	Total	3,728,141.00	0.00	3,728,141.00	0.00	2,549.97	0.00	1,019,002.65	1,021,552.62	2,706,588.38
10HO999	EXPEN	1,749,070.00	0.00	1,749,070.00	0.00	0.00	0.00	519,240.92	519,240.92	1,229,829.08
	Total	1,749,070.00	0.00	1,749,070.00	0.00	0.00	0.00	519,240.92	519,240.92	1,229,829.08
Total		5,477,211.00	0.00	5,477,211.00	0.00	2,549.97	0.00	1,538,243.57	1,540,793.54	3,936,417.46

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: April 2020

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	376,733.57	1,445,521.69
		1103 Overtime Compensation	0.00	186.59
		1104 Accrued Leave	0.00	5,958.33
		Total	376,733.57	1,451,666.61
21 Travel		2101 Commercial Transportation	2,716.60	9,438.60
		2105 Lodging	1,589.46	5,131.93
		2110 Meals	192.25	1,315.93
		2120 Car Rental	0.00	747.83
		2125 Gasoline	0.00	63.98
		2130 Private Auto Mileage	0.00	24.84
		2135 Taxi/Parking/Tolls	0.00	1,059.27
		Total	4,498.31	17,782.38
EXPEN General Expenditures		2320 DC Telecom Equip (TRANSFER)	168.00	608.00
		2321 DC Telecom Serv (TRANSFER)	653.25	1,975.25
		2322 DC Telecom Tolls (TRANSFER)	4,462.83	11,968.15
		2323 Distr Off Telecom Eq (TRANSF)	7.75	23.25
		2335 HIR Graphics (TRANSFER)	20.00	160.00
		2350 Postage / Courier / Box Rental	421.35	547.40
		Total	5,733.18	15,282.05
24 Printing and Reproduction		2401 Printing & Reproduction	0.00	477.45
		2405 Advertisements	205.51	205.51
		Total	205.51	682.96
25 Other Services		2525 Stenographic Reporting	0.00	730.50
		2527 Training	0.00	2,100.00
		2571 Technology Service Contracts	1,895.00	7,580.00
		2572 Web Dev Hst,Email & Rltd Serv	63.58	116.57
		Total	1,958.58	10,527.07
26 Supplies and Materials		2602 Water	231.69	687.56
		2603 Food & Beverage	630.00	660.00
		2604 Legislative Plng Food and Bev	229.63	229.63

U.S. House of Representatives
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Office: 10HO House Administration

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Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN-General Expenditures	26 Supplies and Materials	2620 Office Supplies (Outside)	1,319.20	2,024.78
		2621 Office Supply (TRANSFER)	7.03	1,885.73
		2630 Publications/Reference Mat'l	79.30	237.09
	Total	Total	2,496.85	5,724.79
	31 Equipment	3112 Computer Hardw Purch <\$25,000	31,671.64	31,671.64
		3128 Warranties	4,898.74	4,898.74
	Total	Total	36,570.38	36,570.38
AE200-Official Mail	PM Franked Mail	2352 Franked Mail	0.00	7.33
	Total	Total	0.00	7.33
	Total	Total	428,196.38	1,538,236.24
Total			428,196.38	1,538,243.57

Majority

Minority

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

04/01/2020 to 04/30/2020

Process Level: H0000 COMM ON HOUSE ADMINISTRATION
Department: H0000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10H0000

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ABBOUD, KHALIL DEPUTY STAFF DIRECTOR	157,500.00	13,549.31	04/01/2020 to 04/30/2020	P/R CHANGE 04/15/20
ARIAS, HECTOR STAFF ASSISTANT	69,000.00	5,750.00	04/01/2020 to 04/30/2020	P/R CHANGE 04/01/20
BRIGGS, PATRICK EDWARD JUDE PROFESSIONAL STAFF MEMBER	140,000.00	7,000.00	04/01/2020 to 04/30/2020	APPOINTMENT 04/13/20
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	100,000.00	8,333.33	04/01/2020 to 04/30/2020	
CARPENTER, KYLIE L. PROFESSIONAL STAFF - FRANKING	84,000.00	7,000.00	04/01/2020 to 04/30/2020	P/R CHANGE 04/01/20
CARR, HANNAH G STAFF ASSISTANT	45,000.00	3,750.00	04/01/2020 to 04/30/2020	
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	168,411.00	14,034.25	04/01/2020 to 04/30/2020	P/R CHANGE 04/01/20
DUBAD, ARWA MOHAMED PROFESSIONAL STAFF - FRANKING	82,000.00	6,833.33	04/01/2020 to 04/30/2020	P/R CHANGE 04/01/20
FLAHERTY JR, EDWARD CHIEF CLERK	168,411.00	14,034.25	04/01/2020 to 04/30/2020	
FLEET II, JAMES P.D. STAFF DIRECTOR	172,700.00	14,391.67	04/01/2020 to 04/30/2020	
HADDAD, MANNAL E PRESS SECRETARY	60,000.00	5,000.00	04/01/2020 to 04/30/2020	
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	127,500.00	10,625.00	04/01/2020 to 04/30/2020	
HULL, GEORGE Z SHARED EMPLOYEE	47,000.00	3,916.67	04/01/2020 to 04/30/2020	P/R CHANGE 04/01/20
JACOBS, BRANDON M LEGISLATIVE CLERK	60,000.00	5,000.00	04/01/2020 to 04/30/2020	
JALATA, KULANI ASAFA ELECTIONS COUNSEL	80,000.00	6,666.67	04/01/2020 to 04/30/2020	
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	04/01/2020 to 04/30/2020	
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	90,489.00	7,540.75	04/01/2020 to 04/30/2020	
MALIK, MARIAM STAFF ASSISTANT	45,000.00	3,750.00	04/01/2020 to 04/30/2020	

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

04/01/2020 to 04/30/2020

Process Level: H0000 COMM ON HOUSE ADMINISTRATION
 Department: H0000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10H0000

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
MAZYCK, VELETER SHARED EMPLOYEE	75,000.00	6,250.00	04/01/2020 to 04/30/2020	
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	45,000.00	3,750.00	04/01/2020 to 04/30/2020	
MORGAN, TERI A DEPUTY STAFF DIRECTOR	160,000.00	13,333.33	04/01/2020 to 04/30/2020	P/R CHANGE 04/01/20
NASTA, SARAH MICHELLE ELECTION COUNSEL	105,000.00	8,750.00	04/01/2020 to 04/30/2020	
PELLEGRINI, GIANCARLO RIVERO ELECTIONS COUNSEL	120,000.00	10,000.00	04/01/2020 to 04/30/2020	
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	95,000.00	7,916.67	04/01/2020 to 04/30/2020	
SPAULDING, STEPHEN E ELECTION COUNSEL	140,000.00	11,666.67	04/01/2020 to 04/30/2020	
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIEF	173,900.00	14,491.67	04/01/2020 to 04/30/2020	
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	04/01/2020 to 04/30/2020	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	140,000.00	11,666.67	04/01/2020 to 04/30/2020	

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**U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL**

04/01/2020 to 04/30/2020

Process Level: HO000 COMM ON HOUSE ADMINISTRATION
Department: HO090 HOUSE ADMIN-MINORITY STAFF

Accounting Organization: 10HO000

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
CASTRO, JEBEN JESUS DIR. OF DIVERSITY AND INCLUSIO	30,000.00	2,500.00	04/01/2020 to 04/30/2020	
CONKLIN, ELISABETH J PROFESSIONAL STAFF	63,000.00	5,250.00	04/01/2020 to 04/30/2020	
CROCKER, NICHOLAS LEE DIRECTOR OF MEMBER SERVICES	100,000.00	8,333.33	04/01/2020 to 04/30/2020	P/R CHANGE 04/01/20
DAULBY, JENNIFER A REPUBLICAN STAFF DIRECTOR	173,900.00	14,491.67	04/01/2020 to 04/30/2020	
ENGLUND, MARY S DIRECTOR OF ADMINISTRATION & O	157,000.00	13,083.33	04/01/2020 to 04/30/2020	
ESTRADA LOBO, ROBERTO PROFESSIONAL STAFF	47,000.00	3,916.67	04/01/2020 to 04/30/2020	P/R CHANGE 04/01/20
FELDER, COLE M REPUBLICAN GENERAL COUNSEL	160,700.00	13,391.67	04/01/2020 to 04/30/2020	
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	63,000.00	5,250.00	04/01/2020 to 04/30/2020	
JOYCE, KEIGHLE COUNSEL	55,000.00	4,583.33	04/01/2020 to 04/30/2020	
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	04/01/2020 to 04/30/2020	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	170,000.00	14,166.67	04/01/2020 to 04/30/2020	
PARILLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR	80,000.00	6,666.67	04/01/2020 to 04/30/2020	
PHELPS, ASHLEY SHARED EMPLOYEE	1,200.00	100.00	04/01/2020 to 04/30/2020	APPOINTMENT 04/01/20
ROBERTS, JESSE ALLEN COUNSEL	80,000.00	6,666.67	04/01/2020 to 04/30/2020	
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	04/01/2020 to 04/30/2020	
SCHWALB, JANET GIULIANI DIRECTOR OF ADMINISTRATION	115,000.00	9,583.33	04/01/2020 to 04/30/2020	P/R CHANGE 04/01/20
SMITH, ELLIOT MICHAEL STAFF ASSISTANT	45,000.00	3,750.00	04/01/2020 to 04/30/2020	
SULLIVAN, TIMOTHY M DIR, REPUBLICAN COMMUNICATIONS	75,000.00	6,250.00	04/01/2020 to 04/30/2020	

Committee on House Administration

Detailees – April 2020

116th Congress

Name	Agency	Start Date	End Date	Majority/Minority

No Detailees to Report