

**ZOE LOFGREN, CALIFORNIA**  
CHAIRPERSON

**JAMIE RASKIN, MARYLAND**  
VICE CHAIRPERSON

**SUSAN DAVIS, CALIFORNIA**  
**G.K. BUTTERFIELD, NORTH CAROLINA**  
**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**

December 18, 2020

### November 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 November 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 November 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 – November 2020**

### **Full Committee Hearings:**

None.

### **Subcommittee on Elections Hearings:**

None.

### **Full Committee Meetings:**

None.

### **Reports Filed:**

None.

### **Polls:**

Committee Poll 18, on the adoption of Committee Resolution 116-24 adopting regulations amending and superseding the relevant portions of the prior regulations known collectively as the Members' Congressional Handbook, the Committees' Congressional Handbook, and the Guide to Outfitting & Maintaining an Office

Committee Resolution 116-24 agreed to, a majority of the Committee approving the adoption of the resolution.

### **Floor Activity:**

None.

### Franking and Member Services

- Reviewed 91 requests for advisory opinions.
- Reviewed 231 requests for advisory opinions.
- Provided guidance and advice to Member offices through consultations on the permissible content of congressional mail and other communications.
- Began piloting Member offices for the Commission's service request platform.
- Prepared materials for distribution to Members-elect during the New Member Orientation program.
- 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.
- Collaborated on New Member Orientation activities.

#### *Chief Administrative Officer*

- Held monthly CAO oversight meeting.
- Held monthly HIR oversight meeting.
- Collaborated on New Member Orientation activities.

#### *Government Publishing Office*

- Held regular monthly oversight meeting.
- Collaborated on New Member Orientation activities.

#### *Library of Congress*

- Held monthly oversight meeting.
- Collaborated on New Member Orientation activities.

#### *Office of the Clerk*

- Held monthly oversight meeting.
- Collaborated on New Member Orientation activities.

#### *Office of Congressional Accessibility Services*

- Held quarterly oversight meeting.
- Collaborated on New Member Orientation activities.

#### *Office of the Inspector General*

- Held monthly oversight meeting.
- Collaborated on New Member Orientation activities.

#### *Smithsonian*

- Held monthly oversight meeting.
- Collaborated on New Member Orientation activities.

#### *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.

#### 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 – November 2020

116<sup>th</sup> Congress

Name	Agency	Start Date	End Date	Majority/Minority

No Detailees to Report

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

11/01/2020 to 11/30/2020

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	11/01/2020 to 11/30/2020	
AGADA, ENUMALE MARGARET OVERSIGHT COUNSEL	93,000.00	7,750.00	11/01/2020 to 11/30/2020	
BRIGGS, PATRICK EDWARD JUDE PROFESSIONAL STAFF MEMBER	140,000.00	11,666.67	11/01/2020 to 11/30/2020	
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	115,000.00	9,583.33	11/01/2020 to 11/30/2020	
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	60,000.00	5,000.00	11/01/2020 to 11/30/2020	P/R CHANGE 11/01/20
CARR, HANNAH G STAFF ASSISTANT	70,000.00	5,833.33	11/01/2020 to 11/30/2020	P/R CHANGE 11/01/20
CLOUGH, MICHAEL RYAN SHARED EMPLOYEE	30,000.00	2,500.00	11/01/2020 to 11/30/2020	
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	168,000.00	14,000.00	11/01/2020 to 11/30/2020	
DOLBERG, VIKTOR KART SHARED EMPLOYEE	36,000.00	3,000.00	11/01/2020 to 11/30/2020	
DORNER, EVAN MICHAEL SHARED EMPLOYEE	36,000.00	3,000.00	11/01/2020 to 11/30/2020	
DUBAD, ARWA MOHAMED PROFESSIONAL STAFF - FRANKING	58,000.00	4,833.33	11/01/2020 to 11/30/2020	P/R CHANGE 11/01/20
FLAHERTY JR, EDWARD CHIEF CLERK	173,900.00	14,491.67	11/01/2020 to 11/30/2020	
FLEET II, JAMES P.D. STAFF DIRECTOR	172,700.00	14,391.67	11/01/2020 to 11/30/2020	
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	127,500.00	10,625.00	11/01/2020 to 11/30/2020	
HILLBURN, DANIEL ERIC SHARED EMPLOYEE	36,000.00	3,000.00	11/01/2020 to 11/30/2020	
JACOBS, BRANDON M LEGISLATIVE CLERK	60,000.00	5,000.00	11/01/2020 to 11/30/2020	
JALATA, KULANI ASAFA ELECTIONS COUNSEL	100,000.00	8,333.33	11/01/2020 to 11/30/2020	
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	11/01/2020 to 11/30/2020	

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

11/01/2020 to 11/30/2020

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
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	90,489.00	7,540.75	11/01/2020 to 11/30/2020	
LEE JR, JEROME VERNON STAFF ASSISTANT	31,200.00	2,686.67	11/01/2020 to 11/30/2020	APPOINTMENT 10/30/20
MAZYCK, VELETER SHARED EMPLOYEE	75,000.00	6,250.00	11/01/2020 to 11/30/2020	
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	45,000.00	3,750.00	11/01/2020 to 11/30/2020	P/R CHANGE 11/01/20
MORGAN, TERI A DEPUTY STAFF DIRECTOR	160,000.00	13,333.33	11/01/2020 to 11/30/2020	
NASTA, SARAH MICHELLE ELECTION COUNSEL	120,000.00	10,000.00	11/01/2020 to 11/30/2020	
PELLEGRINI, GIANCARLO RIVERO ELECTIONS COUNSEL	140,000.00	11,666.67	11/01/2020 to 11/30/2020	
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	115,000.00	9,583.33	11/01/2020 to 11/30/2020	
SINGH, SAI SAMARCHITA STAFF ASSISTANT	45,000.00	3,750.00	11/01/2020 to 11/30/2020	
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIEF COUNSEL	173,900.00	14,491.67	11/01/2020 to 11/30/2020	
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	11/01/2020 to 11/30/2020	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	140,000.00	11,666.67	11/01/2020 to 11/30/2020	
WRIGHT, SEAN JAMES SENIOR ELECTIONS COUNSEL	160,000.00	13,333.33	11/01/2020 to 11/30/2020	
YOUNG, NATALIE JOY PRESS SECRETARY	57,500.00	4,791.67	11/01/2020 to 11/30/2020	

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

11/01/2020 to 11/30/2020

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	4,250.00	11/01/2020 to 11/30/2020	
CONKLIN, ELISABETH J PROFESSIONAL STAFF	97,000.00	8,083.33	11/01/2020 to 11/30/2020	P/R CHANGE 11/01/20
CROCKER, NICHOLAS LEE DIRECTOR OF MEMBER SERVICES	173,900.00	14,491.67	11/01/2020 to 11/30/2020	P/R CHANGE 11/01/20
DAULBY, JENNIFER A REPUBLICAN STAFF DIRECTOR	173,900.00	14,491.67	11/01/2020 to 11/30/2020	
ERICKSON, CAMERON MARCUS LAW CLERK	30,000.00	2,500.00	11/01/2020 to 11/30/2020	P/R CHANGE 11/01/20
ESTRADA LOBO, ROBERTO PROFESSIONAL STAFF	77,000.00	6,416.67	11/01/2020 to 11/30/2020	P/R CHANGE 11/01/20
HAYS, CALEB JONATHAN CHIEF LEGAL COUNSEL FOR ELECTIONS	173,900.00	14,491.67	11/01/2020 to 11/30/2020	
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	111,000.00	9,250.00	11/01/2020 to 11/30/2020	P/R CHANGE 11/01/20
JOYCE, KEIGHLE COUNSEL	135,000.00	11,250.00	11/01/2020 to 11/30/2020	P/R CHANGE 11/01/20
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	11/01/2020 to 11/30/2020	
MASON, SEAN TARVER INTERN	21,599.00	1,799.92	11/01/2020 to 11/30/2020	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	173,900.00	14,491.67	11/01/2020 to 11/30/2020	
PHELPS, ASHLEY COMMUNICATIONS DIRECTOR	130,000.00	10,833.33	11/01/2020 to 11/30/2020	P/R CHANGE 11/01/20
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	11/01/2020 to 11/30/2020	
SCHWALB, JANET GIULIANI DIRECTOR OF ADMINISTRATION	168,000.00	14,000.00	11/01/2020 to 11/30/2020	P/R CHANGE 11/01/20
SMITH, ELLIOT MICHAEL STAFF ASSISTANT	93,000.00	7,750.00	11/01/2020 to 11/30/2020	P/R CHANGE 11/01/20

**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: November 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	4,079,764.87	4,079,764.87	(4,079,764.87)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	41,341.93	41,341.93	(41,341.93)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	60,920.54	60,920.54	(60,920.54)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	2,174.12	2,174.12	(2,174.12)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	4,638.05	4,638.05	(4,638.05)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	29,884.78	29,884.78	(29,884.78)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	15,865.20	15,865.20	(15,865.20)
	<b>Total</b>	<b>5,472,211.00</b>	<b>0.00</b>	<b>5,472,211.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,234,589.49</b>	<b>4,234,589.49</b>	<b>1,237,621.51</b>
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)
	<b>Total</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24.53</b>	<b>24.53</b>	<b>4,975.47</b>
<b>Total</b>		<b>5,477,211.00</b>	<b>0.00</b>	<b>5,477,211.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,234,614.02</b>	<b>4,234,614.02</b>	<b>1,242,596.98</b>

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	0.00	0.00	2,816,919.30	2,816,919.30	906,221.70
	AE200	5,000.00	0.00	5,000.00	0.00	0.00	0.00	24.53	24.53	4,975.47
	<b>Total</b>	<b>3,728,141.00</b>	<b>0.00</b>	<b>3,728,141.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,816,943.83</b>	<b>2,816,943.83</b>	<b>911,197.17</b>
10HO999	EXPEN	1,749,070.00	0.00	1,749,070.00	0.00	0.00	0.00	1,417,670.19	1,417,670.19	331,399.81
	<b>Total</b>	<b>1,749,070.00</b>	<b>0.00</b>	<b>1,749,070.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,417,670.19</b>	<b>1,417,670.19</b>	<b>331,399.81</b>
<b>Total</b>		<b>5,477,211.00</b>	<b>0.00</b>	<b>5,477,211.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,234,614.02</b>	<b>4,234,614.02</b>	<b>1,242,596.98</b>

**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: November 2020

**Disbursed Summary**

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN	11 Personnel Compensation	1101 Non-Statutory Compensation	418,194.01	4,053,046.34
		1103 Overtime Compensation	0.00	381.30
		1104 Accrued Leave	0.00	26,337.23
		<b>Total</b>	<b>418,194.01</b>	<b>4,079,764.87</b>
	21 Travel	2101 Commercial Transportation	204.99	9,643.59
		2105 Lodging	6,288.78	14,365.12
		2110 Meals	2,916.95	4,873.70
		2120 Car Rental	5,083.52	6,292.62
		2125 Gasoline	520.52	666.98
		2130 Private Auto Mileage	1,525.59	2,797.61
		2135 Taxi/Parking/Tolls	1,037.45	2,702.31
		<b>Total</b>	<b>17,577.80</b>	<b>41,341.93</b>
	23 Rent, Communications, Utilities	2310 TelecomSrv/Eq/Toll Charge	0.00	1,549.98
		2320 DC Telecom Equip (TRANSFER)	184.00	1,824.00
		2321 DC Telecom Serv (TRANSFER)	663.25	6,618.00
		2322 DC Telecom Tolls (TRANSFER)	3,763.98	42,716.53
		2323 Distr Off Telecom Eq (TRANSF)	0.00	31.00
		2335 HIR Graphics (TRANSFER)	5,970.00	7,190.00
		2350 Postage / Courier / Box Rental	0.00	969.03
		2360 Utilities	22.00	22.00
		<b>Total</b>	<b>10,603.23</b>	<b>60,920.54</b>
	24 Printing and Reproduction	2401 Printing & Reproduction	0.00	1,968.61
		2405 Advertisements	0.00	205.51
		<b>Total</b>	<b>0.00</b>	<b>2,174.12</b>
	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
		<b>Total</b>	<b>0.00</b>	<b>4,638.05</b>
	26 Supplies and Materials	2602 Water	127.97	1,631.18

**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: November 2020**

Program		Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN	General Expenditures	26 Supplies and Materials	2603 Food & Beverage	0.00	804.66
			2604 Legislative Plnng Food and Bev	0.00	229.63
			2620 Office Supplies (Outside)	1.84	5,541.03
			2621 Office Supply (TRANSFER)	1,532.06	8,793.09
			2623 Software < \$500	0.00	1,567.02
			2630 Publications/Reference Mat'l	0.00	11,318.17
			Total	1,661.87	29,884.78
		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			448,036.91
AE200	Official Mail	FM Franked Mail	2352 Franked Mail	2.80	24.53
		Total		2.80	24.53
		Total		2.80	24.53
Total				448,039.71	4,234,614.02

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

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