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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, 2020

December 2019 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, 2019;
- 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 2019 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 2019

Full Committee Hearings:

None.

Subcommittee on Elections Hearings:

None.

Full Committee Meetings:

None.

Reports Filed:

None.

Polls:

Committee Poll No. 7: Committee Approval of Committee Consultant Contract between Judiciary and Barry H. Berke. Approved 6 yeas and 3 nays.

Floor Activity:

None.

Franking and Member Services

- Reviewed 1,045 requests for Franking advisory opinions.
- Provided guidance and advice to Member offices through consultations on the frankability of congressional mail and other communications.
- On December 10, the Commission on Congressional Mailing Standards held a Member meeting.
- On December 16, the Commission on Congressional Mailing Standards conducted a poll vote to approve steps to change the Commission's name, update the regulations, establish an online disclosure website of advisory opinions issued, and a timeline for future updates to the regulations and procedures of the Commission.
- On December 17, the Commission on Congressional Mailing Standards unanimously approved the matters before them in the poll issued on December 16.
- Distributed notices to state delegations entering the blackout throughout December.
- 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.

Library of Congress

- Held regular monthly oversight meeting.
- Held meetings with various CAO business units.

Smithsonian

- Held regular monthly oversight meeting.
- Briefing from Smithsonian Enterprises.

Architect of the Capitol

- Held regular monthly oversight meeting.
- Briefing on Cannon Rehabilitation

Office of the Clerk

- Held regular monthly oversight meeting.

Office of Congressional Accessibility Services

- Held quarterly oversight meeting.

Office of the Inspector General

- Held monthly oversight meeting.

Chief Administrative Officer

- Held regular monthly oversight meeting.

United States Capitol Police

- Government Publishing Office/Fraternal Order of Police Meeting – December 2, 2019.
- HSAA Monthly CHA Meeting – December 2, 2019.
- HSAA Aircon Orange Incident Brief Chair & Ranking Member – December 4, 2019.
- United States Capitol Police Monthly CHA Meeting – December 16, 2019.
- United State Capitol Police IG Monthly CHA Meeting – December 18, 2019.

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 2019

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 2019****Majority**

Dates of Travel					Reimbursement Claimed			
Traveler	From	To	Purpose	Itinerary	Transportation	Meals, Lodging & Incidentals	Other	Total

Minority

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION		Appropriation Year 2019	
		2019:116th Congress 1stSession	
		Month: December 2019	

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	5,172,211.00	0.00	5,172,211.00	0.00	0.00	0.00	0.00	0.00	5,172,211.00
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	4,178,973.76	4,178,973.76	(4,178,973.76)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	187,506.51	187,506.51	(187,506.51)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	45,881.69	45,881.69	(45,881.69)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	19,149.33	19,149.33	(19,149.33)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	55,518.77	55,518.77	(55,518.77)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	1,226.42	0.00	41,071.70	42,298.12	(42,298.12)
	31 Equipment	0.00	0.00	0.00	0.00	3,317.83	0.00	26,257.71	29,575.54	(29,575.54)
	Total	5,172,211.00	0.00	5,172,211.00	0.00	4,544.25	0.00	4,554,359.47	4,558,903.72	613,307.28
	** Authorization	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
AE200	FM Franked Mail	0.00	0.00	0.00	0.00	0.00	0.00	54.98	54.98	(54.98)
	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	54.98	54.98	4,945.02
Total		5,177,211.00	0.00	5,177,211.00	0.00	4,544.25	0.00	4,554,414.45	4,558,958.70	618,252.30

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

Appropriation Year 2019
2019:116th Congress 1st Session
Month: December 2019

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	446,001.04	4,163,104.00
		1103 Overtime Compensation	776.13	1,640.60
		1104 Accrued Leave	0.00	12,229.16
		1106 Bonus	0.00	2,000.00
		Total	446,777.17	4,178,973.76
		21 Travel	2101 Commercial Transportation	3,776.60
	2105 Lodging		6,871.16	54,763.20
	2110 Meals		0.00	18,665.27
	2120 Car Rental		0.00	7,598.41
	2125 Gasoline		0.00	499.07
	2130 Private Auto Mileage		0.00	1,532.99
	2135 Taxi/Parking/Tolls		0.00	11,095.23
	2155 Witness Travel / Related Exp		0.00	2,011.53
	2175 Field Hearing Support Cost		0.00	6,178.94
	2199 Miscellaneous Travel		0.00	15.00
	Total	10,647.76	187,506.51	
	23 Rent, Communications, Utilities	2303 Temporary Space Rental	0.00	567.62
		2310 TelecomSrv/Eq/Toll Charge	0.00	29.90
		2320 DC Telecom Equip (TRANSFER)	160.00	2,440.00
		2321 DC Telecom Serv (TRANSFER)	645.50	6,815.00
		2322 DC Telecom Tolls (TRANSFER)	2,995.94	29,476.73
		2335 HIR Graphics (TRANSFER)	3,171.00	5,672.00
		2350 Postage / Courier / Box Rental	0.00	86.11
		2360 Utilities	0.00	191.83
	2370 Equip Rental (Eff 1/3/03)	0.00	602.50	
Total	6,972.44	45,881.69		
24 Printing and Reproduction	2401 Printing & Reproduction	0.00	19,133.33	
	2403 Photographic (TRANSFER)	0.00	16.00	
	Total	0.00	19,149.33	

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Appropriation Year 2019
2019:116th Congress 1st Session
Month: December 2019

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	25 Other Services	2508 Equipment Installation	0.00	4,800.00
		2527 Training	0.00	6,569.00
		2529 Translatn and Interpret Serv	0.00	1,034.80
		2571 Technology Service Contracts	3,895.00	42,956.00
		2572 Web Dev Hst,Email & Rltd Serv	0.00	158.97
		Total	3,895.00	55,518.77
	26 Supplies and Materials	2602 Water	195.29	2,188.76
		2603 Food & Beverage	0.00	9,412.86
		2604 Legislative Plnng Food and Bev	0.00	1,583.97
		2605 Framing (TRANSFER)	150.00	350.00
		2620 Office Supplies (Outside)	0.00	3,556.34
		2621 Office Supply (TRANSFER)	1,129.55	9,236.12
	31 Equipment	2623 Software < \$500	0.00	1,719.31
		2630 Publications/Reference Mat'l	0.00	13,024.34
		Total	1,474.84	41,071.70
		3105 Office Equip Purch<\$25,000	0.00	1,258.71
		3112 Computer Hardw Purch <\$25,000	0.00	2,995.00
		3115 Computer Softw Purch <\$10,000	0.00	1,377.00
	318 Maintenance / Repairs	3118 Maintenance / Repairs	784.00	9,408.00
		3126 Computer Software Purch >=\$10k	0.00	11,100.00
		3128 Warranties	0.00	119.00
		Total	784.00	26,257.71
AE200 Official Mail	FM Franked Mail	Total	470,551.21	4,554,359.47
		2352 Franked Mail	0.00	54.98
		Total	0.00	54.98
Total			470,551.21	4,554,414.45

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2019 to 12/31/2019

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
FLEET II, JAMES P.D. STAFF DIRECTOR	171,300.00	14,275.00	12/01/2019 to 12/31/2019	
MORGAN, TERI A DEPUTY STAFF DIRECTOR	168,411.00	14,034.25	12/01/2019 to 12/31/2019	
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIE	172,500.00	14,375.00	12/01/2019 to 12/31/2019	

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ABBOUD, KHALIL DEPUTY STAFF DIRECTOR	168,411.00	14,034.25	12/01/2019 to 12/31/2019	
ARIAS, HECTOR STAFF ASSISTANT	45,000.00	3,750.00	12/01/2019 to 12/31/2019	P/R CHANGE 12/01/19
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	100,000.00	8,333.33	12/01/2019 to 12/31/2019	
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	55,000.00	4,583.33	12/01/2019 to 12/31/2019	P/R CHANGE 12/01/19
CARR, HANNAH G STAFF ASSISTANT	45,000.00	3,750.00	12/01/2019 to 12/31/2019	P/R CHANGE 12/01/19
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	168,000.00	14,000.00	12/01/2019 to 12/31/2019	
DUBAD, ARWA MOHAMED PROFESSIONAL STAFF - FRANKING	53,000.00	4,416.67	12/01/2019 to 12/31/2019	
FLAHERTY JR, EDWARD CHIEF CLERK	168,411.00	14,034.25	12/01/2019 to 12/31/2019	
HADDAD, MANNAL E PRESS SECRETARY	60,000.00	5,000.00	12/01/2019 to 12/31/2019	P/R CHANGE 12/01/19
HENDRIX, KEMBA A DIVERSITY DIRECTOR	158,415.00	13,201.25	12/01/2019 to 12/31/2019	
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	168,411.00	14,034.25	12/01/2019 to 12/31/2019	
HULL, GEORGE Z SHARED EMPLOYEE	114,000.00	9,500.00	12/01/2019 to 12/31/2019	P/R CHANGE 12/01/19
JALATA, KULANI ASAFA INTERN	21,599.00	1,799.92	12/01/2019 to 12/31/2019	
JONES, SEAN M LEGISLATIVE CLERK	120,000.00	10,000.00	12/01/2019 to 12/31/2019	

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2019 to 12/31/2019

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	145,000.00	13,579.02	12/01/2019 to 12/31/2019	P/R CHANGE 12/24/19
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	156,411.00	13,034.25	12/01/2019 to 12/31/2019	
MALIK, MARIAM STAFF ASSISTANT	45,000.00	3,750.00	12/01/2019 to 12/31/2019	P/R CHANGE 12/01/19
MAZYCK, VELETER SHARED EMPLOYEE	75,000.00	6,250.00	12/01/2019 to 12/31/2019	
NASTA, SARAH MICHELLE ELECTION COUNSEL	80,000.00	6,666.67	12/01/2019 to 12/31/2019	P/R CHANGE 12/01/19
PELLEGRINI, GIANCARLO RIVERO ELECTIONS COUNSEL	120,000.00	10,000.00	12/01/2019 to 12/31/2019	
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	95,000.00	7,916.67	12/01/2019 to 12/31/2019	
SEHGAL, TANYA SENIOR ELECTIONS COUNSEL	75,000.00	6,250.00	12/01/2019 to 12/31/2019	P/R CHANGE 12/01/19
SPALDING, STEPHEN E ELECTION COUNSEL	158,415.00	13,201.25	12/01/2019 to 12/31/2019	
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	12/01/2019 to 12/31/2019	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	140,000.00	11,982.34	12/01/2019 to 12/31/2019	P/R CHANGE 12/05/19

SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
MALIK, MARIAM STAFF ASSISTANT	105,000.00	776.13		

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PAYROLL CERTIFICATION - FINAL

12/01/2019 to 12/31/2019

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
DAULBY, JENNIFER A REPUBLICAN STAFF DIRECTOR	172,500.00	14,375.00	12/01/2019 to 12/31/2019	
ENGLUND, MARY S DIRECTOR OF ADMINISTRATION & O	170,696.00	14,224.67	12/01/2019 to 12/31/2019	
FELDER, COLE M REPUBLICAN GENERAL COUNSEL	160,700.00	13,391.67	12/01/2019 to 12/31/2019	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	170,696.00	14,224.67	12/01/2019 to 12/31/2019	

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
BALLARD, JAMES ROBERT SHARED EMPLOYEE	102,000.00	8,500.00	12/01/2019 to 12/31/2019	
BRADY, MAEVE J TEMPORARY STAFF ASSISTANT	33,600.00	2,800.00	12/01/2019 to 12/31/2019	APPOINTMENT 12/01/19
CONKLIN, ELISABETH J PROFESSIONAL STAFF	111,000.00	9,250.00	12/01/2019 to 12/31/2019	
CROCKER, NICHOLAS LEE DIRECTOR OF MEMBER SERVICES	138,000.00	11,500.00	12/01/2019 to 12/31/2019	
ESTRADA LOBO, ROBERTO STAFF ASSISTANT	70,000.00	5,833.33	12/01/2019 to 12/31/2019	
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	93,000.00	7,750.00	12/01/2019 to 12/31/2019	
JOYCE, KEIGHLE COUNSEL	115,000.00	9,900.00	12/01/2019 to 12/31/2019	P/R CHANGE 12/01/19
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	12/01/2019 to 12/31/2019	
PARELLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR	140,000.00	11,666.67	12/01/2019 to 12/31/2019	
PHELPS, ASHLEY SHARED EMPLOYEE	90,000.00	7,500.00	12/01/2019 to 12/31/2019	
RANDALL, BRITTANY A PROFESSIONAL STAFF	63,000.00	5,250.00	12/01/2019 to 12/31/2019	
ROBERTS, JESSE ALLEN COUNSEL	135,000.00	11,250.00	12/01/2019 to 12/31/2019	
ROSS, DAVID JOSEPH SHARED STAFF	40,000.00	3,333.33	12/01/2019 to 12/31/2019	

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PAYROLL CERTIFICATION - FINAL

12/01/2019 to 12/31/2019

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
SCHWALB, JANET GIULIANI PROFESSIONAL STAFF	131,000.00	10,916.67	12/01/2019 to 12/31/2019	
SULLIVAN, TIMOTHY M FRANKING COMMISSION REPUBLICAN	93,000.00	7,750.00	12/01/2019 to 12/31/2019	