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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
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RODNEY DAVIS, ILLINOIS
RANKING MINORITY MEMBER

MARK WALKER, NORTH CAROLINA
BARRY LOUDERMILK, GEORGIA

ONE HUNDRED SIXTEENTH CONGRESS

JEN DAULBY, MINORITY STAFF DIRECTOR

March 13th, 2020

February 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 February 1-29, 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 February 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 – February 2020

Full Committee Hearings:

2.5.2020 – Oversight of the Smithsonian Institution: Opportunities for Growth by Honoring Latino Americans and Asian Pacific Americans.

Subcommittee on Elections Hearings:

2.11.2020 – Native American Voting Rights: Exploring Barriers and Solutions.

Full Committee Meetings:

None.

Reports Filed:

None.

Polls:

Committee Poll No. 9: Adoption of Committee Resolution 116-15, Approval of Regulations for the SFC Sean Cooley and SPC Christopher Horton Gold Star Family Fellowship Program.

Committee Poll No. 10: Adoption of Committee Resolution 116-16, Approval of changes to the Members' Congressional Handbook and Committee Handbook to reflect updated Communication Standards for Franking Commission.

Floor Activity:

H.Res. 812: Making a technical correction to the SFC Sean Cooley and SPC Christopher Horton Congressional Gold Star Family Fellowship Program Act. *Agreed to without objection on February 5th.*

S. J. Res. 65: A joint resolution providing for the appointment of John Fahey as a citizen regent of the Board of Regents of the Smithsonian Institution. *Agreed to without objection on February 5th.*

S.J. Res. 67: A joint resolution providing for the reappointment of Risa Lavizzo-Mourey as a citizen regent of the Board of Regents of the Smithsonian Institution. *Agreed to without objection on February 5th.*

Franking and Member Services

- Reviewed 559 requests for advisory opinions.
- Provided guidance and advice to Member offices through consultations on the permissible content of congressional mail and other communications.
- On February 6th, the Commission conducted its 30-day review of the implementation of the new communication rules and discussed a path forward for the complaint process.
- Conducted a communications update briefing with House Creative Services.
- Distributed notices to state delegations entering the blackout throughout February.
- 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.
- Attended briefing on FY21 budget request.

Smithsonian

- Held regular monthly oversight meeting.
- Held monthly SI OIG oversight meeting and participated in various SI OIG calls.

Architect of the Capitol

- Held regular monthly oversight meeting.
- Attended various CVC oversight meetings.
- Held monthly AOC OIG oversight meeting.

Office of the Clerk

- Held regular monthly oversight meeting.

Office of the Inspector General

- Held monthly oversight meeting.

Chief Administrative Officer

- Held regular monthly oversight meeting.
- Held monthly HIR oversight meeting.

United States Capitol Police

- HSAA CHA Oversight Meeting.
- United States Capitol Police/Office of the Inspector General CHA Oversight Meeting.
- United State Capitol Police CHA Oversight Meeting.
- FOP/Labor Committee Chair Meeting.
- United States Capitol Police/CAO 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: February 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	710,345.18	710,345.18	(710,345.18)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	1,713.44	1,713.44	(1,713.44)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	2,549.97	0.00	5,639.65	8,189.62	(8,189.62)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	185.00	185.00	(185.00)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	3,790.00	3,790.00	(3,790.00)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	1,584.36	1,584.36	(1,584.36)
Total		5,472,211.00	0.00	5,472,211.00	0.00	2,549.97	0.00	723,257.63	725,807.60	4,746,403.40
AE200	** Authorization	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Total		5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Total		5,477,211.00	0.00	5,477,211.00	0.00	2,549.97	0.00	723,257.63	725,807.60	4,751,403.40

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	479,898.85	482,448.82	3,240,692.18
	AE200	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
	Total	3,728,141.00	0.00	3,728,141.00	0.00	2,549.97	0.00	479,898.85	482,448.82	3,245,692.18
10HO999	EXPEN	1,749,070.00	0.00	1,749,070.00	0.00	0.00	0.00	243,358.78	243,358.78	1,505,711.22
	Total	1,749,070.00	0.00	1,749,070.00	0.00	0.00	0.00	243,358.78	243,358.78	1,505,711.22
	Total	5,477,211.00	0.00	5,477,211.00	0.00	2,549.97	0.00	723,257.63	725,807.60	4,751,403.40

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: February 2020

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	370,766.45	710,345.18
		Total	370,766.45	710,345.18
		21 Travel	2101 Commercial Transportation	619.80
	2105 Lodging		576.58	576.58
	2110 Meals		18.34	18.34
	2135 Taxi/Parking/Tolls		498.72	498.72
		Total	1,713.44	1,713.44
	23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	264.00	264.00
		2321 DC Telecom Serv (TRANSFER)	653.25	653.25
		2322 DC Telecom Tolls (TRANSFER)	4,485.80	4,485.80
		2323 Distr Off Telecom Eq (TRANSF)	7.75	7.75
		2335 HIR Graphics (TRANSFER)	140.00	140.00
	24 Printing and Reproduction	2350 Postage / Courier / Box Rental	88.85	88.85
		Total	5,639.65	5,639.65
		2401 Printing & Reproduction	185.00	185.00
		Total	185.00	185.00
	25 Other Services	2571 Technology Service Contracts	1,790.00	3,790.00
		Total	1,790.00	3,790.00
		2602 Water	201.67	201.67
	26 Supplies and Materials	2620 Office Supplies (Outside)	253.31	253.31
		2621 Office Supply (TRANSFER)	613.15	1,076.39
		2630 Publications/Reference Mat'l	52.99	52.99
		Total	1,121.12	1,584.36
		Total	381,215.66	723,257.63
	Total		381,215.66	723,257.63

REPORT ON TRAVEL PERFORMED
Committee on House Administration
116th Congress - 2nd Session
February 2020

Majority									
Dates of Travel						Reimbursement Claimed			
Traveler	From	To	Purpose	Itinerary	Transportation	Meals, Lodging & Incidentals	Other	Total	
Elvis Norquay	2/10/2020	2/12/2020	Hearing: Native American Voting Rights: Exploring Barriers and Solutions	MOT/DCA/MOT BWI/ATL/JAX/B	\$ 1,476.40	\$ 618.43	\$ -	\$ 2,094.83	
Aaron Lasure	2/15/2020	2/19/2020	FLETC VISIT	WI	\$ 897.02	\$ 271.44	\$ -	\$ 1,168.46	
Daniel Taylor	2/18/2020	2/19/2020	FLETC VISIT	IAD/JAX/IAD	\$ 1,056.64	\$ 284.13	\$ -	\$ 1,340.77	
TOTAL								\$ 4,604.06	
Minority									
Susannah Johnston	2/10/2020	2/12/2020	Oversight	DCA/STL/DCA	\$ 212.80	\$ 328.60	\$ -	\$ 541.40	
	2/18/2020	2/19/2020	FLETC VISIT	DCA/JAX/DCA	\$ 730.50	\$ 150.60	\$ -	\$ 881.10	
Tim Monahan	2/10/2020	2/12/2020	Oversight	DCA/STL/DCA	\$ 345.97	\$ 361.28	\$ -	\$ 707.25	
Jesse Roberts	2/18/2020	2/19/2020	FLETC VISIT	DCA/JAX/DCA	\$ 730.50	\$ 150.60	\$ -	\$ 881.10	
	2/23/2020	2/24/2020	Oversight	DCA/STL/DCA	\$ 290.21	\$ 152.32	\$ -	\$ 442.53	
Jen Daulby	2/23/2020	2/24/2020	Oversight	DCA/STL/DCA	\$ 290.21	\$ 152.32	\$ -	\$ 442.53	
Keighle Joyce	2/23/2020	2/24/2020	Oversight	DCA/STL/DCA	\$ 290.21	\$ 152.32	\$ -	\$ 442.53	
Courtney Parella	2/23/2020	2/24/2020	Oversight	DCA/STL/DCA	\$ 290.21	\$ 152.32	\$ -	\$ 442.53	
TOTAL								\$ 4,780.96	

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

02/01/2020 to 02/29/2020

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

Accounting Organization: 10H0000

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	116.67	02/01/2020 to 02/29/2020	
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIEF	172,500.00	116.67	02/01/2020 to 02/29/2020	

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	02/01/2020 to 02/29/2020	
ARIAS, HECTOR STAFF ASSISTANT	45,000.00	3,750.00	02/01/2020 to 02/29/2020	
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	100,000.00	8,333.33	02/01/2020 to 02/29/2020	
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	55,000.00	4,583.33	02/01/2020 to 02/29/2020	
CARR, HANNAH G STAFF ASSISTANT	45,000.00	3,750.00	02/01/2020 to 02/29/2020	
DEFRETTAS, MATTHEW ALBERT FRANKING STAFF DIR	150,000.00	12,500.00	02/01/2020 to 02/29/2020	
DUBAD, ARWA MOHAMED PROFESSIONAL STAFF - FRANKING	53,000.00	4,416.67	02/01/2020 to 02/29/2020	
FLAHERTY JR, EDWARD CHIEF CLERK	168,411.00	14,034.25	02/01/2020 to 02/29/2020	
FLEET II, JAMES P.D. STAFF DIRECTOR	172,700.00	14,391.67	02/01/2020 to 02/29/2020	
HADDAD, MANNAL E PRESS SECRETARY	60,000.00	5,000.00	02/01/2020 to 02/29/2020	
HENDRIX, KEMBA A DIVERSITY DIRECTOR	125,000.00	10,416.67	02/01/2020 to 02/29/2020	
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	127,500.00	10,625.00	02/01/2020 to 02/29/2020	
HULL, GEORGE Z SHARED EMPLOYEE	42,000.00	3,500.00	02/01/2020 to 02/29/2020	
JALATA, KULANI ASafa ELECTIONS COUNSEL	80,000.00	5,044.41	02/01/2020 to 02/29/2020	P/R CHANGE 02/11/20
JONES, SEAN M LEGISLATIVE CLERK	60,000.00	3,333.33	02/01/2020 to 02/29/2020	

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

02/01/2020 to 02/29/2020

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
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	02/01/2020 to 02/29/2020	
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	90,489.00	7,998.17	02/01/2020 to 02/29/2020	
MALIK, MARIAM STAFF ASSISTANT	45,000.00	3,750.00	02/01/2020 to 02/29/2020	
MAZYCK, VELETER SHARED EMPLOYEE	75,000.00	6,250.00	02/01/2020 to 02/29/2020	
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	45,000.00	3,500.00	02/01/2020 to 02/29/2020	APPOINTMENT 02/03/20
MORGAN, TERI A DEPUTY STAFF DIRECTOR	168,411.00	14,034.25	02/01/2020 to 02/29/2020	
NASTA, SARAH MICHELLE ELECTION COUNSEL	105,000.00	8,750.00	02/01/2020 to 02/29/2020	
PELLEGRINI, GIANCARLO RIVERO ELECTIONS COUNSEL	120,000.00	10,000.00	02/01/2020 to 02/29/2020	
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	95,000.00	7,916.67	02/01/2020 to 02/29/2020	
SPAULDING, STEPHEN E ELECTION COUNSEL	140,000.00	11,666.67	02/01/2020 to 02/29/2020	
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIE	173,900.00	14,491.67	02/01/2020 to 02/29/2020	
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	02/01/2020 to 02/29/2020	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	140,000.00	11,666.67	02/01/2020 to 02/29/2020	

SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
CARR, HANNAH G STAFF ASSISTANT	45,000.00	64.90		
CARR, HANNAH G STAFF ASSISTANT	45,000.00	64.90		
MALIK, MARIAM STAFF ASSISTANT	45,000.00	64.90		
MALIK, MARIAM STAFF ASSISTANT	45,000.00	64.90		

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

02/01/2020 to 02/29/2020

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

Accounting Organization: 10HO000

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	116.67	02/01/2020 to 02/29/2020	

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
CASTRO, JEYBEN JESUS DIR. OF DIVERSITY AND INCLUSIO	30,000.00	1,416.67	02/01/2020 to 02/29/2020	
CONKLIN, ELISABETH J PROFESSIONAL STAFF	63,000.00	5,250.00	02/01/2020 to 02/29/2020	
CROCKER, NICHOLAS LEE DIRECTOR OF MEMBER SERVICES	90,000.00	7,500.00	02/01/2020 to 02/29/2020	
DAULBY, JENNIFER A REPUBLICAN STAFF DIRECTOR	173,900.00	14,491.67	02/01/2020 to 02/29/2020	
ENGLUND, MARY S DIRECTOR OF ADMINISTRATION & O	157,000.00	13,083.33	02/01/2020 to 02/29/2020	
ESTRADA LOBO, ROBERTO STAFF ASSISTANT	40,000.00	3,333.33	02/01/2020 to 02/29/2020	
FELDER, COLE M REPUBLICAN GENERAL COUNSEL	160,700.00	13,391.67	02/01/2020 to 02/29/2020	
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	63,000.00	5,250.00	02/01/2020 to 02/29/2020	
JOYCE, KEIGHLE COUNSEL	55,000.00	4,583.33	02/01/2020 to 02/29/2020	
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	02/01/2020 to 02/29/2020	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	170,000.00	14,166.67	02/01/2020 to 02/29/2020	P/R CHANGE 02/01/20
PARELLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR	80,000.00	6,666.67	02/01/2020 to 02/29/2020	
RANDALL, BRITTANY A PROFESSIONAL STAFF	66,600.00	5,550.00	02/01/2020 to 02/29/2020	P/R CHANGE 02/01/20
ROBERTS, JESSE ALLEN COUNSEL	80,000.00	6,666.67	02/01/2020 to 02/29/2020	
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	02/01/2020 to 02/29/2020	
SCHWALB, JANET GIULIANI PROFESSIONAL STAFF	95,000.00	7,916.67	02/01/2020 to 02/29/2020	

Committee on House Administration

Detailees – February 2020

116th Congress

Name	Agency	Start Date	End Date	Majority/Minority

No Detailees to Report