

**ZOE LOFGREN, CALIFORNIA**  
**CHAIRPERSON**

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**VICE CHAIRPERSON**  
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JAMIE FLEET  
STAFF DIRECTOR

One Hundred Seventeenth  
Congress of the United States  
House of Representatives

**COMMITTEE ON HOUSE ADMINISTRATION**

1309 LONGWORTH HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515-6157  
202-225-2061 | CHA.HOUSE.GOV

**RODNEY DAVIS, ILLINOIS**  
**RANKING MINORITY MEMBER**

BARRY LOUDERMILK, GEORGIA  
BRYAN STEIL, WISCONSIN

TIM MONAHAN  
MINORITY STAFF DIRECTOR

December 17, 2021

**November 2021 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, 2021;
- 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 2021 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 2021**

### **Full Committee Hearings:**

11.9.2021--Oversight of the Office of Congressional Workplace Rights: Lessons Learned from the Congressional Accountability Act of 1995 Reform Act.

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

None.

### **Full Committee Meetings:**

None.

### **Reports Filed:**

None.

### **Polls:**

None.

### **Floor Activity:**

None.

## **Franking and Member Services**

- Reviewed 992 requests for Advisory Opinions, with 1 frankable stamp issued.
- Provided guidance and advice to Member offices on the use of Congressional mail and other official communication resources.
- On November 12, Commission staff participated in a panel discussion with the New Dem Coalition on blackout rules.
- On November 16, Commission staff met with staff from the Chief Administrative Office to discuss status updates to the Advisory Opinion submission application.
- On November 19, Commission staff met with staff from the Chief Administrative Office to outline a planning and execution plan for updates to the Advisory Opinion submission and complaint applications.
- 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**

### *Library of Congress*

- Held regular monthly oversight meeting.

### *Smithsonian*

- Held regular monthly oversight meeting.

*Architect of the Capitol*

- Held regular monthly oversight meeting.

*Office of the Clerk*

- Held regular monthly oversight meeting.

*Chief Administrative Officer*

- Held regular monthly oversight meeting.

*Inspector General of the House*

- Held regular monthly oversight meeting.

*United States Government Publishing Office*

- Held regular monthly oversight meeting.

*United States Capitol Police*

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

**Committee on House Administration**

**Detailees – November 2021**

117<sup>th</sup> Congress

Name	Agency	Start Date	End Date	Majority/Minority
Susan Murphy	GAO	5/24/2021	11/24/2021	Majority



# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

11/01/2021 to 11/30/2021

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

**OTHER PAYROLL**

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
JACOBS, BRANDON M LEGISLATIVE CLERK	60,000.00	2,500.00		

**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	11/01/2021 to 11/30/2021	
ABRAHAMIAN, ARLET SHARED EMPLOYEE	30,000.00	2,500.00	11/01/2021 to 11/30/2021	
AGADA, ENUMALE MARGARET OVERSIGHT COUNSEL	103,000.00	8,583.33	11/01/2021 to 11/30/2021	
BRIGGS, PATRICK EDWARD JUDE PROFESSIONAL STAFF MEMBER	140,000.00	11,666.67	11/01/2021 to 11/30/2021	
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	115,000.00	9,583.33	11/01/2021 to 11/30/2021	
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	80,000.00	6,666.67	11/01/2021 to 11/30/2021	
CARR, HANNAH G STAFF ASSISTANT	70,000.00	5,833.33	11/01/2021 to 11/30/2021	
CLOUGH, MICHAEL RYAN SHARED EMPLOYEE	30,000.00	2,500.00	11/01/2021 to 11/30/2021	
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	150,000.00	12,500.00	11/01/2021 to 11/30/2021	
DELUCA, ANDREW J SHARED EMPLOYEE	24,500.00	2,041.67	11/01/2021 to 11/30/2021	
FLAHERTY JR, EDWARD CHIEF CLERK	173,900.00	14,491.67	11/01/2021 to 11/30/2021	
FLEET II, JAMES P.D. STAFF DIRECTOR	198,100.00	16,508.33	11/01/2021 to 11/30/2021	
GARCIA, ANDREW ALEXANDER STAFF ASSISTANT	45,000.00	2,625.00	11/01/2021 to 11/30/2021	APPOINTMENT 11/10/21
HILL, GIANNI STAFF ASSISTANT	18,000.00	1,500.00	11/01/2021 to 11/30/2021	
JACOBS, BRANDON M LEGISLATIVE CLERK	60,000.00	166.67	11/01/2021 to 11/30/2021	TERMINATED 10/31/21
JALATA, KULANI ASAFA ELECTIONS COUNSEL	100,000.00	8,333.33	11/01/2021 to 11/30/2021	

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

11/01/2021 to 11/30/2021

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
JONES, SEAN M LEGISLATIVE CLERK AND PROFESSIONAL STAFF	105,000.00	2,625.00	11/01/2021 to 11/30/2021	APPOINTMENT 11/22/21
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	11/01/2021 to 11/30/2021	
LEAVANDOSKY, STACEY E SENIOR ADVISOR TO THE CHAIRPERSON	115,889.00	9,657.42	11/01/2021 to 11/30/2021	
MICHAEL, WELLESLEY LAUREN STAFF ASSISTANT	45,000.00	3,750.00	11/01/2021 to 11/30/2021	
MORALES GOMEZ, JOSE A. PROFESSIONAL STAFF	70,000.00	5,833.33	11/01/2021 to 11/30/2021	
MORGAN, TERI A DEPUTY STAFF DIRECTOR	160,000.00	13,333.33	11/01/2021 to 11/30/2021	
MURRAY, JONATHAN DANIEL PROFESSIONAL STAFF	125,000.00	10,416.67	11/01/2021 to 11/30/2021	
NASTA, SARAH MICHELLE ELECTION COUNSEL	120,000.00	10,000.00	11/01/2021 to 11/30/2021	
PELLEGRINI, GIANCARLO RIVERO ELECTIONS COUNSEL	140,000.00	11,666.67	11/01/2021 to 11/30/2021	
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	115,000.00	9,583.33	11/01/2021 to 11/30/2021	
SINGH, SAI SAMARCHITA STAFF ASSISTANT	55,000.00	4,583.33	11/01/2021 to 11/30/2021	
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIEF COUNSEL	173,900.00	14,491.67	11/01/2021 to 11/30/2021	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	140,000.00	11,666.67	11/01/2021 to 11/30/2021	
WRIGHT, SEAN JAMES SENIOR ELECTIONS COUNSEL	173,900.00	14,491.67	11/01/2021 to 11/30/2021	



# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

11/01/2021 to 11/30/2021

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
BRESSO, GINEEN MARIA SPECIAL COUNSEL	199,300.00	16,608.33	11/01/2021 to 11/30/2021	
CALDWELL, BRITTANY MORGAN INTERN	21,599.00	1,799.92	11/01/2021 to 11/30/2021	
COLLINS, RACHEL E COUNSEL	144,000.00	12,000.00	11/01/2021 to 11/30/2021	P/R CHANGE 11/01/21
CONKLIN, ELISABETH J DIRECTOR OF COMMUNICATIONS STANDARDS COMMISSION	80,000.00	6,666.67	11/01/2021 to 11/30/2021	
CROCKER, NICHOLAS LEE DEPUTY STAFF DIRECTOR	199,300.00	16,608.33	11/01/2021 to 11/30/2021	
CUNNINGTON, MICHAEL B POLICY ADVISOR FOR ELECTIONS	40,000.00	3,333.33	11/01/2021 to 11/30/2021	
ERICKSON, CAMERON MARCUS LAW CLERK	45,000.00	3,750.00	11/01/2021 to 11/30/2021	
GIACHETTI, RYAN ANDREW PROFESSIONAL STAFF	80,000.00	6,666.67	11/01/2021 to 11/30/2021	
HAYS, CALEB JONATHAN GENERAL COUNSEL	190,300.00	15,858.33	11/01/2021 to 11/30/2021	
HIGGINS, GRACE ELIZABETH PROFESSIONAL STAFF COMMUNICATONS STANDARDS COMMISSION	55,000.00	4,583.33	11/01/2021 to 11/30/2021	
MONAHAN, TIMOTHY J REPUBLICAN STAFF DIRECTOR	199,300.00	16,608.33	11/01/2021 to 11/30/2021	
NEAL, AUBREY PATRICIA DIRECTOR OF MODERNIZATION INITIATIVES	90,000.00	7,500.00	11/01/2021 to 11/30/2021	
ORR, IAN FREDERICK STAFF ASSISTANT	45,000.00	2,625.00	11/01/2021 to 11/30/2021	
PERKINS, SLOANE THOMSON PRESS AND DIGITAL ASSISTANT	45,000.00	3,750.00	11/01/2021 to 11/30/2021	
PHELPS, ASHLEY COMMUNICATIONS DIRECTOR	100,000.00	8,333.33	11/01/2021 to 11/30/2021	
ROBERTS, CRAIG ANDREW SPECIAL ADVISOR	130,000.00	10,833.33	11/01/2021 to 11/30/2021	
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	11/01/2021 to 11/30/2021	
SCHWALB, JANET GIULIANI DIRECTOR OF ADMINISTRATION	199,300.00	16,608.33	11/01/2021 to 11/30/2021	P/R CHANGE 11/01/21

**U.S. House of Representatives**

**PAYROLL CERTIFICATION - FINAL**

11/01/2021 to 11/30/2021

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

**SPECIAL & SELECT COMMITTEE - PERSONNEL**

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>	<b>Period</b>	<b>Remarks</b>
SMITH, ELLIOT MICHAEL PROFESSIONAL STAFF	60,000.00	5,000.00	11/01/2021 to 11/30/2021	

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

Office: 10HO House Administration

Authorization Year 2021  
 2021:117th Congress 1st Session  
 Month: November 2021

**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	5,794,535.00	0.00	5,794,535.00	0.00	0.00	0.00	0.00	0.00	5,794,535.00
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	4,434,771.46	4,434,771.46	(4,434,771.46)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	72,523.98	72,523.98	(72,523.98)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	61,607.25	61,607.25	(61,607.25)
EXPEN	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	3,719.95	3,719.95	(3,719.95)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	28,618.60	28,618.60	(28,618.60)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	50,319.37	50,319.37	(50,319.37)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	39,370.60	39,370.60	(39,370.60)
	<b>Total</b>	<b>5,794,535.00</b>	<b>0.00</b>	<b>5,794,535.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,690,931.21</b>	<b>4,690,931.21</b>	<b>1,103,603.79</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	12.08	12.08	(12.08)
	<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>12.08</b>	<b>12.08</b>	<b>4,987.92</b>
<b>Total</b>		<b>5,799,535.00</b>	<b>0.00</b>	<b>5,799,535.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,690,943.29</b>	<b>4,690,943.29</b>	<b>1,108,591.71</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	3,742,377.00	0.00	3,742,377.00	0.00	0.00	0.00	3,024,549.82	3,024,549.82	717,827.18
	AE200	5,000.00	0.00	5,000.00	0.00	0.00	0.00	12.08	12.08	4,987.92
	<b>Total</b>	<b>3,747,377.00</b>	<b>0.00</b>	<b>3,747,377.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,024,561.90</b>	<b>3,024,561.90</b>	<b>722,815.10</b>
10HO999	EXPEN	2,052,158.00	0.00	2,052,158.00	0.00	0.00	0.00	1,666,381.39	1,666,381.39	385,776.61
	<b>Total</b>	<b>2,052,158.00</b>	<b>0.00</b>	<b>2,052,158.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,666,381.39</b>	<b>1,666,381.39</b>	<b>385,776.61</b>
<b>Total</b>		<b>5,799,535.00</b>	<b>0.00</b>	<b>5,799,535.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,690,943.29</b>	<b>4,690,943.29</b>	<b>1,108,591.71</b>

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

Office: 10HO House Administration

Authorization Year 2021  
 2021:117th Congress 1st Session  
 Month: November 2021

**Disbursed Summary**

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN	11 Personnel Compensation	1101 Non-Statutory Compensation	414,140.65	4,404,728.82
		1103 Overtime Compensation	0.00	2,047.51
		1104 Accrued Leave	0.00	25,495.13
		1108 Other Lump Sum	2,500.00	2,500.00
		<b>Total</b>	<b>416,640.65</b>	<b>4,434,771.46</b>
	21 Travel	2101 Commercial Transportation	4,370.10	27,508.61
		2105 Lodging	4,095.36	22,278.39
		2110 Meals	814.98	5,347.80
		2120 Car Rental	1,635.70	6,005.32
		2125 Gasoline	34.06	670.21
		2130 Private Auto Mileage	694.34	4,361.33
		2135 Taxi/Parking/Tolls	1,054.94	6,352.32
		<b>Total</b>	<b>12,699.48</b>	<b>72,523.98</b>
	23 Rent, Communications, Utilities	2310 TelecomSrv/Eq/Toll Charge	0.00	22.49
		2320 DC Telecom Equip (TRANSFER)	192.00	1,856.00
		2321 DC Telecom Serv (TRANSFER)	694.25	6,772.00
		2322 DC Telecom Tolls (TRANSFER)	3,601.26	46,262.66
		2335 HIR Graphics (TRANSFER)	20.00	5,272.00
		2350 Postage / Courier / Box Rental	8.16	1,318.21
		2360 Utilities	18.00	103.89
		<b>Total</b>	<b>4,533.67</b>	<b>61,607.25</b>
	24 Printing and Reproduction	2401 Printing & Reproduction	197.00	3,206.40
		2403 Photographic (TRANSFER)	100.00	491.60
		2405 Advertisements	0.00	21.95
		<b>Total</b>	<b>297.00</b>	<b>3,719.95</b>
	25 Other Services	2527 Training	150.00	369.00
		2571 Technology Service Contracts	2,001.05	22,004.20
		2572 Web Dev Hst,Email & Rltd Serv	116.57	6,070.40
		2599 Miscellaneous Other Services	0.00	175.00
	<b>Total</b>	<b>2,267.62</b>	<b>28,618.60</b>	

Report ID: CC029

Run Date: 12/16/2021

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

Office: 10HO House Administration

Authorization Year 2021  
 2021:117th Congress 1st Session  
 Month: November 2021

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	26 Supplies and Materials	2602 Water	533.82	2,926.47
		2603 Food & Beverage	689.84	2,129.95
		2604 Legislative Plnng Food and Bev	0.00	120.00
		2605 Framing (TRANSFER)	0.00	750.00
		2620 Office Supplies (Outside)	440.06	17,006.02
		2621 Office Supply (TRANSFER)	430.52	8,114.59
		2623 Software < \$500	79.49	9,378.28
		2630 Publications/Reference Mat'l	168.51	9,894.06
		<b>Total</b>		<b>2,342.24</b>
	31 Equipment	3105 Office Equip Purch<\$25,000	0.00	4,027.14
		3112 Computer Hardw Purch <\$25,000	0.00	22,938.06
		3118 Maintenance / Repairs	1,144.30	11,759.40
		3128 Warranties	0.00	198.00
		3131 Equipment Purchases	0.00	448.00
	<b>Total</b>		<b>1,144.30</b>	<b>39,370.60</b>
<b>Total</b>		<b>439,924.96</b>	<b>4,690,931.21</b>	
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	5.28	12.08
		<b>Total</b>	<b>5.28</b>	<b>12.08</b>
	<b>Total</b>		<b>5.28</b>	<b>12.08</b>
<b>Total</b>		<b>439,930.24</b>	<b>4,690,943.29</b>	