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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

June 15, 2020

### May 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 May 1-31, 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 May 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 – May 2020**

### **Full Committee Hearings:**

None.

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

None.

### **Full Committee Meetings:**

None.

### **Reports Filed:**

None.

### **Polls:**

**Committee Poll No. 13:** The adoption of Committee Resolution 116-19 to Promulgate Regulations Governing House Paid Internships.

**Committee Poll No. 14:** The adoption of Committee Resolution 116-20 to provide authority for paid interns to telework under certain circumstances.

**Committee Poll No. 15:** The adoption of Committee Resolution 116-21 to adopt regulations for the Office of Diversity and Inclusion pursuant to H. Res. 693 and H. Res. 6, section 104(d)(6), 116th Congress.

**Floor Activity:**

None.

### Franking and Member Services

- Reviewed 816 requests for advisory opinions.
- Provided guidance and advice to Member offices through consultations on the permissible content of congressional mail and other communications.
- Continued work with the Congressional Staff Academy to create How-To videos on the Commission's new service request platform.
- Further tested UX updates to the Commission's service request platform.
- Distributed notices to state delegations entering the blackout throughout May.
- 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.

- Various meetings/briefings pertaining to COVID-19 issues.

#### *Smithsonian*

- Held regular monthly oversight meeting.

#### *Architect of the Capitol*

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

#### *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.
- Various meetings pertaining to COVID-19 issues.

#### *United States Capitol Police*

- HSAA Monthly Oversight Meeting.
- 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: May 2020

**Budget to Actual**

Program	Object Class	YTD Budget Original	YTD Budget Adjusted	YTD Budget Revised	YTD Budget 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
EXPEN	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	1,817,321.34	1,817,321.34	(1,817,321.34)
	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	2,899.96	0.00	23,853.95	26,753.91	(26,753.91)
	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	12,485.65	12,485.65	(12,485.65)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	1,158.48	0.00	15,364.61	16,523.09	(16,523.09)
	31 Equipment	0.00	0.00	0.00	0.00	960.17	0.00	0.00	960.17	(960.17)
<b>Total</b>		<b>5,472,211.00</b>	<b>0.00</b>	<b>5,472,211.00</b>	<b>0.00</b>	<b>5,018.61</b>	<b>0.00</b>	<b>1,887,490.89</b>	<b>1,892,509.50</b>	<b>3,579,701.50</b>
** 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	21.73	21.73	(21.73)
	<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>21.73</b>	<b>21.73</b>	<b>(21.73)</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>5,018.61</b>	<b>0.00</b>	<b>1,887,512.62</b>	<b>1,892,531.23</b>	<b>3,584,679.77</b>

  

Office	Program	YTD Budget Original	YTD Budget Adjusted	YTD Budget Revised	YTD Budget 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	4,618.62	0.00	1,240,859.35	1,245,477.97	2,477,663.03
	AE200	5,000.00	0.00	5,000.00	0.00	0.00	0.00	21.73	21.73	4,978.27
	<b>Total</b>	<b>3,728,141.00</b>	<b>0.00</b>	<b>3,728,141.00</b>	<b>0.00</b>	<b>4,618.62</b>	<b>0.00</b>	<b>1,240,881.08</b>	<b>1,245,499.70</b>	<b>2,482,641.30</b>
10HO999	EXPEN	1,749,070.00	0.00	1,749,070.00	0.00	399.99	0.00	646,631.54	647,031.53	1,102,038.47
	AE200	1,749,070.00	0.00	1,749,070.00	0.00	399.99	0.00	646,631.54	647,031.53	1,102,038.47
	<b>Total</b>	<b>5,477,211.00</b>	<b>0.00</b>	<b>5,477,211.00</b>	<b>0.00</b>	<b>5,018.61</b>	<b>0.00</b>	<b>1,887,512.62</b>	<b>1,892,531.23</b>	<b>3,584,679.77</b>

**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: May 2020

**Disbursed Summary**

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	363,988.06	1,809,509.75
		1103 Overtime Compensation	0.00	186.59
		1104 Accrued Leave	1,666.67	7,625.00
		<b>Total</b>	<b>365,654.73</b>	<b>1,817,321.34</b>
121 Travel		2101 Commercial Transportation	0.00	9,438.60
		2105 Lodging	0.00	5,131.93
		2110 Meals	0.00	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
		<b>Total</b>	<b>0.00</b>	<b>17,782.38</b>
23 Rent, Communications, Utilities		2310 TelecomSrv/Eq/Toll Charge	1,549.98	1,549.98
		2320 DC Telecom Equip (TRANSFER)	172.00	780.00
		2321 DC Telecom Serv (TRANSFER)	663.25	2,638.50
		2322 DC Telecom Tolls (TRANSFER)	6,420.35	18,388.50
		2323 Distr Off Telecom Eq (TRANSFER)	7.75	31.00
		2335 HIR Graphics (TRANSFER)	40.00	200.00
		2350 Postage / Courier / Box Rental	(281.43)	265.97
		<b>Total</b>	<b>8,571.90</b>	<b>23,853.95</b>
24 Printing and Reproduction		2401 Printing & Reproduction	0.00	477.45
		2405 Advertisements	0.00	205.51
25 Other Services		<b>Total</b>	<b>0.00</b>	<b>682.96</b>
		2525 Stenographic Reporting	0.00	730.50
		2527 Training	0.00	2,100.00
		2571 Technology Service Contracts	1,895.00	9,475.00
		2572 Web Dev Hst, Email & Rtd Serv	63.58	180.15
26 Supplies and Materials		<b>Total</b>	<b>1,958.58</b>	<b>12,485.65</b>
		2602 Water	127.97	815.53
		2603 Food & Beverage	0.00	660.00



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

<b>Office: 10HO House Administration</b>		<b>Appropriation Year 2020</b>
		<b>2020:116th Congress 2nd Session</b>
		<b>Month: May 2020</b>

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN/General Expenditures		2604 Legislative Print Food and Bev	0.00	229.63
		2620 Office Supplies (Outside)	(1,060.97)	963.81
	26 Supplies and Materials	2621 Office Supply (TRANSFER)	205.72	2,091.45
		2623 Software < \$500	25.00	25.00
		2630 Publications/Reference Mat'l	10,342.10	10,579.19
	<b>Total</b>		<b>9,639.82</b>	<b>15,368.61</b>
31 Equipment		3112 Computer Hardw Purch <\$25,000	(31,671.64)	0.00
		3128 Warranties	(4,898.74)	0.00
	<b>Total</b>		<b>(36,570.38)</b>	<b>0.00</b>
4200 Official Mail		2352 Franked Mail	14.40	21.73
		<b>Total</b>	<b>14.40</b>	<b>21.73</b>
	<b>Total</b>		<b>349,269.05</b>	<b>1,887,512.62</b>

## Majority

### Minority

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

05/01/2020 to 05/31/2020

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	13,125.00	05/01/2020 to 05/31/2020	
ARIAS, HECTOR STAFF ASSISTANT	45,000.00	3,750.00	05/01/2020 to 05/31/2020	P/R CHANGE 05/01/20
BRIGGS, PATRICK EDWARD JUDE PROFESSIONAL STAFF MEMBER	140,000.00	11,666.67	05/01/2020 to 05/31/2020	
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	100,000.00	8,333.33	05/01/2020 to 05/31/2020	
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	60,000.00	5,000.00	05/01/2020 to 05/31/2020	P/R CHANGE 05/01/20
CARR, HANNAH G STAFF ASSISTANT	45,000.00	3,750.00	05/01/2020 to 05/31/2020	
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	150,000.00	12,960.27	05/01/2020 to 05/31/2020	P/R CHANGE 05/10/20
DUBAD, ARWA MOHAMED PROFESSIONAL STAFF - FRANKING	58,000.00	4,833.33	05/01/2020 to 05/31/2020	P/R CHANGE 05/01/20
FLAHERTY JR, EDWARD CHIEF CLERK	168,411.00	14,034.25	05/01/2020 to 05/31/2020	
FLEET II, JAMES P.D. STAFF DIRECTOR	172,700.00	14,391.67	05/01/2020 to 05/31/2020	
HADDAD, MANNAL E PRESS SECRETARY	60,000.00	2,500.00	05/01/2020 to 05/31/2020	TERMINATED 05/15/20
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	127,500.00	10,625.00	05/01/2020 to 05/31/2020	
HULL, GEORGE Z SHARED EMPLOYEE	47,000.00	3,916.67	05/01/2020 to 05/31/2020	
JACOBS, BRANDON M LEGISLATIVE CLERK	60,000.00	5,000.00	05/01/2020 to 05/31/2020	
JALATA, KULANT ASABA ELECTIONS COUNSEL	80,000.00	6,666.67	05/01/2020 to 05/31/2020	
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	05/01/2020 to 05/31/2020	
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	90,489.00	7,540.75	05/01/2020 to 05/31/2020	
MALIK, MARIAM STAFF ASSISTANT	45,000.00	3,750.00	05/01/2020 to 05/31/2020	

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

05/01/2020 to 05/31/2020

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	05/01/2020 to 05/31/2020	
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	45,000.00	3,750.00	05/01/2020 to 05/31/2020	
MORGAN, TERI A DEPUTY STAFF DIRECTOR	160,000.00	13,333.33	05/01/2020 to 05/31/2020	
MASTA, SARAH MICHELLE ELECTION COUNSEL	105,000.00	8,750.00	05/01/2020 to 05/31/2020	
PELLEGRINI, GIANCARLO RIVERO ELECTIONS COUNSEL	120,000.00	10,000.00	05/01/2020 to 05/31/2020	
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	95,000.00	7,916.67	05/01/2020 to 05/31/2020	
SPAULDING, STEPHEN E ELECTION COUNSEL	140,000.00	11,666.67	05/01/2020 to 05/31/2020	
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIEF COUNSEL	173,900.00	14,491.67	05/01/2020 to 05/31/2020	
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	05/01/2020 to 05/31/2020	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	140,000.00	11,666.67	05/01/2020 to 05/31/2020	100407

**SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE**

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
HADDAD, MANINAL E PRESS SECRETARY	60,000.00	1,666.67		

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

05/01/2020 to 05/31/2020

Process Level: H0000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10H0000

Department: H0090 HOUSE ADMIN-MINORITY STAFF

### SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
CASTRO, JEBEN JESUS DIR. OF DIVERSITY AND INCLUSION	30,000.00	2,500.00	05/01/2020 to 05/31/2020	
CONKLIN, ELISABETH J PROFESSIONAL STAFF	63,000.00	5,250.00	05/01/2020 to 05/31/2020	
CRICKER, NICHOLAS LEE DIRECTOR OF MEMBER SERVICES	100,000.00	8,333.33	05/01/2020 to 05/31/2020	
DAULBY, JENNIFER A REPUBLICAN STAFF DIRECTOR	173,900.00	14,491.67	05/01/2020 to 05/31/2020	
ENGLUND, MARY S DIRECTOR OF ADMINISTRATION & OPERATIONS	157,000.00	5,669.44	05/01/2020 to 05/31/2020	TERMINATED 05/13/20
ESTRADA LOBO, ROBERTO PROFESSIONAL STAFF	47,000.00	3,916.67	05/01/2020 to 05/31/2020	
FELDER, COLE M REPUBLICAN GENERAL COUNSEL	160,700.00	13,391.67	05/01/2020 to 05/31/2020	
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	63,000.00	5,250.00	05/01/2020 to 05/31/2020	
JOYCE, KEIGHLE COUNSEL	55,000.00	4,583.33	05/01/2020 to 05/31/2020	
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	05/01/2020 to 05/31/2020	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	170,000.00	14,166.67	05/01/2020 to 05/31/2020	
PARELLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR	80,000.00	6,666.67	05/01/2020 to 05/31/2020	
PHELPS, ASHLEY SHARED EMPLOYEE	1,200.00	100.00	05/01/2020 to 05/31/2020	
ROBERTS, JESSE ALLEN COUNSEL	80,000.00	6,666.67	05/01/2020 to 05/31/2020	
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	05/01/2020 to 05/31/2020	
SCHWALB, JANET GIULIANI DIRECTOR OF ADMINISTRATION	115,000.00	9,583.33	05/01/2020 to 05/31/2020	
SMITH, ELLIOT MICHAEL STAFF ASSISTANT	45,000.00	3,750.00	05/01/2020 to 05/31/2020	
SULLIVAN, TIMOTHY M DIR, REPUBLICAN COMMUNICATIONS STANDARDS	75,000.00	6,250.00	05/01/2020 to 05/31/2020	

Committee on House Administration

Detailees - May 2020

116<sup>th</sup> Congress

Name	Agency	Start Date	End Date	Majority/Minority

No Detailees to Report