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JAMIE RASKIN, MARYLAND
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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

February 19th, 2020

January 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 January 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 January 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 – January 2020

Full Committee Hearings:

1.9.2020 – 2020 Election Security – Perspectives from Voting System Vendors and Experts

Subcommittee on Elections Hearings:

None.

Full Committee Meetings:

None.

Reports Filed:

None.

Polls:

Committee Poll No. 8: Committee approval of adoption of Committee Resolution 116-14 to allocate funds from the Reserve Fund (\$912,500 to the Select Committee on the Modernization of Congress).

Floor Activity:

None.

Franking and Member Services

- Reviewed 659 requests for advisory opinions.
- Provided guidance and advice to Member offices through consultations on the permissible content of congressional mail and other communications.
- On January 7th, the Commission on Congressional Mailing Standards effectuated updates to the content rules related to official House communications.
- Issued the following Dear Colleague:
 - January 13th, 2020 – 4th Quarter Mass Mailing and Communications Report Due.
- Distributed notices to state delegations entering the blackout throughout January.
- 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.

Smithsonian

- Held regular monthly oversight meeting.
- Attended Smithsonian Office of the Regents briefing.

Architect of the Capitol

- Held regular monthly oversight meeting.
- Held meeting on Sustainability efforts.
- Attended various CVC oversight meetings.

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.
- Held meeting on sustainability efforts.

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.

Committee on House Administration

Detailees – January 2020

116th Congress

Name	Agency	Start Date	End Date	Majority/Minority

No Detailees to Report

REPORT ON TRAVEL PERFORMED
 Committee on House Administration
 116th Congress
 January 2020

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Meals, Lodging & Incidentals	Other	
Majority								
Jesse Roberts	1/30/2019	2/1/2020	Conference	Uber DC to NASS Conference	\$ 55.59			\$55.59
Tim Monahan	1/16/2020	1/18/2020	Oversight Meetings	DCA/LAX/DCA	\$ 944.16	\$ 599.39	\$ -	\$1,543.55
TOTAL								\$1,599.14
Minority								

House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

Appropriation Year 2020
 2020:116th Congress 2ndSession
 Month: January 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
	** Authorization	3,723,141.00	0.00	3,723,141.00	0.00	0.00	0.00	0.00	0.00	3,723,141.00
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	226,136.56	226,136.56	(226,136.56)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	(2,000.00)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	398.43	398.43	(398.43)
	Total	3,723,141.00	0.00	3,723,141.00	0.00	0.00	0.00	228,534.99	228,534.99	3,494,606.01
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		3,728,141.00	0.00	3,728,141.00	0.00	0.00	0.00	228,534.99	228,534.99	3,499,606.01

H.S. House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

Appropriation Year 2020
 2020:116th Congress 2ndSession
 Month: January 2020

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	226,136.56	226,136.56
		Total	226,136.56	226,136.56
	25 Other Services	2571 Technology Service Contracts	2,000.00	2,000.00
Total		2,000.00	2,000.00	
26 Supplies and Materials	2621 Office Supply (TRANSFER)		398.43	398.43
		Total	398.43	398.43
Total	Total		228,534.99	228,534.99

H.S. House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10H0999 HOUSE ADMINISTRATION - MIN

Appropriation Year 2020
 2020:116th Congress 2ndSession
 Month: January 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
	** Authorization	1,749,070.00	0.00	1,749,070.00	0.00	0.00	0.00	0.00	0.00	1,749,070.00
EXPEN	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	113,442.17	113,442.17	(113,442.17)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	64.81	64.81	(64.81)
Total	Total	1,749,070.00	0.00	1,749,070.00	0.00	0.00	0.00	113,506.98	113,506.98	1,635,563.02
Total		1,749,070.00	0.00	1,749,070.00	0.00	0.00	0.00	113,506.98	113,506.98	1,635,563.02

The House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10H0999 HOUSE ADMINISTRATION - MIN

Appropriation Year 2020
 2020:116th Congress 2ndSession
 Month: January 2020

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	113,442.17	113,442.17
		Total	113,442.17	113,442.17
	26 Supplies and Materials	2621 Office Supply (TRANSFER)	64.81	64.81
	Total	Total	113,506.98	113,506.98
Total			113,506.98	113,506.98

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

01/01/2020 to 01/31/2020

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	01/01/2020 to 01/31/2020	
MORGAN, TERI A DEPUTY STAFF DIRECTOR	168,411.00	14,034.25	01/01/2020 to 01/31/2020	
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIEF	172,500.00	14,375.00	01/01/2020 to 01/31/2020	

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	01/01/2020 to 01/31/2020	
ARIAS, HECTOR STAFF ASSISTANT	45,000.00	3,750.00	01/01/2020 to 01/31/2020	
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	100,000.00	8,333.33	01/01/2020 to 01/31/2020	
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	55,000.00	4,583.33	01/01/2020 to 01/31/2020	
CARR, HANNAH G STAFF ASSISTANT	45,000.00	3,750.00	01/01/2020 to 01/31/2020	
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	150,000.00	12,550.00	01/01/2020 to 01/31/2020	P/R CHANGE 01/02/20
DUBAD, ARWA MOHAMED PROFESSIONAL STAFF - FRANKING	53,000.00	4,416.67	01/01/2020 to 01/31/2020	
FLAHERTY JR, EDWARD CHIEF CLERK	168,411.00	14,034.25	01/01/2020 to 01/31/2020	
HADDAD, MANNAL E PRESS SECRETARY	60,000.00	5,000.00	01/01/2020 to 01/31/2020	
HENDRIX, KEMBA A DIVERSITY DIRECTOR	125,000.00	11,994.60	01/01/2020 to 01/31/2020	P/R CHANGE 01/18/20
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	127,500.00	10,738.64	01/01/2020 to 01/31/2020	P/R CHANGE 01/02/20
HULL, GEORGE Z SHARED EMPLOYEE	42,000.00	3,500.00	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20
JALATA, KULANI ASAFA LEGAL FELLOW	21,599.00	1,799.92	01/01/2020 to 01/31/2020	APPOINTMENT 01/04/20
JONES, SEAN M LEGISLATIVE CLERK	60,000.00	3,333.33	01/01/2020 to 01/31/2020	

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

01/01/2020 to 01/31/2020

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
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	01/01/2020 to 01/31/2020	
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	85,000.00	7,083.33	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20
MALIK, MARIAM STAFF ASSISTANT	45,000.00	3,750.00	01/01/2020 to 01/31/2020	
MAZYCK, VELETER SHARED EMPLOYEE	75,000.00	6,250.00	01/01/2020 to 01/31/2020	
NASTA, SARAH MICHELLE ELECTION COUNSEL	105,000.00	7,847.22	01/01/2020 to 01/31/2020	P/R CHANGE 01/14/20
PELLEGRINI, GIANCARLO RIVERO ELECTIONS COUNSEL	120,000.00	10,000.00	01/01/2020 to 01/31/2020	
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	95,000.00	7,916.67	01/01/2020 to 01/31/2020	
SEHGAL, TANYA SENIOR ELECTIONS COUNSEL	75,000.00	5,416.67	01/01/2020 to 01/31/2020	TERMINATED 01/26/20
SPAULDING, STEPHEN E ELECTION COUNSEL	140,000.00	11,922.43	01/01/2020 to 01/31/2020	P/R CHANGE 01/06/20
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	01/01/2020 to 01/31/2020	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	140,000.00	11,666.67	01/01/2020 to 01/31/2020	

SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
CARR, HANNAH G STAFF ASSISTANT	87,000.00	784.25		

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

01/01/2020 to 01/31/2020

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	173,900.00	14,375.00	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20
ENGLUND, MARY S DIRECTOR OF ADMINISTRATION & O	157,000.00	13,083.33	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20
FELDER, COLE M REPUBLICAN GENERAL COUNSEL	160,700.00	13,391.67	01/01/2020 to 01/31/2020	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	160,000.00	13,333.33	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
BALLARD, JAMES ROBERT SHARED EMPLOYEE	102,000.00	0.00	01/01/2020 to 01/31/2020	TERMINATED 12/31/19
BRADY, MAEVE J TEMPORARY STAFF ASSISTANT	33,600.00	0.00	01/01/2020 to 01/31/2020	TERMINATED 12/31/19
CONKLIN, ELISABETH J PROFESSIONAL STAFF	63,000.00	5,250.00	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20
CROCKER, NICHOLAS LEE DIRECTOR OF MEMBER SERVICES	90,000.00	7,500.00	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20
ESTRADA LOBO, ROBERTO STAFF ASSISTANT	40,000.00	3,333.33	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	63,000.00	5,250.00	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20
JOYCE, KEIGHLE COUNSEL	55,000.00	4,583.33	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	01/01/2020 to 01/31/2020	
PERELLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR	80,000.00	6,666.67	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20
PHELPS, ASHLEY SHARED EMPLOYEE	90,000.00	0.00	01/01/2020 to 01/31/2020	TERMINATED 12/31/19
RANDALL, BRITTANY A PROFESSIONAL STAFF	45,000.00	3,750.00	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20
ROBERTS, JESSE ALLEN COUNSEL	80,000.00	6,666.67	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

01/01/2020 to 01/31/2020

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
SCHWALB, JANET GIULIANI PROFESSIONAL STAFF	95,000.00	7,916.67	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20
SMITH, ELLIOT MICHAEL INTERN	21,599.00	959.96	01/01/2020 to 01/31/2020	APPOINTMENT 01/15/20
SULLIVAN, TIMOTHY M DIR, REPUBLICAN COMMUNICATIONS	75,000.00	6,250.00	01/01/2020 to 01/31/2020	P/R CHANGE 01/01/20