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JAMIE RASKIN, MARYLAND  
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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

August 14, 2020

#### July 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 July 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 July 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 – July 2020**

### **Full Committee Hearings:**

Exploring the Feasibility and Security of Technology to Conduct Remote Voting in the House  
Friday, 07/17/2020.

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

Voting Rights and Election Administration in the U.S. Virgin Islands and Other Territories  
Tuesday, 07/28/20.

### **Full Committee Meetings:**

None.

### **Reports Filed:**

None.

### **Polls:**

**Committee Poll No. 16:** The adoption of Committee Resolution 116-22 adopting hiring regulations for the Office of Whistleblower Ombudsman pursuant to House Resolution 693, 116th Congress, and House Resolution 6, section 104(e)(3), 116th Congress.

### **Floor Activity:**

**H. Res. 1055,** directing the Clerk of the House of Representatives to make corrections in the engrossment of H.R. 6395.

Passed the House 07/21/2020

**H.R. 7573** - To direct the Joint Committee on the Library to replace the bust of Roger Brooke Taney in the Old Supreme Court Chamber of the United States Capitol with a bust of Thurgood Marshall to be obtained by the Joint Committee on the Library and to remove certain statues from areas of the United States Capitol which are accessible to the public, to remove all statues of individuals who voluntarily served the Confederate States of America from display in the United States Capitol, and for other purposes.

Passed the House 07/22/2020

**H.R. 2420**, to establish within the Smithsonian Institution the National Museum of the American Latino, and for other purposes.

Passed the House 07/27/2020

**H.R. 7512**, to rename the House Commission on Congressional Mailing Standards as the House Communications Standards Commission, to extend the authority of the Commission to regulate mass mailings of Members and Members-elect of the House of Representatives to all unsolicited mass communications of Members and Members-elect of the House, and for other purposes.

Passed the House 07/30/2020

**H.J. Res. 87**, providing for the reappointment of Michael M. Lynton as a citizen regent of the Board of Regents of the Smithsonian Institution

Passed the House 07/30/2020

### Franking and Member Services

- Reviewed 1,419 requests for advisory opinions.
- Provided guidance and advice to Member offices through consultations on the permissible content of congressional mail and other communications.
- Further tested UX updates to the Commission's service request platform.
- Continued work with Congressional Staff Academy to create How-To videos on the Commission's new service request platform.
- On July 9<sup>th</sup>, the Commission Chair and Ranking Member issued an E-Dear Colleague titled, "REMINDER – 2<sup>nd</sup> Quarter Mass Mailings & Mass Communications Report Due."
- On July 8<sup>th</sup>, the Commission Chair and Ranking Member introduced H.R. 7512, the COMMS Act, in the House of Representatives.
- On July 30<sup>th</sup>, H.R. 7512, the COMMS Act, was passed without objection in the House of Representatives.
- 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.

### *Architect of the Capitol*

- Held regular monthly oversight meeting.
- Held monthly AOC OIG oversight meeting.
- Held CVC and HOB 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.

### *United States Capitol Police*

- CHA HSAA Monthly Oversight Meeting.
- United States Capitol Police Monthly Oversight Meeting.
- United States Capitol Police OIG Monthly Oversight 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**

<b>Office: 10HO House Administration</b>	<b>Appropriation Year 2020</b>
	<b>2020:116th Congress 2ndSession</b>
	<b>Month: July 2020</b>

**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	2,538,871.36	2,538,871.36	(2,538,871.36)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	19,913.82	19,913.82	(19,913.82)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	2,899.96	0.00	34,804.94	37,704.90	(37,704.90)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	2,084.27	2,084.27	(2,084.27)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	3,074.23	3,074.23	(3,074.23)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	20,478.04	20,478.04	(20,478.04)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	960.17	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>2,899.96</b>	<b>0.00</b>	<b>2,620,186.93</b>	<b>2,623,086.79</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	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>4,978.27</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>2,899.96</b>	<b>0.00</b>	<b>2,620,208.56</b>	<b>2,623,108.52</b>	<b>2,854,102.48</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	3,723,141.00	0.00	3,723,141.00	0.00	2,499.97	0.00	1,732,336.99	1,734,836.96	1,988,304.04
	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>2,499.97</b>	<b>0.00</b>	<b>1,732,358.72</b>	<b>1,734,858.69</b>	<b>1,993,282.31</b>
10HO999	EXPEN	1,749,070.00	0.00	1,749,070.00	0.00	399.99	0.00	887,849.84	888,249.83	860,820.17
	<b>Total</b>	<b>1,749,070.00</b>	<b>0.00</b>	<b>1,749,070.00</b>	<b>0.00</b>	<b>399.99</b>	<b>0.00</b>	<b>887,849.84</b>	<b>888,249.83</b>	<b>860,820.17</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>2,899.96</b>	<b>0.00</b>	<b>2,620,208.56</b>	<b>2,623,108.52</b>	<b>2,854,102.48</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: July 2020

**Disbursed Summary**

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN	11 Personnel Compensation	1101 Non-Statutory Compensation	357,383.34	2,523,018.10
		1103 Overtime Compensation	0.00	186.59
		1104 Accrued Leave	0.00	15,666.67
		<b>Total</b>	<b>357,383.34</b>	<b>2,538,871.36</b>
	21 Travel	2101 Commercial Transportation	0.00	9,438.60
		2105 Lodging	874.83	6,006.76
		2110 Meals	244.21	1,560.14
		2120 Car Rental	165.34	913.17
		2125 Gasoline	37.10	101.08
		2130 Private Auto Mileage	669.30	694.14
		2135 Taxi/Parking/Tolls	140.66	1,199.93
		<b>Total</b>	<b>2,131.44</b>	<b>19,913.82</b>
	23 Rent, Communications, Utilities	2310 TelecomSrv/Eq/Toll Charge	0.00	1,549.98
		2320 DC Telecom Equip (TRANSFER)	172.00	1,124.00
		2321 DC Telecom Serv (TRANSFER)	663.25	3,965.00
		2322 DC Telecom Tolls (TRANSFER)	3,921.66	27,114.24
		2323 Distr Off Telecom Eq (TRANSP)	0.00	31.00
		2335 HIR Graphics (TRANSFER)	80.00	430.00
		2350 Postage / Courier / Box Rental	190.05	590.72
	<b>Total</b>	<b>5,026.96</b>	<b>34,804.94</b>	
	24 Printing and Reproduction	2401 Printing & Reproduction	1,401.31	1,878.76
		2405 Advertisements	0.00	205.51
		<b>Total</b>	<b>1,401.31</b>	<b>2,084.27</b>
	25 Other Services	2525 Stenographic Reporting	0.00	730.50
		2527 Training	0.00	2,100.00
		2571 Technology Service Contracts	(11,370.00)	0.00
		2572 Web Dev Hst.Email & Rtd Serv	63.58	243.73
<b>Total</b>	<b>(11,306.42)</b>	<b>3,074.23</b>		
26 Supplies and Materials	2602 Water	87.98	1,031.48	
	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 2ndSession</b> <b>Month: July 2020</b>
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Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed	
EXPEN	General Expenditures	2604 Legislative Printing Food and Bev	0.00	229.63	
		2620 Office Supplies (Outside)	2,811.58	3,806.13	
		2621 Office Supply (TRANSFER)	266.84	2,514.72	
		2623 Software < \$500	25.00	1,327.88	
		2630 Publications/Reference Mat'l	288.85	10,908.20	
		<b>Total</b>	<b>3,402.26</b>	<b>20,478.04</b>	
		3115 Computer Softw Purch <\$10,000	0.00	960.17	
		<b>Total</b>	<b>0.00</b>	<b>960.17</b>	
		<b>Total</b>		<b>358,116.89</b>	<b>2,620,186.83</b>
		AE200	Official Mail	2352 Franked Mail	0.00
<b>Total</b>	<b>0.00</b>			<b>21.73</b>	
<b>Total</b>	<b>0.00</b>			<b>21.73</b>	
<b>Total</b>		<b>358,116.89</b>	<b>2,620,208.56</b>		

**REPORT ON TRAVEL PERFORMED**  
**Committee on House Administration**  
**116th Congress**  
**July 2020**  
**Majority**

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Meals, Lodging & Incidentals	Other	
<b>TOTAL</b>								\$ -
<b>Minority</b>								
Jesse Roberts	7/9/2020	7/12/2020	Republican National Lawyers Association	DC/CHA/DCA	\$ 267.33	\$ 1,162.83	\$ 55.59	\$1,485.75
Jen Daulby	7/9/2020	7/12/2020	Republican National Lawyers Association	DC/WV/DCA	\$ 438.68	\$ 1,039.60	\$ 55.59	\$1,533.87
<b>TOTAL</b>								<b>\$3,019.61</b>

**U.S. House of Representatives**

**PAYROLL CERTIFICATION - FINAL**

07/01/2020 to 07/31/2020

Process Level: H0000 COMM ON HOUSE ADMINISTRATION      Accounting Organization: 10H0000  
 Department: H0000 COMM ON HOUSE ADMINISTRATION

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	07/01/2020 to 07/31/2020	
BRIGGS, PATRICK EDWARD JUDE PROFESSIONAL STAFF MEMBER	140,000.00	11,666.67	07/01/2020 to 07/31/2020	
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	100,000.00	8,333.33	07/01/2020 to 07/31/2020	
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	60,000.00	5,000.00	07/01/2020 to 07/31/2020	
CARR, HANNAH G STAFF ASSISTANT	45,000.00	3,750.00	07/01/2020 to 07/31/2020	
CLOUGH, MICHAEL RYAN SHARED EMPLOYEE	30,000.00	2,500.00	07/01/2020 to 07/31/2020	
DEFRETTAS, MATTHEW ALBERT FRANKING STAFF DIR	150,000.00	12,500.00	07/01/2020 to 07/31/2020	
DUBAD, ARWA MOHAMED PROFESSIONAL STAFF - FRANKING	58,000.00	4,833.33	07/01/2020 to 07/31/2020	
FLAHERTY JR, EDWARD CHIEF CLERK	168,411.00	14,034.25	07/01/2020 to 07/31/2020	
FLEET II, JAMES P.D. STAFF DIRECTOR	172,700.00	14,391.67	07/01/2020 to 07/31/2020	
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	127,500.00	10,625.00	07/01/2020 to 07/31/2020	
JACOBS, BRANDON M LEGISLATIVE CLERK	60,000.00	5,000.00	07/01/2020 to 07/31/2020	
JALATA, KULANI ASAFA ELECTIONS COUNSEL	80,000.00	6,666.67	07/01/2020 to 07/31/2020	
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	07/01/2020 to 07/31/2020	
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	90,489.00	7,540.75	07/01/2020 to 07/31/2020	
MALIK, MARIAM STAFF ASSISTANT	45,000.00	3,750.00	07/01/2020 to 07/31/2020	
MAZYCK, VELETER SHARED EMPLOYEE	75,000.00	6,250.00	07/01/2020 to 07/31/2020	
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	45,000.00	3,750.00	07/01/2020 to 07/31/2020	

**U.S. House of Representatives**

**PAYROLL CERTIFICATION - FINAL**

07/01/2020 to 07/31/2020

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
CONKLIN, ELISABETH J PROFESSIONAL STAFF	63,000.00	5,250.00	07/01/2020 to 07/31/2020	
CROCKER, NICHOLAS LEE DIRECTOR OF MEMBER SERVICES	100,000.00	8,333.33	07/01/2020 to 07/31/2020	
DAULBY, JENNIFER A REPUBLICAN STAFF DIRECTOR	173,900.00	14,491.67	07/01/2020 to 07/31/2020	
ESTRADA LOBO, ROBERTO PROFESSIONAL STAFF	47,000.00	3,916.67	07/01/2020 to 07/31/2020	
FELDER, COLE M REPUBLICAN GENERAL COUNSEL	160,700.00	13,391.67	07/01/2020 to 07/31/2020	
GIACHETTI, RYAN ANDREW LEGAL INTERN	30,000.00	2,500.00	07/01/2020 to 07/31/2020	
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	63,000.00	5,250.00	07/01/2020 to 07/31/2020	
JOYCE, KEIGHLE COUNSEL	60,000.00	5,000.00	07/01/2020 to 07/31/2020	P/R CHANGE 07/01/20
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	07/01/2020 to 07/31/2020	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	170,000.00	14,166.67	07/01/2020 to 07/31/2020	
PHELPS, ASHLEY COMMUNICATIONS DIRECTOR	100,000.00	8,333.33	07/01/2020 to 07/31/2020	
ROBERTS, JESSE ALLEN COUNSEL	85,000.00	7,083.33	07/01/2020 to 07/31/2020	P/R CHANGE 07/01/20
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	07/01/2020 to 07/31/2020	
SCHWALB, JANET GIULIANI DIRECTOR OF ADMINISTRATION	115,000.00	9,583.33	07/01/2020 to 07/31/2020	
SMITH, ELLIOT MICHAEL STAFF ASSISTANT	45,000.00	3,750.00	07/01/2020 to 07/31/2020	
SULLIVAN, TIMOTHY M DIR, REPUBLICAN COMMUNICATIONS STANDARDS	75,000.00	6,250.00	07/01/2020 to 07/31/2020	

Committee on House Administration

Detailees – July 2020

116<sup>th</sup> Congress

Name	Agency	Start Date	End Date	Majority/Minority

No Detailees to Report