

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

JAMIE RASKIN, MARYLAND  
G.K. BUTTERFIELD, NORTH CAROLINA  
PETE AGUILAR, CALIFORNIA  
MARY GAY SCANLON, PENNSYLVANIA  
**VICE CHAIRPERSON**  
TERESA LEGER FERNANDEZ, NEW MEXICO

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

October 22, 2021

**September 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 September 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 September 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 – September 2021

### **Full Committee Hearings:**

None.

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

None.

### **Full Committee Meetings:**

None.

### **Reports Filed:**

None.

### **Polls:**

None.

### **Floor Activity:**

None.

## **Franking and Member Services**

- Reviewed 696 requests for Advisory Opinions.
- Provided guidance and advice to Member offices on the use of Congressional mail and other official communication resources.
- On September 30, Commission Staff met with a CRM vendor to demo customer submission 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 – September 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

09/01/2021 to 09/30/2021

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
ABBOUD, KHALIL DEPUTY STAFF DIRECTOR	173,900.00	14,491.67	09/01/2021 to 09/30/2021	
ABRAHAMIAN, ARLET SHARED EMPLOYEE	30,000.00	2,500.00	09/01/2021 to 09/30/2021	
AGADA, ENUMALE MARGARET OVERSIGHT COUNSEL	103,000.00	8,583.33	09/01/2021 to 09/30/2021	
BRIGGS, PATRICK EDWARD JUDE PROFESSIONAL STAFF MEMBER	140,000.00	11,666.67	09/01/2021 to 09/30/2021	P/R CHANGE 09/01/21
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	115,000.00	9,583.33	09/01/2021 to 09/30/2021	P/R CHANGE 09/01/21
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	80,000.00	6,666.67	09/01/2021 to 09/30/2021	
CARR, HANNAH G STAFF ASSISTANT	70,000.00	5,833.33	09/01/2021 to 09/30/2021	
CLOUGH, MICHAEL RYAN SHARED EMPLOYEE	30,000.00	2,500.00	09/01/2021 to 09/30/2021	
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	150,000.00	12,500.00	09/01/2021 to 09/30/2021	P/R CHANGE 09/01/21
FLAHERTY JR, EDWARD CHIEF CLERK	173,900.00	14,491.67	09/01/2021 to 09/30/2021	
FLEET II, JAMES P.D. STAFF DIRECTOR	198,100.00	16,508.33	09/01/2021 to 09/30/2021	
HILL, GIANNI STAFF ASSISTANT	18,000.00	900.00	09/01/2021 to 09/30/2021	APPOINTMENT 09/13/21
JACOBS, BRANDON M LEGISLATIVE CLERK	60,000.00	5,000.00	09/01/2021 to 09/30/2021	
JALATA, KULANI ASAFA ELECTIONS COUNSEL	100,000.00	8,333.33	09/01/2021 to 09/30/2021	P/R CHANGE 09/01/21
JONES, SEAN M PROFESSIONAL STAFF	100,920.00	3,644.33	09/01/2021 to 09/30/2021	APPOINTMENT 09/18/21
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	09/01/2021 to 09/30/2021	
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	115,889.00	9,657.42	09/01/2021 to 09/30/2021	
MICHAEL, WELLESLEY LAUREN STAFF ASSISTANT	45,000.00	3,750.00	09/01/2021 to 09/30/2021	

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

09/01/2021 to 09/30/2021

Process Level: HO000 COMM ON HOUSE ADMINISTRATION  
 Department: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

**SPECIAL & SELECT COMMITTEE - PERSONNEL**

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>	<b>Period</b>	<b>Remarks</b>
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	45,000.00	3,750.00	09/01/2021 to 09/30/2021	P/R CHANGE 09/01/21
MORGAN, TERI A DEPUTY STAFF DIRECTOR	160,000.00	13,333.33	09/01/2021 to 09/30/2021	
MURRAY, JONATHAN DANIEL PROFESSIONAL STAFF	125,000.00	5,555.56	09/01/2021 to 09/30/2021	APPOINTMENT 09/15/21
NASTA, SARAH MICHELLE ELECTION COUNSEL	120,000.00	10,000.00	09/01/2021 to 09/30/2021	P/R CHANGE 09/01/21
PELLEGRINI, GIANCARLO RIVERO ELECTIONS COUNSEL	140,000.00	11,666.67	09/01/2021 to 09/30/2021	P/R CHANGE 09/01/21
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	115,000.00	13,298.54	09/01/2021 to 09/30/2021	P/R CHANGE 09/19/21
SINGH, SAI SAMARCHITA STAFF ASSISTANT	55,000.00	4,583.33	09/01/2021 to 09/30/2021	P/R CHANGE 09/01/21
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIEF COUNSEL	173,900.00	14,491.67	09/01/2021 to 09/30/2021	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	140,000.00	11,666.67	09/01/2021 to 09/30/2021	
WRIGHT, SEAN JAMES SENIOR ELECTIONS COUNSEL	173,900.00	14,491.67	09/01/2021 to 09/30/2021	
YOUNG, NATALIE JOY PRESS SECRETARY	57,500.00	2,236.11	09/01/2021 to 09/30/2021	TERMINATED 09/14/21

**SPECIAL & SELECT COMMITTEE - OVERTIME**

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>	<b>Period</b>	<b>Remarks</b>
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	45,000.00	308.29		

**SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE**

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>	<b>Period</b>	<b>Remarks</b>
JACOBS, BRANDON M LEGISLATIVE CLERK	60,000.00	2,333.33		
YOUNG, NATALIE JOY PRESS SECRETARY	57,500.00	1,197.92		

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

09/01/2021 to 09/30/2021

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>
BRESSO, GINEEN MARIA SPECIAL COUNSEL	173,900.00	14,491.67	09/01/2021 to 09/30/2021	
CALDWELL, BRITTANY MORGAN INTERNSHIP	21,599.00	1,439.93	09/01/2021 to 09/30/2021	APPOINTMENT 09/07/21
COLLINS, RACHEL E COUNSEL	120,000.00	10,000.00	09/01/2021 to 09/30/2021	
CONKLIN, ELISABETH J DIRECTOR OF COMMUNICATIONS STANDARDS COMMISSION	80,000.00	6,666.67	09/01/2021 to 09/30/2021	
CROCKER, NICHOLAS LEE DEPUTY STAFF DIRECTOR	140,000.00	11,666.67	09/01/2021 to 09/30/2021	
CUNNINGTON, MICHAEL B POLICY ADVISOR FOR ELECTIONS	40,000.00	3,333.33	09/01/2021 to 09/30/2021	
ERICKSON, CAMERON MARCUS LAW CLERK	45,000.00	3,750.00	09/01/2021 to 09/30/2021	
GIACHETTI, RYAN ANDREW PROFESSIONAL STAFF	80,000.00	6,666.67	09/01/2021 to 09/30/2021	
HAYS, CALEB JONATHAN GENERAL COUNSEL	164,900.00	13,741.67	09/01/2021 to 09/30/2021	
HIGGINS, GRACE ELIZABETH PROFESSIONAL STAFF COMMUNICATONS STANDARDS COMMISSION	55,000.00	4,583.33	09/01/2021 to 09/30/2021	
MONAHAN, TIMOTHY J REPUBLICAN STAFF DIRECTOR	173,900.00	14,491.67	09/01/2021 to 09/30/2021	
NEAL, AUBREY PATRICIA DIRECTOR OF MODERNIZATION INITIATIVES	90,000.00	7,500.00	09/01/2021 to 09/30/2021	
ORR, IAN FREDERICK STAFF ASSISTANT	45,000.00	3,750.00	09/01/2021 to 09/30/2021	
PERKINS, SLOANE THOMSON PRESS AND DIGITAL ASSISTANT	45,000.00	3,750.00	09/01/2021 to 09/30/2021	
PHELPS, ASHLEY COMMUNICATIONS DIRECTOR	100,000.00	8,333.33	09/01/2021 to 09/30/2021	
ROBERTS, CRAIG ANDREW SPECIAL ADVISOR	130,000.00	10,833.33	09/01/2021 to 09/30/2021	
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	09/01/2021 to 09/30/2021	
SCHWALB, JANET GIULIANI DIRECTOR OF ADMINISTRATION	130,000.00	10,833.33	09/01/2021 to 09/30/2021	

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

09/01/2021 to 09/30/2021

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

Accounting Organization: 10HO000

**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	09/01/2021 to 09/30/2021	

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

<b>Office: 10HO House Administration</b>	<b>Authorization Year 2021 2021:117th Congress 1st Session Month: September 2021</b>
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**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	5,794,535.00	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	3,610,796.42	3,610,796.42	(3,610,796.42)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	47,916.59	47,916.59	(47,916.59)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	48,752.24	48,752.24	(48,752.24)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	3,417.25	3,417.25	(3,417.25)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	24,179.25	24,179.25	(24,179.25)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	258.16	0.00	39,529.43	39,787.59	(39,787.59)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	37,082.00	37,082.00	(37,082.00)
<b>Total</b>		<b>5,794,535.00</b>	<b>0.00</b>	<b>5,794,535.00</b>	<b>0.00</b>	<b>258.16</b>	<b>0.00</b>	<b>3,811,673.18</b>	<b>3,811,931.34</b>	<b>1,982,603.66</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	6.80	6.80	(6.80)
	<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>6.80</b>	<b>6.80</b>	<b>4,993.20</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>258.16</b>	<b>0.00</b>	<b>3,811,679.98</b>	<b>3,811,938.14</b>	<b>1,987,596.86</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	258.16	0.00	2,484,879.18	2,485,137.34	1,257,239.66
	AE200	5,000.00	0.00	5,000.00	0.00	0.00	0.00	6.80	6.80	4,993.20
	<b>Total</b>	<b>3,747,377.00</b>	<b>0.00</b>	<b>3,747,377.00</b>	<b>0.00</b>	<b>258.16</b>	<b>0.00</b>	<b>2,484,885.98</b>	<b>2,485,144.14</b>	<b>1,262,232.86</b>
10HO999	EXPEN	2,052,158.00	0.00	2,052,158.00	0.00	0.00	0.00	1,326,794.00	1,326,794.00	725,364.00
	<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>1,326,794.00</b>	<b>1,326,794.00</b>	<b>725,364.00</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>258.16</b>	<b>0.00</b>	<b>3,811,679.98</b>	<b>3,811,938.14</b>	<b>1,987,596.86</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: September 2021

**Disbursed Summary**

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN	11 Personnel Compensation	1101 Non-Statutory Compensation	395,431.89	3,583,721.08
		1103 Overtime Compensation	308.29	1,580.21
		1104 Accrued Leave	3,531.25	25,495.13
		<b>Total</b>	<b>399,271.43</b>	<b>3,610,796.42</b>
	21 Travel	2101 Commercial Transportation	4,534.38	17,637.99
		2105 Lodging	3,109.78	14,887.80
		2110 Meals	535.22	3,854.81
		2120 Car Rental	0.00	4,026.26
		2125 Gasoline	0.00	525.88
		2130 Private Auto Mileage	616.00	2,392.43
		2135 Taxi/Parking/Tolls	354.97	4,591.42
	<b>Total</b>	<b>9,150.35</b>	<b>47,916.59</b>	
	23 Rent, Communications, Utilities	2310 TelecomSrv/Eq/Toll Charge	0.00	22.49
		2320 DC Telecom Equip (TRANSFER)	188.00	1,476.00
		2321 DC Telecom Serv (TRANSFER)	702.00	5,383.50
		2322 DC Telecom Tolls (TRANSFER)	3,414.29	35,741.11
		2335 HIR Graphics (TRANSFER)	200.00	4,744.00
		2350 Postage / Courier / Box Rental	396.18	1,304.25
		2360 Utilities	0.00	80.89
	<b>Total</b>	<b>4,900.47</b>	<b>48,752.24</b>	
	24 Printing and Reproduction	2401 Printing & Reproduction	197.70	3,009.40
		2403 Photographic (TRANSFER)	0.00	385.90
		2405 Advertisements	0.00	21.95
		<b>Total</b>	<b>197.70</b>	<b>3,417.25</b>
	25 Other Services	2527 Training	219.00	219.00
		2571 Technology Service Contracts	2,000.00	18,002.10
		2572 Web Dev Hst,Email & Rltd Serv	100.68	5,853.15
2599 Miscellaneous Other Services		105.00	105.00	
<b>Total</b>	<b>2,424.68</b>	<b>24,179.25</b>		
26 Supplies and Materials	2602 Water	231.74	2,392.65	

Report ID: CC029

Run Date: 12/08/2021

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: September 2021**

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	26 Supplies and Materials	2603 Food & Beverage	0.00	1,225.61
		2604 Legislative Plnng Food and Bev	0.00	120.00
		2605 Framing (TRANSFER)	0.00	550.00
		2620 Office Supplies (Outside)	2,733.42	16,227.95
		2621 Office Supply (TRANSFER)	460.99	7,071.86
		2623 Software < \$500	1,081.07	9,219.30
		2630 Publications/Reference Mat'l	224.73	2,722.06
		<b>Total</b>	<b>4,731.95</b>	<b>39,529.43</b>
	31 Equipment	3105 Office Equip Purch<\$25,000	(1,198.40)	4,027.14
		3112 Computer Hardw Purch <\$25,000	0.00	22,938.06
		3118 Maintenance / Repairs	1,144.30	9,470.80
		3128 Warranties	0.00	198.00
		3131 Equipment Purchases	0.00	448.00
<b>Total</b>	<b>(54.10)</b>	<b>37,082.00</b>		
<b>Total</b>		<b>420,622.48</b>	<b>3,811,673.18</b>	
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	0.00	6.80
		<b>Total</b>	<b>0.00</b>	<b>6.80</b>
<b>Total</b>			<b>420,622.48</b>	<b>3,811,679.98</b>