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One Hundred Eighteenth
Congress of the United States
House of Representatives

COMMITTEE ON HOUSE ADMINISTRATION
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November 2, 2023

October 2023 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
- 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.

Committee on House Administration
118th Congress Activities Report
October, 2023

Committee Detailees:

Dear Colleagues:

October 11, 2023: Administrative: Notifying Offices of Amended Handbooks

October 11, 2023: Administrative: Notifying Office of Change to Capitol Flag Flying Program

October 13, 2023: Administrative: End of Year Expenses: Policies and Best Practices

Full Committee Hearings:

N/A

Full Committee Meetings:

N/A

Subcommittee Hearings:

N/A

Subcommittee Meetings:

N/A

Reports Filed:

N/A

Floor Activity:

N/A

Legislative Business:

Communications Standards Commission:

- Reviewed 1,194 (Previous month: 1,277) requests for Advisory Opinions:
 - 676 (697) Republican requests (56%)
 - 518 (580) Democrat requests (44%).
- For the 118th Congress, the total Advisory Opinions requested through 09/30/23: 10,378.
 - 6,124 GOP (59%)
 - 4,254 DEM (41%)
- Provided guidance and advice to Member offices and Committees on the use of official congressional communications and other resources.
 - All official offices and Committees have been contacted and lists updated.
 - Offered resources, training, and answered questions.
 - Began reaching out to offices regarding pre-blackout planning for next year.

- Q1 and Q2 offices will be completed before the end of 2023
- Continued delivering 'Frank It Out' weekly emails (rapid response franking' examples) offices can quickly deploy on hot topics and trends.
 - Received very positive responses from offices/staff
- 499 Bank is ongoing -- not too many offices have submitted pieces, we are still asking.

Member Services:

N/A

Oversight Activities:

- Continued consistent, recurring oversight meetings with institutional stakeholders on a bipartisan basis.

Elections Activities:

- Met and participated with various election groups, including:
 - Council of State Governments
 - Election Integrity Network Vulnerable Voters
 - People United for Privacy

Modernization Activities:

- October 20: "Flash Report: Artificial Intelligence Strategy & Implementation"

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION - MAJ

Authorization Year 2023
 2023:118th Congress 1st Session
 Month: October 2023

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	275,516.66	2,694,501.56
		1103 Overtime Compensation	0.00	178.48
		1104 Accrued Leave	8,842.36	38,870.15
		Total	284,359.02	2,733,550.19
21 Travel		2101 Airfare Commercial Transport	3,049.88	11,198.13
		2102 Non-Airfare Commercial Transp	0.00	370.80
		2105 Lodging	3,520.56	14,988.65
		2110 Meals	73.45	2,899.18
		2115 WI-FI On Travel	0.00	81.80
		2120 Car Rental	0.00	2,491.00
		2125 Gasoline	0.00	151.55
		2130 Private Auto Mileage	0.00	265.14
		2135 Taxi/Ride Share	16.97	1,179.98
		2136 Parking	0.00	1,150.01
		2175 Field Hearing Support Cost	0.00	7,905.25
		2199 Miscellaneous Travel	0.00	17.30
		Total	6,660.86	42,698.79
EXPEN General Expenditures		2310 Frankable Telecom/Teletownhall	0.00	705.67
		2320 DC Telecom Equip (TRANSFER)	120.00	1,240.00
		2321 DC Telecom Serv (TRANSFER)	335.50	2,616.50
		2322 DC Telecom Tolls (TRANSFER)	3,193.24	22,820.46
		2335 HIR Graphics (TRANSFER)	50.00	1,455.50
		2345 Recording (Outside)	0.00	35.00
		2350 Postage / Courier / Box Rental	0.00	47.40
		2360 Utilities	77.37	288.28
		Total	3,776.11	29,208.81
		2402 Non-Frankable Printing & Repro	633.00	6,458.76
2403 Photographic (TRANSFER)	0.00	11,397.20		

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION - MAJ

Authorization Year 2023
 2023:118th Congress 1st Session
 Month: October 2023

Program	Object Class	Budget Object Class	MJD Disbursed	YTD Disbursed
	24 Printing and Reproduction	2404 Reproduction of Fed/Public Law	80.00	80.00
		2405 Advertisements	864.70	14,000.00
		Total	1,577.70	31,935.96
	25 Other Services	2503 Consultant Contract Service	0.00	11,485.42
		2527 Training	0.00	1,000.00
		2572 Web Dev Hst,Email & Rtd Serv	15,016.42	16,201.50
		Total	15,016.42	128,686.92
		2602 Water	0.00	2,806.63
		2603 Food & Beverage	497.55	6,988.03
		2605 Framing (TRANSFER)	50.00	255.00
		2610 Habitation Expense	0.00	514.10
	26 Supplies and Materials	2620 Office Supplies (Outside)	765.73	7,522.88
		2621 Office Supply (TRANSFER)	609.80	10,447.93
		2623 Software < \$500	226.04	6,388.41
		2630 Publications/Reference Mat'l	5,460.00	6,893.18
		Total	7,609.12	41,816.16
		3105 Office Equip Purch<\$25,000	225.00	588.00
		3112 Computer Hardw Purch <\$25,000	0.00	56,349.44
	31 Equipment	3118 Maintenance / Repairs	948.30	9,483.00
		3128 Warranties	0.00	2,197.31
		Total	1,173.30	68,617.75
		Total	320,172.53	3,076,514.58
AE200 Official Mail	FM Franked Mail		6.85	253.31
		Total	6.85	253.31
		Total	6.85	253.31

Monthly Financial Statement by Legislative Year

Office: 10HO999 HOUSE ADMINISTRATION - MIN

Authorization Year 2023
 2023:118th Congress 1st Session
 Month: October 2023

Disbursed Summary

Program	Object Class	Budget-Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	191,420.81	1,916,859.64
		1103 Overtime Compensation	669.58	9,045.69
		1104 Accrued Leave	0.00	31,649.17
		Total	192,090.39	1,957,554.50
21 Travel		2101 Airfare Commercial Transport	682.80	21,251.68
		2102 Non-Airfare Commercial Transp	0.00	870.00
		2105 Lodging	0.00	12,157.33
		2110 Meals	0.00	4,559.77
		2115 WI-FI On Travel	0.00	79.95
		2120 Car Rental	0.00	2,551.51
		2125 Gasoline	0.00	272.55
		2130 Private Auto Mileage	0.00	267.77
EXPEN: General Expenditures		2135 Taxi/Ride Share	0.00	2,901.88
		2136 Parking	0.00	750.95
		2137 Tolls	0.00	45.97
		2175 Field Hearing Support Cost	0.00	10,099.00
		Total	682.80	55,808.36
		2303 Temporary Space Rental	0.00	1,050.00
		2320 DC Telecom Equip (TRANSFER)	124.00	2,796.00
		2321 DC Telecom Serv (TRANSFER)	482.75	4,259.50
23 Rent, Communications, Utilities		2322 DC Telecom Tolls (TRANSFER)	2,862.60	31,365.03
		2335 HIR Graphics (TRANSFER)	0.00	640.50
		2350 Postage / Courier / Box Rental	28.75	404.52
		Total	3,498.10	40,515.55
24 Printing and Reproduction		2402 Non-Frankable Printing & Repto	346.50	2,037.23
		2403 Photographic (TRANSFER)	100.00	200.00
	Total	446.50	2,237.23	
25 Other Services		2525 Stenographic Reporting	54.36	1,165.36
		Total	54.36	1,165.36

Monthly Financial Statement by Legislative Year

Office: 10HO999 HOUSE ADMINISTRATION - MIN Authorization Year 2023
 2023:118th Congress 1st Session Month: October 2023

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
		2527 Training	0.00	1,110.83
		2529 Translatn and Interpret Serv	0.00	550.00
	25 Other Services	2571 Technology Service Contracts	0.00	860.08
		2572 Web Dev Hst,Email & Rltd Serv	28.09	70.49
		Total	82.45	3,756.76
		2602 Water	224.20	2,960.80
		2603 Food & Beverage	0.00	4,311.27
		2604 Legislative Printg Food and Bev	0.00	273.92
		2605 Framing (TRANSFER)	50.00	50.00
		2610 Habitation Expense	0.00	25.00
	26 Supplies and Materials	2620 Office Supplies (Outside)	2.39	3,162.99
		2621 Office Supply (TRANSFER)	141.75	5,367.16
		2623 Software < \$500	0.00	65.89
		2630 Publications/Reference Mat'l	38.97	626.00
		Total	457.31	16,843.03
		3112 Computer Hardw Purch <\$25,000	0.00	1,422.63
	31 Equipment	3118 Maintenance / Repairs	363.00	3,630.00
		Total	363.00	5,052.63
		Total	197,620.55	2,081,768.06

**Committee on House Administration
118th Congress, 1st Session
October 2023**

MAJORITY

No Travel Performed

MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Lodging & Meals	Other Expenses	
Jamie Fleet	10/17/2023	10/18/2023	Official Business Meeting	DC - Philadelphia	\$ 498	\$ 318	\$ -	\$ 816
Matthew Schlesinger	10/20/2023	10/21/2023	Official Business Meeting	DC - Philadelphia	\$ 497	\$ 319	\$ -	\$ 816
Total:								\$ 1,632

October Payroll Certification

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
APPELBAUM, MICHAEL FREDERICK PROFESSIONAL STAFF - COMMUNICATIONS STANDARD C	65,000.00	5,416.67	10/01/2023 to 10/31/2023	
ARIENT, JOHN RYAN PROFESSIONAL STAFF	65,000.00	5,416.67	10/01/2023 to 10/31/2023	
BUCHELI, DANIEL C STAFF DIRECTOR OF THE COMMUNICATIONS STANDARDS	145,000.00	12,083.33	10/01/2023 to 10/31/2023	
BURNS, MARY ELIZABETH PRESS SECRETARY	72,000.00	6,000.00	10/01/2023 to 10/31/2023	
CAKE, ANNEMARIE O STAFF ASSISTANT	55,000.00	4,583.33	10/01/2023 to 10/31/2023	
CALDWELL, BRITTANY MORGAN PROFESSIONAL STAFF	77,000.00	6,916.67	10/01/2023 to 10/31/2023	P/R CHANGE 10/01/23
DEISE, ALEXANDER CHARLES COUNSEL	110,000.00	9,166.67	10/01/2023 to 10/31/2023	
DURAK, DANIEL F PROFESSIONAL STAFF	85,000.00	7,083.33	10/01/2023 to 10/31/2023	
FRAHER, HANNAH E SENIOR COUNSEL	135,000.00	11,250.00	10/01/2023 to 10/31/2023	
HARLEY, DEREK N SENIOR ADVISOR	170,000.00	14,166.67	10/01/2023 to 10/31/2023	
HAYS, CALEB JONATHAN GENERAL COUNSEL/DEPUTY STAFF DIRECTOR	200,000.00	16,666.67	10/01/2023 to 10/31/2023	
JOHNSON, MATTHEW RESEARCH ASSISTANT	65,000.00	5,416.67	10/01/2023 to 10/31/2023	
JOHNSON, WILLIAM ARMSTRONG STAFF ASSISTANT	55,000.00	4,583.33	10/01/2023 to 10/31/2023	
LANE, THOMAS S ELECTIONS COUNSEL & DIRECTOR OF ELECTIONS COALITION	155,000.00	12,916.67	10/01/2023 to 10/31/2023	
LANGNES III, JAMES ALLEN SPECIAL ADVISOR	75,000.00	6,250.00	10/01/2023 to 10/31/2023	Terminated 10/30/23
LASSITER, HILLARY W PROFESSIONAL STAFF	115,000.00	9,583.33	10/01/2023 to 10/31/2023	
MONAHAN, TIMOTHY J SENIOR ADVISOR	13,100.00	1,091.67	10/01/2023 to 10/31/2023	P/R CHANGE 10/01/23
MONTERROSO, KRISTEN DAWN SHARED EMPLOYEE	130,000.00	11,333.33	10/01/2023 to 10/31/2023	P/R CHANGE 10/01/23
Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
MUNYON, BRENT D COUNSEL	85,000.00	7,083.33	10/01/2023 to 10/31/2023	
NEITZEL, WILLIAM E PROFESSIONAL STAFF	75,000.00	6,250.00	10/01/2023 to 10/31/2023	
O'DELL, CAITLIN ELIZABETH LEGAL ASSISTANT	70,000.00	5,833.33	10/01/2023 to 10/31/2023	
PANTOJA GUTIERREZ, NATALIA PROFESSIONAL STAFF - COMMUNICATIONS STANDARD C	65,000.00	5,416.67	10/01/2023 to 10/31/2023	
PLATT JR, MICHAEL STAFF DIRECTOR	212,100.00	17,675.00	10/01/2023 to 10/31/2023	P/R CHANGE 10/01/23
RATNER, MARK DALE SENIOR ADVISOR	110,000.00	9,166.67	10/01/2023 to 10/31/2023	
SCHWALB, JANET GIULIANI DEPUTY STAFF DIRECTOR FOR ADVICE & GUIDANCE	190,000.00	15,833.33	10/01/2023 to 10/31/2023	P/R CHANGE 10/01/23
SMITH, ELLIOT MICHAEL DEPUTY DIRECTOR OF OVERSIGHT	150,000.00	12,500.00	10/01/2023 to 10/31/2023	
SPARKS, EVE MARIE	55,000.00	4,583.33	10/01/2023 to 10/31/2023	

DIGITAL PRESS ASSISTANT					
TOMLINSON, ELLIOTT R	175,000.00	14,583.33	10/01/2023 to 10/31/2023		
DEPUTY GENERAL COUNSEL					
VAN ORMAN, EVAN GREGORY	60,000.00	5,000.00	10/01/2023 to 10/31/2023		
PROFESSIONAL STAFF					
WHITE, GRACE ELIZABETH	130,000.00	10,833.33	10/01/2023 to 10/31/2023		
MEDIA ADVISOR					
WILSON, JORDAN PAUL	130,000.00	10,833.33	10/01/2023 to 10/31/2023		P/R CHANGE 10/01/23
DIRECTOR OF MEMBER SERVICES					

SPECIAL & SELECT COMMITTEE - LUMP SUM ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
CROCKER, NICHOLAS LEE DEPUTY STAFF DIRECTOR	199,000.00	967.36		
CROCKER, NICHOLAS LEE DEPUTY STAFF DIRECTOR	199,000.00	2,625.00		
CROCKER, NICHOLAS LEE DEPUTY STAFF DIRECTOR	199,000.00	2,625.00		
CROCKER, NICHOLAS LEE DEPUTY STAFF DIRECTOR	199,000.00	2,625.00		

SPECIAL & SELECT COMMITTEE - HOUSE PAID INTERNSHIP PROGRAM

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
CLARK, IAN MICHAEL COMM. HOUSE PAID INTERN - MAJORITY	30,000.00	1,666.67	10/01/2023 to 10/31/2023	TERMINATED 10/20/23
FRANCE, BENJAMIN COMM. HOUSE PAID INTERN - MAJORITY	30,000.00	2,500.00	10/01/2023 to 10/31/2023	
PLETCHER, JACOB COMM. HOUSE PAID INTERN - MAJORITY	30,000.00	0.00	10/01/2023 to 10/31/2023	APPOINTMENT 10/25/23

Employee Group	Expenditure	Active	Paid
SPECIAL & SELECT COMMITTEE - PERSONNEL	275,516.66	31	31
SPECIAL & SELECT COMMITTEE - LUMP SUM ACCRUED LEAVE	8,842.36	0	4
Total	284,359.02	31	35

Employee Group	Expenditure	Active	Paid
SPECIAL & SELECT COMMITTEE - HOUSE PAID INTERNSHIP PROGRAM	4,166.67	2	2

Total

4,166.67 2 2

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ABBOUD, KHALIL DEPUTY STAFF DIRECTOR	212,100.00	17,675.00	10/01/2023 to 10/31/2023	
AGADA, ENUMALE MARGARET OVERSIGHT COUNSEL	115,000.00	9,583.33	10/01/2023 to 10/31/2023	
BOZZI, ADAM PROFESSIONAL STAFF	95,000.00	7,125.00	10/01/2023 to 10/31/2023	TERMINATED 10/27/23
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	100,000.00	8,333.33	10/01/2023 to 10/31/2023	
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	155,000.00	12,916.67	10/01/2023 to 10/31/2023	
ERTEL, ELIZABETH BRUCKNER PROFESSIONAL STAFF	18,000.00	-311.11	10/01/2023 to 10/31/2023	
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	212,100.00	17,675.00	10/01/2023 to 10/31/2023	
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	210,900.00	17,575.00	10/01/2023 to 10/31/2023	
GARCIA, ANDREW ALEXANDER STAFF ASSISTANT	65,000.00	7,350.00	10/01/2023 to 10/31/2023	P/R CHANGE 09/30/23
GREGORY, SEAN ROBIN STAFF ASSISTANT/FRANKING	49,500.00	6,058.33	10/01/2023 to 10/31/2023	P/R CHANGE 09/30/23
HANSEN, NICOLE M ELECTIONS COUNSEL	105,000.00	8,750.00	10/01/2023 to 10/31/2023	
MORALES GOMEZ, JOSE A. DIRECTOR	90,000.00	7,500.00	10/01/2023 to 10/31/2023	
NASTA, SARAH MICHELLE ELECTION COUNSEL	150,000.00	12,500.00	10/01/2023 to 10/31/2023	
NORTON, SIERRA ROSE PRESS SECRETARY	63,250.00	9,540.27	10/01/2023 to 10/31/2023	P/R CHANGE 09/30/23
PROCTOR, KAYLIN M STAFF ASSISTANT	49,500.00	6,058.33	10/01/2023 to 10/31/2023	P/R CHANGE 09/30/23
REILLY, OWEN DENIS PROFESSIONAL STAFF	40,000.00	3,333.33	10/01/2023 to 10/31/2023	
SCHLESINGER, MATTHEW C SENIOR COUNSEL	165,000.00	13,750.00	10/01/2023 to 10/31/2023	
WRIGHT, SEAN JAMES SENIOR ELECTIONS COUNSEL	212,100.00	17,675.00	10/01/2023 to 10/31/2023	
Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks

YOUNGSMITH, NIKOLAS A 100,000.00 8,333.33 10/01/2023 to 10/31/2023
 ELECTIONS COUNSEL

SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
GARCIA, ANDREW ALEXANDER STAFF ASSISTANT	65,000.00	562.49		
PROCTOR, KAYLIN M STAFF ASSISTANT	49,500.00	107.09		

SPECIAL & SELECT COMMITTEE - HOUSE PAID INTERNSHIP PROGRAM

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
JOYCE, JAMES COMM. HOUSE PAID INTERN - MINORITY	23,100.00	1,219.17	10/01/2023 to 10/31/2023	APPOINTMENT 10/12/23	206151
TURNER, JESSICA-ANNA L COMM. HOUSE PAID INTERN - MINORITY	19,236.00	1,015.23	10/01/2023 to 10/31/2023	APPOINTMENT 10/12/23	206150
Employee Group	Expenditure Active Paid				
SPECIAL & SELECT COMMITTEE - PERSONNEL	191,420.81	18 18			
SPECIAL & SELECT COMMITTEE - OVERTIME	669.58	0 2			
Total	192,090.39	18 20			

Employee Group	Expenditure Active Paid		
SPECIAL & SELECT COMMITTEE - HOUSE PAID INTERNSHIP PROGRAM	2,234.40	2	2
Total	2,234.40	2	2

Employee Group	Expenditure Active Paid		
SPECIAL & SELECT COMMITTEE - PERSONNEL	486,937.47	49	49
SPECIAL & SELECT COMMITTEE - OVERTIME	669.58	0	2
SPECIAL & SELECT COMMITTEE - LUMP SUM ACCRUED LEAVE	8,842.36	0	4
Total	476,449.41	49	55

Employee Group	Expenditure Active Paid		
SPECIAL & SELECT COMMITTEE - HOUSE PAID INTERNSHIP PROGRAM	8,401.07	4	4

Total

6,401.07 4 4

Committee on House Administration
Detailees – October 2023
118th Congress 1st Session

NAME	AGENCY	Start Date	End Date	Majority/Minority
Carolyn Howard	Government Publishing Office	04/17/23	04/17/24	Majority
Jessica Smith	Government Accountability Office	06/26/23	06/26/24	Majority