

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>

March 26, 2021

February 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 February 1-28, 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 February 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 – February 2021

Full Committee Hearings:

Strengthening American Democracy – February 25, 2021.

Subcommittee on Elections Hearings:

None.

Full Committee Meetings:

Organizational Meeting for the 117th Congress - Wednesday, February 10, 2021.

Reports Filed:

None.

Polls:

Committee Poll 02, approving the committee consultant contract between the Committee on House Administration and Jones Day.

Floor Activity:

H. Con. Res. 10, Permitting the remains of the late United States Capitol Police Officer Brian D. Sicknick to lie in honor in the rotunda of the Capitol.

Resolution agreed by the House of Representatives without objection, February 1, 2021.

H. Res. 73, Providing the Sergeant-at-Arms with the authority to fine Members, Delegates, or the Resident Commissioner for failure to complete security screening for entrance to the House Chamber, and for other purposes.

Pursuant to provisions of H. Res. 85 and H. Res. 73, considered as passed the House of Representatives, February 2, 2021.

Franking and Member Services

- Reviewed 350 requests for Advisory Opinions.
- Provided guidance and advice to Member offices on the use of congressional mail and other official communication resources.
- Provided individual office briefings on official communication rules and procedures for new congressional staff.
- 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.
- Held meetings regarding HIR oversight.

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 – February 2021

117th Congress

Name	Agency	Start Date	End Date	Majority/Minority

No Detailees to Report

REPORT ON TRAVEL PERFORMED - NO TRAVEL TO REPORT
Committee on House Administration
117th Congress
February 2021

NO TRAVEL TO REPORT

	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed		
	From	To			Transportation	Meals, Lodging & Incidentals	Other
Traveler							
TOTAL							

**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: February 2021

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	984,997.98	0.00	984,997.98	0.00	0.00	0.00	0.00	0.00	984,997.98
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	765,371.73	765,371.73	(765,371.73)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	2,803.54	2,803.54	(2,803.54)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	4,744.37	4,744.37	(4,744.37)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	2,148.14	2,148.14	(2,148.14)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	4,148.39	4,148.39	(4,148.39)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	2,850.34	2,850.34	(2,850.34)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	6,761.52	6,761.52	(6,761.52)
Total		984,997.98	0.00	984,997.98	0.00	0.00	0.00	788,828.03	788,828.03	196,169.95
AE200	** Authorization	900.00	0.00	900.00	0.00	0.00	0.00	0.00	0.00	900.00
Total		900.00	0.00	900.00	0.00	0.00	0.00	0.00	0.00	900.00
Total		985,897.98	0.00	985,897.98	0.00	0.00	0.00	788,828.03	788,828.03	197,069.95

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	670,165.38	0.00	670,165.38	0.00	0.00	0.00	551,223.66	551,223.66	118,941.72
	AE200	900.00	0.00	900.00	0.00	0.00	0.00	0.00	0.00	900.00
	Total	671,065.38	0.00	671,065.38	0.00	0.00	0.00	551,223.66	551,223.66	119,841.72
10HO999	EXPEN	314,832.60	0.00	314,832.60	0.00	0.00	0.00	237,604.37	237,604.37	77,228.23
	Total	314,832.60	0.00	314,832.60	0.00	0.00	0.00	237,604.37	237,604.37	77,228.23
Total		985,897.98	0.00	985,897.98	0.00	0.00	0.00	788,828.03	788,828.03	197,069.95

**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: February 2021

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN	11 Personnel Compensation	1101 Non-Statutory Compensation	388,400.11	759,343.96
		1104 Accrued Leave	3,006.94	6,027.77
		Total	391,407.05	765,371.73
	21 Travel	2101 Commercial Transportation	603.10	603.10
		2105 Lodging	1,045.55	1,045.55
		2110 Meals	596.96	596.96
		2120 Car Rental	236.85	236.85
		2135 Taxi/Parking/Tolls	321.08	321.08
		Total	2,803.54	2,803.54
	23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	184.00	184.00
		2321 DC Telecom Serv (TRANSFER)	663.25	663.25
		2322 DC Telecom Tolls (TRANSFER)	3,427.12	3,427.12
		2335 HIR Graphics (TRANSFER)	470.00	470.00
	Total	4,744.37	4,744.37	
	24 Printing and Reproduction	2401 Printing & Reproduction	1,053.14	1,908.14
		2403 Photographic (TRANSFER)	0.00	240.00
		Total	1,053.14	2,148.14
	25 Other Services	2571 Technology Service Contracts	2,000.00	4,000.00
		2572 Web Dev Hst,Email & Rltd Serv	148.39	148.39
		Total	2,148.39	4,148.39
	26 Supplies and Materials	2602 Water	628.62	628.62
		2620 Office Supplies (Outside)	121.22	214.17
		2621 Office Supply (TRANSFER)	1,015.71	1,663.46
		2623 Software < \$500	113.60	233.00
		2630 Publications/Reference Mat'l	111.09	111.09
		Total	1,990.24	2,850.34
	31 Equipment	3115 Computer Softw Purch <\$10,000	4,800.00	4,800.00
		3118 Maintenance / Repairs	196.00	480.52
		3131 Equipment Purchases	1,481.00	1,481.00
		Total	6,477.00	6,761.52

Report ID: CC029

Run Date: 04/23/2021

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: February 2021

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	Total		410,623.73	788,828.03
Total			410,623.73	788,828.03

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

02/01/2021 to 02/28/2021

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	Employee No.
ABBOUD, KHALIL DEPUTY STAFF DIRECTOR	173,900.00	14,491.67	02/01/2021 to 02/28/2021		150001
ABRAHAMIAN, ARLET SHARED EMPLOYEE	12,000.00	1,000.00	02/01/2021 to 02/28/2021		166116
AGADA, ENUMALE MARGARET OVERSIGHT COUNSEL	93,000.00	7,750.00	02/01/2021 to 02/28/2021		188455
BRIGGS, PATRICK EDWARD JUDE PROFESSIONAL STAFF MEMBER	140,000.00	11,666.67	02/01/2021 to 02/28/2021		186549
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	115,000.00	9,583.33	02/01/2021 to 02/28/2021		184831
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	60,000.00	5,000.00	02/01/2021 to 02/28/2021		178984
CARR, HANNAH G STAFF ASSISTANT	70,000.00	5,833.33	02/01/2021 to 02/28/2021		181832
CLOUGH, MICHAEL RYAN SHARED EMPLOYEE	30,000.00	2,500.00	02/01/2021 to 02/28/2021		153908
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	150,000.00	12,500.00	02/01/2021 to 02/28/2021		150188
DUBAD, ARWA MOHAMED PROFESSIONAL STAFF - FRANKING	58,000.00	644.44	02/01/2021 to 02/28/2021	TERMINATED 02/04/21	178971
FLAHERTY JR, EDWARD CHIEF CLERK	173,900.00	14,491.67	02/01/2021 to 02/28/2021		149980
FLEET II, JAMES P.D. STAFF DIRECTOR	172,700.00	14,391.67	02/01/2021 to 02/28/2021		149280
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	127,500.00	10,625.00	02/01/2021 to 02/28/2021		148750
JACOBS, BRANDON M LEGISLATIVE CLERK	60,000.00	5,000.00	02/01/2021 to 02/28/2021		178169
JALATA, KULANI ASAFA ELECTIONS COUNSEL	100,000.00	8,333.33	02/01/2021 to 02/28/2021		184445
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	02/01/2021 to 02/28/2021		180927
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	90,489.00	7,540.75	02/01/2021 to 02/28/2021		131852
LEE JR, JEROME VERNON STAFF ASSISTANT	31,200.00	1,906.67	02/01/2021 to 02/28/2021	APPOINTMENT 02/09/21	188523

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

02/01/2021 to 02/28/2021

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
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	45,000.00	3,750.00	02/01/2021 to 02/28/2021	
MORGAN, TERI A DEPUTY STAFF DIRECTOR	160,000.00	13,333.33	02/01/2021 to 02/28/2021	
NASTA, SARAH MICHELLE ELECTION COUNSEL	120,000.00	10,000.00	02/01/2021 to 02/28/2021	
PELLEGRINI, GIANCARLO RIVERO ELECTIONS COUNSEL	140,000.00	11,666.67	02/01/2021 to 02/28/2021	
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	115,000.00	9,583.33	02/01/2021 to 02/28/2021	
SINGH, SAI SAMARCHITA STAFF ASSISTANT	55,000.00	4,583.33	02/01/2021 to 02/28/2021	P/R CHANGE 02/01/21
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIEF COUNSEL	173,900.00	14,491.67	02/01/2021 to 02/28/2021	
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	02/01/2021 to 02/28/2021	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	140,000.00	11,666.67	02/01/2021 to 02/28/2021	
WRIGHT, SEAN JAMES SENIOR ELECTIONS COUNSEL	160,000.00	13,333.33	02/01/2021 to 02/28/2021	
YOUNG, NATALIE JOY PRESS SECRETARY	57,500.00	4,791.67	02/01/2021 to 02/28/2021	

SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
DUBAD, ARWA MOHAMED PROFESSIONAL STAFF - FRANKING	58,000.00	644.44		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

02/01/2021 to 02/28/2021

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
BRESSO, GINEEN MARIA SPECIAL COUNSEL	173,900.00	14,491.67	02/01/2021 to 02/28/2021	
COLLINS, RACHEL E COUNSEL	120,000.00	10,000.00	02/01/2021 to 02/28/2021	
CONKLIN, ELISABETH J DIRECTOR OF COMMUNICATIONS STANDARDS COMMISSION	70,000.00	5,833.33	02/01/2021 to 02/28/2021	P/R CHANGE 02/01/21
CROCKER, NICHOLAS LEE DIRECTOR OF MEMBER SERVICES	100,000.00	8,333.33	02/01/2021 to 02/28/2021	P/R CHANGE 02/01/21
CUNNINGTON, MICHAEL B PROFESSIONAL STAFF	40,000.00	3,333.33	02/01/2021 to 02/28/2021	
DAULBY, JENNIFER A REPUBLICAN STAFF DIRECTOR	173,900.00	14,491.67	02/01/2021 to 02/28/2021	
ERICKSON, CAMERON MARCUS LAW CLERK	40,000.00	3,333.33	02/01/2021 to 02/28/2021	
ESTRADA LOBO, ROBERTO PROFESSIONAL STAFF	47,000.00	3,916.67	02/01/2021 to 02/28/2021	
HAYS, CALEB JONATHAN GENERAL COUNSEL	173,900.00	14,491.67	02/01/2021 to 02/28/2021	
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	63,000.00	0.00	02/01/2021 to 02/28/2021	TERMINATED 01/31/21
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	02/01/2021 to 02/28/2021	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	170,000.00	14,166.67	02/01/2021 to 02/28/2021	
NEAL, AUBREY PATRICIA DIRECTOR OF MODERNIZATION INITIATIVES	80,000.00	6,666.67	02/01/2021 to 02/28/2021	P/R CHANGE 02/01/21
ORR, IAN FREDERICK INTERN	21,599.00	1,799.92	02/01/2021 to 02/28/2021	
PHELPS, ASHLEY COMMUNICATIONS DIRECTOR	100,000.00	8,333.33	02/01/2021 to 02/28/2021	
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	02/01/2021 to 02/28/2021	
SCHWALB, JANET GIULIANI DIRECTOR OF ADMINISTRATION	130,000.00	10,833.33	02/01/2021 to 02/28/2021	P/R CHANGE 02/01/21
SMITH, ELLIOT MICHAEL PROFESSIONAL STAFF	50,000.00	4,166.67	02/01/2021 to 02/28/2021	P/R CHANGE 02/01/21

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

02/01/2021 to 02/28/2021

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	63,000.00	2,362.50		