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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

January 21, 2022

**December 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 December 1-31, 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 December 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 – December 2021

### **Full Committee Hearings:**

12.16.2021—Hearing: Oversight of the Smithsonian Institution: Protecting Smithsonian Facilities and Collections Against Climate Change.

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

12.17.2021—Hearing: Member Day

### **Full Committee Meetings:**

None

### **Reports:**

None

### **Polls:**

None

### **Floor Activity:**

None

### **Franking and Member Services**

- Reviewed 1,127 requests for Advisory Opinions, with 3 frankable stamps issued.
- Provided guidance and advice to Member offices on the use of Congressional mail and other official communication resources.
- Commission staff provided blackout notices and training to Texas Member offices.
- On December 9, Commission staff met with staff from the Chief Administrative Office regarding a discovery plan related to updates to the Advisory Opinion submission and complaint applications.
- On December 17, Commission staff met with staff from the CAO Digital Service team to get updates on a findings report draft.
- 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 – December 2021**

117<sup>th</sup> Congress

Name	Agency	Start Date	End Date	Majority/Minority
Susan Murphy	GAO	5/24/2021	5/24/2022	Majority



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: December 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	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	5,070,257.54	5,070,257.54	(5,070,257.54)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	72,808.94	72,808.94	(72,808.94)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	66,825.17	66,825.17	(66,825.17)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	3,719.95	3,719.95	(3,719.95)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	35,943.40	35,943.40	(35,943.40)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	51,752.98	51,752.98	(51,752.98)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	50,562.57	50,562.57	(50,562.57)
<b>Total</b>		<b>5,794,535.00</b>	<b>0.00</b>	<b>5,794,535.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,351,870.55</b>	<b>5,351,870.55</b>	<b>442,664.45</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	12.08	12.08	(12.08)
	<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>12.08</b>	<b>12.08</b>	<b>4,987.92</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>0.00</b>	<b>0.00</b>	<b>5,351,882.63</b>	<b>5,351,882.63</b>	<b>447,652.37</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	0.00	0.00	3,460,305.15	3,460,305.15	282,071.85
	AE200	5,000.00	0.00	5,000.00	0.00	0.00	0.00	12.08	12.08	4,987.92
	<b>Total</b>	<b>3,747,377.00</b>	<b>0.00</b>	<b>3,747,377.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,460,317.23</b>	<b>3,460,317.23</b>	<b>287,059.77</b>
10HO999	EXPEN	2,052,158.00	0.00	2,052,158.00	0.00	0.00	0.00	1,891,565.40	1,891,565.40	160,592.60
	<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>1,891,565.40</b>	<b>1,891,565.40</b>	<b>160,592.60</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>0.00</b>	<b>0.00</b>	<b>5,351,882.63</b>	<b>5,351,882.63</b>	<b>447,652.37</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: December 2021

**Disbursed Summary**

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN	11 Personnel Compensation	1101 Non-Statutory Compensation	634,861.08	5,039,589.90
		1103 Overtime Compensation	0.00	2,047.51
		1104 Accrued Leave	625.00	26,120.13
		1108 Other Lump Sum	0.00	2,500.00
		<b>Total</b>	<b>635,486.08</b>	<b>5,070,257.54</b>
	21 Travel	2101 AIRFARE COMMERCIAL TRANSPORT	0.00	27,508.61
		2105 Lodging	270.01	22,548.40
		2110 Meals	14.95	5,362.75
		2120 Car Rental	0.00	6,005.32
		2125 Gasoline	0.00	670.21
		2130 Private Auto Mileage	0.00	4,361.33
		2135 TAXI/RIDE SHARE	0.00	6,352.32
		<b>Total</b>	<b>284.96</b>	<b>72,808.94</b>
		23 Rent, Communications, Utilities	2310 FRANKABLE TELECOM/TELETOWNHALL	0.00
	2320 DC Telecom Equip (TRANSFER)		204.00	2,060.00
	2321 DC Telecom Serv (TRANSFER)		694.25	7,466.25
	2322 DC Telecom Tolls (TRANSFER)		4,319.67	50,582.33
	2335 HIR Graphics (TRANSFER)		0.00	5,272.00
	2350 Postage / Courier / Box Rental		0.00	1,318.21
	2360 Utilities		0.00	103.89
	<b>Total</b>		<b>5,217.92</b>	<b>66,825.17</b>
	24 Printing and Reproduction	2401 FRANKABLE PRINTING & REPROD	0.00	3,206.40
		2403 Photographic (TRANSFER)	0.00	491.60
		2405 Advertisements	0.00	21.95
		<b>Total</b>	<b>0.00</b>	<b>3,719.95</b>
	25 Other Services	2527 Training	0.00	369.00
		2571 Technology Service Contracts	7,324.80	29,329.00
		2572 Web Dev Hst,Email & Rltd Serv		6,070.40
		2599 Miscellaneous Other Services		175.00
	<b>Total</b>		<b>35,943.40</b>	

Report ID: CC029

Run Date: 01/21/2022



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: December 2021

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed	
EXPEN	General Expenditures	2602 Water	116.91	3,043.38	
		2603 Food & Beverage	0.00	2,129.95	
		2604 Legislative Plnng Food and Bev	0.00	120.00	
		2605 Framing (TRANSFER)	0.00	750.00	
		2620 Office Supplies (Outside)	0.00	17,006.02	
		2621 Office Supply (TRANSFER)	1,316.70	9,431.29	
		2623 Software < \$500	0.00	9,378.28	
		2630 Publications/Reference Mat'l	0.00	9,894.06	
		<b>Total</b>	<b>1,433.61</b>	<b>51,752.98</b>	
		31 Equipment	3105 Office Equip Purch<\$25,000	763.67	4,790.81
	3112 Computer Hardw Purch <\$25,000		9,284.00	32,222.06	
	3118 Maintenance / Repairs		1,144.30	12,903.70	
	3128 Warranties		0.00	198.00	
	3131 Equipment Purchases		0.00	448.00	
	<b>Total</b>		<b>11,191.97</b>	<b>50,562.57</b>	
	<b>Total</b>		<b>660,939.34</b>	<b>5,351,870.55</b>	
	AE200	Official Mail	FM Franked Mail	2352 Franked Mail	0.00
<b>Total</b>			<b>0.00</b>	<b>12.08</b>	
<b>Total</b>			<b>660,939.34</b>	<b>5,351,882.63</b>	

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

12/01/2021 to 12/31/2021

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	197,900.00	24,491.67	12/01/2021 to 12/31/2021	
ABRAHAMIAN, ARLET SHARED EMPLOYEE	90,000.00	7,500.00	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
AGADA, ENUMALE MARGARET OVERSIGHT COUNSEL	136,700.00	18,583.34	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
BRIGGS, PATRICK EDWARD JUDE PROFESSIONAL STAFF MEMBER	185,000.00	19,166.67	12/01/2021 to 12/31/2021	
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	175,000.00	14,583.33	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	170,000.00	14,166.67	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
CARR, HANNAH G STAFF ASSISTANT	130,000.00	10,833.33	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
CLOUGH, MICHAEL RYAN SHARED EMPLOYEE	30,000.00	2,500.00	12/01/2021 to 12/31/2021	
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	190,000.00	22,499.99	12/01/2021 to 12/31/2021	
DELUCA, ANDREW J SHARED EMPLOYEE	84,500.00	17,041.67	12/01/2021 to 12/31/2021	
FLAHERTY JR, EDWARD CHIEF CLERK	197,900.04	24,491.67	12/01/2021 to 12/31/2021	
FLEET II, JAMES P.D. STAFF DIRECTOR	198,100.00	16,508.33	12/01/2021 to 12/31/2021	
GARCIA, ANDREW ALEXANDER STAFF ASSISTANT	57,000.00	3,750.00	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
HILL, GIANNI STAFF ASSISTANT	18,000.00	1,500.00	12/01/2021 to 12/31/2021	
JALATA, KULANI ASAFA ELECTIONS COUNSEL	145,000.00	15,833.33	12/01/2021 to 12/31/2021	
JONES, SEAN M LEGISLATIVE CLERK AND PROFESSIONAL STAFF	105,000.00	8,750.00	12/01/2021 to 12/31/2021	
LASURE, AARON M PROFESSIONAL STAFF	190,000.00	12,083.33	12/01/2021 to 12/31/2021	
LEAVANDOSKY, STACEY E SENIOR ADVISOR TO THE CHAIRPERSON	115,889.00	9,657.42	12/01/2021 to 12/31/2021	

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

12/01/2021 to 12/31/2021

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
LEVINE, JAMES G COUNSEL	159,000.00	5,300.00	12/01/2021 to 12/31/2021	APPOINTMENT 12/19/21
MICHAEL, WELLESLEY LAUREN STAFF ASSISTANT	45,000.00	3,750.00	12/01/2021 to 12/31/2021	
MORALES GOMEZ, JOSE A. PROFESSIONAL STAFF	160,000.00	5,833.33	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
MORGAN, TERI A DEPUTY STAFF DIRECTOR	190,000.00	13,333.33	12/01/2021 to 12/31/2021	
MURRAY, JONATHAN DANIEL PROFESSIONAL STAFF	125,000.00	10,416.67	12/01/2021 to 12/31/2021	
NASTA, SARAH MICHELLE ELECTION COUNSEL	180,000.00	20,000.00	12/01/2021 to 12/31/2021	
NORTON, SIERRA ROSE PRESS SECRETARY	57,500.00	3,993.06	12/01/2021 to 12/31/2021	APPOINTMENT 12/06/21
PELLEGRINI, GIANCARLO RIVERO ELECTIONS COUNSEL	180,000.00	21,666.66	12/01/2021 to 12/31/2021	
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	175,000.00	19,583.33	12/01/2021 to 12/31/2021	
SINGH, SAI SAMARCHITA STAFF ASSISTANT	115,000.00	9,583.33	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIEF COUNSEL	197,900.00	14,491.67	12/01/2021 to 12/31/2021	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	170,000.00	16,666.67	12/01/2021 to 12/31/2021	
WRIGHT, SEAN JAMES SENIOR ELECTIONS COUNSEL	199,300.00	27,375.69	12/01/2021 to 12/31/2021	

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

12/01/2021 to 12/31/2021

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	199,300.00	16,608.33	12/01/2021 to 12/31/2021	
CALDWELL, BRITTANY MORGAN INTERN	21,599.00	2,384.95	12/01/2021 to 12/31/2021	
COLLINS, RACHEL E COUNSEL	180,000.00	15,000.00	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
CONKLIN, ELISABETH J DIRECTOR OF COMMUNICATIONS STANDARDS COMMISSION	164,000.00	13,666.67	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
CROCKER, NICHOLAS LEE DEPUTY STAFF DIRECTOR	199,300.00	16,608.33	12/01/2021 to 12/31/2021	
CUNNINGTON, MICHAEL B POLICY ADVISOR FOR ELECTIONS	100,000.00	8,333.33	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
ERICKSON, CAMERON MARCUS LAW CLERK	105,000.00	8,750.00	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
GIACHETTI, RYAN ANDREW PROFESSIONAL STAFF	140,000.00	11,666.67	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
HAYS, CALEB JONATHAN GENERAL COUNSEL	190,300.00	15,858.33	12/01/2021 to 12/31/2021	
HIGGINS, GRACE ELIZABETH PROFESSIONAL STAFF COMMUNICATONS STANDARDS COMMISSION	115,000.00	9,583.33	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
MONAHAN, TIMOTHY J REPUBLICAN STAFF DIRECTOR	199,300.00	16,608.33	12/01/2021 to 12/31/2021	
NEAL, AUBREY PATRICIA DIRECTOR OF MODERNIZATION INITIATIVES	174,000.00	14,500.00	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
PERKINS, SLOANE THOMSON PRESS AND DIGITAL ASSISTANT	105,000.00	8,750.00	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
PHELPS, ASHLEY COMMUNICATIONS DIRECTOR	184,000.00	15,333.33	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
ROBERTS, CRAIG ANDREW SPECIAL ADVISOR	190,000.00	15,833.33	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	12/01/2021 to 12/31/2021	
SCHWALB, JANET GIULIANI DIRECTOR OF ADMINISTRATION	199,300.00	16,608.33	12/01/2021 to 12/31/2021	
SMITH, ELLIOT MICHAEL PROFESSIONAL STAFF	144,000.00	12,000.00	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21

**U.S. House of Representatives**

**PAYROLL CERTIFICATION - FINAL**

12/01/2021 to 12/31/2021

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

**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>
ORR, IAN FREDERICK STAFF ASSISTANT	45,000.00	625.00		