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G.K. BUTTERFIELD, NORTH CAROLINA
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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

September 13, 2019

August 2019 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 August 1-31, 2019;
- 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 August 2019 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 – August 2019

Full Committee Hearings:

There were no hearings during the August work period.

Subcommittee on Elections Hearings:

There were no Subcommittee hearings or meetings during the August work period.

Full Committee Meetings:

None.

Reports Filed:

None.

Polls:

None.

Floor Activity:

None.

Franking and Member Services

- Reviewed 897 requests for Franking advisory opinions.
- Provided guidance and advice to Member offices through consultations on the frankability of congressional mail and other communications.
- Held a status update meeting with the CAO office and Clerks of the House's staff on the status of disclosing Franked Advisory Opinions.
- Presented a Franking overview for district office staff attending the district office convention hosted by the Library of Congress.
- 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.
- Evaluate 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.
- Attended tour of new legislative archive space at 732 N. Capitol Street NW.

Library of Congress

- Held regular monthly oversight meeting with the Inspector General.
- Held copyright modernization oversight meeting with the Copyright Office and Office of the Chief Information Officer.
- Continued post-hearing oversight of the Congressional Research Service.

Architect of the Capitol

- Held regular monthly CVC oversight meeting with Senate Rules and Administration Committee Staff.
- Reviewed film and event waiver requests submitted by the CVC.
- Reviewed list of proposed artifacts and objects for the newly renovated Exhibition Hall.
- Held a meeting with AOC staff in anticipation of the September hearing on the Cannon House Office Building renovation project.
- Held a meeting with the AOC OIG in anticipation of the September hearing on the Cannon House Office Building renovation project.
- Held a meeting with the GAO in anticipation of the September hearing on the Cannon House Office Building renovation project.

Office of the Clerk

- Held regular monthly oversight meeting.

Chief Administrative Officer

- Held regular monthly oversight meeting.

United States Capitol Police

- U.S. Capitol Police Monthly Meeting held.
- Committee on House Administration U.S. Capitol Police QFRs issued.
- U.S. Capitol Police/Sergeant at Arms Garage Security Phase II Cannon and Rayburn implemented with new screening protocols.

Oversight of Federal Election Law and Procedures

- Ongoing oversight of topics within the committee jurisdiction.
- Support ongoing work of the Subcommittee.

Office of Congressional Workplace Rights

- Oversight of implementation of the provisions of the Congressional Accountability Act of 2018.

Committee on House Administration

Detailees – August 2019

116th Congress

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report

REPORT ON TRAVEL PERFORMED
Committee on House Administration
116th Congress
August 2019

Majority								
Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
Eddie Flaherty	12-Aug	8/14/2019	Site Visit	DCA/MIA/STX	\$ 772.85	\$ 1,540.71	\$ -	\$ 2,313.56
Peter Whippy	8/12/2019	8/14/2019	Site Visit	DCA/MIA/STX	\$ 978.40	\$ 595.80		\$ 1,574.20
	8/8/2019	8/11/2019	Conference	DCA/LAS/DCA	\$ 653.30	\$ 1,741.69	\$ 300.00	\$ 2,694.99
Sarah Nasta	8/12/2019	8/14/2019	Site Visit	DCA/MIA/STX	\$ 781.92	\$ 591.90	\$ -	\$ 1,373.82
	8/8/2019	8/11/2019	Conference	DCA/LAS/DCA	\$ 644.60	\$ 1,786.12	\$ 300.00	\$ 2,730.72
Jamie Fleet	7/28/2019	8/8/2019	Staff Delegation	DC	\$ 74.93		\$ -	\$ 74.93
	8/8/2019	8/11/2019	Conference	DCA/LAS/DCA	\$ 938.240	\$ 860.770	\$ 300.000	\$ 2,099.010
Stephen Spaulding	8/8/2019	8/11/2019	Conference	DCA/LAS/DCA	\$ 695.12	\$ 1,705.82	\$ 300.00	\$ 2,400.94
Elizabeth Hira	8/8/2019	8/13/2019	Conference	DCA/LAS/IAD	\$ 1,388.30	\$ 212.20	\$ 300.00	\$ 1,900.50
Veleter Mazyck	8/12/2019	8/14/2019	Site Visit	DCA/MIA/STX	\$ 703.86	\$ 578.71	\$ -	\$ 1,282.57
Stacey Leavandosky	8/8/2019	8/10/2019	Conference	IAD/LAS/IAD	\$ 953.10	\$ 752.42	\$ 300.00	\$ 2,005.52
Minority								
Jesse Roberts	8/25/2019	8/26/2019	Conference	DCA/SLT/ORD	\$ 698.83	\$ 152.52	\$ -	\$ 851.35
Cole Felder	8/8/2019	8/12/2019	Conference	DCA/LAS/ORD	\$ 709.33	\$ 1,000.54	\$ 300.00	\$ 1,709.87
	8/1/2019	8/3/2019	Conference	DCA/CLT/DCA	\$ 586.40	\$ 502.15	\$ -	\$ 1,088.55
Jennifer Daulby	8/1/2019	8/2/2019	Conference	DCA/CLT/DCA	\$ 646.10	\$ 156.52	\$ -	\$ 802.62

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

Appropriation Year 2019
2019:116th Congress 1stSession
Month: August 2019

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
	** Authorization	5,172,211.00	0.00	5,172,211.00	0.00	0.00	0.00	0.00	0.00	5,172,211.00
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	2,550,697.45	2,550,697.45	(2,550,697.45)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	122,659.48	122,659.48	(122,659.48)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	27,953.02	27,953.02	(27,953.02)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	17,368.94	17,368.94	(17,368.94)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	27,668.77	27,668.77	(27,668.77)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	1,739.81	0.00	27,761.15	29,500.96	(29,500.96)
	31 Equipment	0.00	0.00	0.00	0.00	3,114.00	0.00	8,907.71	12,021.71	(12,021.71)
	Total	5,172,211.00	0.00	5,172,211.00	0.00	4,853.81	0.00	2,783,016.52	2,787,870.33	2,384,340.67
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	49.55	49.55	(49.55)
	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	49.55	49.55	4,950.45
Total		5,177,211.00	0.00	5,177,211.00	0.00	4,853.81	0.00	2,783,066.07	2,787,919.88	2,389,291.12

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION
 Appropriation Year 2019
 2019:116th Congress 1stSession
 Month: August 2019

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	336,920.17	2,541,077.27
		1103 Overtime Compensation	0.00	57.69
		1104 Accrued Leave	2,812.50	9,562.49
		Total	339,732.67	2,550,697.45
21 Travel		2101 Commercial Transportation	75.00	56,319.32
		2105 Lodging	10,177.91	29,733.45
		2110 Meals	3,105.28	13,291.64
		2120 Car Rental	499.60	5,524.65
		2125 Gasoline	0.00	455.58
		2130 Private Auto Mileage	0.00	1,410.61
		2135 Taxi/Parking/Tolls	1,106.87	7,734.70
		2155 Witness Travel / Related Exp	0.00	2,011.53
		2175 Field Hearing Support Cost	0.00	6,178.00
		Total	14,964.66	122,659.48
EXPEN General Expenditures		2303 Temporary Space Rental	0.00	125.82
		2320 DC Telecom Equip (TRANSFER)	152.00	1,608.00
		2321 DC Telecom Serv (TRANSFER)	614.50	4,279.50
		2322 DC Telecom Tolls (TRANSFER)	4,011.77	18,873.09
		2335 HIR Graphics (TRANSFER)	270.00	2,290.00
		2350 Postage / Courier / Box Rental	0.00	44.16
		2360 Utilities	0.00	129.95
		2370 Equip Rental (Eff 1/3/03)	0.00	602.50
		Total	5,048.27	27,953.02
		24 Printing and Reproduction		2401 Printing & Reproduction
2403 Photographic (TRANSFER)	0.00			8.00
Total	1,079.94	17,368.94		
25 Other Services		2508 Equipment Installation	0.00	4,800.00
		2527 Training	1,200.00	5,669.00
		2529 Translatn and Interpret Serv	0.00	1,034.80

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION
 Appropriation Year 2019
 2019:116th Congress 1stSession
 Month: August 2019

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	25 Other Services	2571 Technology Service Contracts	2,000.00	16,006.00
		2572 Web Dev Hst,Email & Rltd Serv	52.99	158.97
		Total	3,252.99	27,668.77
	26 Supplies and Materials	2602 Water	348.01	1,301.46
		2603 Food & Beverage	256.03	3,637.22
		2604 Legislative Plnng Food and Bev	0.00	1,023.07
		2605 Framing (TRANSFER)	100.00	150.00
		2620 Office Supplies (Outside)	0.00	2,295.05
		2621 Office Supply (TRANSFER)	234.25	6,031.24
		2623 Software < \$500	0.00	560.83
Total	970.44	27,761.15		
31 Equipment	3105 Office Equip Purch<\$25,000	0.00	1,258.71	
	3115 Computer Softw Purch <\$10,000	741.13	1,377.00	
	3118 Maintenance / Repairs	784.00	6,272.00	
	Total	1,525.13	8,907.71	
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	5.35	49.55
Total	Total	Total	5.35	49.55
Total			366,579.45	2,783,066.07

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

08/01/2019 to 08/31/2019

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
FLEET II, JAMES P.D. STAFF DIRECTOR	171,300.00	14,275.00	08/01/2019 to 08/31/2019	P/R CHANGE 08/01/19
MORGAN, TERI A DEPUTY STAFF DIRECTOR	160,000.00	13,333.33	08/01/2019 to 08/31/2019	
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIEF	172,500.00	14,375.00	08/01/2019 to 08/31/2019	

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ABBOUD, KHALIL DEPUTY STAFF DIRECTOR	168,411.00	14,034.25	08/01/2019 to 08/31/2019	
ARIAS, HECTOR STAFF ASSISTANT	45,000.00	3,750.00	08/01/2019 to 08/31/2019	
BECKMAN WRIGHT, GINA M PROFESSIONAL STAFF - FRANKING	50,000.00	4,166.67	08/01/2019 to 08/31/2019	
BURNS, SYDNEY O STAFF ASSISTANT	45,000.00	125.00	08/01/2019 to 08/31/2019	P/R CHANGE 08/01/19
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	55,000.00	4,583.33	08/01/2019 to 08/31/2019	
CARR, HANNAH G STAFF ASSISTANT	45,000.00	4,595.04	08/01/2019 to 08/31/2019	
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	150,000.00	12,500.00	08/01/2019 to 08/31/2019	P/R CHANGE 08/01/19
FLAHERTY JR, EDWARD CHIEF CLERK	168,411.00	14,034.25	08/01/2019 to 08/31/2019	
HADDAD, MANNAL E PRESS SECRETARY	53,000.00	4,416.67	08/01/2019 to 08/31/2019	
HENDRIX, KEMBA A DIVERSITY DIRECTOR	125,000.00	10,416.67	08/01/2019 to 08/31/2019	
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	127,500.00	10,625.00	08/01/2019 to 08/31/2019	
HIRA, ELIZABETH L ELECTIONS COUNSEL	120,000.00	10,000.00	08/01/2019 to 08/31/2019	P/R CHANGE 08/01/19
HULL, GEORGE Z SHARED EMPLOYEE	42,000.00	3,500.00	08/01/2019 to 08/31/2019	
JONES, SEAN M LEGISLATIVE CLERK	55,000.00	4,583.33	08/01/2019 to 08/31/2019	P/R CHANGE 08/01/19

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

08/01/2019 to 08/31/2019

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10H0000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	08/01/2019 to 08/31/2019	
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	85,000.00	7,083.33	08/01/2019 to 08/31/2019	
MALIK, MARIAM STAFF ASSISTANT	45,000.00	3,750.00	08/01/2019 to 08/31/2019	P/R CHANGE 08/01/19
MAZYCK, VELETER SHARED EMPLOYEE	75,000.00	6,250.00	08/01/2019 to 08/31/2019	
NASTA, SARAH MICHELLE ELECTION COUNSEL	80,000.00	6,666.67	08/01/2019 to 08/31/2019	P/R CHANGE 08/01/19
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	95,000.00	3,166.67	08/01/2019 to 08/31/2019	APPOINTMENT 08/19/19
SEHGAL, TANYA SENIOR ELECTIONS COUNSEL	120,000.00	10,000.00	08/01/2019 to 08/31/2019	P/R CHANGE 08/01/19
SPAULDING, STEPHEN E ELECTION COUNSEL	120,000.00	10,000.00	08/01/2019 to 08/31/2019	P/R CHANGE 08/01/19
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	08/01/2019 to 08/31/2019	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	105,000.00	8,750.00	08/01/2019 to 08/31/2019	P/R CHANGE 08/01/19

SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
BURNS, SYDNEY O STAFF ASSISTANT	45,000.00	2,812.50		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

08/01/2019 to 08/31/2019

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

Department	Employee Group	Expenditure	Active	Paid
HO000	SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$41,983.33	3	3
HO000	SPECIAL & SELECT COMMITTEE - PERSONNEL	\$181,580.21	23	24
HO000	SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE	\$2,812.50	0	1
HO000	Total	\$226,376.04	26	28

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED HEREON.

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

08/01/2019 to 08/31/2019

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
DAULBY, JENNIFER A REPUBLICAN STAFF DIRECTOR	172,500.00	14,375.00	08/01/2019 to 08/31/2019	
FELDER, COLE M REPUBLICAN GENERAL COUNSEL	160,700.00	13,391.67	08/01/2019 to 08/31/2019	

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
BRADY, MAEVE J INTERN	21,599.00	299.99	08/01/2019 to 08/31/2019	APPOINTMENT 08/26/19
CONKLIN, ELISABETH J PROFESSIONAL STAFF	55,000.00	4,583.33	08/01/2019 to 08/31/2019	
CROCKER, NICHOLAS LEE PROFESSIONAL STAFF	80,000.00	6,666.67	08/01/2019 to 08/31/2019	
ENGLUND, MARY S DIRECTOR OF ADMINISTRATION & O	157,000.00	13,083.33	08/01/2019 to 08/31/2019	
ESTRADA LOBO, ROBERTO STAFF ASSISTANT	40,000.00	3,333.33	08/01/2019 to 08/31/2019	
KING, CORINNE INTERN	21,599.00	539.98	08/01/2019 to 08/31/2019	TERMINATED 08/09/19
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	08/01/2019 to 08/31/2019	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	160,000.00	13,333.33	08/01/2019 to 08/31/2019	
PARELLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR	80,000.00	6,666.67	08/01/2019 to 08/31/2019	
RANDALL, BRITTANY A DIRECTOR OF MEMBER SERVICES	90,000.00	7,500.00	08/01/2019 to 08/31/2019	
ROBERTS, JESSE ALLEN COUNSEL	75,000.00	6,250.00	08/01/2019 to 08/31/2019	
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	08/01/2019 to 08/31/2019	
SCHWALB, JANET GIULIANI PROFESSIONAL STAFF	95,000.00	7,916.67	08/01/2019 to 08/31/2019	
SULLIVAN, TIMOTHY M FRANKING COMMISSION REPUBLICAN	75,000.00	6,250.00	08/01/2019 to 08/31/2019	

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

08/01/2019 to 08/31/2019

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

Department	Employee Group	Expenditure	Active	Paid
HO090	SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$27,766.67	2	2
HO090	SPECIAL & SELECT COMMITTEE - PERSONNEL	\$85,589.96	13	14
HO090	Total	\$113,356.63	15	16

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED HEREON.

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

08/01/2019 to 08/31/2019

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Employee Group	Expenditure	Active	Paid
SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$69,750.00	5	5
SPECIAL & SELECT COMMITTEE - PERSONNEL	\$267,170.17	36	38
SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE	\$2,812.50	0	1
Total	\$339,732.67	41	44

COMMENTS: (EXCEPTIONS MUST BE LISTED WITHIN THIS BOX)

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