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JAMIE RASKIN, MARYLAND
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G.K. BUTTERFIELD, NORTH CAROLINA
MARCIA FUDGE, OHIO
PETE AGUILAR, CALIFORNIA

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
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RODNEY DAVIS, ILLINOIS
RANKING MINORITY MEMBER

MARK WALKER, NORTH CAROLINA
BARRY LOUDERMILK, GEORGIA

ONE HUNDRED SIXTEENTH CONGRESS

JEN DAULBY, MINORITY STAFF DIRECTOR

April 13th, 2020

March 2020 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 March 1-31, 2020;
- 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 March 2020 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 – March 2020

Full Committee Hearings:

03.03.2020 - Oversight of the Government Publishing Office.

Subcommittee on Elections Hearings:

None.

Full Committee Meetings:

None.

Reports Filed:

None.

Polls:

Committee Poll No. 12: Adoption of Committee Resolution 116-18 to allocate funds from the Reserve Fund (\$385,000 to the Committee on Armed Services; \$400,000 to the Committee on Education and Labor; \$600,000 to the Committee on Energy and Commerce; \$190,000 to the Committee on Foreign Affairs; \$450,000 to the Committee on Transportation and Infrastructure; \$375,000 to the Committee on Veterans' Affairs; and \$400,000 to the Committee on Ways and Means).

Floor Activity:

H. Res. 245: Allocating monies from the Reserve Fund to several Committee's for expenses incurred during the period beginning at noon on January 3, 2020 and ending immediately before noon on January 3, 2021. *Agreed to without objection on March 23.*

Franking and Member Services

- Reviewed 1,577 requests for advisory opinions.
- On March 13, the Commission Staff implemented work-from-home procedures.
- On March 30, the Commission concluded a poll vote and adopted measures to amend the House Communications Standards Manual, waive blackout restrictions for unsolicited postal mail sent in response to or to address threats to life safety, and to authorize the Chair and Ranking Member to issue such waivers upon mutual agreement.
- On March 30, the Commission Chair and Ranking Member issued an E-Dear Colleague titled, Franking Changes due to COVID-19.
- Provided guidance and advice to Member offices through consultations on the permissible content of congressional mail and other communications.
- Distributed notices to state delegations entering the blackout throughout March.
- 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

Government Publishing Office

- Held regular monthly oversight meeting.

- Various meetings/briefings pertaining to COVID-19 issues

Library of Congress

- Held regular monthly oversight meeting.

Smithsonian

- Held regular monthly oversight meeting.
- Held meeting with Board of Regents nominee.
- Various meetings/briefings pertaining to COVID-19 issues.

Architect of the Capitol

- Held regular monthly oversight meeting.
- Attended various CVC oversight meetings.
- Held monthly AOC OIG oversight meeting.
- Various meetings/briefings pertaining to COVID-19 issues.

Office of the Clerk

- Held regular monthly oversight meeting.
- Various meetings/briefings pertaining to COVID-19 issues.

Office of the Inspector General

- Held monthly oversight meeting.

Chief Administrative Officer

- Held regular monthly oversight meeting.
- Held monthly HIR oversight meeting.
- Various meetings/briefings pertaining to COVID-19 issues.

United States Capitol Police

- HSAA Oversight Meeting.
- United States Capitol Police/CAO Meeting.

- United State Capitol Police Diversity and Inclusion Update.
- United State Capitol Police Monthly Oversight Meeting.
- United State Capitol Police/IG Monthly Oversight Meeting.
- Deputy HSAA Monthly Meeting.

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.

Office of Congressional Workplace Rights

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

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

Office: 10HO House Administration

Appropriation Year 2020
 2020:116th Congress 2ndSession
 Month: March 2020

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	5,472,211.00	0.00	5,472,211.00	0.00	0.00	0.00	0.00	0.00	5,472,211.00
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	1,074,933.04	1,074,933.04	(1,074,933.04)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	13,284.07	13,284.07	(13,284.07)
EXPEN	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	2,549.97	0.00	9,548.87	12,098.84	(12,098.84)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	477.45	477.45	(477.45)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	8,568.49	8,568.49	(8,568.49)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	3,227.94	3,227.94	(3,227.94)
	Total	5,472,211.00	0.00	5,472,211.00	0.00	2,549.97	0.00	1,110,039.86	1,112,589.83	4,359,621.17
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	7.33	7.33	(7.33)
	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	7.33	7.33	4,992.67
Total		5,477,211.00	0.00	5,477,211.00	0.00	2,549.97	0.00	1,110,047.19	1,112,597.16	4,364,613.84

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	3,723,141.00	0.00	3,723,141.00	0.00	2,549.97	0.00	729,476.37	732,026.34	2,991,114.66
	AE200	5,000.00	0.00	5,000.00	0.00	0.00	0.00	7.33	7.33	4,992.67
	Total	3,728,141.00	0.00	3,728,141.00	0.00	2,549.97	0.00	729,483.70	732,033.67	2,996,107.33
10HO999	EXPEN	1,749,070.00	0.00	1,749,070.00	0.00	0.00	0.00	380,563.49	380,563.49	1,368,506.51
	Total	1,749,070.00	0.00	1,749,070.00	0.00	0.00	0.00	380,563.49	380,563.49	1,368,506.51
Total		5,477,211.00	0.00	5,477,211.00	0.00	2,549.97	0.00	1,110,047.19	1,112,597.16	4,364,613.84

U.S. House of Representatives

Monthly Financial Statement by Legislative Year - Committee Rollup

Office: 10HO House Administration

Appropriation Year 2020
2020:116th Congress 2nd Session
Month: March 2020

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	358,442.94	1,068,788.12
		1103 Overtime Compensation	186.59	186.59
		1104 Accrued Leave	5,958.33	5,958.33
		Total	364,587.86	1,074,933.04
21 Travel		2101 Commercial Transportation	6,102.20	6,722.00
		2105 Lodging	2,965.89	3,542.47
		2110 Meals	1,105.34	1,123.68
		2120 Car Rental	747.83	747.83
		2125 Gasoline	63.98	63.98
		2130 Private Auto Mileage	24.84	24.84
		2135 Taxi/Parking/Tolls	560.55	1,059.27
		Total	11,570.63	13,284.07
EXPEN General Expenditures		2320 DC Telecom Equip (TRANSFER)	176.00	440.00
		2321 DC Telecom Serv (TRANSFER)	668.75	1,322.00
		2322 DC Telecom Tolls (TRANSFER)	3,019.52	7,505.32
		2323 Distr Off Telecom Eq (TRANSF)	7.75	15.50
		2335 HIR Graphics (TRANSFER)	0.00	140.00
23 Rent, Communications, Utilities		2350 Postage / Courier / Box Rental	37.20	126.05
		Total	3,909.22	9,548.87
24 Printing and Reproduction		2401 Printing & Reproduction	292.45	477.45
		Total	292.45	477.45
25 Other Services		2525 Stenographic Reporting	730.50	730.50
		2527 Training	2,100.00	2,100.00
		2571 Technology Service Contracts	1,895.00	5,685.00
		2572 Web Dev Hst,Email & Rltd Serv	52.99	52.99
	Total	4,778.49	8,568.49	
26 Supplies and Materials		2602 Water	254.20	455.87
		2603 Food & Beverage	30.00	30.00
		2620 Office Supplies (Outside)	452.27	705.58
		2621 Office Supply (TRANSFER)	802.31	1,878.70

U.S. House of Representatives
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Appropriation Year 2020
2020:116th Congress 2nd Session
Month: March 2020

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	26 Supplies and Materials	2630 Publications/Reference Mat'l	104.80	157.79
	Total	Total	1,643.58	3,227.94
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	7.33	7.33
	Total	Total	7.33	7.33
Total			386,789.56	1,110,047.19

REPORT ON TRAVEL PERFORMED
Committee on House Administration
116th Congress - 2nd Session
March 2020

Majority									
Traveler	Dates of Travel		Purpose	Itinerary	Transportation	Reimbursement Claimed			Total
	From	To				Meals, Lodging & Incidentals	Other		
Eddie Flaherty	3/4/2020	3/5/2020	SITE VISIT	DCA/SDF/DCA	\$ 634.19	\$ 230.17	\$ -	\$ 864.36	
Mannal Haddad	3/4/2020	3/5/2020	SITE VISIT	DCA/SDF/DCA	\$ 634.19	\$ 230.17	\$ -	\$ 864.36	
Veleter Mazyck	3/4/2020	3/5/2020	SITE VISIT	DCA/SDF/DCA	\$ 634.19	\$ 230.17	\$ -	\$ 864.36	
TOTAL								\$ 2,593.08	
Minority									
Jesse Roberts	3/1/2020	3/5/2020	CA Election Administration Oversight	DCA/LAX/DCA	\$ 798.02	\$ 1,089.14	\$ -	\$ 1,887.16	
Keighle Joyce	3/1/2020	3/5/2020	CA Election Administration Oversight	DCA/LAX/DCA	\$ 544.08	\$ 1,167.89	\$ -	\$ 1,711.97	
TOTAL								\$ 3,599.13	

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

03/01/2020 to 03/31/2020

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	168,411.00	14,034.25	03/01/2020 to 03/31/2020	
ARIAS, HECTOR STAFF ASSISTANT	45,000.00	3,750.00	03/01/2020 to 03/31/2020	
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	100,000.00	8,333.33	03/01/2020 to 03/31/2020	
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	55,000.00	4,583.33	03/01/2020 to 03/31/2020	
CARR, HANNAH G STAFF ASSISTANT	45,000.00	3,750.00	03/01/2020 to 03/31/2020	
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	150,000.00	12,500.00	03/01/2020 to 03/31/2020	
DUBAD, ARWA MOHAMED PROFESSIONAL STAFF - FRANKING	53,000.00	4,416.67	03/01/2020 to 03/31/2020	
FLAHERTY JR, EDWARD CHIEF CLERK	168,411.00	14,034.25	03/01/2020 to 03/31/2020	
FLEET II, JAMES P.D. STAFF DIRECTOR	172,700.00	14,391.67	03/01/2020 to 03/31/2020	
HADDAD, MANNAL E PRESS SECRETARY	60,000.00	5,000.00	03/01/2020 to 03/31/2020	
HENDRIX, KEMBA A DIVERSITY DIRECTOR	125,000.00	3,125.00	03/01/2020 to 03/31/2020	TERMINATED 03/09/20
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	127,500.00	10,625.00	03/01/2020 to 03/31/2020	
HULL, GEORGE Z SHARED EMPLOYEE	42,000.00	3,500.00	03/01/2020 to 03/31/2020	
JACOBS, BRANDON M LEGISLATIVE CLERK	60,000.00	1,333.33	03/01/2020 to 03/31/2020	APPOINTMENT 03/23/20
JALATA, KULANI ASAFA ELECTIONS COUNSEL	80,000.00	6,666.67	03/01/2020 to 03/31/2020	
JONES, SEAN M LEGISLATIVE CLERK	60,000.00	-1,666.66	03/01/2020 to 03/31/2020	TERMINATED 02/29/20
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	03/01/2020 to 03/31/2020	
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	90,489.00	7,540.75	03/01/2020 to 03/31/2020	

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

03/01/2020 to 03/31/2020

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
MALIK, MARIAM STAFF ASSISTANT	45,000.00	3,750.00	03/01/2020 to 03/31/2020	
MAZYCK, VELETER SHARED EMPLOYEE	75,000.00	6,250.00	03/01/2020 to 03/31/2020	
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	45,000.00	3,750.00	03/01/2020 to 03/31/2020	
MORGAN, TERI A DEPUTY STAFF DIRECTOR	168,411.00	14,034.25	03/01/2020 to 03/31/2020	
NASTA, SARAH MICHELLE ELECTION COUNSEL	105,000.00	8,750.00	03/01/2020 to 03/31/2020	
PELLEGRINI, GIANCARLO RIVERO ELECTIONS COUNSEL	120,000.00	10,000.00	03/01/2020 to 03/31/2020	
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	95,000.00	7,916.67	03/01/2020 to 03/31/2020	
SPAULDING, STEPHEN E ELECTION COUNSEL	140,000.00	11,666.67	03/01/2020 to 03/31/2020	
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIE	173,900.00	14,491.67	03/01/2020 to 03/31/2020	
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	03/01/2020 to 03/31/2020	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	140,000.00	11,666.67	03/01/2020 to 03/31/2020	150007

SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
MALIK, MARIAM STAFF ASSISTANT	45,000.00	146.03		
MORALES GOMEZ, JOSE A. STAFF ASSISTANT	45,000.00	40.56		

SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
JONES, SEAN M LEGISLATIVE CLERK	60,000.00	2,333.33		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

03/01/2020 to 03/31/2020

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
CASTRO, JEYBEN JESUS DIR. OF DIVERSITY AND INCLUSIO	30,000.00	2,500.00	03/01/2020 to 03/31/2020	
CONKLIN, ELISABETH J PROFESSIONAL STAFF	63,000.00	5,250.00	03/01/2020 to 03/31/2020	
CROCKER, NICHOLAS LEE DIRECTOR OF MEMBER SERVICES	90,000.00	7,500.00	03/01/2020 to 03/31/2020	
DAULBY, JENNIFER A REPUBLICAN STAFF DIRECTOR	173,900.00	14,491.67	03/01/2020 to 03/31/2020	
ENGLUND, MARY S DIRECTOR OF ADMINISTRATION & O	157,000.00	13,083.33	03/01/2020 to 03/31/2020	
ESTRADA LOBO, ROBERTO STAFF ASSISTANT	47,000.00	3,761.11	03/01/2020 to 03/31/2020	P/R CHANGE 03/09/20
FELDER, COLE M REPUBLICAN GENERAL COUNSEL	160,700.00	13,391.67	03/01/2020 to 03/31/2020	
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	63,000.00	5,250.00	03/01/2020 to 03/31/2020	
JOYCE, KEIGHLE COUNSEL	55,000.00	4,583.33	03/01/2020 to 03/31/2020	
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	03/01/2020 to 03/31/2020	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	170,000.00	14,166.67	03/01/2020 to 03/31/2020	
PARILLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR	80,000.00	6,666.67	03/01/2020 to 03/31/2020	
RANDALL, BRITTANY A PROFESSIONAL STAFF	45,000.00	125.00	03/01/2020 to 03/31/2020	P/R CHANGE 03/01/20
ROBERTS, JESSE ALLEN COUNSEL	80,000.00	6,666.67	03/01/2020 to 03/31/2020	
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	03/01/2020 to 03/31/2020	
SCHWALB, JANET GIULIANI PROFESSIONAL STAFF	95,000.00	7,916.67	03/01/2020 to 03/31/2020	
SMITH, ELLIOT MICHAEL STAFF ASSISTANT	45,000.00	3,229.98	03/01/2020 to 03/31/2020	P/R CHANGE 03/09/20
SULLIVAN, TIMOTHY M DIR, REPUBLICAN COMMUNICATIONS	75,000.00	6,250.00	03/01/2020 to 03/31/2020	

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

03/01/2020 to 03/31/2020

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	10.
RANDALL, BRITTANY A PROFESSIONAL STAFF	45,000.00	3,625.00			

Committee on House Administration

Detailees – March 2020

116th Congress

Name	Agency	Start Date	End Date	Majority/Minority

No Detailees to Report