

Congress of the United States
U.S. House of Representatives
Committee on Small Business
2361 Rayburn House Office Building
Washington, DC 20515-6515

January 28, 2020

The Honorable Zoe Lofgren
Chairwoman
Committee on House Administration
1309 Longworth HOB
Washington, DC 20515

Dear Chairwoman Lofgren:

In accordance with the regulations of the Committee on House Administration, I am submitting one copy of the monthly report for December 2019, including:

1. Summary of the progress of the specific investigations and studies for which funds were approved.
2. Fund balance statements for the month and year to date.
3. Statement of expenses for the month and year to date.
4. Franking balance for the month and year to date.
5. Report of travel performed.
6. List of committee employees, job titles and gross monthly salaries.
7. List of committee detailees with start and end dates.

The report is available to members of the committee for examination.

Sincerely,



Nydia M. Velázquez
Chairwoman

**ACTIVITIES OF THE
COMMITTEE ON SMALL BUSINESS
116TH CONGRESS, 1st Session**

December 2019

12-04-19: FULL COMMITTEE HEARING

"Embracing Corporate Social Responsibility: Small Business Best Practices"

**12-10-19: SUBCOMMITTEE ON INVESTIGATIONS, OVERSIGHT, AND
REGULATIONS HEARING**

"Review of the SBA's 504/CDC Loan Program"

U.S. House of Representatives
COMMITTEE ON SMALL BUSINESS
MAJORITY
Fund Balance Statement by Paid Date
December

Total Authorization

116-1

\$2,065,432.00

Less Expenses for:

January	2019	\$76,911.54
February		\$115,724.39
March		\$112,992.26
April		\$128,621.06
May		\$137,865.72
June		\$147,261.75
July		\$205,312.91
August		\$201,583.00
September		\$157,893.44
October		\$167,117.58
November		\$157,039.34
December		\$179,334.65

Total Expenses to Date:**\$1,787,657.64****Unexpended authorization**

\$277,774.36

01/28/20

U.S. House of Representatives
COMMITTEE ON SMALL BUSINESS
MAJORITY
Monthly Statement by Paid Date
116-1 December

Description	YTD Including		Cumulative Total
	December	December	
Non-Statutory Compensation	\$151,019.18	\$1,535,650.13	\$1,535,650.13
Bonus	\$18,735.16	\$40,202.36	\$40,202.36
11-Personnel Compensation subtotal	\$169,754.34	\$1,575,852.49	\$1,575,852.49
Commercial Transportation	\$2,938.40	\$9,663.83	\$9,663.83
Lodging	\$2,290.09	\$5,379.05	\$5,379.05
Meals	\$39.72	\$1,714.49	\$1,714.49
Car Rental	\$526.03	\$1,283.72	\$1,283.72
Gasoline	\$36.36	\$36.36	\$36.36
Taxi/Parking/Tolls	\$29.51	\$1,222.68	\$1,222.68
21-Travel subtotal	\$5,860.11	\$19,300.13	\$19,300.13
DC Telecommunication Equipment (TRANSFER)	\$72.00	\$7,188.00	\$7,188.00
DC Telecommunication Service (TRANSFER)	\$193.75	\$1,772.00	\$1,772.00
DC Telecommunication Tolls (TRANSFER)	\$672.03	\$6,127.50	\$6,127.50
HIR Graphics (TRANSFER)	\$0.00	\$177.00	\$177.00
Postage/Courier/Box rental	\$7.41	\$58.20	\$58.20
Franked Mail	\$9.78	\$34.73	\$34.73
23-Rent, Communications and Utilities subtotal	\$954.97	\$15,357.43	\$15,357.43
Printing & Reproduction	\$0.00	\$1,099.50	\$1,099.50
Photographic (TRANSFER)	\$0.00	\$144.00	\$144.00
Advertisements	\$0.00	\$3,667.64	\$3,667.64
24-Printing and Reproduction subtotal	\$0.00	\$4,911.14	\$4,911.14
Technology Service Contracts	\$1,353.00	\$16,236.00	\$16,236.00
Web Development, Hosting, Email, and Related Services	\$387.07	\$17,652.96	\$17,652.96
25-Other Services subtotal	\$1,740.07	\$33,888.96	\$33,888.96
Bottled Water	\$0.00	\$1,653.92	\$1,653.92
Food and Beverage	\$277.88	\$648.38	\$648.38
Framing (TRANSFER)	\$0.00	\$400.00	\$400.00
Office Supplies (Outside)	\$0.00	\$14,083.18	\$14,083.18
Office Supply (TRANSFER)	\$184.70	\$2,893.56	\$2,893.56
Publications/Reference Material	\$0.00	\$71,934.70	\$71,934.70
26-Supplies and Materials subtotal	\$462.58	\$91,613.74	\$91,613.74
Computer Hardware Purchase less than \$25,000	\$0.00	\$38,438.81	\$38,438.81
Computer Software Purchase less than \$10,000	\$0.00	\$556.00	\$556.00

Description	YTD Including		Cumulative Total
	December	December	
Computer Software Operating Lease less than \$10,000	\$0.00	\$208.98	\$208.98
Equipment & Software Maintenance	\$562.58	\$7,529.96	\$7,529.96
31-Equipment subtotal	\$562.58	\$46,733.75	\$46,733.75
Total Expenses	\$179,334.65	\$1,787,657.64	\$1,787,657.64

**US House of Representatives
Committee on Small Business - Minority
Fund Balance Statement by Paid Date
December 2019**

Total Authorization			
116-1			\$1,032,716.00
Less Expenses for:			
January	2019		\$55,769.48
February			\$82,248.91
March			\$66,368.35
April			\$67,660.15
May			\$69,048.53
June			\$71,363.88
July			\$70,917.96
August			\$70,954.96
September			\$71,012.45
October			\$71,526.37
November			\$85,725.01
December			\$98,538.92
Total Expenses to Date:			\$881,134.97
Unexpended authorization			\$151,581.03

Commtee on Small Business - Minority
Monthly Statement by Paid Date
December 31, 2019

Description	YTD Including		Cumulative Total
	December	November	
Non-Statutory Compensation	\$95,366.01	\$839,740.45	\$839,740.45
11-Personnel Compensation subtotal	\$95,366.01	\$839,740.45	\$839,740.45
Commerical Tranportation	\$0.00	\$1,884.56	\$1,884.56
Lodging	\$0.00	\$656.92	\$656.92
Meals	\$0.00	\$161.76	\$161.76
Car Rental	\$0.00	\$161.26	\$161.26
Gasoline	\$0.00	\$9.53	\$9.53
Private Auto Mileage	\$0.00	\$124.35	\$124.35
Taxi/Parking/Tolls	\$0.00	\$363.13	\$363.13
21-Travel subtotal	\$0.00	\$3,361.51	\$3,361.51
DC Telecom Eqpt (transfer)	\$44.00	\$652.00	\$652.00
DC Telecom Service (transfer)	\$100.75	\$1,152.00	\$1,152.00
DC Telecom Tolls (transfer)	\$535.75	\$6,211.57	\$6,211.57
Equipment Rental	\$0.00	\$1,074.00	\$1,074.00
23-Rent, Communications & Utilities subtotal	\$680.50	\$9,089.57	\$9,089.57
Printing & Reproduction	\$0.00	\$89.85	\$89.85
24-Printing and Reproduction subtotal	\$0.00	\$89.85	\$89.85
Technology Service Contracts	\$1,353.00	\$16,236.00	\$16,236.00
Web Dev, Hosting, Email Services	\$585.00	\$6,785.00	\$6,785.00
25-subtotal	\$1,938.00	\$23,021.00	\$23,021.00
Bottled Water	\$0.00	\$473.96	\$473.96
Food and Beverage	\$0.00	\$74.00	\$74.00
Office Supplies (Outside)	\$82.02	\$82.02	\$82.02
Office Supply (transfer)	\$80.39	\$303.37	\$303.37
Publications/Reference Material	\$0.00	\$799.24	\$799.24
26-Supplies & Materials subtotal	\$162.41	\$1,732.59	\$1,732.59
Equipment & Software Maintenance	\$392.00	\$4,100.00	\$4,100.00
31-Equipment subtotal	\$392.00	\$4,100.00	\$4,100.00
Total Expenses	\$98,538.92	\$881,134.97	\$881,134.97

Committee on Small Business
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Franked Mail Report | December 2019

Franked Mail Allocation		\$5,000.00
January	\$ -	
February	\$ -	
March	\$ -	
April	\$ 1.27	
May	\$ 2.86	
June	\$ -	
July	\$ 4.25	
August	\$ 2.86	
September	\$ 4.01	
October	\$ 7.99	
November	\$ 1.71	
December	\$ 9.78	
TOTAL EXPENDED		\$34.73
Unexpended Allocation		\$4,965.27

Committee on Small Business
 116th Congress - First Session
 Travel Performed | December 2019

	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging, & Incidentals	Other	Total
Traveler								
Michael Stein	11/6/19	11/6/19	U City Science Center Tour	DC-PA-DC	\$ 135.00			\$ 135.00
Ellen Harrington	11/7/19	11/9/19	Field Hearing	DC-CA-DC	\$ 486.60	\$ 400.89		\$ 887.49
Melissa Jung	11/7/19	11/9/19	Field Hearing	DC-CA-DC	\$ 486.60	\$ 643.84		\$ 1,130.44
Evelyn Quartz	11/17/19	11/18/19	Field Press Conference	DC-NY-DC	\$ 226.00	\$ 159.00		\$ 385.00
Michael McGinnis	11/16/19	11/18/19	Field Press Conference	DC-NY-DC	\$ 257.00	\$ 185.96		\$ 442.96
Matthew Bowman	11/21/19	11/23/19	Field Hearing	DC-CO-DC	\$ 673.60	\$ 332.96		\$ 1,006.56
Naveen Parmar	11/21/19	11/23/19	Field Hearing	DC-CO-DC	\$ 673.60	\$ 476.99		\$ 1,150.59
Matthew Gómez	10/28/19	10/30/19	NAGGL Conference	DC-LA-DC		\$ 370.88		\$ 370.88
Michael Stein	11/3/19	11/4/19	SBA Forum	DC-PA-DC		\$ 327.03		\$ 327.03

**Committee on Small Business
116th Congress - First Session
Employee List | December 2019**

Employee	Position Title	Gross Pay
Barr, Delia K	Clerk	\$ 10,833.33
Barton, Stacy Palmer	Chief of Staff	\$ 190.42
Bowles, Maureen G	Shared Employee	\$ 1,500.00
Bowman, Matthew	Professional Staff Member	\$ 5,833.33
Bruno, Richard R	Executive Assistant	\$ 5,416.67
Emmons, Rachel	Staff Asst/Press Asst	\$ 7,916.67
Ennesser, Tracy Lee	Staff Assistant	\$ 4,583.33
Finks, Lauren E	Clerk	\$ 6,250.00
Fitzpatrick, Kevin W	Staff Director	\$ 14,375.00
García, Moraima	Office Manager	\$ 9,066.67
Gomez, Matthew M	Counsel	\$ 7,500.00
Hartz, Joseph E.	Policy Director	\$ 14,034.25
Haurek, Alex	Senior Advisor	\$ 10,733.33
Jung, Melissa R.	Deputy Staff Director/Chief Counsel	\$ 14,166.67
Kerman, Allison	Staff Asst/Policy Asst	\$ 7,916.67
Ling, Vivian	Counsel	\$ 11,041.67
McGinnis, Michael Allen	Deputy Press Secretary/Digital Strategist	\$ 5,722.23
Minehardt, Adam H	Staff Director	\$ 6,113.61
Oliver, Janet L.	Chief Counsel/Deputy Staff Director	\$ 14,224.67
Palmer, Alexandria J.	Professional Staff Member	\$ 4,888.89
Parmar, Naveen	Policy Director/General Counsel	\$ 11,250.00
Pelletier, Justin M	Senior Advisor	\$ 11,666.67
Quartz, Evelyn Sarah	Press Secretary	\$ 7,083.33
Rechter, Peter	Oversight & Investigations Counsel	\$ 8,333.33
Rivera Goyco, Irene	Procurement Counsel	\$ 9,166.67
Stein, Michael	Professional Staff Member	\$ 6,577.78
Sunn, Meagan M	Professional Staff Member	\$ 6,666.67
William-Harrington, Ellen T	Senior Professional Staff Member	\$ 10,000.00
Yavor, Robert	Professional Staff	\$ 13,333.33
		<u>\$ 246,385.19</u>

**Committee on Small Business
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Detailee List | December 2019**

Detailee Name	Agency	Start Date	End Date
Steward, Deborah	GPO	12/1/2019	12/31/2019