

BRYAN STEIL, WISCONSIN
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H. MORGAN GRIFFITH, VIRGINIA
GREGORY F. MURPHY, NORTH CAROLINA
STEPHANIE I. BICE, OKLAHOMA
MIKE CAREY, OHIO
ANTHONY D'ESPOSITO, NEW YORK
LAUREL M. LEE, FLORIDA

TIM MONAHAN
STAFF DIRECTOR

One Hundred Eighteenth
Congress of the United States
House of Representatives

COMMITTEE ON HOUSE ADMINISTRATION
1309 LONGWORTH HOUSE OFFICE BUILDING
WASHINGTON, D.C. 20515-6157
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JOSEPH D. MORELLE, NEW YORK
RANKING MINORITY MEMBER

TERRI A. SEWELL, ALABAMA
DEREK KILMER, WASHINGTON
NORMA J. TORRES, CALIFORNIA

JAMIE FLEET
MINORITY STAFF DIRECTOR

February 18, 2023

January 2023 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 January 1 – 31, 2023
- 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.

Committee on House Administration
118th Congress Activities Report
January 2023

Full Committee Hearings

None

Full Committee Meetings

None

Reports Filed

None

Floor Activity

January 27, 2023: H.Res. 67 – A resolution providing amounts for the expenses of the Select Committee on the Strategic Competition Between the United States and the Chinese Communist Party. Passed/agreed to in House: On agreeing to the resolution Agreed to without objection.

Legislative Business

None

Dear Colleagues

- January 18, 2023 – REMINDER: 4th Quarter Mass Mailings & Mass Communications Reports Due
- January 20, 2023 – 2023 Mileage Reimbursement
- January 31, 2023 – REMINDER: New Communications Commission Advisory Opinions required for 118th Congress

Advice & Guidance

- On January 20, 2023 sent to all the standing and select committees of the House letter requesting that committees submit their budget requests for the 118th Congress to the Committee on House Administration by Monday, February 13, 2023.
- Approved registration of 72 Congressional Member Organizations (CMOs) for the 118th Congress.
- Approved request by 10 CMOs to become Eligible Congressional Member Organizations (ECMOs) for the 118th Congress including Republican Study Committee, Republican “Main Street” Caucus, Congressional Western Caucus, Asian Pacific American Caucus, Congressional Equality Caucus, Congressional Black Caucus, Congressional Hispanic Caucus, New Democrat Coalition, Democratic Women’s Caucus, and the Sustainable Energy and Environment Caucus.
- Provided guidance to Member offices to ensure compliance with Members’ Congressional Handbook regulations.
- Provided guidance to Committee offices to ensure compliance with the Committees’ Congressional Handbook.

Communications Standards Commission

- Reviewed 608 requests for Advisory Opinions
- Provided guidance and advice to Member offices on the use of official congressional communications and other resources.
- Commission staff meetings:
 - **1/27/2023 - HIR/CAO/Office of the Clerk:** The purpose of the meeting was to obtain a better understanding of the way data between HIR and the Clerk of the House translate within Remedy applications. This initiated from a request by the Commission to standardize the listing of committees as Majority/Minority to be rearchitected as Republican/Democrat. A data solution is ongoing between by HIR and the Clerk of the House. Also discussed was the ongoing project with the CAO to implement a public online complaint-intake portal for Communications Standards.
- The Communications Standards Commission did not organize and did not hold business meetings.

Member Services

- The offices of Speaker Kevin McCarthy, House Majority Leader Steve Scalise and House Administration Committee Chair Bryan Steil (R-Wis.) are conducting the series "Running an Effective Committee in the Majority." A total of 185 staffers have already taken part in seven briefings. The series kicked off on Jan. 24 and will run until Feb. 27. Topics include: "Investigations 101," "Working with House Counsel," "Informing America" and "Deposition Deep Dive," "Legislative Clerk Training," "Records Management," "Hearing Procedure," "Markups Procedure," "Communications" and "Working with Legislative Counsel."
- Launched Spring 2023 Congressional Internship Program for Individuals with Intellectual Disabilities with 16 offices participating.

Oversight Activities

- Successfully partnered with the US Capitol Police and House Sergeant at Arms to reopen the House Office Buildings to full public access.
- Partnered with the House Sergeant at Arms to create guidance to allow for staff-led Saturday Capitol tours. Worked with partners across the Hill to agree upon reopening the Capitol Visitor Center for Saturday walk-up tours beginning in early March.
- Successfully partnered with the Clerk to expand the House Directory Cards to include a Miscellaneous section with contact information for key support entities and resources across the Hill.
- Successfully partnered with the Chief Administrative Officer to expand and standardize food service hours across the Hill, including the offer of late afternoon/early evening dinner options for Members and Staff when there are late night votes.
- Increased accountability for the irresponsible actions of the Select Committee on the January 6 Attack on the US Capitol and the National Archives that resulted in over 1,800 unredacted PII entries being made publicly available on docs.gov. Partnered with the Government Publishing Office to ensure that personal information was removed and that those individuals were made whole.
- Partnered with House Recording Studio team to utilize new camera angles on the House Floor to modernize the audiences' experience and increase Americans' opportunity to see their House of Representatives in action in new and inspiring ways.

- Collaborated with House Administration's Member Services and Communications team to craft a Field Hearing Guide for committees across the House.
- Organized and hosted an introductory and informational tour of campus for Chair Steil that included meeting the boots-on-the ground personnel that make the House work every day. Tour included all House Office Buildings and the Capitol, and was accompanied by representation from the Clerk, Chief Administrative Office, House Sergeant at Arms, US Capitol Police, and Architect of the Capitol.
- Officially scheduled reoccurring, monthly, bipartisan oversight meetings with entities in House Administration's jurisdiction and re-established key contacts within each entity to ensure clear, constant communication.

Elections Activities

January 31, 2023: Letter to Minnesota Secretary of State Steve Simon asking how his office plans to investigate claims that DACA recipients and other non-citizens are voting in Minnesota's elections.

Modernization Activities

None

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION - MAJ

Authorization Year 2023
 2023:118th Congress 1st Session
 Month: January 2023

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	151,823.33	151,823.33
		Total	151,823.33	151,823.33
	23 Rent, Communications, Utilities	2335 HIR Graphics (TRANSFER)	50.00	50.00
		Total	50.00	50.00
EXPEN General Expenditures	24 Printing and Reproduction	2403 Photographic (TRANSFER)	11,250.00	11,250.00
		Total	11,250.00	11,250.00
	26 Supplies and Materials	2621 Office Supply (TRANSFER)	423.13	423.13
		Total	423.13	423.13
	31 Equipment	3118 Maintenance / Repairs	948.30	948.30
		Total	948.30	948.30
	Total		164,494.76	164,494.76

Monthly Financial Statement by Legislative Year

Office: 10HO999 HOUSE ADMINISTRATION - MIN Authorization Year 2023
 2023:118th Congress 1st Session Month: January 2023

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	180,089.00	180,089.00
		Total	180,089.00	180,089.00
	26 Supplies and Materials	2621 Office Supply (TRANSFER)	316.19	316.19
		Total	316.19	316.19
	31 Equipment	3118 Maintenance / Repairs	363.00	363.00
		Total	363.00	363.00
	Total		180,768.19	180,768.19

REPORT ON TRAVEL PERFORMED
Committee on House Administration
118th Congress, 1st Session
JANUARY 2023

MAJORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Meals, Lodging & Incidentals	Other	
NO TRAVEL PERFORMED								

MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Meals, Lodging & Incidentals	Other	
Andrew Garcia	1/28/2023	1/29/2023	Member Services support	DC-NY-DC	No expense reimbursement submitted as of 1/31/23			
Gianna Gerges	1/28/2023	1/29/2023	Member Services support	DC-NY-DC				
Jamie Fleet	1/28/2023	1/29/2023	Member Services support	DC-NY-DC				
Jose Morales	1/28/2023	1/29/2023	Member Services support	DC-NY-DC				
								Total Minority Travel Performed
								\$0.00

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

01/01/2023 to 01/31/2023

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
ARIENT, JOHN RYAN STAFF ASSISTANT	45,000.00	3,500.00	01/01/2023 to 01/31/2023
CALDWELL, BRITTANY MORGAN SENIOR STAFF ASSISTANT	60,000.00	4,666.67	01/01/2023 to 01/31/2023
CARNEY, RYAN TERENCE SENIOR ADVISOR	100,000.00	2,222.22	01/01/2023 to 01/31/2023
CONKLIN, ELISABETH J DIRECTOR OF COMMUNICATIONS STANDARDS	92,000.00	7,155.56	01/01/2023 to 01/31/2023
CROCKER, NICHOLAS LEE DEPUTY STAFF DIRECTOR	160,000.00	12,444.44	01/01/2023 to 01/31/2023
DEISE, ALEXANDER CHARLES COUNSEL	80,000.00	6,222.22	01/01/2023 to 01/31/2023
DELUCA, ANDREW J SHARED EMPLOYEE	24,500.00	136.11	01/01/2023 to 01/31/2023
FITZPATRICK, ROBERT SPECIAL ADVISOR	195,000.00	15,166.67	01/01/2023 to 01/31/2023
HARLEY, DEREK N SENIOR ADVISOR	170,000.00	0.00	01/01/2023 to 01/31/2023
HAYS, CALEB JONATHAN GENERAL COUNSEL/DEPUTY STAFF DIRECTOR	190,000.00	14,777.78	01/01/2023 to 01/31/2023
LANGNES III, JAMES ALLEN SPECIAL ADVISOR	75,000.00	833.33	01/01/2023 to 01/31/2023
LASSITER, HILLARY W PROFESSIONAL STAFF	115,000.00	8,944.44	01/01/2023 to 01/31/2023
LASURE, AARON M PROFESSIONAL STAFF	159,500.00	886.11	01/01/2023 to 01/31/2023
MONAHAN, TIMOTHY J STAFF DIRECTOR	199,300.00	15,501.11	01/01/2023 to 01/31/2023
MONTERROSO, KRISTEN DAWN SHARED EMPLOYEE	130,000.00	0.00	01/01/2023 to 01/31/2023
NEITZEL, WILLIAM E PROFESSIONAL STAFF	75,000.00	1,666.67	01/01/2023 to 01/31/2023
PERKINS, SLOANE THOMSON PRESS AND DIGITAL ASSISTANT	55,000.00	4,277.78	01/01/2023 to 01/31/2023
PORWOLL, ANDREA M COMMUNICATIONS DIRECTOR	120,000.00	9,333.33	01/01/2023 to 01/31/2023
POWELL, ROBERT R SENIOR STAFF ASSISTANT	60,000.00	4,666.67	01/01/2023 to 01/31/2023
ROBERTS, CRAIG ANDREW SPECIAL ADVISOR	70,000.00	5,444.44	01/01/2023 to 01/31/2023
SCHWALB, JANET GIULIANI DIRECTOR OF ADMINISTRATION	145,000.00	11,277.78	01/01/2023 to 01/31/2023
SMITH, ELLIOT MICHAEL PROFESSIONAL STAFF	95,000.00	7,388.89	01/01/2023 to 01/31/2023
WILSON, AUBREY PATRICIA DIRECTOR OF MODERNIZATION INITIATIVES	130,000.00	10,111.11	01/01/2023 to 01/31/2023

PROFESSIONAL STAFF - FRANKING CARPENTER, KYLIE L	100,000.00	7,777.78	01/01/2023 to 01/31/2023
PROFESSIONAL STAFF - FRANKING DEFREITAS, MATTHEW ALBERT	155,000.00	12,055.56	01/01/2023 to 01/31/2023
FRANKING STAFF DIR DEFREITAS, MATTHEW ALBERT	155,000.00	12,055.56	01/01/2023 to 01/31/2023
FRANKING STAFF DIR FLAHERTY JR, EDWARD	185,000.00	14,388.89	01/01/2023 to 01/31/2023
DEMOCRATIC CHIEF CLERK FLAHERTY JR, EDWARD	185,000.00	14,388.89	01/01/2023 to 01/31/2023
DEMOCRATIC CHIEF CLERK FLEET II, JAMES P.D.	210,900.00	16,403.33	01/01/2023 to 01/31/2023
DEMOCRATIC STAFF DIRECTOR FLEET II, JAMES P.D.	210,900.00	16,403.33	01/01/2023 to 01/31/2023
DEMOCRATIC STAFF DIRECTOR GARCIA, ANDREW ALEXANDER	49,500.00	3,850.00	01/01/2023 to 01/31/2023
STAFF ASSISTANT GARCIA, ANDREW ALEXANDER	49,500.00	3,850.00	01/01/2023 to 01/31/2023
STAFF ASSISTANT GERGES, GIANNA KARAM	45,000.00	3,500.00	01/01/2023 to 01/31/2023
STAFF ASSISTANT GERGES, GIANNA KARAM	45,000.00	3,500.00	01/01/2023 to 01/31/2023
STAFF ASSISTANT GREGORY, SEAN ROBIN	49,500.00	3,850.00	01/01/2023 to 01/31/2023
STAFF ASSISTANT/FRANKING GREGORY, SEAN ROBIN	49,500.00	3,850.00	01/01/2023 to 01/31/2023
STAFF ASSISTANT/FRANKING HILL, GIANNI	45,000.00	3,500.00	01/01/2023 to 01/31/2023
STAFF ASSISTANT HILL, GIANNI	45,000.00	3,500.00	01/01/2023 to 01/31/2023
STAFF ASSISTANT MORALES GOMEZ, JOSE A.	77,000.00	5,988.89	01/01/2023 to 01/31/2023
PROFESSIONAL STAFF MORALES GOMEZ, JOSE A.	77,000.00	5,988.89	01/01/2023 to 01/31/2023
PROFESSIONAL STAFF NASTA, SARAH MICHELLE	132,000.00	10,266.67	01/01/2023 to 01/31/2023
ELECTION COUNSEL NASTA, SARAH MICHELLE	132,000.00	10,266.67	01/01/2023 to 01/31/2023
ELECTION COUNSEL NORTON, SIERRA ROSE	63,250.00	4,919.44	01/01/2023 to 01/31/2023
PRESS SECRETARY NORTON, SIERRA ROSE	63,250.00	4,919.44	01/01/2023 to 01/31/2023
PRESS SECRETARY PELLEGRINI, GIANCARLO RIVERO	145,000.00	11,277.78	01/01/2023 to 01/31/2023
ELECTIONS COUNSEL PELLEGRINI, GIANCARLO RIVERO	145,000.00	11,277.78	01/01/2023 to 01/31/2023
ELECTIONS COUNSEL REILLY, OWEN DENIS	40,000.00	3,111.11	01/01/2023 to 01/31/2023
PROFESSIONAL STAFF REILLY, OWEN DENIS	40,000.00	3,111.11	01/01/2023 to 01/31/2023
PROFESSIONAL STAFF SCHLESINGER, MATTHEW C	150,000.00	11,666.67	01/01/2023 to 01/31/2023
OVERSIGHT COUNSEL SCHLESINGER, MATTHEW C	150,000.00	11,666.67	01/01/2023 to 01/31/2023
OVERSIGHT COUNSEL SORRENDINO, ABBIE MARIE	25,000.00	1,944.44	01/01/2023 to 01/31/2023
SENIOR ADVISOR TO RANKING MEMBERS			

Committee on House Administration
Detailees – January 2023
118th Congress 1st Session

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report