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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

December 13, 2019

November 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 November 1-30, 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 November 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 – November 2019

Full Committee Hearings:

11.21.2019 - Member Day Hearing.

Subcommittee on Elections Hearings:

None.

Full Committee Meetings:

11.12.2019 - Markup of H.R. 1980, the Smithsonian Women's History Museum Act.

Reports Filed:

10.21.2019 – H.R. 1980, *H.Rept. 116-286, Part I*.

Polls:

None.

Floor Activity:

None.

Franking and Member Services

- Reviewed 1,446 requests for Franking advisory opinions.
- Provided guidance and advice to Member offices through consultations on the frankability of congressional mail and other communications.
- Presented updates on Commission activity to the Select Committee on Congressional Modernization.
- Conducted a bipartisan Franking staff meeting with the office of the CAO to discuss updates to the Franking Advisory Opinion application.
- Sent blackout reminder notices to state delegations entering their franking blackouts in December.
- Conducted a bipartisan Franking Commission and Committee on House Administration staff meeting to discuss recommendations for updates to the Franking regulations.
- 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.

Library of Congress

- Held regular monthly oversight meeting.
- Held meetings with various business units.
- Participated in copyright office modernization roundtable.

Smithsonian

- Held regular monthly oversight meeting.
- Markup of H.R. 1980, the Smithsonian Women's History Museum Act.

Architect of the Capitol

- Held various oversight meetings with AOC, CVC and contractors.
- Briefing on exhibition hall.

Office of the Clerk

- Held regular monthly oversight meeting.

Chief Administrative Officer

- Held regular monthly oversight meeting.

United States Capitol Police

- LHOB Relocation Exercise November 4, 2019.
- USCP Graduation #205 November 15, 2019.
- CHA/USCP Monthly Briefing November 18, 2019.
- CHA/USCP-IG Monthly Briefing November 18, 2019.
- CHA Staff CPO Visit & Chief Security Officer Briefing November 19, 2019.
- USCP LOC Little Scholars Daycare Assessment Brief to US Congress & Senate November 19, 2019.
- CHA Staff Majority/Minority Emergency Training by HSAA November 22, 2019.

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.

Committee on House Administration

Detailees – November 2019

116th Congress

Name	Agency	Start Date	End Date	Majority/Minority

No Detailees to Report

REPORT ON TRAVEL PERFORMED	
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	Majority	
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	Dates of Travel				Reimbursement Claimed			
Traveler	From	To	Purpose	Itinerary	Transportation	Meals, Lodging & Incidentals	Other	Total
TOTAL								\$ -

Majority		Minority	
1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44
45	46	47	48
49	50	51	52
53	54	55	56
57	58	59	60
61	62	63	64
65	66	67	68
69	70	71	72
73	74	75	76
77	78	79	80
81	82	83	84
85	86	87	88
89	90	91	92
93	94	95	96
97	98	99	100

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

Office: 10H0000 HOUSE ADMINISTRATION		Appropriation Year 2019 2019:116th Congress 1stSession Month: November 2019	
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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	5,172,211.00	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	3,732,196.59	3,732,196.59	(3,732,196.59)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	176,858.75	176,858.75	(176,858.75)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	38,909.25	38,909.25	(38,909.25)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	19,149.33	19,149.33	(19,149.33)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	51,623.77	51,623.77	(51,623.77)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	71.00	0.00	39,596.86	39,667.86	(39,667.86)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	25,473.71	25,473.71	(25,473.71)
	Total	5,172,211.00	0.00	5,172,211.00	0.00	71.00	0.00	4,083,808.26	4,083,879.26	1,088,331.74
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	54.98	54.98	(54.98)
	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	54.98	54.98	4,945.02
Total		5,177,211.00	0.00	5,177,211.00	0.00	71.00	0.00	4,083,863.24	4,083,934.24	1,093,276.76

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	474,692.35	3,717,102.96
		1103 Overtime Compensation	376.80	864.47
		1104 Accrued Leave	0.00	12,229.16
		1106 Bonus	2,000.00	2,000.00
		Total	477,069.15	3,732,196.59
	21 Travel	2101 Commercial Transportation	13,367.11	81,370.27
		2105 Lodging	12,798.47	47,892.04
		2110 Meals	2,394.79	18,665.27
		2120 Car Rental	905.51	7,598.41
		2125 Gasoline	22.13	499.07
		2130 Private Auto Mileage	122.38	1,532.99
		2135 Taxi/Parking/Tolls	859.77	11,095.23
		2155 Witness Travel / Related Exp	0.00	2,011.53
		2175 Field Hearing Support Cost	0.00	6,178.94
		2199 Miscellaneous Travel	0.00	15.00
EXPEN General Expenditures	23 Rent, Communications, Utilities	Total	30,470.16	176,858.75
		2303 Temporary Space Rental	0.00	567.62
		2310 TelecomSrv/Equip/Toll Charge	29.90	29.90
		2320 DC Telecom Equip (TRANSFER)	160.00	2,280.00
		2321 DC Telecom Serv (TRANSFER)	645.50	6,169.50
		2322 DC Telecom Tolls (TRANSFER)	2,504.25	26,480.79
		2335 HIR Graphics (TRANSFER)	111.00	2,501.00
		2350 Postage / Courier / Box Rental	41.95	86.11
		2360 Utilities	13.00	191.83
		2370 Equip Rental (Eff 1/3/03)	0.00	602.50
		Total	3,505.60	38,909.25
EXPEN General Expenditures	24 Printing and Reproduction	2401 Printing & Reproduction	1,377.36	19,133.33
		2403 Photographic (TRANSFER)	0.00	16.00
		Total	1,377.36	19,149.33

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

Office: 10H0000 HOUSE ADMINISTRATION

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

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	25 Other Services	2508 Equipment Installation	0.00	4,800.00
		2527 Training	0.00	6,569.00
		2529 Transltn and Interpret Serv	0.00	1,034.80
		2571 Technology Service Contracts	3,895.00	39,061.00
		2572 Web Dev Hst,Email & Rltd Serv	0.00	158.97
		Total	3,895.00	51,623.77
		2602 Water	175.36	1,993.47
		2603 Food & Beverage	5,563.24	9,412.86
		2604 Legislative Plngg Food and Bev	0.00	1,583.97
		2605 Framing (TRANSFER)	50.00	200.00
		2620 Office Supplies (Outside)	912.18	3,556.34
		2621 Office Supply (TRANSFER)	472.87	8,106.57
EXPEN General Expenditures	26 Supplies and Materials	2623 Software < \$500	1,158.48	1,719.31
		2630 Publications/Reference Matl	170.28	13,024.34
		Total	8,502.41	39,596.86
		3105 Office Equip Purch <\$25,000	0.00	1,258.71
		3112 Computer Hardw Purch <\$25,000	2,995.00	2,995.00
		3115 Computer Softw Purch <\$10,000	0.00	1,377.00
		3118 Maintenance / Repairs	784.00	8,624.00
		3126 Computer Software Purch >=\$10K	11,100.00	11,100.00
		3128 Warranties	119.00	119.00
		Total	14,998.00	25,473.71
		539,817.68	4,083,808.26	
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	0.43	54.98
		Total	0.43	54.98
Total	Total		539,818.11	4,083,863.24

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

11/01/2019 to 11/30/2019

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	11/01/2019 to 11/30/2019	
MORGAN, TERI A DEPUTY STAFF DIRECTOR	168,411.00	14,034.25	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIE	172,500.00	14,375.00	11/01/2019 to 11/30/2019	

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	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
ARIAS, HECTOR STAFF ASSISTANT	69,000.00	5,750.00	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
CANNAN, GEORGINA CATHLEEN ELECTION COUNSEL	100,000.00	8,333.33	11/01/2019 to 11/30/2019	
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	115,000.00	9,583.33	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
CARR, HANNAH G STAFF ASSISTANT	87,000.00	7,250.00	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
CONNOR, MEREDITH R PROFESSIONAL STAFF	76,000.00	3,800.00	11/01/2019 to 11/30/2019	TERMINATED 11/18/19
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	168,000.00	14,000.00	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
DUBAD, ARWA MOHAMED PROFESSIONAL STAFF - FRANKING	53,000.00	4,416.67	11/01/2019 to 11/30/2019	
FLAHERTY JR, EDWARD CHIEF CLERK	168,411.00	14,034.25	11/01/2019 to 11/30/2019	
HADDAD, MANNAL E PRESS SECRETARY	102,000.00	8,500.00	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
HENDRIX, KEMBA A DIVERSITY DIRECTOR	158,415.00	13,201.25	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	168,411.00	14,034.25	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
HULL, GEORGE Z SHARED EMPLOYEE	156,411.00	13,034.25	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
JALATA, KULANI ASAFA INTERN	21,599.00	1,799.92	11/01/2019 to 11/30/2019	

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

11/01/2019 to 11/30/2019

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
JONES, SEAN M LEGISLATIVE CLERK	120,000.00	10,000.00	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
LASURE, AARON M PROFESSIONAL STAFF	168,411.00	14,034.25	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	156,411.00	13,034.25	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
MALIK, MARIAM STAFF ASSISTANT	105,000.00	8,750.00	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
MAZYCK, VELETER SHARED EMPLOYEE	75,000.00	6,250.00	11/01/2019 to 11/30/2019	
NASTA, SARAH MICHELLE ELECTION COUNSEL	140,000.00	11,666.67	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
PELLEGRINI, GIANCARIO RIVERO ELECTIONS COUNSEL	120,000.00	9,000.00	11/01/2019 to 11/30/2019	APPOINTMENT 11/04/19
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	95,000.00	7,916.67	11/01/2019 to 11/30/2019	
SEHGAL, TANYA SENIOR ELECTIONS COUNSEL	120,000.00	10,000.00	11/01/2019 to 11/30/2019	
SPAULDING, STEPHEN E ELECTION COUNSEL	158,415.00	13,201.25	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	11/01/2019 to 11/30/2019	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	168,411.00	14,034.25	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19

SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
CARR, HANNAH G STAFF ASSISTANT	45,000.00	162.26		
MALIK, MARIAM STAFF ASSISTANT	45,000.00	48.68		
MALIK, MARIAM STAFF ASSISTANT	45,000.00	64.90		

SPECIAL & SELECT COMMITTEE - BONUS

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
CONNOR, MEREDITH R PROFESSIONAL STAFF	76,000.00	2,000.00		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

11/01/2019 to 11/30/2019

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	11/01/2019 to 11/30/2019	
ENGLUND, MARY S DIRECTOR OF ADMINISTRATION & O	170,696.00	14,224.67	11/01/2019 to 11/30/2019	
FELDER, COLE M REPUBLICAN GENERAL COUNSEL	160,700.00	13,391.67	11/01/2019 to 11/30/2019	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	170,696.00	14,224.67	11/01/2019 to 11/30/2019	

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
BALLARD, JAMES ROBERT SHARED EMPLOYEE	102,000.00	8,500.00	11/01/2019 to 11/30/2019	APPOINTMENT 11/01/19
BRADY, MAEVE J INTERN	21,599.00	1,799.92	11/01/2019 to 11/30/2019	
CONKLIN, ELISABETH J PROFESSIONAL STAFF	111,000.00	9,250.00	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
CROCKER, NICHOLAS LEE DIRECTOR OF MEMBER SERVICES	138,000.00	11,500.00	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
ESTRADA LOBO, ROBERTO STAFF ASSISTANT	70,000.00	5,833.33	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	93,000.00	7,750.00	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
JOYCE, KEIGHLE LEGAL CLERK	36,000.00	3,000.00	11/01/2019 to 11/30/2019	
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	11/01/2019 to 11/30/2019	
PARELLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR	140,000.00	11,666.67	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
PHELPS, ASHLEY SHARED EMPLOYEE	90,000.00	7,500.00	11/01/2019 to 11/30/2019	APPOINTMENT 11/01/19
RANDALL, BRITTANY A PROFESSIONAL STAFF	63,000.00	5,250.00	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
ROBERTS, JESSE ALLEN COUNSEL	135,000.00	11,250.00	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
ROSS, DAVID JOSEPH SHARED STAFF	40,000.00	3,333.33	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

11/01/2019 to 11/30/2019

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
SCHWALB, JANET GIULIANI PROFESSIONAL STAFF	131,000.00	10,916.67	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19
SULLIVAN, TIMOTHY M FRANKING COMMISSION REPUBLICAN	93,000.00	7,750.00	11/01/2019 to 11/30/2019	P/R CHANGE 11/01/19

SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ESTRADA LOBO, ROBERTO STAFF ASSISTANT	40,000.00	100.96		