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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

August 22, 2019

#### July 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 July 1-31, 2019;
- List of Committee employees, job title and gross monthly salaries;
- List of Committee Detailees.

This report is available to Members of the Committee for examination.

The July 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 – July 2019

**Full Committee Hearings:**

7/16/2019—Oversight of the United States Capitol Police Hearing

**Subcommittee on Elections Hearings:**

None

**Full Committee Meetings:**

None

**Reports Filed:**

None

**Polls:**

7/24/2019—Committee Poll No. 5-Adoption of Committee Resolution 116-12 to allocate funds from the Reserve Fund.

**Floor Activity:**

7/25/2019—H.Res. 420 (Lofgren): Agreed to in House without objection.

7/25/2019—H.Con.Res. 53 (Watson Coleman): Agreed to in House without objection.

### Franking and Member Services

- Reviewed 1,016 requests for Franking advisory opinions.
- Provided guidance and advice to Member offices through consultations on the frankability of congressional mail and other communications.
- Met with the Select Committee on Congressional Modernization and the Ethics Committee staff to discuss updates to official social media rules.
- Conducted a roadmap meeting on updating the Franking application.
- Presented a Franking overview for district office staff attending the district office convention hosted by the Library of Congress.
- Issued the following Dear Colleague:
  - 7/10/2019 - Second Quarter Mass Mailing and Communications Report Due
- 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.

### Intern Program

- Conducted the 2019 Summer Intern Lecture series.

### 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*

- Met with new GPO Inspector General.
- Held regular monthly oversight meeting.

- Attended Senate Rules and Administration oversight hearing with GPO Inspector General.

#### *Library of Congress*

- Held regular monthly oversight meeting.
- Met with representatives of the National Library Service to discuss future improvements to the program.
- Continued post-hearing oversight of the Congressional Research Service.

#### *Smithsonian*

- Oversight meeting discussing: Biodiversity Hearing, Fossil Hall Opening, Women's Suffrage Coin Bill, Moon Landing Anniversary.

#### *Architect of the Capitol*

- Interviewed prospective candidates for the position of Architect of the Capitol.

#### *United States Capitol Police*

- Garage Security Project new phase implementation began August 5<sup>th</sup>.
- District office security HSAA briefing held.
- USCP COP Sund formal meeting with CHA members.
- USCP COP formal initial meeting with FOP completed.

#### 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 – July 2019

116<sup>th</sup> Congress

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report

REPORT ON TRAVEL PERFORMED								
Majority								
Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
Sarah Nasta	7/14/2019	7/16/2019	Conf.	DCA/ATL- ATL/DCA	\$ 707.15	\$ 527.32	\$ -	\$ 1,234.47
REPORT ON TRAVEL PERFORMED								
Minority								
Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total

## Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Appropriation Year 2019  
 2019:116th Congress 1st Session  
 Month: July 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
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	2,210,964.78	2,210,964.78	(2,210,964.78)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	107,694.82	107,694.82	(107,694.82)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	22,904.75	22,904.75	(22,904.75)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	16,289.00	16,289.00	(16,289.00)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	24,415.78	24,415.78	(24,415.78)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	1,739.81	0.00	26,790.71	28,530.52	(28,530.52)
	31 Equipment	0.00	0.00	0.00	0.00	3,922.39	0.00	7,382.58	11,304.97	(11,304.97)
	<b>Total</b>	<b>5,172,211.00</b>	<b>0.00</b>	<b>5,172,211.00</b>	<b>0.00</b>	<b>5,662.20</b>	<b>0.00</b>	<b>2,416,442.42</b>	<b>2,422,104.62</b>	<b>2,750,106.38</b>
	** Authorization	5,000.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
AE200	FM Franked Mail	0.00	0.00	0.00	0.00	0.00	0.00	44.20	44.20	(44.20)
<b>Total</b>	<b>Total</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44.20</b>	<b>44.20</b>	<b>4,955.80</b>
<b>Total</b>		<b>5,177,211.00</b>	<b>0.00</b>	<b>5,177,211.00</b>	<b>0.00</b>	<b>5,662.20</b>	<b>0.00</b>	<b>2,416,486.62</b>	<b>2,422,148.82</b>	<b>2,755,062.18</b>



# Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

Appropriation Year 2019  
2019:116th Congress 1st Session  
Month: July 2019

## Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	352,488.30	2,204,157.10
		1103 Overtime Compensation	57.69	57.69
		1104 Accrued Leave	6,416.66	6,749.99
		<b>Total</b>	<b>358,962.65</b>	<b>2,210,964.78</b>
	21 Travel	2101 Commercial Transportation	12,637.45	56,244.32
		2105 Lodging	3,680.39	19,555.54
		2110 Meals	1,494.85	10,186.36
		2120 Car Rental	281.73	5,025.05
		2125 Gasoline	10.28	455.58
		2130 Private Auto Mileage	0.00	1,410.61
		2135 Taxi/Parking/Tolls	708.41	6,627.83
		2155 Witness Travel / Related Exp	0.00	2,011.53
		2175 Field Hearing Support Cost	17.10	6,178.00
		<b>Total</b>	<b>18,830.21</b>	<b>107,694.82</b>
EXPEN General Expenditures	23 Rent, Communications, Utilities	2303 Temporary Space Rental	0.00	125.82
		2320 DC Telecom Equip (TRANSFER)	400.00	1,456.00
		2321 DC Telecom Serv (TRANSFER)	599.00	3,665.00
		2322 DC Telecom Tolls (TRANSFER)	3,468.67	14,861.32
		2335 HIR Graphics (TRANSFER)	540.00	2,020.00
		2350 Postage / Courier / Box Rental	12.60	44.16
		2360 Utilities	0.00	129.95
		2370 Equip Rental (Eff 1/3/03)	0.00	602.50
		<b>Total</b>	<b>5,020.27</b>	<b>22,904.75</b>
		2401 Printing & Reproduction	4,617.24	16,281.00
	24 Printing and Reproduction	2403 Photographic (TRANSFER)	0.00	8.00
		<b>Total</b>	<b>4,617.24</b>	<b>16,289.00</b>
		2508 Equipment Installation	0.00	4,800.00
		2527 Training	0.00	4,469.00
	25 Other Services	2529 Translatn and Interpret Serv	0.00	1,034.80



# Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Appropriation Year 2019  
2019:116th Congress 1st Session  
Month: July 2019

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	25 Other Services	2571 Technology Service Contracts	2,000.00	14,006.00
		2572 Web Dev Hst,Email & Rltd Serv	52.99	105.98
		<b>Total</b>	<b>2,052.99</b>	<b>24,415.78</b>
	26 Supplies and Materials	2602 Water	335.16	953.45
		2603 Food & Beverage	1,677.05	3,381.19
		2604 Legislative Plnng Food and Bev	1,023.07	1,023.07
		2605 Framing (TRANSFER)	50.00	50.00
		2620 Office Supplies (Outside)	(84.76)	2,295.05
		2621 Office Supply (TRANSFER)	501.02	5,796.99
	31 Equipment	2623 Software < \$500	0.00	560.83
		2630 Publications/Reference Mat'l	230.13	12,730.13
		<b>Total</b>	<b>3,731.67</b>	<b>26,790.71</b>
AE200 Official Mail	31 Equipment	3105 Office Equip Purch<\$25,000	0.00	1,258.71
		3115 Computer Softw Purch <\$10,000	635.87	635.87
		3118 Maintenance / Repairs	784.00	5,488.00
	<b>Total</b>	<b>Total</b>	<b>1,419.87</b>	<b>7,382.58</b>
			<b>394,634.90</b>	<b>2,416,442.42</b>
	FM Franked Mail	2352 Franked Mail	18.13	44.20
		<b>Total</b>	<b>18.13</b>	<b>44.20</b>
			<b>18.13</b>	<b>44.20</b>
	<b>Total</b>		<b>394,653.03</b>	<b>2,416,486.62</b>

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

07/01/2019 to 07/31/2019

Process Level: H0000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10H0000

Department: H0000 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	172,500.00	14,375.00	07/01/2019 to 07/31/2019	
MORGAN, TERI A DEPUTY STAFF DIRECTOR	160,000.00	13,333.33	07/01/2019 to 07/31/2019	
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIE	172,500.00	14,375.00	07/01/2019 to 07/31/2019	

### 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	07/01/2019 to 07/31/2019	P/R CHANGE 07/01/19
ARIAS, HECTOR STAFF ASSISTANT	45,000.00	3,750.00	07/01/2019 to 07/31/2019	
BECKMAN WRIGHT, GINA M PROFESSIONAL STAFF - FRANKING	50,000.00	4,166.67	07/01/2019 to 07/31/2019	
BURNS, SYDNEY O STAFF ASSISTANT	63,000.00	5,250.00	07/01/2019 to 07/31/2019	P/R CHANGE 07/01/19
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	55,000.00	3,972.22	07/01/2019 to 07/31/2019	APPOINTMENT 07/05/19
CARR, HANNAH G INTERN	21,599.00	1,799.92	07/01/2019 to 07/31/2019	
CONNOR, MEREDITH R PROFESSIONAL STAFF	52,000.00	2,166.67	07/01/2019 to 07/31/2019	TERMINATED 07/15/19
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	130,000.00	10,833.33	07/01/2019 to 07/31/2019	
FLAHERTY JR, EDWARD CHIEF CLERK	168,411.00	14,034.25	07/01/2019 to 07/31/2019	
HADDAD, MANNAL E PRESS SECRETARY	53,000.00	4,416.67	07/01/2019 to 07/31/2019	
HENDRIX, KEMBA A DIVERSITY DIRECTOR	125,000.00	10,416.67	07/01/2019 to 07/31/2019	
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	127,500.00	10,625.00	07/01/2019 to 07/31/2019	
HIRA, ELIZABETH L ELECTIONS COUNSEL	144,000.00	12,000.00	07/01/2019 to 07/31/2019	P/R CHANGE 07/01/19
HULL, GEORGE Z SHARED EMPLOYEE	42,000.00	3,500.00	07/01/2019 to 07/31/2019	

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

07/01/2019 to 07/31/2019

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	79,000.00	6,583.33	07/01/2019 to 07/31/2019	P/R CHANGE 07/01/19
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	07/01/2019 to 07/31/2019	
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	85,000.00	7,083.33	07/01/2019 to 07/31/2019	
MALIK, MARIAM STAFF ASSISTANT	63,000.00	5,250.00	07/01/2019 to 07/31/2019	P/R CHANGE 07/01/19
MAZYCK, VELETER SHARED EMPLOYEE	75,000.00	6,250.00	07/01/2019 to 07/31/2019	
NASTA, SARAH MICHELLE ELECTION COUNSEL	98,000.00	8,166.67	07/01/2019 to 07/31/2019	P/R CHANGE 07/01/19
SEHGAL, TANYA SENIOR ELECTIONS COUNSEL	144,000.00	12,000.00	07/01/2019 to 07/31/2019	P/R CHANGE 07/01/19
SPAULDING, STEPHEN E ELECTION COUNSEL	144,000.00	12,000.00	07/01/2019 to 07/31/2019	P/R CHANGE 07/01/19
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	07/01/2019 to 07/31/2019	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	129,000.00	10,750.00	07/01/2019 to 07/31/2019	P/R CHANGE 07/01/19

### SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
CONNOR, MEREDITH R PROFESSIONAL STAFF	52,000.00	4,333.33		

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

07/01/2019 to 07/31/2019

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	07/01/2019 to 07/31/2019	
FELDER, COLE M REPUBLICAN GENERAL COUNSEL	160,700.00	13,391.67	07/01/2019 to 07/31/2019	

### SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
CONKLIN, ELISABETH J PROFESSIONAL STAFF	55,000.00	4,583.33	07/01/2019 to 07/31/2019	
CROCKER, NICHOLAS LEE PROFESSIONAL STAFF	80,000.00	6,666.67	07/01/2019 to 07/31/2019	
ENGLUND, MARY S DIRECTOR OF ADMINISTRATION & O	157,000.00	13,083.33	07/01/2019 to 07/31/2019	
ESTRADA LOBO, ROBERTO STAFF ASSISTANT	40,000.00	3,333.33	07/01/2019 to 07/31/2019	
KING, CORINNE INTERN	21,599.00	1,799.92	07/01/2019 to 07/31/2019	
LEE, JOY Y COUNSEL	125,000.00	1,736.11	07/01/2019 to 07/31/2019	TERMINATED 07/05/19
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	07/01/2019 to 07/31/2019	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	160,000.00	13,333.33	07/01/2019 to 07/31/2019	
PARELLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR	80,000.00	6,666.67	07/01/2019 to 07/31/2019	
RANDALL, BRITTANY A DIRECTOR OF MEMBER SERVICES	90,000.00	7,500.00	07/01/2019 to 07/31/2019	
RAUBER, MICHAEL BOYD INTERN	21,599.00	719.97	07/01/2019 to 07/31/2019	TERMINATED 07/12/19
ROBERTS, JESSE ALLEN COUNSEL	75,000.00	6,250.00	07/01/2019 to 07/31/2019	
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	07/01/2019 to 07/31/2019	
SCHWALB, JANET GIULIANI PROFESSIONAL STAFF	95,000.00	7,916.67	07/01/2019 to 07/31/2019	
SULLIVAN, TIMOTHY M FRANKING COMMISSION REPUBLICAN	75,000.00	6,250.00	07/01/2019 to 07/31/2019	

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

07/01/2019 to 07/31/2019

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

### SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ESTRADA LOBO, ROBERTO	40,000.00	57.69		
STAFF ASSISTANT				

### SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
LEE, JOY Y	125,000.00	2,083.33		
COUNSEL				