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G.K. BUTTERFIELD, NORTH CAROLINA
MARCIA FUDGE, OHIO
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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

October 21, 2019

September 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 September 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 September 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 – September 2019

Full Committee Hearings:

9.10.2019-Oversight of the Renovations of the Cannon House Office Building Hearing.

9.18.2019-Oversight of the Smithsonian Institution.

Subcommittee on Elections Hearings:

There were no Subcommittee hearings or meetings during the September work period.

Full Committee Meetings:

None.

Reports Filed:

None.

Polls:

None.

Floor Activity:

None.

Franking and Member Services

- Reviewed 938 new requests for Franking advisory opinions.
- Provided guidance and advice to Member offices through consultations on the frankability of congressional mail and other communications.
- Held a status update meeting with the CAO office and Clerk of the House staff on the status of disclosing Franked Advisory Opinions.
- Presented a Franking overview for district office staff attending the district office convention hosted by the Library of Congress.
- 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.
- 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

- Held regular monthly oversight meeting.

Library of Congress

- Held various oversight meetings on issues relating to the Copyright Office and Congressional Research Service.
- Review of various Library Trust Fund Board requested.

Smithsonian

- Held hearing on oversight of the Smithsonian Institution.

- Held pre and post hearing oversight meetings on deferred maintenance and new museum issues.

Architect of the Capitol

- Held oversight hearing on the Cannon House Office Building Revitalization Project.
- Held various oversight meetings with AOC, CVC and contractors.

Office of the Clerk

- Held regular monthly oversight meeting.

Chief Administrative Officer

- Held regular monthly oversight meeting.

United States Capitol Police

- Held U.S. Capitol Police Monthly Meeting.
- Collective Bargaining Agreement Negotiation Teams for FOP/Labor and USCP Executive Staff were established and formal Collective Bargaining Agreement Negotiations are scheduled to begin end of month.
- U.S. Capitol Police Request Briefing held with CHA Staff.

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 – September 2019

116th Congress

Name	Agency	Start Date	End Date	Majority/Minority

No Detailees to Report

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Appropriation Year 2019
2019:116th Congress 1stSession
Month: September 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	0.00	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	2,898,955.70	2,898,955.70	(2,898,955.70)
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	142,074.82	142,074.82	(142,074.82)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	32,042.76	32,042.76	(32,042.76)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	17,416.89	17,416.89	(17,416.89)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	30,568.77	30,568.77	(30,568.77)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	1,739.81	0.00	29,855.89	31,595.70	(31,595.70)
	31 Equipment	0.00	0.00	0.00	0.00	3,114.00	0.00	9,691.71	12,805.71	(12,805.71)
	Total	5,172,211.00	0.00	5,172,211.00	0.00	4,853.81	0.00	3,160,606.54	3,165,460.35	2,006,750.65
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	52.55	52.55	(52.55)
	Total	5,000.00	0.00	5,000.00	0.00	0.00	0.00	52.55	52.55	4,947.45
Total		5,177,211.00	0.00	5,177,211.00	0.00	4,853.81	0.00	3,160,659.09	3,165,512.90	2,011,698.10

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

Office: 10HO000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	348,258.25	2,889,335.52
		1103 Overtime Compensation	0.00	57.69
		1104 Accrued Leave	0.00	9,562.49
		Total	348,258.25	2,898,955.70
	21 Travel	2101 Commercial Transportation	11,273.84	67,593.16
		2105 Lodging	4,243.61	33,977.06
		2110 Meals	1,609.21	14,900.85
		2120 Car Rental	542.03	6,066.68
		2125 Gasoline	21.36	476.94
		2130 Private Auto Mileage	0.00	1,410.61
		2135 Taxi/Parking/Tolls	1,725.29	9,459.99
		2155 Witness Travel / Related Exp	0.00	2,011.53
		2175 Field Hearing Support Cost	0.00	6,178.00
		Total	19,415.34	142,074.82
EXPEN General Expenditures		2303 Temporary Space Rental	441.80	567.62
		2320 DC Telecom Equip (TRANSFER)	352.00	1,960.00
		2321 DC Telecom Serv (TRANSFER)	622.25	4,901.75
		2322 DC Telecom Tolls (TRANSFER)	2,584.81	21,457.90
		2335 HIR Graphics (TRANSFER)	40.00	2,330.00
		2350 Postage / Courier / Box Rental	0.00	44.16
		2360 Utilities	48.88	178.83
		2370 Equip Rental (Eff 1/3/03)	0.00	602.50
		Total	4,089.74	32,042.76
		2401 Printing & Reproduction	39.95	17,400.89
	24 Printing and Reproduction	2403 Photographic (TRANSFER)	8.00	16.00
		Total	47.95	17,416.89
	25 Other Services	2508 Equipment Installation	0.00	4,800.00
		2527 Training	900.00	6,569.00
		2529 Translatn and Interpret Serv	0.00	1,034.80

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

Office: 10HO000 HOUSE ADMINISTRATION

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

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	25 Other Services	2571 Technology Service Contracts	2,000.00	18,006.00
		2572 Web Dev Hst,Email & Rltd Serv	0.00	158.97
		Total	2,900.00	30,568.77
	26 Supplies and Materials	2602 Water	363.27	1,664.73
		2603 Food & Beverage	212.40	3,849.62
		2604 Legislative Plnng Food and Bev	560.90	1,583.97
		2605 Framing (TRANSFER)	0.00	150.00
		2620 Office Supplies (Outside)	127.96	2,423.01
		2621 Office Supply (TRANSFER)	745.07	6,776.31
		2623 Software < \$500	0.00	560.83
		2630 Publications/Reference Mat'l	85.14	12,847.42
		Total	2,094.74	29,855.89
	31 Equipment	3105 Office Equip Purch<\$25,000	0.00	1,258.71
		3115 Computer Softw Purch <\$10,000	0.00	1,377.00
		3118 Maintenance / Repairs	784.00	7,056.00
	Total	Total	377,590.02	9,691.71
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	3.00	52.55
		Total	3.00	52.55
	Total	Total	377,593.02	3,160,659.09

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

09/01/2019 to 09/30/2019

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	09/01/2019 to 09/30/2019	
MORGAN, TERI A DEPUTY STAFF DIRECTOR	160,000.00	13,333.33	09/01/2019 to 09/30/2019	
TAYLOR, DANIEL DEPUTY STAFF DIRECTOR AND CHIE	172,500.00	14,375.00	09/01/2019 to 09/30/2019	

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ABBOUD, KHALIL DEPUTY STAFF DIRECTOR	157,500.00	13,215.92	09/01/2019 to 09/30/2019	P/R CHANGE 09/04/19
ARIAS, HECTOR STAFF ASSISTANT	45,000.00	3,750.00	09/01/2019 to 09/30/2019	
BECKMAN WRIGHT, GINA M PROFESSIONAL STAFF - FRANKING	50,000.00	694.44	09/01/2019 to 09/30/2019	TERMINATED 09/05/19
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	55,000.00	4,583.33	09/01/2019 to 09/30/2019	
CARR, HANNAH G STAFF ASSISTANT	45,000.00	3,750.00	09/01/2019 to 09/30/2019	
CONNOR, MEREDITH R PROFESSIONAL STAFF	52,000.00	2,166.67	09/01/2019 to 09/30/2019	APPOINTMENT 09/16/19
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	150,000.00	12,500.00	09/01/2019 to 09/30/2019	
FLAHERTY JR, EDWARD CHIEF CLERK	168,411.00	14,034.25	09/01/2019 to 09/30/2019	
HADDAD, MANNAL E PRESS SECRETARY	53,000.00	4,416.67	09/01/2019 to 09/30/2019	
HENDRIX, KEMBA A DIVERSITY DIRECTOR	125,000.00	10,416.67	09/01/2019 to 09/30/2019	
HENLINE, ROBERT A DIRECTOR OF MEMBER SERVICES	127,500.00	10,625.00	09/01/2019 to 09/30/2019	
HIRA, ELIZABETH L ELECTIONS COUNSEL	120,000.00	10,000.00	09/01/2019 to 09/30/2019	
HULL, GEORGE Z SHARED EMPLOYEE	42,000.00	3,500.00	09/01/2019 to 09/30/2019	
JALATA, KULANI ASAFA INTERN	21,599.00	1,619.93	09/01/2019 to 09/30/2019	APPOINTMENT 09/04/19

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

09/01/2019 to 09/30/2019

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	60,000.00	5,000.00	09/01/2019 to 09/30/2019	P/R CHANGE 09/01/19
LASURE, AARON M PROFESSIONAL STAFF	145,000.00	12,083.33	09/01/2019 to 09/30/2019	
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	85,000.00	7,083.33	09/01/2019 to 09/30/2019	
MALIK, MARIAM STAFF ASSISTANT	45,000.00	3,750.00	09/01/2019 to 09/30/2019	
MAZYCK, VELETER SHARED EMPLOYEE	75,000.00	6,250.00	09/01/2019 to 09/30/2019	
NASTA, SARAH MICHELLE ELECTION COUNSEL	80,000.00	6,666.67	09/01/2019 to 09/30/2019	
SCHLESINGER, MATTHEW C OVERSIGHT COUNSEL	95,000.00	7,916.67	09/01/2019 to 09/30/2019	
SEHGAL, TANYA SENIOR ELECTIONS COUNSEL	120,000.00	10,000.00	09/01/2019 to 09/30/2019	
SPAULDING, STEPHEN E ELECTION COUNSEL	120,000.00	10,000.00	09/01/2019 to 09/30/2019	
TUCKER, DAVID MICHAEL PARLIAMENTARIAN	150,000.00	12,500.00	09/01/2019 to 09/30/2019	
WHIPPY, PETER N COMMUNICATIONS DIRECTOR	105,000.00	8,750.00	09/01/2019 to 09/30/2019	

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

09/01/2019 to 09/30/2019

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10H0000

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	09/01/2019 to 09/30/2019	
ENGLUND, MARY S DIRECTOR OF ADMINISTRATION & O	170,696.00	14,224.67	09/01/2019 to 09/30/2019	APPOINTMENT 09/01/19
FELDER, COLE M REPUBLICAN GENERAL COUNSEL	160,700.00	13,391.67	09/01/2019 to 09/30/2019	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	170,696.00	14,224.67	09/01/2019 to 09/30/2019	APPOINTMENT 09/01/19

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
BRADY, MAEVE J INTERN	21,599.00	1,799.92	09/01/2019 to 09/30/2019	
CONKLIN, ELISABETH J PROFESSIONAL STAFF	63,000.00	5,250.00	09/01/2019 to 09/30/2019	P/R CHANGE 09/01/19
CROCKER, NICHOLAS LEE DIRECTOR OF MEMBER SERVICES	90,000.00	7,027.78	09/01/2019 to 09/30/2019	P/R CHANGE 09/18/19
ENGLUND, MARY S DIRECTOR OF ADMINISTRATION & O	157,000.00	0.00	09/01/2019 to 09/30/2019	TERMINATED 08/31/19
ESTRADA LOBO, ROBERTO STAFF ASSISTANT	40,000.00	3,333.33	09/01/2019 to 09/30/2019	
JOHNSTON, SUSANNAH MARIE PROFESSIONAL STAFF	63,000.00	5,250.00	09/01/2019 to 09/30/2019	APPOINTMENT 09/01/19
MANLEY, BRET A SHARED STAFF	100,000.00	8,333.33	09/01/2019 to 09/30/2019	
MONAHAN, TIMOTHY J DEPUTY STAFF DIRECTOR	160,000.00	0.00	09/01/2019 to 09/30/2019	TERMINATED 08/31/19
PARELLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR	80,000.00	6,666.67	09/01/2019 to 09/30/2019	
RANDALL, BRITTANY A PROFESSIONAL STAFF	45,000.00	5,875.00	09/01/2019 to 09/30/2019	P/R CHANGE 09/18/19
ROBERTS, JESSE ALLEN COUNSEL	75,000.00	6,250.00	09/01/2019 to 09/30/2019	
ROSS, DAVID JOSEPH SHARED STAFF	10,000.00	833.33	09/01/2019 to 09/30/2019	
SCHWALB, JANET GIULIANI PROFESSIONAL STAFF	95,000.00	7,916.67	09/01/2019 to 09/30/2019	

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

09/01/2019 to 09/30/2019

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
SULLIVAN, TIMOTHY M	75,000.00	6,250.00	09/01/2019 to 09/30/2019	
FRANKING COMMISSION REPUBLICAN				