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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
(202) 225-8281 | CHA.HOUSE.GOV

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 6, 2024

January 2024 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
- 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 2024

Committee Detailees:

Carolyn Howard, Government Publishing Office (GPO)
Jessica Smith, U.S. Government Accountability Office (GAO)

Dear Colleagues:

ADMINISTRATIVE: Reminder – 4th Quarter Mass Mailings & Mass Communications Report Due

ADMINISTRATIVE: 2024 Mileage Reimbursement Rates

ADMINISTRATIVE: Coming Soon: Agency Connection Center in Longworth

Full Committee Hearings:

January 30th: Full Committee Hearing, “Artificial Intelligence (AI): Innovations within the Legislative Branch”

Full Committee Meetings:

N/A

Subcommittee Hearings:

N/A

Subcommittee Meetings:

N/A

Reports Filed:

H.R. 6513, COCOA Act

Floor Activity:

N/A

Legislative Business:

Staff traveled to Guam and the Northern Mariana Islands with the Election Assistance Commission. While there, they toured polling sites, met with staff of Congressman Gregorio Kilili Sablan, Congressman James Moylan, Lieutenant Governor of the Northern Mariana Islands, Lieutenant Governor of Guam, election directors for Guam and CNMI, Guam Elections Commission and staff, the leaders in the CNMI House and Senate, Guam legislators, President of the University of Guam, other local elected leaders, and leadership at Joint Base Marianas to discuss military voting issues.

Communications Standards Commission:

- Reviewed 1051 (Previous month: 1531) requests for Advisory Opinions:
 - 672 (793) Republican requests (63%)
 - 379 (738) Democrat requests (37%).
- For the 118th Congress, the total Advisory Opinions requested through 1/31/24: 13,843.
 - This is an increase of 54% in jobs request in comparison to the 117th Congress
 - This is on pace for our highest volume of requests in recent years.
 - 8095 GOP (58%)
 - 5748 DEM (42%)
- Provided guidance and advice to Member offices and Committees on the use of official congressional communications and other resources.
 - All official offices and Committees have been contacted and lists updated.
 - Offered resources, training, and answered questions.
 - Continue reaching out to offices regarding pre-blackout planning for the year.
 - All Q1 offices have been contacted, and Q2 meetings have begun
 - First blackouts have begun
- (3) Frankable Stamps issued in January (2 DEM 1 GOP)
- Continued delivering 'Frank It Out' weekly emails (rapid response franking' examples) offices can quickly deploy on hot topics and trends.
 - Received very positive responses from offices/staff
 - Sent out CoS / Comms Teams Customer Satisfaction Surveys – results are very positive, pending final report.
- Began planning Tier-1 Member Meetings with Chairman Steil and CSC Chair, Mike Carey.
 - Scheduling, Data Gathering, Expense Reports – all included in detailed office report.
 - The majority of these will be executed in the month of February for a strong 24' franking year for tier-1 offices.

Member Services:

- Assisted with launch of Staff Collaborative Workspace pilot
- Assisted with creation of Agency Connection Center in Longworth
- Assisted in resources and information sharing for Member and staff safety and security.

Oversight Activities:

N/A

Elections Activities:

- CHA Election Oversight staff trip to Guam to oversee how federal Help America Vote Dollars are being utilized.
- Met with
 - the Center for Tech and Civic Life,
 - two commissioners of the Election Assistance Commission
 - American Enterprise Institute staff
 - OpenAI
 - Louisiana Secretary of State Office
 - National Association of Counties

Modernization Activities:

N/A

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION - MAJ

Authorization Year 2024
 2024:118th Congress 2nd Session
 Month: January 2024

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN	11 Personnel Compensation	1101 Non-Statutory Compensation	286,057.20	286,057.20
		Total	286,057.20	286,057.20
	21 Travel	2105 Lodging	287.50	287.50
		2110 Meals	105.71	105.71
		2115 WI-FI On Travel	78.80	78.80
		2120 Car Rental	220.00	220.00
		2125 Gasoline	30.00	30.00
		2136 Parking	235.00	235.00
	Total	957.01	957.01	
	23 Rent, Communications, Utilities	2335 HIR Graphics (TRANSFER)	26.00	26.00
Total	26.00	26.00		
24 Printing and Reproduction	2403 Photographic (TRANSFER)	26.60	26.60	
	Total	26.60	26.60	
25 Other Services	2502 Non-Technology Service Contr	6,325.00	6,325.00	
	2572 Web Dev Hst,Email & Rltd Serv	166.42	166.42	
	Total	6,491.42	6,491.42	
26 Supplies and Materials	2620 Office Supplies (Outside)	1,218.64	1,218.64	
	2621 Office Supply (TRANSFER)	96.36	96.36	
Total	1,315.00	1,315.00		
31 Equipment	3118 Maintenance / Repairs	948.30	948.30	
	Total	948.30	948.30	
Total		295,821.53	295,821.53	

Monthly Financial Statement by Legislative Year

Office: 10H0999 HOUSE ADMINISTRATION - MIN Authorization Year 2024
 2024:118th Congress 2nd Session Month: January 2024

Disbursed Summary

Program	Object Class	Budget Object Class	MFD Disbursed	YTD Disbursed
EXPEN	General Expenditures	11 Personnel Compensation	159,776.65	159,776.65
		1104 Accrued Leave	5,750.00	5,750.00
		Total	165,526.65	165,526.65
	26 Supplies and Materials	Total	129.78	129.78
		Total	129.78	129.78
	31 Equipment	3118 Maintenance / Repairs	363.00	363.00
		Total	363.00	363.00
	Total	Total	166,019.43	166,019.43

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION - MAJ

Authorization Year 2024
 2024:118th Congress 2nd Session
 Month: January 2024

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN	11 Personnel Compensation	1101 Non-Statutory Compensation	286,057.20	286,057.20
		Total	286,057.20	286,057.20
	21 Travel	2105 Lodging	287.50	287.50
		2110 Meals	105.71	105.71
		2115 WI-FI On Travel	78.80	78.80
		2120 Car Rental	220.00	220.00
		2125 Gasoline	30.00	30.00
	Total	235.00	235.00	
	23 Rent, Communications, Utilities	2335 HR Graphics (TRANSFER)	26.00	26.00
		Total	26.00	26.00
24 Printing and Reproduction	2403 Photographic (TRANSFER)	26.60	26.60	
	Total	26.60	26.60	
25 Other Services	2502 Non-Technology Service Contr	6,325.00	6,325.00	
	2572 Web Dev Hst,Email & Rptd Serv	166.42	166.42	
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	2621 Office Supply (TRANSFER)	96.36	96.36	
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	Total	295,821.53	295,821.53	

Monthly Financial Statement by Legislative Year

Office: 10H0999 HOUSE ADMINISTRATION - MIN

Authorization Year 2024
 2024:118th Congress 2nd Session
 Month: January 2024

Disbursed Summary

Program	Object Class	Budget Object Class	MTB Disbursed	YTD Disbursed
EXPEN	General Expenditures	11 Personnel Compensation	159,776.65	159,776.65
		2621 Office Supply (TRANSFER)	129.78	129.78
		3118 Maintenance / Repairs	363.00	363.00
		Total	165,526.65	165,526.65
		Total	129.78	129.78
		Total	363.00	363.00
		Total	166,019.43	166,019.43

REPORT ON TRAVEL PERFORMED
Committee on House Administration
118th Congress, 1st Session
January 2024

MAJORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Lodging & Meals	Other Expenses	
Hannah Fraher	1/13/2024	1/20/2024	CNMI Conference	DC-Guam-Saipan-Guam-DC	\$ 4,456	\$ 790	\$ -	\$ 5,246
Caleb Hays	1/13/2024	1/19/2024	CNMI Conference	DC-Guam-Saipan-Guam-DC	\$ 4,015	\$ 1,088	\$ 79	\$ 5,182
Dan Durak	1/29/2024	2/1/2024	CAO District Directors Conference	DC-San Diego -DC	\$ 1,624	\$ 460	\$ -	\$ 2,084
Janet Schwalb	1/29/2024	2/1/2024	CAO District Directors Conference	DC-San Diego -DC	\$ 1,286	\$ 721	\$ -	\$ 2,007
					Total Majority Performed			\$ 14,519

MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Lodging & Meals	Other Expenses	
Jamie Fleet	1/22/2024	1/24/2024	Official Elections Meeting	DC-Spokane, WA-SFO-DC	\$ 2,707	\$ 499	\$ 22	\$ 3,228
Jose Gomez Morales	1/29/2024	2/1/2024	CAO District Directors Conference	DC-San Diego-DC	\$ 639	\$ 639	\$ -	\$ 1,278
					Total Minority Travel Performed:			\$ 4,506

Employee and Job Title	Annual Salary	Gross Pay	Period
ADKERSON, ROBERT A SHARED EMPLOYEE	25,000.00	2,083.33	01/01/2024 to 01/31/2024
APPELBAUM, MICHAEL FREDERICK PROFESSIONAL STAFF - COMMUNICATIONS STANDARD C	65,000.00	5,416.67	01/01/2024 to 01/31/2024
ARIENT, JOHN RYAN PROFESSIONAL STAFF	75,000.00	6,250.00	01/01/2024 to 01/31/2024
BUCHELI, DANIEL C STAFF DIRECTOR OF THE COMMUNICATIONS STANDARDS	145,000.00	12,083.33	01/01/2024 to 01/31/2024
BURNS, MARY ELIZABETH COMMUNICATIONS DIRECTOR	130,000.00	10,833.33	01/01/2024 to 01/31/2024
CAKE, ANNEMARIE O STAFF ASSISTANT	55,000.00	4,583.33	01/01/2024 to 01/31/2024
CALDWELL, BRITTANY MORGAN PROFESSIONAL STAFF	77,000.00	6,416.67	01/01/2024 to 01/31/2024
CORBETT, SEAN A SUBCOMMITTEE STAFF ASSISTANT	55,000.00	4,583.33	01/01/2024 to 01/31/2024
CURRINDER, MARIAN L SENIOR PROFESSIONAL STAFF	155,000.00	12,916.67	01/01/2024 to 01/31/2024
DEISE, ALEXANDER CHARLES COUNSEL	110,000.00	9,166.67	01/01/2024 to 01/31/2024
DURAK, DANIEL F PROFESSIONAL STAFF	85,000.00	7,083.33	01/01/2024 to 01/31/2024
FRAHER, HANNAH E SENIOR COUNSEL	36,000.00	3,000.00	01/01/2024 to 01/31/2024
HARLEY, DEREK N SENIOR ADVISOR	170,000.00	14,166.67	01/01/2024 to 01/31/2024
HAYS, CALEB JONATHAN GENERAL COUNSEL/DEPUTY STAFF DIRECTOR	200,000.00	16,666.67	01/01/2024 to 01/31/2024
JOHNSON, MATTHEW PROFESSIONAL STAFF	75,000.00	6,250.00	01/01/2024 to 01/31/2024
KELLEY, BENJAMIN P STAFF ASSISTANT	55,000.00	4,583.33	01/01/2024 to 01/31/2024
LANE, THOMAS S ELECTIONS COUNSEL & DIRECTOR OF ELECTIONS COALITION	155,000.00	12,916.67	01/01/2024 to 01/31/2024
LASSITER, HILLARY W DEPUTY STAFF DIRECTOR - SUB	150,000.00	12,500.00	01/01/2024 to 01/31/2024
Employee and Job Title	Annual Salary	Gross Pay	Period
MONAHAN, TIMOTHY J SENIOR ADVISOR	13,100.00	1,091.67	01/01/2024 to 01/31/2024
MONTERROSO, KRISTEN DAWN SHARED EMPLOYEE	130,000.00	10,833.33	01/01/2024 to 01/31/2024
MUNYON, BRENT D COUNSEL	85,000.00	7,083.33	01/01/2024 to 01/31/2024

NEITZEL, WILLIAM E PROFESSIONAL STAFF	90,000.00	7,500.00	01/01/2024 to 01/31/2024
O'DELL, CAITLIN ELIZABETH LEGAL ASSISTANT	70,000.00	5,833.33	01/01/2024 to 01/31/2024
PANTOJA GUTIERREZ, NATALIA PROFESSIONAL STAFF - COMMUNICATIONS STANDARD C	75,000.00	6,250.00	01/01/2024 to 01/31/2024
PINEGAR, PHILLIP REECE OVERSIGHT PROFESSIONAL STAFF	125,000.00	7,986.11	01/01/2024 to 01/31/2024
PLATT JR, MICHAEL STAFF DIRECTOR	212,100.00	17,675.00	01/01/2024 to 01/31/2024
RATNER, MARK DALE SENIOR ADVISOR	110,000.00	9,166.67	01/01/2024 to 01/31/2024
SCHWALB, JANET GIULIANI DEPUTY STAFF DIRECTOR FOR ADVICE & GUIDANCE	190,000.00	15,833.33	01/01/2024 to 01/31/2024
SMITH, ELLIOT MICHAEL DIRECTOR OF OVERSIGHT	150,000.00	12,500.00	01/01/2024 to 01/31/2024
SPARKS, EVE MARIE PRESS SECRETARY	65,000.00	5,416.67	01/01/2024 to 01/31/2024
TOMLINSON, ELLIOTT R STAFF DIRECTOR - SUBCOMMITTEE	202,000.00	16,833.33	01/01/2024 to 01/31/2024
VAN ORMAN, EVAN GREGORY PROFESSIONAL STAFF	60,000.00	5,000.00	01/01/2024 to 01/31/2024
WHITE, GRACE ELIZABETH MEDIA ADVISOR	145,000.00	12,083.33	01/01/2024 to 01/31/2024
WILSON, JORDAN PAUL DIRECTOR OF MEMBER SERVICES	160,000.00	13,333.33	01/01/2024 to 01/31/2024

SPECIAL & SELECT COMMITTEE - LUMP SUM ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
LANGNES III, JAMES ALLEN SPECIAL ADVISOR	75,000.00	3,958.33		17974
SPECIAL & SELECT COMMITTEE - LUMP SUM BONUS				

Employee and Job Title	Annual Salary	Gross Pay	Period
HARLEY, DEREK N SENIOR ADVISOR	170,000.00	3,000.00	
HAYS, CALEB JONATHAN GENERAL COUNSEL/DEPUTY STAFF DIRECTOR	200,000.00	1,008.33	
SCHWALB, JANET GIULIANI DEPUTY STAFF DIRECTOR FOR ADVICE & GUIDANCE	190,000.00	1,841.66	

SPECIAL & SELECT COMMITTEE - HOUSE PAID INTERNSHIP PROGRAM

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
FAIN, NICHOLAS M COMM. HOUSE PAID INTERN - MAJORITY	30,000.00	1,916.67	01/01/2024 to 01/31/2024	

GOREN, ANDREW DAVID
 COMM. HOUSE PAID INTERN - MAJORITY 30,000.00 1,250.00 01/01/2024 to 01/31/2024

Employee Group	Expenditure Active Paid	
SPECIAL & SELECT COMMITTEE - PERSONNEL	305,919.43	34 34
SPECIAL & SELECT COMMITTEE - LUMP SUM ACCRUED LEAVE	3,958.33	0 1
SPECIAL & SELECT COMMITTEE - LUMP SUM BONUS	5,849.99	0 3
Total	315,727.75	34 38

Employee Group	Expenditure Active Paid	
SPECIAL & SELECT COMMITTEE - HOUSE PAID INTERNSHIP PROGRAM	3,166.67	2 2
Total	3,166.67	2 2

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ABBOUD, KHALIL DEPUTY STAFF DIRECTOR	212,100.00	17,675.00	01/01/2024 to 01/31/2024
AGADA, ENUMALE MARGARET OVERSIGHT COUNSEL	115,000.00	6,069.44	01/01/2024 to 01/31/2024
CARPENTER, KYLIE L PROFESSIONAL STAFF - FRANKING	100,000.00	8,333.33	01/01/2024 to 01/31/2024
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	160,000.00	13,333.33	01/01/2024 to 01/31/2024
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	212,100.00	17,675.00	01/01/2024 to 01/31/2024
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	210,900.00	17,575.00	01/01/2024 to 01/31/2024
GARCIA, ANDREW ALEXANDER STAFF ASSISTANT	65,000.00	5,416.67	01/01/2024 to 01/31/2024
GREGORY, SEAN ROBIN STAFF ASSISTANT/FRANKING	49,500.00	4,125.00	01/01/2024 to 01/31/2024
HANSEN, NICOLE M	105,000.00	8,750.00	01/01/2024 to 01/31/2024

ELECTIONS COUNSEL			
MORALES GOMEZ, JOSE A.	90,000.00	7,500.00	01/01/2024 to 01/31/2024
DIRECTOR			
NASTA, SARAH MICHELLE	150,000.00	12,500.00	01/01/2024 to 01/31/2024
ELECTION COUNSEL			
NORTON, SIERRA ROSE	63,250.00	5,270.83	01/01/2024 to 01/31/2024
PRESS SECRETARY			
PROCTOR, KAYLIN M	49,500.00	4,125.00	01/01/2024 to 01/31/2024
STAFF ASSISTANT			
REILLY, OWEN DENIS	40,000.00	3,333.33	01/01/2024 to 01/31/2024
PROFESSIONAL STAFF			
SCHLESINGER, MATTHEW C	165,000.00	13,750.00	01/01/2024 to 01/31/2024
SENIOR COUNSEL			
WRIGHT, SEAN JAMES	212,100.00	17,675.00	01/01/2024 to 01/31/2024
CHIEF COUNSEL			
YOUNGSMITH, NIKOLAS A	100,000.00	8,333.33	01/01/2024 to 01/31/2024
ELECTIONS COUNSEL			

SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Annual Salary	Gross Pay	Period
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SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
Employee No.				
GREGORY, SEAN ROBIN	49,500.00	160.64		18043
STAFF ASSISTANT/FRANKING				

SPECIAL & SELECT COMMITTEE - LUMP SUM ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
Employee No.				
AGADA, ENUMALE MARGARET	115,000.00	5,750.00		18845
OVERSIGHT COUNSEL				

SPECIAL & SELECT COMMITTEE - HOUSE PAID INTERNSHIP PROGRAM

Employee and Job Title	Annual Salary	Gross Pay	Period
JOYCE, JAMES	23,100.00	1,925.00	01/01/2024 to 01/31/2024
COMM. HOUSE PAID INTERN - MINORITY			

TURNER, JESSICA-ANNA L COMM. HOUSE PAID INTERN - MINORITY	19,236.00	-1,175.53	01/01/2024 to 01/31/2024	
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WISER, HARRIET R COMM. HOUSE PAID INTERN - MINORITY	38,500.00	1,604.17	01/01/2024 to 01/31/2024	
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Employee Group	Expenditure Active Paid		
SPECIAL & SELECT COMMITTEE - PERSONNEL	171,440.26	16	17
SPECIAL & SELECT COMMITTEE - OVERTIME	160.64	0	1
SPECIAL & SELECT COMMITTEE - LUMP SUM ACCRUED LEAVE	5,750.00	0	1
Total	177,350.90	16	19

Employee Group	Expenditure Active Paid		
SPECIAL & SELECT COMMITTEE - HOUSE PAID INTERNSHIP PROGRAM	2,353.64	2	2
Total	2,353.64	2	2

Employee Group	Expenditure Active Paid		
SPECIAL & SELECT COMMITTEE - PERSONNEL	477,359.69	50	51
SPECIAL & SELECT COMMITTEE - OVERTIME	160.64	0	1
SPECIAL & SELECT COMMITTEE - LUMP SUM ACCRUED LEAVE	9,708.33	0	2
SPECIAL & SELECT COMMITTEE - LUMP SUM BONUS	5,849.99	0	3
Total	493,078.65	50	57

Employee Group	Expenditure Active Paid		
SPECIAL & SELECT COMMITTEE - HOUSE PAID INTERNSHIP PROGRAM	5,520.31	4	4

Committee on House Administration
Detailees – January 2024
118th Congress 1st Session

NAME	AGENCY	Start Date	End Date	Majority/Minority
Carolyn Howard	Government Publishing Office	04/17/23	04/17/24	Majority
Jessica Smith	Government Accountability Office	06/26/23	06/26/24	Majority