

One Hundred Nineteenth
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

March 1, 2025

February 2025 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
119th Congress Activities Report
February 2025**

Committee Detailees:

Bob Erle - GPO

Dear Colleagues:

February 12th – Notice of 2025 OAP Medical Services Enrollment Fee

February 25th – Committee on House Administration Member Day

Full Committee Hearings:

Tuesday, February 11th – “Part 1: Committee Funding for the 119th Congress”

Wednesday, February 12th – “Part 2: Committee Funding for the 119th Congress”

Full Committee Meetings:

Tuesday, February 25th – Markup on Various Measures

Subcommittee Hearings:

N/A

Subcommittee Meetings:

N/A

Reports Filed:

N/A

Floor Activity:

February 26th - H.R. 250, to direct the Joint Committee on the Library to procure a statue of Benjamin Franklin for placement in the Capitol

February 26th - H.R. 469, the Semiquincentennial Congressional Time Capsule Act

Legislative Business:

N/A

Communications Standards Commission:

- Reviewed 1075 (previous month: 911) requests for Advisory Opinions:
 - 494 (514) GOP Requests (46%)
 - 581 (397) DEM Requests (54%)
- Total 119th Jobs So Far: 1960
 - 993 GOP (51%)
 - 967 Dem (49%)

- Advice & Guidance conducted 1x1 meetings with office to discuss all items regarding franking & MRA
 - Conducted necessary follow-ups from these meetings
- CSC Staff held over a dozen 1x1 meetings with office staff to answer franking/mailling questions
- Completed all documentation for Franking 1x1 that the Chairman and CSC Chair will host in March
- CSC held a joint meeting regarding the one-time transfer of social media followers
 - It was determined that CHA/CSC/ModSub will write a letter to the Ethics Committee asking for a waiver.
 - This letter will be going to ethics on 3/11/25 or thereabouts
- CSC Staff attended Franking presentation held by GOP Conference
- CSC relocated working spaces while remaining completely operational – no pause in job requests observed
- CSC/GOP Conference held weekly calls to discuss the Floor Calendar and helpful information to provide offices
 - 9 ‘Frank It Out’ emails (w/approved examples) were delivered to offices
- Organization letter was delivered to the Speakers Office appointing Rs to the Commission
 - The only change was replacing Rep. Latta (OH) with Rep. Miller (IL).
 - Minority followed up with a letter from Minority Leader Jeffries Office Appointing Ds to Commission – no change in D Members.

Member Services:

- Provided logistical and scheduling support for 2/11, 2/12 FC Hearing, 2/25 FC Markup
- Provided support for CHA suspension bills (HR 469, HR 250) on the floor
- Green and Gold Star Programming
- 18 Member Services requests completed

Oversight Activities:

Recurring Meetings:

- CHOBR USCP Ph4
- House Parking Service
- Clerk
- Government Publishing Office OIG
- CAO Transition Meeting
- House Sergeant at Arms
- Library of Congress
- US Capitol Police
- US Capitol Police OIG
- CHOBr USCP
- Government Publishing Office
- CHOBr Bi-Weekly USCP Meetings
- Library Of Congress OIG
- AOC: Hearing Rooms Modernization Project
- House Superintendent

- House OIG

Elections Activities:

N/A

Modernization Activities:

- Subcommittee members met to discuss priorities for the 119th Congress and develop a roadmap for action.
- Received MIA project and funding updates from the CAO and began developing an internal process for determining whether projects require full or incremental funding.
- Submitted to Appropriations an MIA funding request for closed captioning services for committee proceedings.
- Began exploring offering closed captioning services in the House visitors' gallery.
- Began working with the HSAA to identify potential modernization needs.
- Began working with the OAP to develop plan for improving women's health services.
- Developing long-term plan for memorializing internal processes and project implementation and maintenance plans for continuity purposes.

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION - MAJ

Authorization Year 2025
2025:119th Congress 1st Session
Month: 2025 February - Closed

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	296,488.33	597,770.85
		1103 Overtime Compensation	29.75	29.75
		1104 Accrued Leave	32,881.11	32,881.11
		1106 Bonus	1,300.00	1,300.00
		Total	330,699.19	631,981.71
	21 Travel	2115 WI-FI On Travel	20.00	20.00
		2130 Private Auto Mileage	0.00	400.81
		2135 Taxi/Ride Share	0.00	45.92
	23 Rent, Communications, Utilities	Total	20.00	466.73
		2320 DC Telecom Equip (TRANSFER)	140.00	140.00
2321 DC Telecom Serv (TRANSFER)		475.00	475.00	
2322 DC Telecom Tolls (TRANSFER)		3,681.71	3,681.71	
2335 HIR Graphics (TRANSFER)		5.00	5.00	
EXPEN General Expenditures	24 Printing and Reproduction	Total	4,301.71	4,301.71
		2402 Non-Frankable Printing & Repro	0.00	76.00
		2403 Photographic (TRANSFER)	0.00	585.00
		2404 Reproduction of Fed/Public Law	0.00	100.00
		Total	0.00	761.00
	25 Other Services	2572 Web Dev Hst,Email & Rltd Serv	186.56	186.56
		Total	186.56	186.56
	26 Supplies and Materials	2603 Food & Beverage	114.05	114.05
		2620 Office Supplies (Outside)	126.86	126.86
		2621 Office Supply (TRANSFER)	292.16	820.41
2630 Publications/Reference Mat'l		0.00	6,000.00	
31 Equipment	Total	533.07	7,061.32	
	3118 Maintenance / Repairs	1,113.30	2,226.60	
	Total	1,113.30	2,226.60	
	Total		336,853.83	646,985.63

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Monthly Financial Statement by Legislative Year

Office: 10H0999 HOUSE ADMINISTRATION - MIN Authorization Year 2025
2025:119th Congress 1st Session
Month: 2025 February - Closed

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	198,033.34	382,117.80
		1106 Bonus	0.00	218.00
		Total	198,033.34	382,335.80
	21 Travel	2111 Per Diem Meals & Incidentals	0.00	64.50
		2130 Private Auto Mileage	23.79	23.79
		2135 Taxi/Ride Share	10.36	10.36
		Total	34.15	98.65
	23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	128.00	128.00
		2321 DC Telecom Serv (TRANSFER)	506.00	506.00
		2322 DC Telecom Tolls (TRANSFER)	3,414.05	3,414.05
		Total	4,048.05	4,048.05
	25 Other Services	2502 Non-Technology Service Contr	0.00	29,820.00
		Total	0.00	29,820.00
	26 Supplies and Materials	2620 Office Supplies (Outside)	61.50	61.50
		2621 Office Supply (TRANSFER)	340.16	578.32
		Total	401.66	639.82
	31 Equipment	3115 Computer Softw Purch <\$10,000	0.00	7,200.00
		3118 Maintenance / Repairs	315.29	678.29
		Total	315.29	7,878.29
	Total		202,832.49	424,820.61

REPORT ON TRAVEL PERFORMED
Committee on House Administration
119th Congress, 1st Session
February 2025

MAJORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Lodging & Meals	Other Expenses	
No Travel Performed								

MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Lodging & Meals	Other Expenses	
Jamie Fleet	2/27/2025	2/28/2025	Official Business	DC - Rochester - DC	\$ 1,126	\$ 120	\$ -	\$ 1,246

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PAYROLL CERTIFICATION - FINAL

02/01/2025 to 02/28/2025

Process Level: HO000 COMM ON HOUSE ADMINISTRATION
Department: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Gross Pay	Period	Remarks
ADKERSON, ROBERT A SHARED EMPLOYEE	486.11	02/01/2025 to 02/28/2025	TERMINATED 02/07/25
APPELBAUM, MICHAEL FREDERICK PROFESSIONAL STAFF - COMMUNICATIONS STANDARD C	6,250.00	02/01/2025 to 02/28/2025	
BELL, THOMAS MARCH DEPUTY GENERAL COUNSEL	18,666.67	02/01/2025 to 02/28/2025	
BENCOSME ESPEJO, KELVIN PROFESSIONAL STAFF - FRANKING	5,416.67	02/01/2025 to 02/28/2025	
BOSSMAN, JACQUELINE J COUNSEL	6,416.67	02/01/2025 to 02/28/2025	TERMINATED 02/21/25
BUCHELI, DANIEL C STAFF DIRECTOR OF THE COMMUNICATIONS STANDARDS	13,750.00	02/01/2025 to 02/28/2025	P/R CHANGE 02/01/25
BURNS, MARY ELIZABETH COMMUNICATIONS DIRECTOR	2,527.78	02/01/2025 to 02/28/2025	TERMINATED 02/07/25
CAKE, ANNEMARIE O PROF STAFF/DEP CLERK	5,416.67	02/01/2025 to 02/28/2025	
COLLINS, RACHEL E DEPUTY GENERAL COUNSEL	15,000.00	02/01/2025 to 02/28/2025	
CORBETT, SEAN A SUBCOMMITTEE STAFF ASSISTANT	1,069.44	02/01/2025 to 02/28/2025	TERMINATED 02/07/25
CURRINDER, MARIAN L SENIOR PROFESSIONAL STAFF	13,750.00	02/01/2025 to 02/28/2025	P/R CHANGE 02/01/25
DOBBS, MICHAEL SAGE PROFESSIONAL STAFF	5,416.67	02/01/2025 to 02/28/2025	P/R CHANGE 02/01/25
DURAK, DANIEL F PROFESSIONAL STAFF	8,333.33	02/01/2025 to 02/28/2025	
GILBERT, STEPHANIE ANNE PART TIME	1,250.00	02/01/2025 to 02/28/2025	
HAHNFELD, RYAN ANDREW STAFF ASSISTANT	2,250.00	02/01/2025 to 02/28/2025	TERMINATED 02/18/25
HENLE, JUSTIN CONNOR STAFF ASSISTANT	4,583.33	02/01/2025 to 02/28/2025	APPOINTMENT 02/01/25
HOOVER, TYLER CLARK PROFESSIONAL STAFF MEMBER	1,652.78	02/01/2025 to 02/28/2025	TERMINATED 02/07/25
JOACHIM, JANA E STAFF ASSISTANT	4,583.33	02/01/2025 to 02/28/2025	

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Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Gross Pay	Period	Remarks
KELLEY, BENJAMIN P PRESS ASSISTANT (REP)	5,625.00	02/01/2025 to 02/28/2025	
LANE, THOMAS S ELECTIONS COUNSEL & DIRECTOR OF ELECTIONS COALITION	11,333.33	02/01/2025 to 02/28/2025	TERMINATED 02/24/25
LASSITER, HILLARY W DEPUTY STAFF DIRECTOR - SUB	2,916.67	02/01/2025 to 02/28/2025	TERMINATED 02/07/25
MONTERROSO, KRISTEN DAWN SHARED EMPLOYEE	12,500.00	02/01/2025 to 02/28/2025	
MULLEN, MARISSA ANNE DEPUTY DIRECTOR OF MEMBER SERVICES	7,500.00	02/01/2025 to 02/28/2025	
MUNYON, BRENT D SUBCOMMITTEE SENIOR COUNSEL	2,333.33	02/01/2025 to 02/28/2025	TERMINATED 02/07/25
O'DELL, CAITLIN ELIZABETH PROFESSIONAL STAFF	1,458.33	02/01/2025 to 02/28/2025	TERMINATED 02/07/25
PETERSON, SEAN SONDRUP COUNSEL	2,041.67	02/01/2025 to 02/28/2025	TERMINATED 02/07/25
PINEGAR, PHILLIP REECE OVERSIGHT PROFESSIONAL STAFF	10,416.67	02/01/2025 to 02/28/2025	
PLATT JR, MICHAEL STAFF DIRECTOR	19,941.66	02/01/2025 to 02/28/2025	
RATNER, MARK DALE SENIOR ADVISOR	10,616.67	02/01/2025 to 02/28/2025	
RISCHE, ROBERT MARTIN SENIOR COUNSEL	4,243.06	02/01/2025 to 02/28/2025	APPOINTMENT 02/18/25
ROBINSON, MALCOLM PAUL RESEARCH ANALYST (C)	1,263.89	02/01/2025 to 02/28/2025	TERMINATED 02/07/25
SCHWALB, JANET GIULIANI DEPUTY STAFF DIRECTOR FOR ADVICE & GUIDANCE	17,500.00	02/01/2025 to 02/28/2025	P/R CHANGE 02/01/25
SMITH, ELLIOT MICHAEL DIRECTOR OF OVERSIGHT	13,333.33	02/01/2025 to 02/28/2025	P/R CHANGE 02/01/25
SMITH, JESSICA COBERT DEPUTY DIRECTOR OF OVERSIGHT	14,855.56	02/01/2025 to 02/28/2025	APPOINTMENT 02/03/25
TOMLINSON, ELLIOTT R STAFF DIRECTOR - SUBCOMMITTEE	3,927.78	02/01/2025 to 02/28/2025	TERMINATED 02/07/25
TY, JOSHUA EMMANUEL STAFF ASSISTANT	1,069.44	02/01/2025 to 02/28/2025	TERMINATED 02/07/25

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Accounting Organization: 10HO000

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Gross Pay	Period	Remarks
VAN ORMAN, EVAN GREGORY PROFESSIONAL STAFF	5,833.33	02/01/2025 to 02/28/2025	
WEBER, JOSHUA K COUNSEL	1,701.39	02/01/2025 to 02/28/2025	APPOINTMENT 02/24/25
WESTERMAN, MARGARET ELIZABETH PRESS SECRETARY	6,666.67	02/01/2025 to 02/28/2025	
WHITE, GRACE ELIZABETH COMMUNICATIONS DIRECTOR	12,083.33	02/01/2025 to 02/28/2025	P/R CHANGE 02/01/25
WILSON, JORDAN PAUL DIRECTOR OF MEMBER SERVICES	14,583.33	02/01/2025 to 02/28/2025	P/R CHANGE 02/01/25

SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Gross Pay	Period	Remarks
JOACHIM, JANA E STAFF ASSISTANT	11.90		
JOACHIM, JANA E STAFF ASSISTANT	17.85		

SPECIAL & SELECT COMMITTEE - LUMP SUM ACCRUED LEAVE

Employee and Job Title	Gross Pay	Period	Remarks
BOSSMAN, JACQUELINE J COUNSEL	2,597.22		
BURNS, MARY ELIZABETH COMMUNICATIONS DIRECTOR	3,611.11		
CORBETT, SEAN A SUBCOMMITTEE STAFF ASSISTANT	1,527.78		
HOOVER, TYLER CLARK PROFESSIONAL STAFF MEMBER	2,361.11		
LANE, THOMAS S ELECTIONS COUNSEL & DIRECTOR OF ELECTIONS COALITION	1,492.22		
LASSITER, HILLARY W DEPUTY STAFF DIRECTOR - SUB	4,166.67		
MUNYON, BRENT D SUBCOMMITTEE SENIOR COUNSEL	3,333.33		
O'DELL, CAITLIN ELIZABETH PROFESSIONAL STAFF	2,083.33		

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Accounting Organization: 10HO000

SPECIAL & SELECT COMMITTEE - LUMP SUM ACCRUED LEAVE

Employee and Job Title	Gross Pay	Period	Remarks
PETERSON, SEAN SONDRUP COUNSEL	2,916.67		
ROBINSON, MALCOLM PAUL RESEARCH ANALYST (C)	1,805.56		
TOMLINSON, ELLIOTT R STAFF DIRECTOR - SUBCOMMITTEE	5,611.11		
TY, JOSHUA EMMANUEL STAFF ASSISTANT	1,375.00		

SPECIAL & SELECT COMMITTEE - LUMP SUM BONUS

Employee and Job Title	Gross Pay	Period	Remarks
SCHWALB, JANET GIULIANI DEPUTY STAFF DIRECTOR FOR ADVICE & GUIDANCE	1,300.00		

SPECIAL & SELECT COMMITTEE - HOUSE PAID INTERNSHIP PROGRAM

Employee and Job Title	Gross Pay	Period	Remarks
HENLE, JUSTIN CONNOR COMM. HOUSE PAID INTERN - MAJORITY	0.00	02/01/2025 to 02/28/2025	TERMINATED 01/31/25
PRETZMAN, ELIZABETH ANN COMM. HOUSE PAID INTERN - MAJORITY	1,666.67	02/01/2025 to 02/28/2025	
QUAADMAN, ALEXANDRA M. R. COMM. HOUSE PAID INTERN - MAJORITY	583.33	02/01/2025 to 02/28/2025	APPOINTMENT 02/24/25

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PAYROLL CERTIFICATION - FINAL

02/01/2025 to 02/28/2025

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

Employee Group	Expenditure	Active	Paid
SPECIAL & SELECT COMMITTEE - PERSONNEL	300,563.89	27	41
SPECIAL & SELECT COMMITTEE - OVERTIME	29.75	0	2
SPECIAL & SELECT COMMITTEE - LUMP SUM ACCRUED LEAVE	32,881.11	0	12
SPECIAL & SELECT COMMITTEE - LUMP SUM BONUS	1,300.00	0	1
Total	334,774.75	27	56

Employee Group	Expenditure	Active	Paid
SPECIAL & SELECT COMMITTEE - HOUSE PAID INTERNSHIP PROGRAM	2,250.00	2	2
Total	2,250.00	2	2

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PAYROLL CERTIFICATION - FINAL

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Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Gross Pay	Period	Remarks
ABBOUD, KHALIL DEPUTY STAFF DIRECTOR	17,000.00	02/01/2025 to 02/28/2025	
BOWDEN, JAMITRESS A COMMUNICATIONS DIRECTOR	11,250.00	02/01/2025 to 02/28/2025	
CARLSON, JOHN H STAFF ASSISTANT	3,750.00	02/01/2025 to 02/28/2025	
CARPENTER, KYLIE L DEPUTY STAFF DIR CSC	7,500.00	02/01/2025 to 02/28/2025	
DEFREITAS, MATTHEW ALBERT FRANKING STAFF DIR	16,250.00	02/01/2025 to 02/28/2025	
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	17,000.00	02/01/2025 to 02/28/2025	
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	16,825.00	02/01/2025 to 02/28/2025	P/R CHANGE 02/01/25
GARCIA, ANDREW ALEXANDER STAFF ASSISTANT	6,250.00	02/01/2025 to 02/28/2025	
GREGORY, SEAN ROBIN PROFESSIONAL STAFF MEMBER	4,166.67	02/01/2025 to 02/28/2025	
IACOBELLIS, SAMUEL CARMAN SENIOR ADVISOR	9,166.67	02/01/2025 to 02/28/2025	
MORALES GOMEZ, JOSE A. DIRECTOR	7,500.00	02/01/2025 to 02/28/2025	
NASTA, SARAH MICHELLE SENIOR ADVISOR AND DIR	11,666.67	02/01/2025 to 02/28/2025	
NEWTON, KWAME S OVERSIGHT COUNSEL	6,250.00	02/01/2025 to 02/28/2025	
NORTON, SIERRA ROSE DEPUTY COMMUNICATIONS DIR	7,083.33	02/01/2025 to 02/28/2025	
REED, MARK D PROFESSIONAL STAFF	1,500.00	02/01/2025 to 02/28/2025	TERMINATED 02/07/25
REILLY, OWEN DENIS PROFESSIONAL STAFF	3,333.33	02/01/2025 to 02/28/2025	
SCHLESINGER, MATTHEW C SENIOR COUNSEL	16,250.00	02/01/2025 to 02/28/2025	
WISER, HARRIET R PROFESSIONAL STAFF	5,416.67	02/01/2025 to 02/28/2025	

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PAYROLL CERTIFICATION - FINAL

02/01/2025 to 02/28/2025

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Gross Pay	Period	Remarks
WOLPERT, ISABELLE ROSE STAFF ASSISTANT	4,125.00	02/01/2025 to 02/28/2025	
WRIGHT, SEAN JAMES CHIEF COUNSEL	17,000.00	02/01/2025 to 02/28/2025	
YOUNGSMITH, NIKOLAS A ELECTIONS COUNSEL	8,750.00	02/01/2025 to 02/28/2025	

SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Gross Pay	Period	Remarks
CARLSON, JOHN H STAFF ASSISTANT	2,042.29		

SPECIAL & SELECT COMMITTEE - LUMP SUM BONUS

Employee and Job Title	Gross Pay	Period	Remarks
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	1,078.00		

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PAYROLL CERTIFICATION - FINAL

02/01/2025 to 02/28/2025

Process Level: HO000 COMM ON HOUSE ADMINISTRATION
Department: HO090 HOUSE ADMIN-MINORITY STAFF

Accounting Organization: 10HO000

Employee Group	Expenditure	Active	Paid
SPECIAL & SELECT COMMITTEE - PERSONNEL	198,033.34	20	21
SPECIAL & SELECT COMMITTEE - OVERTIME	2,042.29	0	1
SPECIAL & SELECT COMMITTEE - LUMP SUM BONUS	1,078.00	0	1
Total	201,153.63	20	23

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Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Employee Group	Expenditure	Active	Paid
SPECIAL & SELECT COMMITTEE - PERSONNEL	498,597.23	47	62
SPECIAL & SELECT COMMITTEE - OVERTIME	2,072.04	0	3
SPECIAL & SELECT COMMITTEE - LUMP SUM ACCRUED LEAVE	32,881.11	0	12
SPECIAL & SELECT COMMITTEE - LUMP SUM BONUS	2,378.00	0	2
Total	535,928.38	47	79

Employee Group	Expenditure	Active	Paid
SPECIAL & SELECT COMMITTEE - HOUSE PAID INTERNSHIP PROGRAM	2,250.00	2	2
Total	2,250.00	2	2

Committee on House Administration
Detailees – January 2025
119th Congress 1st Session

NAME	AGENCY	Start Date	End Date	Majority/Minority
Bob Erle	Government Publishing Office	1/3/25	1/2/26	Majority