U.S. House of Representatives
COMMITTEE ON ETHICS

Employee Post-Travel Disclosure Form

☑ *Original* ☐ *Amendment*

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and *file it with the Clerk of the House, B-81 Cannon House Office Building*, within 15 days after travel is completed.** Please ***do not*** file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Michael Grider
2. a. Name of Accompanying Relative: Christine Jessel Grider *OR* None ☐
   b. Relationship to Traveler: ☑ Spouse ☐ Child ☐ Other (specify): _____
3. a. **Dates:** Departure: May 2, 2019 Return: May 4, 2019
   b. Dates at Personal Expense, if any: _____ *OR* None ☑
4. Departure City: Washington, DC Destination: Baltimore, MD Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: Attended all sessions, including sessions on ethics, best practices, legislative tips, communications, and management.
7. Attached to this form are ***each*** of the following, *signify that each item is attached by checking the corresponding box*:
   a. ☑ a completed *Sponsor Post-Travel Disclosure Form*;
   b. ☑ the *Primary Trip Sponsor Form* completed by the trip sponsor ***prior*** to the trip, ***including all*** attachments ***and*** the *Grantmaking* or *Non-Grantmaking Sponsor Forms*;
   c. ☑ page 2 of the completed *Traveler Form* submitted by the employee; ***and***
   d. ☑ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.
   Signify statement is true by checking the box: ☑
   b. If not, explain: _____

LEGISLATIVE RESOURCE CENTER
2019 MAY 14 PM 1:47
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler: Michael Grider **Date:** May 14, 2019

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Rep. Tim Burchett **Date:** May 14, 2019

Signature of Supervising Member: _____

Version date 12/2018 by Committee on Ethics

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U.S. House of Representatives
COMMITTEE ON ETHICS

Sponsor Post-Travel Disclosure Form

☑ *Original* ☐ *Amendment*

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip *within ten days of their return.*** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) who paid for the trip: Congressional Institute
2. Travel Destination(s): Baltimore, MD
3. Date of Departure: May 2, 2019 Date of Return: May 4, 2019
4. Name(s) of Traveler(s): See Attached List

   Note: You may list more than one traveler on a form only if ***all*** information is ***identical*** for each person listed.
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total **Transportation** Expenses	Total **Lodging** Expenses	Total **Meal** Expenses	Total **Other** Expenses (dollar amount per item and description
Traveler	$68.99	$344.19	$173.17	$294.57 - Room Rental
Accompanying Family Member	$68.99	$0.00	$138.67	$294.57 - Room Rental

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. *Signify statement is true by checking box:* ☑

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Mark Strand Date: May 9, 2019

Name: Mark Strand Title: President

Organization: Congressional Institute

I am an officer of the above-named organization. Signify statement is true by checking box: ☑

Address: 1700 Diagonal Road #730, Alexandria, VA 22314

Telephone: 703-837-8812 Email: strand@conginst.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

U.S. House of Representatives
COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Michael Grider
2. Sponsor(s) who will be paying for the trip: Congressional Institute
3. Travel Destination(s): Baltimore, MD
4. a. Date of Departure: May 2, 2019 Date of Return: May 4, 2019
   b. Will you be extending the trip at your personal expense? ☐ Yes ☑ No
   If yes, list dates at personal expense: _____
5. a. Will you be accompanied by a family member at the sponsor's expense? ☑ Yes ☐ No **If yes:**
   (1) Name of Accompanying Family Member: Christine Jessel Grider
   (2) Relationship to Traveler: ☑ Spouse ☐ Child ☐ Other (specify): _____
   (3) Accompanying Family Member is at least 18 years of age: ☑ Yes ☐ No
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? ☐ Yes ☑ No
   b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:
   _____
7. *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☑ Yes ☐ No
   NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**
   This is a Congressional Institute-sponsored Chiefs of Staff conference geared toward providing best practices and other informaiton related to my duties as Chief of Staff for Rep. Tim Burchett.
9. **Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?** ☐ **Yes** ☑ **No**
10. For staff travelers, to be completed by your employing Member:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member _____ Date 03/28/2019

U.S. House of Representatives
COMMITTEE ON ETHICS

Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor who will be paying for the trip: Congressional Institute

2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box:* ☑
3. ***Check only one.*** I represent that:
   a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: ☑ **OR**
   b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: ☐ **OR**
   c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐
   If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): See Addendum & Attached Invitation List
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☑ Yes ☐ No
6. Date of Departure: May 2, 2019 Date of Return: May 4, 2019
7. a. City of departure: Washington, DC
   b. Destination(s): Baltimore, MD
   c. City of return: Washington, DC
8. ***Check only one.*** I represent that:
   a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ **OR**
   b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☑ **OR**
   c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. ***Check only one of the following***:
   a. I checked 8(a) or (b) above: ☑
   b. I checked 8(c) above but am not offering any lodging: ☐
   c. I checked 8(c) above and am offering lodging and meals for one night: ☐ **OR**
   d. I checked 8(c) above and am offering lodging and meals for two nights: ☐ If you checked this box, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box:* ☑

11. ***Check only one of the following***:
    a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box:* ☑ **OR**
    b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education: ☐

12. For ***each*** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip ***and*** its role in organizing and/or conducting the trip:
    See Addendum

13. ***Answer parts a and b. Answer part c if neccessary***:
    a. Mode of travel: Air ☐ Rail ☐ Bus ☑ Car ☐ Other ☐ (specify: _____)
    b. Class of travel: Coach ☑ Business ☐ First ☐ Charter ☐ Other ☐ (specify: _____)
    c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box:* ☑

15. ***Check only one.*** I represent that either:
    a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ **OR**
    b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☑
    If "b" is checked:
    1) Detail the cost *per day* of meals (approximate cost may be provided): Thur - $56, Fri - $101, Sat - $21
    2) Provide the reason for selecting the location of the event or trip: Relative proximity to Washington, DC and capacity to handle a large event.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel Name: Renaissance Baltimore Harborpla City: Baltimore, MD Cost Per Night: $149
    Reason(s) for Selecting: Proximity to DC, Availablity, Security & Facility size
    Hotel Name: _____ City: _____ Cost Per Night: _____
    Reason(s) for Selecting: _____
    Hotel Name: _____ City: _____ Cost Per Night: _____
    Reason(s) for Selecting: _____

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:* ☑

U.S. House of Representatives
COMMITTEE ON ETHICS

18. **Total Expenses for each Participant:**

☐ Actual Amounts ☑ Good Faith Estimates	Total **Transportation** Expenses per Participant	Total **Lodging** Expenses per Participant	Total **Meal** Expenses per Participant
For each Member, Officer, or Employee	$72	$344	$178
For each Accompanying Family Member	$72	$0	$143

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	$336	Room Rental
For each Accompanying Family Member	$336	Room Rental

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. ***Check only one:***
    a. I certify that I am an officer of the organization listed below: ☑ **OR**
    b. *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education. ☐
20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☑
21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Mark Strand Date: 3/15/2019

Name: Mark Strand

Title: President

Organization: Congressional Institute

Address: 1700 Diagonal Road #730, Alexandria, VA 22314

Telephone: 703-837-8812

Email: strand@conginst.org

If there are any questions regarding this form, please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building, Washington, D.C. 20515
Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida
Chairman
Kenny Marchant, Texas
Ranking Member

Grace Meng, New York
Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Anthony Brown, Maryland

John Ratcliffe, Texas
George Holding, North Carolina
Jackie Walorski, Indiana
Michael Guest, Mississippi

ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Christopher A. Donesa
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515–6328
Telephone: (202) 225–7103
Facsimile: (202) 225–7392

May 1, 2019

Mr. Michael Grider
Office of the Honorable Tim Burchett
1122 Longworth House Office Building
Washington, DC 20515

Dear Mr. Grider:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Baltimore, Maryland, scheduled for May 2 to 4, 2019, sponsored by Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than $390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Theodore E. Deutch
Chairman

Kenny Marchant
Ranking Member

TED/KM:adw

PRIMARY TRIP SPONSOR FORM
ADDENDUM

Question 4: Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See attached invitation list. This Congressional Institute sponsored retreat focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this retreat is being extended to Chiefs of Staff in House and Senate Majority personal offices, the Staff Director in House and Senate Majority committee offices as well as select leadership staff.

Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. This retreat is designed to strengthen professional relationships among Chiefs of Staff, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

Question 18: Total expenses for each participant:
The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be $336 as disclosed on the sponsor form.

House Staff (COS)

First Name	Last Name	Institution	Job Title
Rob	Adkerson	Office of Rep. Loudermilk	Chief of Staff
Jeremy	Adler	House Republican Conference	Communications Director
Kara	Ahern	House Republican Conference	Chief of Staff
Mike	Albares	Office of Rep. Roby	Chief of Staff
Anna	Alburger	Office of Rep. Joyce	Chief of Staff
Eric	Amidon	Office of Rep. Zeldin	Chief of Staff
Dale	Anderson	Office of Rep. Lamborn	Chief of Staff
Morgan	Anderson	House Republican Conference	Digital Director
Taylor	Andreae	Office of Rep. Gallagher	Chief of Staff
Gary	Andres	House Committee on Ways and Means	Staff Director
Reyn	Archer	Office of Rep. Fortenberry	Chief of Staff
Cyrus	Artz	Office of Rep. Foxx	Chief of Staff
Tim	Baker	Office of Rep. Allen	Chief of Staff
Eliza	Baker	Office of Rep. Crenshaw	Chief of Staff
Cliff	Bayer	Office of Rep. Fulcher	Chief of Staff
Brendan	Belair	House Committee on Judiciary	Staff Director
Andrew	Bell	Office of Rep. Budd	Chief of Staff
Megan	Bell	Office of Rep. Rogers (KY)	Chief of Staff
Brooke	Bennett	Office of Rep. Hill	Chief of Staff
Eric	Bergren	Office of Rep. Guthrie	Chief of Staff
Chris	Bien	Office of the Leader	Deputy Director of Floor Operations
Jeff	Billman	Office of Rep. Hern	Deputy Chief of Staff
Matt	Bisenius	Office of Rep. Sensenbrenner	Chief of Staff
Alex	Blair	Office of Rep. Steube	Chief of Staff
Mike	Bloomquist	House Committee on Energy and Commerce	Staff Director

Gabriella	Boffelli	Office of Rep. Gonzalez	Chief of Staff
Aaron	Bonnaure	Office of Rep. Reschenthaler	Chief of Staff
Caroline	Boothe	House Republican Conference	Member Services Director
Lorissa	Bounds	Office of Rep. Walden	Chief of Staff
Joshua	Bowlen	Office of North Carolina 3rd District	Chief of Staff
Casey	Bowman	Office of Rep. Herrera Beutler	Chief of Staff
Parish	Braden	House Committee on Natural Resources	Staff Director
Jenifer	Bradley	Office of Rep. Rutherford	Chief of Staff
Colin	Brainard	Office of Rep. Watkins	Chief of Staff
Doug	Branch	Office of Rep. Davidson	Deputy Chief of Staff
Matthew	Brennan	Office of Rep. Thompson	Chief of Staff
Chris	Brinson	Office of Rep. Rogers (AL)	Chief of Staff
Chelsea	Brown	Office of Rep. Arrington	Chief of Staff
Tom	Brown	Office of Rep. Graves (MO)	Chief of Staff
Sarah	Burke	Office of Rep. Smith	Deputy Chief of Staff
Stuart	Burns	Office of Rep. Posey	Chief of Staff
Jeff	Butler	Office of Rep. McHenry	Chief of Staff
John	Byers	Office of Rep. Hurd	Chief of Staff
Larry	Calhoun	Office of Rep. Yoho	Chief of Staff
Chad	Carlough	Office of Rep. Byrne	Chief of Staff
Johnna	Carlson	Office of Rep. McCaul	Chief of Staff
Dustin	Carmack	Office of Rep. Ratcliffe	Chief of Staff
Ryan	Carney	Office of Rep. Steil	Chief of Staff
Machalagh	Carr	Office of the Leader	General Counsel
Chris	Carter	Office of Rep. Hudson	Chief of Staff
Jessica	Carter	Office of Rep. Rooney (FL-19)	Chief of Staff
Caroline	Cash	Office of Rep. Comer	Chief of Staff
Anne Marie	Chotvacs	House Committee on Appropriations	Staff Director
Andrew	Christianson	Office of Rep. Johnson (SD)	Chief of Staff

Chris	Connelly	Office of Rep. Hartzler	Chief of Staff
Derick	Corbett	Office of Rep. Woodall	Chief of Staff
Stephen	Cote	House Committee on Financial Services	Staff Director
Ben	Couhig	Office of Rep. Babin	Chief of Staff
Chris	Crawford	Office of Rep. Carter (GA)	Chief of Staff
Dante	Cutrona	Office of Rep. Meuser	Chief of Staff
Mike	Dankler	Office of Rep. Walorski	Chief of Staff
Jen	Daulby	House Committee on Administration	Staff Director
Dave	Davis	Office of Rep. Brady	Chief of Staff
Jonathan	Day	Office of Rep. Wilson	Chief of Staff
Pamela	Day	Office of Rep. Young (AK)	Chief of Staff
James	Decker	Office of Rep. Burgess	Chief of Staff
Jon	DeWitte	Office of Rep. Huizenga	Chief of Staff
Monica	Didiuk	Office of Rep. Smith (NE)	Chief of Staff
Lonnie	Dietz	Office of Rep. Taylor	Chief of Staff
Kat	Dimenstein	Office of Rep. Schweikert	Chief of Staff
Kelly	Dixon Chambers	House Committee on Rules	Staff Director
Matthew	Donnellan	Office of Rep. Miller	Chief of Staff
John	Donnelly	Office of Rep. Graves (GA)	Chief of Staff
Jordan	Downs	Office of Rep. Guest	Chief of Staff
John	Drzewicki	House Republican Conference	Policy Director
Will	Dunham	Office of the Leader	Deputy Chief of Staff for Policy
John	Dutton	Office of Rep. Harris (MD)	Chief of Staff
Kevin	Eichinger	Office of Rep. Jordan	Chief of Staff
Jaryn	Emhof	Office of Rep. Webster	Chief of Staff
Max	Engling	Office of the Leader	Deputy Member Services Director
Laura	Enquist	Office of Rep. Balderson	Deputy Chief of Staff
John	Etue	Office of Rep. Williams	Chief of Staff
Michele	Exner	Office of the Leader	Communications Director

Kathryn	Facchiano	Office of Rep. Higgins	Chief of Staff
Greg	Facchiano	Office of Rep. Smucker	Chief of Staff
John	Ferland	Office of Rep. Massie	Chief of Staff
Lauren	Fine	Office of the Whip	Communications Director
Kevin	Fitzpatrick	House Committee on Small Business	Staff Director
Paul	Fitzpatrick	Office of Rep. Meadows	Chief of Staff
Kevin	Fogarty	Office of Rep. King (NY)	Chief of Staff
Spencer	Freebairn	Office of Rep. Granger	Chief of Staff
Stacey	Glasscock	Office of Rep. Lucas	Chief of Staff
Cesar	Gonzalez	Office of Rep. Diaz-Balart	Chief of Staff
Ellen	Gosnell	Office of the Whip	Director of Operations & Scheduler
Joshua	Green	Office of Rep. Tipton	Chief of Staff
Michael	Grider	Office of Rep. Burchett	Chief of Staff
Drew	Griffin	Office of Rep. Latta	Chief of Staff
Josh	Grogis	Office of Rep. Cole	Chief of Staff
Hillary	Gross	Office of Rep. Gibbs	Chief of Staff
Paul	Guaglianone	House Republican Conference	Coalitions Director
Abby	Gunderson-Schwarz	Office of Rep. Lesko	Chief of Staff
Connie	Hair	Office of Rep. Gohmert	Chief of Staff
Mike	Hamilton	Office of Rep. McKinley	Chief of Staff
Derek	Harley	Office of Rep. Wenstrup	Chief of Staff
Maggie	Harrell	Office of Rep. Roy	Deputy Chief of Staff
Aaron	Harris	Office of Rep. Gooden	Chief of Staff
Hayden	Haynes	Office of Rep. Johnson (LA)	Chief of Staff
Christine	Heggem	Office of Rep. Gianforte	Chief of Staff
Will	Henderson	House Republican Conference	Special Assistant
Preston	Hill	Office of the Leader	Policy Advisor
Van	Hilleary	Office of Rep. Rose	Chief of Staff
Joan	Hillebrands	Office of Rep. Upton	Chief of Staff

Jim	Hippe	Office of Rep. Fleischmann	Chief of Staff
Liz	Hittos	Office of Rep. Bilirakis	Chief of Staff
Chris	Hixon	House Committee on Oversight and Government Reform	Staff Director
Nate	Hodson	Office of Rep. McMorris Rodgers	Chief of Staff
Erynn	Hook	Office of Rep. Collins (NY)	Chief of Staff
Brett	Horton	Office of the Whip	Chief of Staff
Michael	Hough	Office of Rep. Mooney	Chief of Staff
Adam	Howard	Office of Rep. Turner	Chief of Staff
Zach	Howell	Office of Rep. Katko	Chief of Staff
Paul	Howell	Office of Rep. Kelly (MS)	Chief of Staff
Bill	Hughes	Office of the Whip	Policy Director
Allie	Humes	Office of the Leader	Member Services Coordinator
Kyle	Jackson	Office of Rep. Bucshon	Chief of Staff
Natalie	Joyce	Office of the Leader	Senior Advisor and Head of Strategy
Barrett	Karr	Office of the Leader	Chief of Staff
Dave	Karvelas	Office of Rep. Buchanan	Chief of Staff
Joel	Katz	Office of Rep. Collins (GA)	Chief of Staff
David	Keller	Office of Rep. Banks	Chief of Staff
Charlie	Keller	Office of Rep. Wagner	Chief of Staff
Melissa	Kelly	Office of Rep. Olson	Chief of Staff
Dan	Keniry	House Committee on Budget	Staff Director
Dave	Kennett	Office of Rep. Calvert	Chief of Staff
Micah	Ketchel	Office of Rep. Waltz	Chief of Staff
Carolyn	King	Office of Rep. Wittman	Chief of Staff
Kyle	Kizzier	Office of Rep. Mitchell	Chief of Staff
Allen	Klump	Office of Rep. Duncan (SC)	Chief of Staff
Tucker	Knott	Office of Rep. Holding	Chief of Staff
Desiree	Koetzle	Office of Rep. Stauber	Chief of Staff

Jeff	Kratz	Office of Rep. Bacon	Legislative Director
James	Langenderfer	Office of Rep. Mast	Chief of Staff
RJ	Laukitis	Office of Rep. Walberg	Chief of Staff
Jason	Lawrence	Office of Rep. Scott	Chief of Staff
John	Leganski	Office of the Leader	Director of Floor Operations
Roz	Leighton	Office of Rep. Armstrong	Chief of Staff
Luke	Letlow	Office of Rep. Abraham	Chief of Staff
Jenna	Lifhits	House Republican Conference	Deputy Policy Director
Joe	Lillis	Office of Rep. Long	Chief of Staff
Hunter	Lipscomb	Office of Rep. Palazzo	Chief of Staff
Tony	Lis	Office of Rep. Bergman	Chief of Staff
Tim	Lolli	Office of Rep. Gonzalez	Chief of Staff
Jennifer	Loraine	Office of the Leader	Senior Policy Advisor & Counsel
Michael	Lowry	Office of Rep. Dunn	Chief of Staff
Scott	Luginbill	Office of Rep. Walker	Chief of Staff
Kelly	Lungren-McCollum	Office of Rep. Griffith	Chief of Staff
Adam	Magary	Office of Rep. Cloud	Chief of Staff
Chris	Maneval	Office of Rep. Emmer	Chief of Staff
Bret	Manley	Office of Rep. Davis	Chief of Staff
Josh	Martin	Office of Rep. Thornberry	Chief of Staff
Brittany	Martinez	Office of the Leader	Press Secretary
Josh	Mathis	House Committee on Science, Space and Technology	Staff Director
Deborah	Mazol	Office of Rep. Biggs	Chief of Staff
Matt	McCullough	Office of Rep. Bost	Chief of Staff
Moutray	McLaren	Office of Rep. Timmons	Chief of Staff
Chara	McMichael	Office of Rep. Weber	Chief of Staff
Pete	Meachum	Office of Rep. Duffy	Chief of Staff
Carrie	Meadows	Office of Rep. Newhouse	Chief of Staff

Matt	Meyer	Office of Rep. Roe	Chief of Staff
Katie	Meyer	Office of the Leader	Senior Policy Advisor
Bruce	Miller	Office of Rep. Amodei	Chief of Staff
Jonas	Miller	Office of Rep. Carter (TX)	Chief of Staff
Matt	Miller	Office of Rep. Cline	Chief of Staff
Megan	Miller	Office of Rep. Scalise	Chief of Staff
James	Min	Office of the Leader	Deputy Chief of Staff & Counsel
Annie	Minkler	Office of the Whip	Deputy Floor Director
Vivian	Moeglein	Office of Rep. Westerman	Chief of Staff
Lauren	Muglia	Office of Rep. Perry	Chief of Staff
Melissa	Murphy	Office of Rep. Rouzer	Chief of Staff
Luke	Murry	Office of the Leader	Senior Policy Advisor
Ben	Napier	Office of the Whip	Director of Floor Operations
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Dave	Natonski	Office of Rep. Riggleman	Chief of Staff
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Mary	Noonan	Office of Rep. Smith (NJ)	Chief of Staff
Corey	Norman	Office of Rep. Curtis	Chief of Staff
Nicholas	O'Boyle	Office of Rep. Estes	Deputy Chief of Staff
Ryan	O'Toole	Office of the Leader	Cloakroom Floor Director
Jon	Oehmen	Office of Rep. Flores	Chief of Staff
Stacy	Palmer-Barton	Office of Rep. Chabot	Chief of Staff
Ali	Pardo	House Republican Conference	National Press Secretary
Mark	Pettitt	Office of Rep. Brooks (AL)	Chief of Staff
Steve	Pfrang	Office of Rep. LaHood	Chief of Staff
Mark	Piland	Office of Rep. Norman	Chief of Staff
Anthony	Pileggi	Office of Rep. Stefanik	Chief of Staff
Jilian	Plank	Office of Rep. Nunes	Chief of Staff
Brian	Plaut	House Republican Conference	Operations Director

Megan	Porter	House Republican Conference	Member Services Assistant
Allison	Poulios	Office of Rep. Latta	Chief of Staff
Kayla	Priehs	Office of Rep. Mullin	Chief of Staff
Chad	Ramey	Office of Rep. Luetkemeyer	Chief of Staff
Marty	Reiser	Office of the Whip	Deputy Policy Director
Bart	Reising	Office of the Whip	Director of Member Services
Brian	Rell	Office of Rep. Aderholt	Chief of Staff
Andrew	Renteria	Office of Rep. Fitzpatrick	Chief of Staff
Brandon	Renz	House Committee on Education and Workforce	Staff Director
Craig	Roberts	Office of Rep. Shimkus	Chief of Staff
Ritika	Robertson	Office of Rep. Buck	Chief of Staff
Brent	Robertson	Office of Rep. Marshall	Chief of Staff
Kyle	Robertson	Office of Rep. Pence	Chief of Staff
Jamie	Robinette	Office of Rep. Spano	Chief of Staff
Sara	Rogers	Office of Pennsylvania 12th District	Chief of Staff
Kevin	Roig	Office of Rep. Graves (LA)	Deputy Chief of Staff (DC)
Mark	Roman	Office of Rep. Smith (MO)	Chief of Staff
Mary	Rosado	Office of Rep. Barr	Chief of Staff
Matthew	Russell	Office of Rep. Conaway	Legislative Director
Lindsay	Ryan	Office of Rep. Moolenaar	Chief of Staff
Bobby	Saparow	Office of the Chief Deputy Whip	Chief of Staff
Paul	Sass	House Committee on Transportation and Infrastructure	Staff Director
Megan	Savage	Office of Rep. Brooks (IN)	Chief of Staff
Matt	Schertz	House Committee on Agriculture	Staff Director
Rebecca	Shaw	Office of Rep. Hollingsworth	Chief of Staff
Brendan	Shields	House Committee on Foreign Affairs	Staff Director
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Jonah	Shumate	Office of Rep. Crawford	Chief of Staff
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Kelly	Simpson	Office of Rep. Rutherford	Chief of Staff
Lindsay	Slater	Office of Rep. Simpson	Chief of Staff
William	Smith	Office of Rep. Palmer	Chief of Staff
Caleb	Smith	Office of the Leader	Digital Communications Director
Mike	Smullen	Office of Rep. Johnson (OH)	Chief of Staff
John	Sobel	Office of Rep. Cook	Chief of Staff
David	Sours	Office of Rep. Hice	Chief of Staff
Allen	Souza	House Committee on Intelligence	Staff Director
Mark	Spannagel	Office of Rep. LaMalfa	Chief of Staff
Matt	Sparks	Office of the Leader	Head of Communications
Brittan	Specht	Office of the Leader	Senior Policy Advisor
Sarah	Stevens	Office of Rep. King (IA)	Chief of Staff
Jen	Stewart	House Committee on Armed Services	Staff Director
Matthew	Stroia	Office of Rep. Kelly (PA)	Chief of Staff
Peter	Su	Office of Rep. Hagedorn	Chief of Staff
Dan	Taylor	House Committee on Ethics	Staff Director
Rick	Terrazas	Office of Rep. Hunter	Chief of Staff
Brian	Thomas	Office of Rep. Marchant	Chief of Staff
Ryan	Thompson	Office of Rep. Wright	Chief of Staff
Tyler	Threadgill	Office of Rep. Kustoff	Chief of Staff
Jon	Towers	House Committee on Veterans Affairs	Staff Director
Chris	Tudor	Office of Rep. McClintock	Deputy Chief of Staff
Tom	Van Flein	Office of Rep. Gosar	Chief of Staff
Richard	Vaughn	Office of Rep. DesJarlais	Chief of Staff
Rachel	VerVelde	Office of Rep. Grothman	Chief of Staff
Chris	Vieson	House Committee on Homeland Security	Staff Director
Ashlee	Vinyard	Office of Rep. Baird	Chief of Staff

Jennifer	Watson	Office of Rep. Rice	Chief of Staff
Drew	Wayne	Office of Rep. Reed	Chief of Staff
Austin	Weatherford	Office of Rep. Kinzinger	Chief of Staff
Courtney	Whetstone	Office of Rep. Stivers	Chief of Staff
Clay	White	Office of Rep. Stewart	Chief of Staff
Devin	Wiser	Office of Rep. Bishop	Chief of Staff
Jillian	Wyant	Office of Rep. Gaetz	Chief of Staff
Leafaina	Yahn	Office of Rep. Radewagen	Chief of Staff

Congressional Institute

Chiefs of Staff Conference

May 2-4, 2019

CONGRESSIONAL INSTITUTE EVENTS

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Thursday, May 2, 2019

1:30 PM	**Buses Depart**	**Rayburn Horseshoe**
2:30 PM	**Check-In**	**Baltimore Ballroom Foyer (5th Floor)**
3:00 - 3:05 PM	**Welcome** Mark Strand, Congressional Institute	**Baltimore Ballroom**
3:05 - 4:05 PM	**Socialism vs. Capitalism** David Winston, The Winston Group Myra Miller, The Winston Group	**Baltimore Ballroom**
4:10 - 5:30 PM	**Communicating in the Minority** Michael Steel, Hamilton Place Strategies Parker Poling, National Republican Campaign Committee Ali Pardo, House Republican Conference	**Baltimore Ballroom**
6:30 - 9:00 PM	**Reception** **Dinner: Love Your Enemies** Arthur Brooks, American Enterprise Institute	**Baltimore Ballroom Foyer** **Maryland D**

Friday, May 3, 2019

8:00 - 8:45 AM	**Breakfast**	**Maryland D**
9:00 - 9:45 AM	**Accessing Leadership to Advance Your Boss' Legislative Agenda** Moderator: Mark Strand Barrett Karr, Office of the House Republican Leader Brett Horton, Office of the House Republican Whip Kara Ahern, House Republican Conference	**Baltimore Ballroom**

9:45 - 10:30 AM	**Working with the White House** Moderator: Mark Strand Shahira Knight, Assistant to the President, Office of Legislative Affairs Ben Howard, Deputy Assistant to the President, Office of Legislative Affairs	**Baltimore Ballroom**
10:45 - 12:15 PM	**Being Chief** Rick Miller, Being Chief	**Baltimore Ballroom**
12:15 - 2:00 PM	**Lunch** Guy Benson, Townhall.com	**Maryland D**
2:00 - 3:45 PM	**The Effective Congressional Office Manager** Mark Horstman, Manager Tools	**Baltimore Ballroom**
4:00 - 5:00 PM	**Modernization Committee: Opportunity for Office Improvement?** Moderator: Mark Strand Bradford Fitch, Congressional Management Foundation Alex Kouts, Indigov	**Baltimore Ballroom**
5:00 - 6:00 PM	**Ethics Primer** Rob Walker, Wiley Rein LLP	**Baltimore Ballroom**
6:30 - 9:00 PM	**Reception** **Dinner: The Roaring 2020s: The Coming Decade of Disruption and Reform** Bruce Mehlman, Mehlman Castagnetti Rosen & Thomas	**Baltimore Ballroom Foyer** **Maryland D**

Saturday, May 4, 2019

8:00 - 8:45 AM	**Breakfast**	**Maryland D**
9:00 - 10:30 AM	**Best Practices** Moderator: Mark Strand Charlie Keller, Office of Rep. Wagner Greg Facchiano, Office of Rep. Smucker	**Baltimore Ballroom**
10:45 - 12:00 PM	**Wrap-Up** Moderator: Mark Strand	**Baltimore Ballroom**
12:00 PM	**End of Retreat** **Bus Departs**	**Hotel Front Entrance (South Street)**