



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, by email at gifttravelreports@mail.house.gov, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

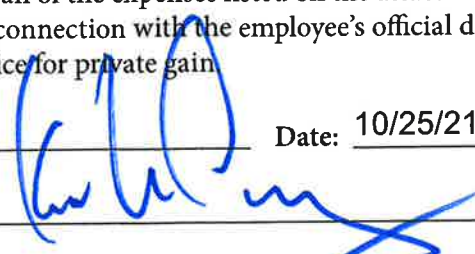
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Trevor Smith
2. a. Name of Accompanying Relative: _____ **OR** None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: October 13, 2021 Return: October 15, 2021
b. Dates at Personal Expense, if any: _____ **OR** None ☒
4. Departure City: Washington, DC Destination: Williamsburg, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended:
From policy briefings to discussions on communication and outreach strategies, the Congressional Institute's event enhanced my knowledge on best practices related to the legislative process and provided additional insights on how to better support Rep. McCarthy and his constituents.
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 *Additional Sponsor Form(s)*;
 - 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:

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

Signature of Traveler:  Date: 10/25/21

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. Kevin McCarthy  Date: 10/25/21

Signature of Supervising Member: _____



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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): Williamsburg, VA
3. Date of Departure: October 13, 2021 Date of Return: October 15, 2021
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	n/a	\$211.28	\$156.76	\$356.46 - Room Rental
Accompanying Family Member	n/a	n/a	n/a	n/a

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: October 20, 2021

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 #300, Alexandria, VA 22314

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

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.



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TRAVELER FORM

1. Name of Traveler: Trevor Smith
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Congressional Institute
3. City and State **OR** Foreign Country of Travel: Williamsburg, Virginia
4. a. Date of Departure: October 13, 2021 Date of Return: October 15, 2021
b. Yes ☐ No ☒ Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes ☐ No ☒ Will you be accompanied by a family member at the sponsor's expense? **If yes:**
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Yes ☐ No ☐ Accompanying Family Member is at least 18 years of age:
6. a. Yes ☐ No ☒ 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)?
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes ☒ No ☐ *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

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.
As Legislative Director, this educational retreat would enhance my knowledge on best practices related to the legislative process and provide additional insight on how to better support Rep. McCarthy and his constituents.
9. **Yes ☐ No ☒ Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?**
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 _____

9/13/2021



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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. Yes ☐ No ☐ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: October 13, 2021 Date of return: October 15, 2021
7. a. City of departure: Washington, DC
b. Destination(s): Williamsburg, VA
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; **OR**
 - b. ☐ I checked 8(c) above but am not offering any lodging; **OR**
 - 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:



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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 necessary:**
- 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 the 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):
Day 1 - \$46, Day 2 - \$84, Day 3 - \$22
- 2) Provide the reason for selecting the location of the event or trip:
Relative proximity to DC and capacity to handle a large event
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- | | | | | | |
|--------------------------|--|-------|-------------------------|-----------------|---------------------|
| Hotel Name: | <u>Kingsmill</u> | City: | <u>Williamsburg, VA</u> | Cost Per Night: | <u>\$102 +taxes</u> |
| Reason(s) for Selecting: | <u>proximity to DC, availability, security & facility size</u> | | | | |
| Hotel Name: | <u>Double Tree</u> | City: | <u>Williamsburg, VA</u> | Cost Per Night: | <u>\$149 +taxes</u> |
| Reason(s) for Selecting: | <u>proximity to Kingsmill</u> | | | | |
| Hotel Name: | <u>Courtyard Marriott</u> | City: | <u>Williamsburg, VA</u> | Cost Per Night: | <u>\$99 +taxes</u> |
| Reason(s) for Selecting: | <u>proximity to Kingsmill</u> | | | | |
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 the box.*



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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	\$82	\$227-\$340	\$153
For each Accompanying Family Member	\$82	\$227-\$340	\$153

	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	\$323	Room Rental
For each Accompanying Family Member	\$323	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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
b. I am not a registered federal lobbyist or registered foreign agent; and
c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature: Mark Strand Date: _____
Name: Mark Strand Title: President
Organization: Congressional Institute
Address: 1700 Diagonal Road #300, Alexandria, VA 22314
Email: strand@conginst.org Telephone: 703-837-8812

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001: Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov

Theodore E. Deutch, Florida
Chairman
Jackie Walorski, Indiana
Ranking Member

Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Veronica Escobar, Texas
Mondaire Jones, New York

Michael Guest, Mississippi
Dave Joyce, Ohio
John H. Rutherford, Florida
Kelly Armstrong, North Dakota



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives
COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Kelle A. Strickland
Counsel to the Ranking Member

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

October 12, 2021

Mr. Trevor Smith
Office of the Honorable Kevin McCarthy
2468 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Smith:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Williamsburg, Virginia, scheduled for October 13 to 15, 2021, sponsored by Congressional Institute.

This approval represents the Committee's determination that the proposed trip complies with relevant House rules, federal laws, and Travel Regulations promulgated by the Committee. You should engage in your own assessment of the risks and implications of engaging in travel during the current COVID-19 pandemic.

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 \$415 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,

A handwritten signature in blue ink, appearing to read "Theodore E. Deutch". The signature is stylized with a large, looping "T" and "D".

Theodore E. Deutch
Chairman

A handwritten signature in blue ink, appearing to read "Jackie Walorski". The signature is written in a cursive, flowing style.

Jackie Walorski
Ranking Member

TED/JW: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 roles of Legislative Directors and Communications staff in congressional offices. Therefore, the invitation to this retreat is being extended to legislative directors and the most senior communications staffer in House Republican personal offices and committee offices as well as policy and communication staff in leadership offices.

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. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Legislative Directors and Communications Directors play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This retreat is designed to strengthen professional relationships among Legislative Directors and senior Communications 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 audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be \$323.



Legislative and Communication Directors Conference

October 13-15, 2021

The Kingsmill, Williamsburg, Virginia

Wednesday, October 13, 2021

11:30 AM	Buses Depart	Rayburn Horseshoe
3:00 PM	Check-In	
4:00 PM	Welcome Mark Strand, Congressional Institute	
4:10 - 5:15 PM	Americans' Views on Today's Topics Rob Autry, Meeting Street Dave Sackett, Tarrance Group	
5:15 - 6:25 PM	GOP Outreach to Hispanic Communities David Winston, The Winston Group Myra Miller, The Winston Group Daniel Garza, The Libre Initiative	
6:30 - 9:00 PM	Reception & Dinner Kim Strassel, <i>Wall Street Journal</i>	

Thursday, October 14, 2021

8:00 - 8:45 AM	Breakfast
9:00 - 10:00 AM	House Leadership Presentation Moderator: Mark Strand, Congressional Institute Will Dunham, Office of GOP Leader Kevin McCarthy Matt Sparks, Office of GOP Leader Kevin McCarthy

****All invitees are subject to change****

Marty Reiser, Office of GOP Whip Steve Scalise
Lauren Fine, Office of GOP Whip Steve Scalise

10:00 - 11:00 AM Congressional Ethics: A Primer

Elliot Berke, Berke Farah LLP
Erin Clark, NRCC

11:00 - 12:00 PM Constituent Communications: Strategies and Standards

Moderator: Mark Strand
Elisabeth Conklin, House Communications Standards Commission
Max Engling, Office of GOP Leader Kevin McCarthy

12:00 - 1:15 PM Lunch: How Adam Smith Can Change Your Life

Russ Roberts, Hoover Institution

Legislative Directors

1:15-2:30 The Economy, Inflation and the Debt

Michael Strain, AEI
Scott Hodge, Tax Foundation
Maya MacGuineas, Committee for a
Responsible Federal Budget

2:45-4:15 American Security

Moderator: Mark Strand
Senator Jim Talent, AEI
Rob Greenway, Hudson Institute
Mackenzie Eaglen, AEI

4:30-6:00 Healthcare

Marie Fishpaw, Heritage Foundation
Brian Blase, Galen Institute
Chris Pope, Manhattan Institute

Communication Directors

**1:15-2:45 Communicating with a Hostile
Press/Communicating in the Minority**

Michael Steel, Hamilton Place
Strategies

3:00-4:30 How to Pitch to the Media

Jessica Towhey, 2e Communications
Charyssa Parent, House Republican
Conference

**4:45-6:15 The Latest on Digital Media Best
Practices**

Matt Lira, Hangar Capital
Katlyn Karnes, Former White House

Digital Director
Steve Johnston, FlexPoint Media

7:00 - 9:00 PM Reception and Dinner
Josh Holmes, *Ruthless* podcast

Friday, October 15, 2021

8:00 AM Breakfast

****All invitees are subject to change****

From: Congressional Institute rsvp@conginst.org
Subject: Test - Legislative and Communication Directors Conference: Registration
Date: August 17, 2021 at 5:34 PM
To: amym@conginst.org

RC

**2021 Legislative and
Communication Directors
Conference**
Wednesday, October 13, 2021 -
Friday, October 15, 2021
Kingsmill



**PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON
MONDAY, SEPTEMBER 13, 2021!!!**

Dear */fname/*,

The Congressional Institute is once again honored to host the annual 2021 Legislative and Communication Directors Conference, from Wednesday, October 13, 2021, through Friday, October 15, 2021, at the Kingsmill in Williamsburg, VA. We hope you will join us.

This invitation is being extended to legislative directors and the most senior communications staffer in Republican House personal offices, committee offices, and leadership staff. The conference is designed to strengthen professional relationships, educate you on policy issues and best practices, and encourage productive conversations with your colleagues.

Please note that this conference is limited to two staff members from each personal and committee office: one person from the legislative shop and one person from the communications/press shop.

To Register:

Step 1: Submit Ethics Packet by Monday, September 13, 2021

To comply with House rules, you need pre-authorization from the Committee on Ethics. Download the Institute's [Private Sponsor Travel Certification Form](#) and submit the whole package with your completed Traveler Form by Monday, September 13, 2021, to the Committee on Ethics. This entire package may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.

Failure to submit your completed materials on time means we will be unable to cover the cost of your attendance and the cost would need to be covered by your Member's principal campaign committee funds.

Additionally, you must file a travel disclosure statement with the Clerk of the House within 15 days of your return.

Step 2: Register with the Congressional Institute's website

The Congressional Institute will coordinate all logistical arrangements, including room reservations, meals, group transportation and meetings during the conference. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

To Register: [Register for 2021 Legislative and Communication Directors Conference](#)

Email Address: */email/*

Access Code: */other_id/*

If you are unable to attend, please use the following link to [decline this invitation](#).

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. If you have any questions, special concerns, or need additional information, please call 703-837-8812 or email rsvp@conginst.org. We look forward to seeing you in Williamsburg!

Best wishes,
Mark Strand, President
The Congressional Institute
(703) 837-8812 - Office
strand@conginst.org

[Sign up for the Congressional Institute's e-newsletter!](#)

If you are not the correct contact for this office, please [reply to this email](#) with the updated contact information instead of [unsubscribing](#).

LCD House Staff

First Name	Last Name	Job Title	Institution
Steve	Ackerman	Legislative Director	Office of Rep. Fulcher
Emily	Ackerman	Deputy Chief of Staff/Legislative Director	Office of Rep. Reschenthaler
Jeremy	Adler	Communications Director	Office of Rep. Cheney
Paige	Agostin	Legislative Director	Office of Rep. Boebert
Craig	Anderson	Legislative Director and Military Legislative Assistant	Office of Rep. Scott
Liam	Anderson	Communications Director/Press Secretary	Office of Rep. Stewart
Rebecca	Angelson (Card)	Communications Director	Office of Rep. Latta
Maggie	Ayrea	Legislative Director	Office of Rep. Graves (LA)
Kevin	Baird	Communications Director	Office of Rep. Griffith
Samantha	Baker	Legislative Director	Office of Rep. Grothman
Natalie	Baldassarre	Communications Director	Office of Rep. Malliotakis
Jimmy	Ballard	Legislative Director	Office of Rep. Davis
Don	Barber	Legislative Director	Office of Rep. Ellzey
Noah	Barger	Legislative Director	Office of Rep. Bost
Nick	Barley	Communications Director	Office of Rep. Keller
Walker	Barrett	Legislative Director	Office of Rep. Waltz
Joe	Barry	Legislative Director	Office of Rep. Good
Jacqueline	Battaglia	Scheduler	Office of the Whip
Hilton	Beckham	Communications Director	Office of Rep. Biggs
Mark	Bednar	Director of Strategic Communications	Office of the Leader
Isabela	Belchior	Legislative Director	Office of Rep. Gaetz
Lyssa	Bell	Communications Director	Office of Rep. Pfluger
Alex	Bellizzi	Communications Director	Office of Rep. Barr
Evan	Bender	Legislative Director	Office of Rep. Nehls
William	Bensur	Communications Director	Office of Rep. Burchett

Chris	Berardi	Communications Director/Press Secretary	Office of Rep. McKinley
Madison	Berube	Communications Director/Press Secretary	Office of Rep. Gohmert
Chris	Bien	Deputy Director of Floor Operations	Office of the Leader
Aaron	Bill	Legislative Director	Office of Rep. Buchanan
Lauren	Billman	Legislative Director	Office of Rep. Miller
Jeff	Bishop	Legislative Director	Office of Rep. Stauber
Matt	Blackwell	Legislative Director	Office of Rep. Dunn
Meredith	Blanford	Communications Director/Press Secretary	Office of Rep. Mullin
Summer	Blevins	Communication Director	Office of Rep. Bilirakis
Curt	Bliamptis	Legislative Director	Office of Rep. Mooney
Micah	Bock	Communications Director	Office of Rep. Spartz
Hanna	Bogorowski	Communications Aide	Office of the Leader
Patrick	Bond	Communications Director	Office of Rep. Lucas
Jake	Bornstein	Legislative Director	Office of Rep. Curtis
Grady	Bourn	Legislative Director	Office of Rep. Carter (TX)
Sara "S.K."	Bowen	Communications Director	Office of Rep. Guthrie
Joshua	Bradley	Legislative Director	Office of Rep. Moore
Francis	Brennan	Rapid Response Director	House Republican Conference
Palmer	Brgham	Communications Director	Office of Rep. Stefanik
Alex	Briggs	Legislative Director	Office of Rep. Gibbs
Sean	Brislin	Legislative Director	Office of Rep. Rosendale
Aaron	Britt	Communications Director	Office of Rep. Feenstra
Ken	Brooke	Legislative Director	Office of Rep. Amodei
Frances	Brooke	Policy Director	Office of the Whip
Joanna	Brown	Legislative Director	Office of Rep. Walberg
Zack	Brown	Press Secretary	Office of Rep. Young
Ashley	Brown	Communications Director/Press Secretary	Office of Rep. Van Drew
Arthur	Bryant	Communications Director	Office of Rep. Wagner
Laynee	Buckles	Press Secretary	Office of Rep. Higgins

Rory	Burke	Legislative Director	Office of Rep. Gosar
Courtney	Butcher	Member Services Director	House Republican Conference
Courtney	Butler	Member Services Director	House Republican Conference
Lesley	Byers	Communications Director	House Committee on Homeland Security
Michael	Calcagni	Legislative Director	Office of Rep. Turner
Aaron	Calkins	Legislative Director	Office of Rep. Biggs
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Jonathan	Wilcox	Communications Director	Office of Rep. Issa
Haley	Wilson	Legislative Director	Office of Rep. Rogers (AL)
Laura	Wilson	Senior Policy Advisor	Office of Rep. Johnson (OH)
John	Wilson	Legislative Director	Office of Rep. Murphy
Kirsten	Wing	Legislative Director	Office of Rep. McKinley
Kelsey	Wolfgram	Senior Legislative Assistant	Office of Rep. Burchett
Jordan	Wood	Senior Policy Advisor	Office of Rep. Gooden
Emily	Wood	Communications Director	Office of Rep. Duncan
Maggie	Woodin	Legislative Director	Office of Rep. Meijer
Joshua	Woodward	Legislative Director	Office of Rep. Cammack
Noah	Yantis	Legislative Director	Office of Rep. Hagedorn
Rob	Yavor	Policy Director	House Committee on Small Business
Ebbie	Yazdani	Legislative Director	Office of Rep. Lesko
Dominique	Yelinski	Legislative Director	Office of Rep. Hern
Ryan	Young	Legislative Director	Office of Rep. Sessions



Legislative and Communication Directors Conference

October 13-15, 2021

The Kingsmill, Williamsburg, Virginia

Wednesday, October 13, 2021

4:00 PM	Welcome Mark Strand, Congressional Institute	Burwell Ballroom
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4:10 - 5:45 PM	Americans' Views on Today's Topics David Winston, The Winston Group Myra Miller, The Winston Group Dave Sackett, Tarrance Group	Burwell Ballroom
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6:00 - 9:00 PM	Reception & Dinner Janis Shinwari, No One Left Behind	James River Grand Ballroom
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Thursday, October 14, 2021

8:00 - 8:45 AM	Breakfast	James River Grand Ballroom
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9:00 - 10:00 AM	House Leadership Presentation Moderator: Mark Strand, Congressional Institute Will Dunham, Office of GOP Leader Kevin McCarthy Matt Sparks, Office of GOP Leader Kevin McCarthy Francis Brooke, Office of GOP Whip Steve Scalise Michael Comer, Office of GOP Whip Steve Scalise Charyssa Parent, House Republican Conference	Burwell Ballroom
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10:00 - 11:00 AM	Congressional Ethics: A Primer Moderator: Kelle Strickland, House Ethics Committee Elliot Berke, Berke Farah LLP Erin Clark, NRCC	Burwell Ballroom
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11:00 - 12:00 PM	Constituent Communications: Strategies and Standards Moderator: Mark Strand Elisabeth Conklin, House Communications Standards Commission Max Engling, Office of GOP Leader Kevin McCarthy	Burwell Ballroom
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12:00 - 1:15 PM **Lunch: Communicating with the Press**
Ari Fleischer, Ari Fleischer Communications

<u>Legislative Directors</u> Tazewell	<u>Communication Directors</u> Burwell Ballroom
1:15-2:15 The Economy, Inflation and the Debt Scott Hodge, Tax Foundation Douglas Holtz-Eakin	1:15-2:15 Developing a Strategic Communications Plan Colin Reed, South & Hill Strategies
2:15-3:15 American Security Senator Jim Talent, Ronald Reagan Presidential Foundation Rachel Hoff, Reagan Presidential Foundation	2:15-3:15 Using New Technology to Reach the Public Steve Johnston, FlexPoint Media Kate Karnes, Former White House Digital Director Alex Kouts, IndiGov
3:15-4:15 Crime and Policing Sheriff Scott Jenkins, Culpeper County Hannah Meyers, Manhattan Institute	3:15-4:15 Communicating with Hispanic Constituents Daniel Garza, LIBRE Initiative David Winston, The Winston Group Myra Miller, The Winston Group

6:00 - 9:00 PM **Reception and Dinner** **James River Grand Ballroom**
Kristen Soltis Anderson, Echelon Insights

Friday, October 15, 2021

8:00 AM	Breakfast	James River Grand Ballroom
9:00-10:00 AM	The 2021-2022 Supreme Court Term Carrie Severino, Judicial Crisis Network	Burwell Ballroom
10:00-11:00 AM	Getting to Yes: How to Negotiate and Have Difficult Conversations Bruce Patton, Harvard Negotiation Project	Burwell Ballroom
11:00-12:00 PM	A Guide to Redistricting Kylie Bongaardt, National Republican Redistricting Trust	Burwell Ballroom
12:00 PM	End of Retreat Buses Depart	

Report name:	Attendance Report (House Staff)
Report date:	10/19/2021
Event name:	2021 Legislative and Communication Directors Conference

First Name	Last Name	Institution	Job Title
Emily	Ackerman	Office of Rep. Reschenthaler	Deputy Chief of Staff/Legislative Director
Craig	Anderson	Office of Rep. Scott	Legislative Director
Rebecca	Angelson	Office of Rep. Latta	Deputy Chief of Staff
Maggie	Ayrea	Office of Rep. Graves (LA)	Legislative Director
Kevin	Baird	Office of Rep. Griffith	Communications Director
Samantha	Baker	Office of Rep. Grothman	Legislative Director
Jimmy	Ballard	Office of Rep. Davis	Legislative Director
Don	Barber	Office of Rep. Ellzey	Legislative Director
Noah	Barger	Office of Rep. Bost	Legislative Director
Walker	Barrett	Office of Rep. Waltz	Legislative Director
Joe	Barry	Office of Rep. Good	Legislative Director
Hilton	Beckham	Office of Rep. Biggs	Communications Director
Alex	Bellizzi	Office of Rep. Barr	Communications Director
William	Bensur	Office of Rep. Burchett	Communications Director
Chris	Bien	Office of the Leader	Deputy Director of Floor Operations
Jeff	Bishop	Office of Rep. Stauber	Legislative Director
Summer	Blevins	Office of Rep. Bilirakis	Communication Director
Curt	Bliamptis	Office of Rep. Mooney	Acting Legislative Director
Micah	Bock	Office of Rep. Spartz	Communications Director
Hanna	Bogorowski	Office of the Leader	Communications Advisor
Sara "S.K."	Bowen	Office of Rep. Guthrie	Communications Director
Joshua	Bradley	Office of Rep. Moore (AL)	Legislative Director
Francis	Brennan	House Republican Conference	Rapid Response Director
Palmer	Brigham	Office of Rep. Stefanik	Communications Director
Francis	Brooke	Office of the Whip	Policy Director
Ken	Brooke	Office of Rep. Amodei	Legislative Director
Joanna	Brown	Office of Rep. Walberg	Legislative Director
Arthur	Bryant	Office of Rep. Wagner	Communications Director
Laynee	Buckels	Office of Rep. Higgins	Deputy Press Secretary
Courtney	Butcher	House Republican Conference	Member Services Director
Aaron	Calkins	Office of Rep. Biggs	Legislative Director
Christina	Cameron	Office of the Leader	Media Affairs and Operations Advisor
Heather	Campbell	Office of Rep. Granger	Legislative Director
Emily	Carlin	Office of Rep. Obernolte	Communications Director, Senior Advisor
Colin	Carr	Office of Rep. Loudermilk	Deputy Chief of Staff/ Legislative

Dylan	Chandler	Office of Rep. Gooden	Director
Valerie	Chicola	Office of Rep. Salazar	Communications Director
William	Christian	Office of Rep. Weber	Communications Director
Kristen	Cianci	Office of Rep. Garbarino	Legislative Director
Carson	Clark	Office of Rep. Aderholt	Communications Director
Philipp	Clarke	Office of Rep. Rice	Communications Director
Adam	Cloch	Office of Rep. Curtis	Legislative Director
Sarah	Coffman	Office of Rep. Comer	Communications Director
Andrea	Coker	Office of Rep. Van Duyne	Legislative Director
Michael	Comer	Office of the Whip	Communication Director
Elisabeth	Conklin	Committee on House Administration	Digital Director
Laney	Copeland	Office of Rep. Clyde	Director, Communication Standards Commission
Sarah	Corley	House Committee on Rules	Legislative Director
Madeline	Corso	Office of Rep. Clyde	Director of Strategic Communications
Stacey	Daniels	Office of Rep. McClain	Communications Director
Mike	Davin	Office of Rep. Latta	Communications Director
Michael	DeFilippis	Office of Rep. Malliotakis	Legislative Director
Aaron	DeGroot	Office of Rep. Davis	Legislative Director
Sophie	Delquie	House Republican Conference	Communications Director
Mason	Di Palma	Office of Rep. Gonzalez (OH)	Creative Director
Britney	Dickerson	Office of Rep. Palazzo	Communications Director
Ross	Dietrich	Office of Rep. González-Colón	Communications Director/Press Secretary
Matt	Diller	House Committee on Rules	Legislative Director
Ryan	Dilworth	Office of Rep. Van Duyne	Policy Director
Will	Dunham	Office of the Leader	Legislative Director
Jordan	Dunn	Office of Rep. Gallagher	Communications Director
Kaitlyn	Dwyer	Office of Rep. Hice	Legislative Director
Suanne	Edmiston	Office of Rep. Gohmert	Legislative Director
Ben	Elleson	Office of Rep. Long	Legislative Director
Max	Engling	Office of the Leader	Deputy Member Services Director
Michele	Exner	Office of the Leader	Communications Director
Amanda	Fitzmorris	Office of Rep. Newhouse	Communications Director/Press Secretary
Ian	Foley	Office of Rep. Nunes	Legislative Director
Harry	Fones	Office of Rep. Rosendale	Communications Director
J.P.	Freire	House Committee on Ways and Means	Communications Director
Dylan	Frost	Office of Rep. Hill	Legislative Director
Steven	Giaier	Office of the Leader	Senior Policy Advisor and Counsel
Joel	Gibbons	Office of Rep. Nehls	Digital/Press Assistant
Scott	Gillfillan	Office of Rep. Ellzey	Communications Director
David	Goldfarb	Office of Rep. Steil	Legislative Director
Joe	Gollinger	Office of Rep. Harshbarger	Legislative Assistant
AnnMarie	Graham	Office of Rep. Mast	Communications Director

Sean	Griffin	Office of Rep. Brooks	Legislative Counsel/Legislative Director
Elliott	Guffin	Office of Rep. Hudson	Legislative Director
Amanda	Hall	Office of Rep. Valadao	Legislative Director
Emma	Hall	Office of Rep. Owens	Communications Director/Press Secretary
Joel	Hannahs	Office of Rep. Radewagen	Director of Communications
Matt	Hanrahan	Office of Rep. Cline	Communications Director
Jon	Harder	Office of Rep. Graves (MO)	Digital Director
Wesley	Harkins	Office of Rep. Lamborn	Communications Director
Miriam	Harmer	Office of Rep. Owens	Legislative Director
Erick	Harris	Office of Rep. Chabot	Legislative Director
Lynn	Hatcher	Office of Rep. Amodei	Communications Director
Emily	Henn	Office of Rep. Graves (MO)	Deputy Legislative Director
James	Hewitt	Office of Rep. Waltz	Communications Director
Rob	Hicks	Office of Rep. Obernolte	Legislative Director
Christine	Hill	House Committee on Veterans Affairs	Republican Health Staff Director
Preston	Hill	Office of the Leader	Policy Advisor
Andrea	Hitt	House Republican Conference	Deputy Press Secretary
Ryan	Hofmann	House Republican Conference	Policy Advisor
Houson	Holdren	House Republican Conference	Operations Director
Michael	Horder	Office of Rep. Pfluger	Legislative Director
Louis	Hrkman	House Committee on Climate Crisis	Senior Policy Advisor
Rachel	Huggins	Office of Rep. Burgess	Legislative Director
Allie	Humes	Office of the Leader	Member Services Coordinator
Alex	Igleheart	Office of Rep. Wenstrup	Legislative Director
Alex	Ives	Office of Rep. Foxx	Communications Director
Bradley	Jaye	Office of Rep. Moore	Communications Director
Molly	Jenkins	Office of Rep. Mike Garcia	Communications Director
Danielle	Jensen	Office of Rep. Bacon	Communications Director
Paul	Johnson	Office of Rep. Moore	Legislative Director
AT	Johnston	Office of Rep. Timmons	Deputy Chief of Staff/Senior Advisor
Elizabeth	Joseph	Office of Rep. Guest	Policy Director
Derek	Judd	Office of Rep. Jacobs	Legislative Director
Jazmine	Kemp	Office of Rep. Johnson (SD)	Communications Director
Colleen	Kennedy	Office of Rep. Tenney	Communications Director
Will	Kiley	Office of Rep. Miller-Meeks	Communications Director
Ed	Kim	Office of Rep. Moolenaar	Legislative Director
Erik	Kinney	Office of Rep. McClain	Legislative Director
John Mark	Kolb	Office of Rep. Salazar	Legislative Director
Steve	Koncar	Office of Rep. Mast	Legislative Director
Michael	Kotsovos	Office of Rep. Long	Communications Director
Christopher	Krepich	Office of Rep. Wenstrup	Communications Director
Jay	Kronzer	Office of Rep. Green (TN)	Legislative Director
Jeffrey	Kuckuck	Office of Rep. Emmer	Legislative Director
Alex	Lanfranconi	Office of Rep. Rutherford	Communications Director

Rachel	Ledbetter	Office of Rep. Scott	Communications Director
Chrissi	Lee	Office of Rep. Hartzler	Legislative Director
Kelli	Liegel	Office of Rep. Fitzgerald	Press Secretary
Lindsay	Linhares	Office of Rep. Letlow	Legislative Director
Nadgey	Louis-Charles	Office of Rep. Ferguson	Communications Director
Linoshka	Luna	Office of Rep. González-Colón	Press Secretary
Nick	Lunneborg	Office of Rep. Fischbach	Legislative Director
Brittany	Madni	Office of Rep. Hinson	Deputy Chief of Staff/Legislative Director
Cameron	Madsen	Office of Rep. Stewart	Legislative Director
Nicole	Manley	Office of Rep. Cline	Legislative Director
Eli	Mansour	Office of Rep. Harshbarger	Communications Director
Chris	Marklund	House Committee on Natural Resources	Deputy Staff Director
Michael	Martin	Office of Rep. Jackson	Deputy Chief of Staff & Legislative Director
Travis	Martinez	Office of Rep. Newhouse	Legislative Director
Erin	McBride	Office of Rep. Rouzer	Communications Director
Kathleen	McCarthy	House Committee on Veterans Affairs	Press Secretary
Bryan	McVae	Office of Rep. Foxx	Legislative Director
Andrew	Meyer	Office of Rep. Cheney	Legislative Director
Emily	Michael	Office of Rep. Griffith	Legislative Director
Jake	Middlebrooks	Office of Rep. LaTurner	Legislative Director
Clay	Mills	Office of Rep. Brooks	Communications Director
Maddie	Mitchell	Office of Rep. Hollingsworth	Legislative Director
Kelsey	Mix	Office of Rep. Stauber	Communications Director
Carter	Moelk	Office of Rep. Hollingsworth	Communications Director
Dylan	Moore	Office of Rep. Bucshon	Deputy Chief of Staff and Legislative Director
Mackenzie	Morales	Office of Rep. Turner	Communications Director
Chas	Morrison	Office of Rep. Gallagher	Legislative Director
Elizabeth	Mount	House Republican Conference	Member Services and Operations Assistant
Jeff	Naft	Office of the Whip	Communications Advisor
Dennis	Nalls	Office of the Whip	Floor Assistant
Claire	Nance	Office of Rep. Westerman	Communications Director/Press Secretary
Ben	Napier	Office of the Whip	Director of Floor Operations
Alex	Naughton	Office of Rep. Bost	Press Secretary
Casey	Nelson	Office of Rep. Jackson	Press Secretary
Bryan	Nichols	Office of Rep. Graves (MO)	Communications Director
Mattie	Nicholson	Office of Rep. Good	Communications Director
Ben	Nyce	House Republican Conference	Policy Advisor
Richie	O'Connell	Office of Rep. Calvert	Legislative Director
Erin	O'Malley	Office of Rep. Miller	Communications Director
Lauren	Offenberg	Office of Rep. Fitzpatrick	Press Secretary
Lia Mary	Palazzo	Office of Rep. Hagedorn	Communications Director

Charyssa Rob	Parent Pillow	House Republican Conference Office of Rep. Guest	Media Affairs Communications Director
McLaurine Andrea	Pinover Porwo	House Committee on Foreign Affairs Office of Rep. Allen	Press Secretary Communications Director
Jessica Mitch	Powell Rabalais	Office of Rep. Womack Office of Rep. Letlow	Legislative Director Communications Director
Chrissy John	Rabuse Rauber	Office of Rep. Miller Office of Rep. LaHood	Legislative Director Communications Director
Scott	Rausch	Office of Rep. Garbarino	Deputy Chief of Staff & Legislative Director
Russ Lisa	Read Reynolds	Office of Rep. Franklin Office of Rep. Weber	Communications Director Communications Director/Press Secretary
Mary Ellen Mary Christina	Richardson Riley	Office of Rep. LaHood Office of Rep. Allen	Legislative Director Legislative Director
Abby Sara	Rime Robertson	Office of Rep. Emmer Office of Rep. Crawford	Communications Director Communications Director
Nick Roman	Rockwell Rodriguez	Office of Rep. Thompson Office of Rep. Estes	Legislative Director Communications Director
David Adeline	Russell Sandridge	Office of Rep. Moolenaar Office of Rep. Cammack	Communications Director Communications Director
Dan Katherine	Schneider Sears	Office of Rep. Hill Office of Rep. Joyce (OH)	Communications Director Communications Director
Sarah Ashley	Selip Shelton	Office of Rep. Hice Office of Rep. Crawford	Communications Director Legislative Director
Clark Kaitlynn	Siddle Skoog	Office of Rep. Balderson Office of Rep. Mullin	Communications Director Legislative Director
Caleb Heather	Smith Smith	Office of the Leader Office of Rep. Timmons	Digital Communications Director Communications Director
Matt Trevor	Smith Smith	Office of Rep. Comer Office of Rep. McCarthy	Communications Director Legislative Director
Joseph Matt	Snider Sparks	Office of Rep. Wilson Office of the Leader	Communications Director
Brittan Greg	Specht Steele	Office of the Leader Office of Rep. Hudson	Senior Policy Advisor Communications Director
Rachel Maddison	Stephens Stone	House Committee on Transportation and Infrastructure Office of Rep. Thompson	Press Secretary Communications Director/Press Secretary
Kelle Callie	Strickland Strock	Committee on Ethics Office of Rep. Kim	Counsel to the Ranking Member Communications Director
Hannah Michael	Strub Tadeo	Office of Rep. Rutherford Office of Rep. Johnson (OH)	Legislative Director Senior Advisor
Charlotte Claire	Taylor Trokey	Office of Rep. Bucshon Office of Rep. Scalise	Communications Director Legislative Director

Charlie	Truxal	Office of Rep. Franklin	Legislative Director
Caroline	Tucker	Office of Rep. Moore	Communications Director
Matt	Tucker	Office of Rep. Joyce (PA)	Legislative Director
Will	Turner	Office of Rep. Garcia	Legislative Director
Faith	Vander Voort	Office of Rep. Valadao	Communications Director
Hunt	VanderToll	Office of Rep. Barr	Legislative Director
Jesse	Von Stein	Office of Rep. Young	Legislative Director
Sarah Anne	Voyles	Office of Rep. Burgess	Communications Director/Press Secretary
Robert	Wagener	Office of Rep. Fitzgerald	Legislative Director
Mattheus	Wagner	Office of Rep. Nunes	Communication Director
Rachel	Walker	Office of Rep. McCaul	Communications Director
John	Weber	Office of Rep. Johnson (SD)	Legislative Director
Craig	Wheeler	Office of Rep. Jaime Herrera Beutler	Communications Director/Press Secretary
Grace	White	Office of Rep. Bryan Steil	Communications Director
Laura	Wilson	Office of Rep. Johnson (OH)	Senior Policy Advisor
Kelsey	Wolfgram	Office of Rep. Burchett	Legislative Director
Emily	Wood	Office of Rep. Jeff Duncan	Press Secretary
Jordan	Wood	Office of Rep. Gooden	Senior Policy Advisor
Joshua	Woodward	Office of Rep. Cammack	Legislative Director
Noah	Yantis	Office of Rep. Hagedorn	Legislative Director
Lauren	Ziegler	Office of Rep. Babin	Legislative Director
Nate	Zimpher	Office of Rep. Balderson	Legislative Director