# COMMITTEE ON 🖾

#### Original Amendment EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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 donot file this form with the Committee on Ethics.

	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to U.S.C. § 1001.
1.	Name of Traveler: Ah toley
2.	a. Name of Accompanying Relative:
	b. Relationship to Traveler: D Spouse D Child D Other (specify):
3.	a. Dates: Departure: 6-16-2024 Return: 6-18-2024
	b. Dates at Personal Expense, if any:OR
4.	Departure City: Ashgen D.C. Destination: USA Back, Refurn City: Cachy D.C.
5.	Sponsor(s), Who Paid for the Trip:
6.	Describe Meetings and Events Attended: The meetings termer termer of the generally
7.	Attached to this form are <i>each</i> of the following, signify that each item is attached by checking the corresponding box:
	a, a completed Sponsor Post-Travel Disclosure Form;
	be the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and the Additional Sponsor Form(s);
	c. Spage 2 of the completed Traveler Form submitted by the employee; and
	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. <i>Signify statement is true by checking the box.</i>
	b. If not, explain:
Ic	ertify that the information contained on this form is true, complete, and correct to the best of my knowledge.
Sig	mature of Traveler: Date: 6-60-2024
Di	uthorized this travel in advance. I have determined that all of the expenses listed on the attached <i>Sponsor Post-Travel</i> sclosure Form were necessary and that the travel was in connection with the employee's official duties and would not ate the appearance that the employee is using public office for private gain.
CIC	are the appearance that the employee is using public office for private gain.
Na	me of Supervising Member: Date: 6-20-2029
Sig	nature of Supervising Member:
lasi	updated 7/2023

# COMMITTEE ON 🏟 ETHICS

#### SPONSOR POST-TRAVEL DISCLOSURE FORM

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 in the trip within 10 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 or provided in-kind support for the trip: Congressional Institute
- 2. Travel Destination(s): Virginia Beach, VA
- 3. Date of Departure: June 16, 2024

Date of Return: June 18, 2024

- 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 <b>Transportation</b> Expenses	Total <b>Lodging</b> Expenses	Total <b>Meal</b> Expenses	Total Other Expenses (dollar amount per item and description)	
Traveler	n/a	\$591	\$165	\$659 - 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, comp	plete, and correct	to the best of my knowledge.
Signature: Kellet	Date:	June 26, 2024

Name: Kelle Strickland

Organization: Congressional Institute

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

A ddress.	1700	Diagonal	Road	#300,	Alexandria,	VA 22314
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Telephone: 703-837-8812

Email: \_\_\_\_\_amym@conginst.org

Title:

President & CEO

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.

last updated 7/2023

# COMMITTEE ON A ETHICS

#### **TRAVELER FORM**

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: Virginia Beach,	Vira	in
	0/40/0001	1	

	Date of Departure: 6/16/2024	Date of Return:	n: 6/18/2024	
b.	Yes 🔛 No Will you be extending the	e trip at your personal expense?		-
	If yes, list dates at personal expense: 6/1		ceptin Rotern Transport	51
		*	1 Leg c	-

5. a. Yes 🗌 No 🗐 Will you be accompanied by a family member at the sponsor's expense? If yes:

(1) Name of Accompanying FamilyMember:

lan

1. Name of Traveler:

- (2) Relationship to Traveler: 
  Spouse Child Other (specify): \_\_\_\_\_
- (3) Yes 🗌 No 🔲 Accompanying Family Member is at least 18 years of age?
- 6. a. Yes D 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, invitation, 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.

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 Policy Director for the Majority While it will be in the interval of th

As Policy Director for the Majority Whip it will help me to better know the priorities of the members of the conference. I will be able to interface with Chiefs are hear what is on their agenda for 2024 and beyond.

- 9. Yes No Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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: \_

# COMMITTEE ON A 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's website (ethics. house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

# 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. Signatures must comply with section 104(bb) of the Travel Regulations.

#### 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, services, or in-kind assistance 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:

- 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: June 16, 2024 Date of Return: June 18, 2024
- 7. a. City of departure: Washington, DC
  - b. Destination(s): Virginia Beach, 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.

last updated 7/2023

#### 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.
- 10. If 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 the statement is true by clicking the box;* **OR**
- b. D 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 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:
- 16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility: Hotel Name: Marriott Virginia Beach Oceanfront City: Virgnia Beach, VA Cost Per Night: \$222 +taxes

Reason(s) for Selecting:	proximity to DC, availability, 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 the box.* 

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

<ul><li>Actual Amounts</li><li>Good Faith Estimates</li></ul>	Total <b>Transportation</b> Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	\$141	\$591	\$164
For each Accompanying Family Member	\$141	n/a	\$164

11 <sup>1</sup>	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	\$656	Room Rental
For each Accompanying Family Member	\$656	Room Rental

#### 19. Checkonlyone:

- 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: Bushe & Becker	Date:	May 2, 2024
Name: Brenda Becker	Title:	Chair
Organization: Congressional Institute		R
Address: 1700 Diagonal Road #300, Alexandria, VA 22314		
Email: amym@conginst.org		703-837-8812

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or travel.requests@mail.house.gov.

Michael Guest, Mississippi *Chairman* Susan Wild, Pennsylvania *Ranking Member* 

David P. Joyce, Ohio John H. Rutherford, Florida Andrew R. Garbarino, New York Michelle Fischbach, Minnesota

Veronica Escobar, Texas Mark DeSaulnier, California Deborah K. Ross, North Carolina Glenn F. Ivey, Maryland



Thomas A. Rust Staff Director and Chief Counsel

> Keelie Broom Counsel to the Chairman

David Arrojo Counsel to the Ranking Member

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

ONE HUNDRED EIGHTEENTH CONGRESS

# **U.S. House of Representatives**

#### COMMITTEE ON ETHICS

June 18, 2024

Mr. Ian Foley Office of the Majority Whip H-107, The Capitol Washington, DC 20515

Dear Mr. Foley:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Virginia Beach, Virginia, scheduled for June 16 to 18, 2024, 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 \$480 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.

Michael Guest Chairman

Sincerely,

usal i

Susan Wild Ranking Member

MG/SW:mc

#### 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 conference focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this conference is being extended to Chiefs of Staff in House Majority personal offices, the Staff Directors in House 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. 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. Chiefs of Staffs play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This conference 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) does 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 \$656 as disclosed on the sponsor form. From: Congressional Institute rsvp@conginst.org Subject: Test - Register for the Chiefs of Staff Conference! Date: May 1, 2024 at 3:17 PM To: amym@conginst.org



RC

# YOU'RE INVITED

# The Congressional Institute is pleased to invite you to the

# 2024 Chiefs of Staff Conference

# LEAD | SERVE | EXCEL

Sunday, June 16, 2024 -Tuesday, June 18, 2024

Marriott Virginia Beach Oceanfront Virginia Beach, VA With Lead | Serve | Excel to guide our conversations, Chiefs of Staff will remember - and reignite - the "why" that led them to serve their Member, their Team, their Country through leading, managing and inspiring.

This year's conference kick-off falls on Father's Day. Understanding the importance of work-life balance, the hotel extends, based on hotel availability, an invitation to arrive before the conference or stay after its conclusion. Please note that any additional stay beyond the conference dates will be at your expense.

#### Please click on the link below to register!

**REGISTER NOW** 

UNABLE TO ATTEND

Email Address: \*/email/\* Access Code: \*/other id/\*

Ethics Forms are due Friday, May 17, 2024 Instructions: Complete the first two pages of the traveler form and email to travel.requests@mail.house.gov. If you think there is even a possibility you will attend, file your travel pre-authorization with Ethics. You may always withdraw your paperwork.

DOWNLOAD ETHICS FORMS

Add these important dates to your calandar.

# Aud these important dates to your calendar: <u>Pre-Travel Ethics Filing Deadline</u> (5/17/24) <u>Chiefs of Staff Conference</u> (6/16/24 - 6/18/24) <u>Post-Travel Filing Deadline</u> (7/3/24)

Please contact Amy Hinderliter with questions or call the Congressional Institute at 703-837-8812.



If you are not the correct contact for this office, please reply to this **email** with the updated contact information instead of **unsubscribing**. We will correct our records and remove your email address from the list.

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to unsubscribe from this mailing list inlease click here

COS2024 - Invited Hill Staff	tatf	•	
First Name	Last Name	Job Title	Institution
Emily	Ackerman	Deputy Floor Director	Office of Majority Whip Emmer
Rob	Adkerson	Chief of Staff	Office of Rep. Loudermilk
reference for a factor of the second s	Adkins	Chief of Staff	Office of Rep. Duncan
William	Ahlguist	Chief of Staff	Office of Rep. Duarte
		Chief of Staff	Office of Rep. Bice
Alyssa		Deputy Chief of Staff	Office of Rep, Ciscomani
n of a second	)	Chief of Staff	Office of Rep. Lamborn
Gary	Andres	Staff Director	House Committee on Budget
	Angelson	Chief of Staff	Office of Rep. Latta
		Deputy Chief of Staff	Office of Rep. Graves (LA)
	Babb	Director of Operations	Office of Speaker Johnson
Amanda	station of the second se	Chief of Staff	Office of Rep. Burgess
	Ball	Senior Policy Advisor	Office of Speaker Johnson
	Barry	Staff Director	House Committee on Education and Labor
n management (and an angle of a second se	Barry	Executive Director	Republican Study Committee
	Baukhecht	Chief of Staff	Office of Rep. Tiffany
a second of the second s	-	Chief of Staff	Office of Rep. Fulcher
Megan	Bel Miller	Chief of Staff	Office of Rep. Scalise
and a sub-statement of the statement of the		Staff Director	House Committee on Rules
		Chief of Staff	Office of Rep. Estes
Brooke		Chief of Staff	Office of Rep. Hill
Chris	Bien	Director of Floor Operation	Office of Speaker Johnson
and a state of a state	nu	Strategic Advisor to the Chief of Staff	Office of Speaker Johnson
Amanda - Amaria - Amaria - Amaria - Amaria		Chief of Staff	Offlice of Rep. Newhouse
to our a second second second second second second		Chief of Staff	Office of Rep. Jackson
	Bishoo	Chief of Staff	Office of Rep. Molinaro

Page 1 / 11

House Republican Conference	Office of Rep. Steube	Offlice of Rep. Hudson	Offlice of Rep. González-Colón	Office of Majority Whip Emmer	Office of Rep. Malliotakis	Office of Rep. Reshenthaler	Office of Rep. Smucker	Office of Majority Whip Emmer	Office of Rep. Obernolte	House Committee on Agriculture	Office of Rep. Moran	Offlice of Rep. Rutherford	Office of Rep. Buchanan	Office of Rep. Thompson	House Republican Conference	Office of Rep. Rogers (AL)	Office of Majority Leader Scalise	Office of Rep. Wenstrup	House Committee on Ethics	Offlice of Rep. Clyde	Office of Rep. Greene	Office of Rep. Posey	Office of Speaker Johnson	Office of Rep. McHenry	Office of Rep. Pfluger	Office of Rep. Cammack	Offlice of Rep. Burlison	Office of Speaker Johnson	Pane 2/11
 Communications Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Director of Downtown Coalitions	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	Rapid Response Director	Chief of Staff	Policy Director	Chief of Staff	Staff Director	Chief of Staff	Chief of Staff	Chief of Staff	Member Services Director	Chief of Staff	Chief of Staff	Chief of Staff	Chief of Staff	General Counsel	
Black	Blair	Blanchat	Boffelli		Bolton	Bonnaure	Bonner	Borden	Bounds		Bradley	Bradley	Brady		Brennan	Brinson	Brooke		Broom	Brown	Buckham	Burns	Butcher		Byers	Calhou	Calkins	Callen	o dia kaominina santa manina amin'ny fivondrona dia mandrona dia mandrona.
Ali	Alex	Luke	Gabriella	Robert	Alex		Kate	Hailey	Lorissa		Joshua	Jen	Sean	Matt	Francis	Chris	Francis		Keelie	Nick	Ēđ	Stuart	Courtney		John	Larry	Aaron	Ashley	

Spencer	Carr.	Cillel O Stati	
Bob	Carretta	Chief of Staff	Office of Rep. Ellzey
	Case	Chief of Staff	Office of Rep. Van Orden
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	Christensen	Chief of Staff	Office of Rep. Graves (MO)
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	Cockerham	Chief of Staff	Office of Rep. Baird
Michael	Comer	Deputy Communications Director	Office of Majority Leader Scalise
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	Courtney	Chief of Staff	Office of Rep. Kustoff
	Couture	Chief of Staff	Office of Rep. Hageman
Chris	Crawford	Chief of Staff	Office of Rep. Carter (GA)
	Cress	Deputy Director of Member Services	Office of Speaker Johnson
and a second	Crews	Counsel	Office of Majority Leader Scalise
	Cummings	Chief of Staff	Office of Rep. Timmons
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	Cutrona	Chief of Staff	Office of Rep. Joyce (PA)
and an one of the second s	Dana	Chief of Staff	Office of Rep. Steel
	David	Chief of Staff.	Office of Rep. Higgins
and a second	Dawson	Chief of Staff (PA)	Office of Rep. Kelly (PA)
	Day	Chief of Staff	Office of Rep. Wilson
Cortine	Day	Director of Media Affairs	Office of Speaker Johnson
	Dayer	Cloakroom Director	Office of Speaker Johnson
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	Del Bonis	Member Services Director	Office of Majority Whip Emmer
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Beneral and the second s	DeMarzo	Chief of Staff	Office of Rep. Miller (IL)
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Page 3/11

Monica	Ďidiuk	Chief of Staff	Office of Rep. Smith (NE)
Watt	Donnellan	Chief of Staff	Office of Rep. Miller (WV)
Toby	Douthat	Executive Director	Problem Solvers Caucus
Jordan	Downs	Chief of Staff	Office of Rep. Guest
.4		Chief of Staff	Office of Rep. Bacon
Braden	Dreiling	Chief of Staff	Office of Rep. La Turner
Jake		Chief of Staff	Office of Rep. Flood
Kevin	Eichinger	Chief of Staff	Office of Rep. Jordan
	Ellis	Chief of Staff	Office of Rep. Miller
	Emhof	Chief of Staff	Office of Rep. Webster
	Erdel	Member Services Director	House Republican Conference
	Etue	Chief of Staff	Office of Rep. Williams (TX)
	Falkowski	Chief of Staff	Office of Rep. Yakym
Jay	Fields	Deputy Policy Director	Office of Speaker Johnson
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	FitzSimmons	Chief of Staff	Office of Rep. Finstad
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Cameron	Foster	Chief of Staff	Office of Rep. Hern
	Fox	Chief of Staff	Office of Rep. Emmer
Hannah wata sa	Fraher	Director for House Operations	Office of Speaker Johnson
	Fultz	Deputy Chief of Staff	Office of Speaker Johnson
	Galanes	Chief of Staff	Office of Rep. Turner
	Geiger	Chief of Staff	Office of Rep. Balderson
Robert of the set of t	Gies	Chief of Staff	Offlice of Rep. D'Esposito
	Gilbert	Chief of Staff	Office of Rep. Dunn
Stacey		Chief of Staff	Offlice of Rep. Lucas
	Gonzalez	Chief of Staff	Office of Rep. Diaz-Balart
Andrea	Grace	Chief of Staff	Office of Rep. Lawler
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Page 4 / 11

Payne	Curro		
Jackson	Gross	Chief of Staff	Office of Rep. James
Andrew	Guernsey	Coalitions Coordinator	Office of Majority Leader Scalise
and the second and the second and the second s	Gurtler	Chief of Staff	Office of Rep. Massie
Ashey	Gutwein	Chief of Staff	Office of Rep. Nunn
Joseph	Guy	Chief of Staff	Office of Rep. Williams (NY)
James	Hampson	Chief of Staff	Office of Rep. Bishop
	Han	Chief of Staff	Office of Rep. Chavez DeRemer
Sabrina	Hancock	Chief of Staff	Offlice of Rep. Roy
-	Hanke	Staff Director	Select Committee on China
Brandon	Harder	Chief of Staff	Office of Rep. Mann
Madison	Hardimon	Chief of Staff	Office of Rep. Gimenez
Rachel	Hams	Chief of Staff	Offlice of Rep. Lesko
Taylor	Haulsee	Deputy Communications Director for Media Relations	1 Office of Speaker Johnson
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		Chief of Staff	Office of Speaker Johnson
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Page 5 / 11

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Matt	Hoffmann	Staff Director	House Committee on Financial Services
Bob	Holste	Chief of Staff	Office of Rep. Kiley
Brett	Horton	Chief of Staff	Office of Majority Leader Scalise
Michael	Hough	Chief of Staff	Offlice of Rep. Mooney
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	Koohmaraie	Counsel	Office of Majority Leader Scalise

Page 6 / 11

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Kate	LaBorde	Chief of Staff	Office of Rep. Biggs
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Michael Control of States and S	Lowry	Chief of Staff	Office of Rep. Aderholt
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	Marin	Staff Director	House Committee on Oversight and
Chris	Marklund	Deputy Staff Director	House Committee on Natural Resources
	Martin	Chief of Staff	Office of Rep. Alford
Josh	Mathis	Staff Director	House Committee on Science, Space and
		Chief of Staff	office of Reo. Fitzgerald
	McCormack	Chief of Staff	Office of Rep. Rouzer
Million Martinese and a second se	McCullough	Chief of Staff	Offlice of Rep. Bost
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	McIntosh	Chief of Staff	Office of Rep. Sessions
	McPherson	Chief of Staff	Office of Rep. Cole
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Page 7 / 11

Chad	Michaels	Chief of Staff (DC)	Office of Rep. Schweikert
Carson of the second	Niddleton	Chief of Staff	Office of Rep. Foxx
	Miller	Chief of Staff	Office of Rep. Carter (TX)
Patrick	Mocete	Chief of Staff	Offlice of Rep. Kim
Tom	Moran	Chief of Staff	Office of Rep. Salazar
	Morehouse	Leadership Chief of Staff	Office of Rep. Hudson
Lauren	Muglia	Chief of Staff	Office of Rep. Perry
		Chief of Staff	Office of Rep. Carey
		Chief of Staff	Office of Rep. Van Drew
Cullen		Deputy Director of Floor Operations	Office of Speaker Johnson
		Floor Director	Office of Majority Whip Emmer
Ben	Napier	Director of Floor Operations	Office of Majority Leader Scalise
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Mary	Noonan	Chief of Staff	Office of Rep. Smith (NJ)
	Norman	Chief of Staff	Office of Rep. Curtis
Anderson	Okoniewski	Operations Director	House Republican Conference
Jake	Olson	Chief of Staff	Office of Rep. Van Duyne
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Nancy	Peele	Chief of Staff	Office of Rep. Westerman
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Brandon	Phillips	Chief of Staff	Office of Rep. Collins
Mark	-	Chief of Staff	Office of Rep. Norman
Mike the second se	states and the second secon	Staff Director	House Committee on Administration
Jared	Powell	Chief of Staff	Offlice of Rep. Lee
Marie	Price	Deputy Director of Member Services	House Republican Conference
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Page 8 / 11

Sam	Pritchard	Chief of Staff	Office of Rep. Hinson
Jessica	Proud	Chief of Staff	Office of Rep. Langworthy
Nikk	Rapanos	Chief of Staff	Office of Rep. Lal ota
Mark	Ratner	Chief of Staff	Office of Rep. Steil
Bart	Reising	Deputy Chief of Staff	Office of Majority Leader Scalise
Tìm	Reitz	Executive Director	House Freedom Caucus
Andrew	Renteria	Chief of Staff	Office of Rep. Valadao
Mary Ellen	Richardson	Chief of Staff	Offlice of Rep. LaHood
	Robertson	Deputy Chief of Staff	Offlice of Rep. Stefanik
Jamie	Robinette	Chief of Staff	Offlice of Rep. Bean
Shelbie	Rogers	Director of Operations	Offlice of Majority Whip Emmer
Jason	Rogers	General Counsel	Office of Majority Whip Emmer
Kerry		Deputy Communications Director for	Office of Speaker Johnson
		Message and Strategy	
Mark	Roman	Staff Director	House Committee on Ways and Means
Mary	Rosado	Chief of Staff	Offlice of Rep. Barr
Susan	Ross	Staff Director	House Committee on Appropriations
Drew		Chief of Staff	Office of Rep. McCaul
Travis	Rowland	Chief of Staff	Office of Rep. Paulina-Luna
	Ruhlen	Chief of Staff	Offlice of Rep. Granger
Zac	Rutherford	Chief of Staff	Offlice of Rep. Harshbarger
Lindsay	Ryan Sector Sector	Chief of Staff	Office of Rep. Moolenaar
Dan	Scharfenberger	Chief of Staff	Office of Rep. Kean
	Schmitz	Director of Coalitions	Offlice of Speaker Johnson
Robert	Schroeder	Chief of Staff	Office of Rep. Nehis
Katherine	Sears	Chief of Staff	Office of Rep. Kiggans
Ellen	Seher	Director of Operations	Offlice of Majority Leader Scalise
Raj	Shah	Deputy Chief of Staff for Communications	Office of Speaker Johnson
ndan	Shields	Staff Director	House Committee on Foreign Affairs
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Page 9 / 11

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Page 10 / 11

Jake	Vreeburg	Policy Director	House Republican Conference
Rachel	Wagley	Chief of Staff	Offlice of Rep. Moore (UT)
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	Wallace	Chief of Staff	Offlice of Rep. Simpson
Ruth	Ward	Chief of Staff	Offlice of Rep. Johnson (LA)
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	Wheat	Chief of Staff	Office of Rep. Maloy
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n en an an an anna anna an an an an an an a		Chief of Staff	Offlice of Rep. Cloud
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Leafaina	Yahn	Chief of Staff	Office of Rep. Radewagen
Dominique	Yelinski	Policy Advisor	Office of Majority Leader Scalise
Dan	Ziealer	Policy Director	Office of Speaker Johnson

Page 11 / 11



# 2024 CHIEFS OF STAFF CONFERENCE

## Lead | Serve | Excel

#### DRAFT AGENDA

With Lead | Serve | Excel to guide our conversations, Chiefs of Staff will remember - and reignite - the "why" that led them to serve their Member, their Team, their Country through leading, managing and inspiring.

#### **SUNDAY, JUNE 16, 2024**

11:00 am	BUSES DEPART THE HILL	S. Capitol St
(3.5 hour drive)	Box lunches will be available	(Between Rayburn & Longworth)
2:30 pm	<b>BUSES ARRIVE AT THE MARRIOTT</b>	Main Entrance
	4201 Atlantic Avenue, Virginia Beach, VA 23451	Marriott
2:00 – 7:00 pm	CONFERENCE REGISTRATION	Ballroom Foyer
	2 Contraction of the second seco	Marriott 2 <sup>nd</sup> Floor
2:00 – 6:30 pm	LEAD   SERVE   EXCEL HOSPITALITY LOU	0
		Marriott 4 <sup>th</sup> Floor
4:00 pm	HOTEL CHECK-IN	
	Attendee rooms are at three different hotels: the Ma the Cavalier. Guests please check-in at the lobby of	-
6:30 – 9:30 pm	DINNER: A SUMMER NIGHT ON THE LAW	WN Raleigh Room
		(Cavalier Outside)

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### **MONDAY, JUNE 17, 2024**

8:00 – 9:00 am	BREAKFAST ON THE BOARDWALKLawn (Marriott Outside)Rain Site: Salon A-E
8:00 am – 7:00 pm	<b>CONGRESSIONAL INSTITUTE HELP DESK</b> Marriott 2 <sup>nd</sup> Floor
9:00 – 10:30 am	LOOKOUT FOR YOUR PEOPLE, LEAD YOURSELF, Salon A-E LEAD YOUR TEAM: LESSONS LEARNED ON THE BATTLEFIELD Former U.S. Navy Seal Carlos Mendez, Echelon Front
10:30 – 11:30 am	<b>REMEMBERING WHY IT'S GOOD TO BE A CHIEF</b> Salon A-E TBA
11:30 – 12:30 pm	<b>TURNING THE TIDE ON THE BRAIN DRAIN:</b> Salon A-E <b>REIGNITING YOUR TEAM'S PASSION AND PURPOSE</b> TBA
12:30 – 1:30 pm	CONGRESSIONAL INSTITUTE LUNCH THE POWER OF SERVICE IN ACTION with welcome remarks bySalon A-EKelle Strickland, President and CEO, Congressional Institute Brenda Becker, Chairwoman, Congressional Institute Board of Directors
	The Honorable Jen Kiggans, U.S. Representative for Virginia's Second
1:30 - 2:30 pm	Congressional District HOMEGROWN HARD WORK TO CHIEF OF THE COMMONWEALTH The Honorable Glenn Youngkin, Governor of Virginia (invited) A conversation with The Honorable Jen Kiggans, U.S. Representative
2:30 – 3:30 pm	OOPS! AN ETHICS TABLE-TOP EXERCISESalon A-EJo-Marie St. Martin, General Counsel to Former Speaker BoehnerElliot Berke, Berke Farah LLPKeelie Broom, House Ethics CommitteeImage: Committee
3:30 – 7:00 pm	BREAK (FOR YOUR OFFICIAL RESPONSIBILITIES)
7:00 – 9:00 pm	A COASTAL RECEPTION & DINNER Outdoor Grill WITH FAMILY & FRIENDS (Between Marriott and Embassy Suites)

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### TUESDAY, JUNE 18, 2024

8:00 – 9:30 am	BREAKFAST ON THE BOARDWALK	Lawn (Marriott Outside) Rain Site: Salon A-E
8:00 am - 12:30 pm	CONGRESSIONAL INSTITUTE HELP DESK	Marriott 2 <sup>nd</sup> Floor
9:30 - 10:30 am	HOW TO TALK WITH THE PUBLIC WHEN THE PUBLIC HATES EVERYTHING John McLaughlin, McLaughlin and Associates TBA, TBA	Salon A-E
10:30 - 11:30 am	A VIEW FROM ISRAEL ~ LIVE! IDF Veteran lan Shulman, No Other Land Ari Sacher, U.S. Israel Education Association (invited TBA, Jewish Institute for National Security of Americ	
11:00 am	HOTEL CHECKOUT Guests should check out at their respective hotel lobbies.	Hotel Lobby
11:30 am – 12:30 pn	ASK US ANYTHING Speak up or stump the Leadership Chiefs with anonym Hayden Haynes, Office of the Speaker Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference Moderator: Kelle Strickland, Congressional Institute	Salon A-E nous questions!
12:30 pm	CONFERENCE CONCLUDES	
12:45 pm	BUSES DEPART THE MARRIOTT Boxed lunches will be available.	Main Entrance Marriott
4:30 pm	<b>BUSES ARRIVE ON THE HILL</b>	S. Capitol Street

Lead | Serve | Excel



### 2024 CHIEFS OF STAFF CONFERENCE

## Lead | Serve | Excel

### Agenda

With Lead | Serve | Excel to guide our conversations, Chiefs of Staff will remember - and reignite - the "why" that led them to serve their Member, their Team, their Country through leading, managing and inspiring.

SUNDAY, JUNE	16, 2024	
11:00 am	BUSES DEPART THE HILL	S. Capitol St
(4-hour drive)	Boxed lunches will be available (I	Between Rayburn & Longworth)
3:00 pm	<b>BUSES ARRIVE AT THE MARRIOTT</b>	Main Entrance
	4201 Atlantic Avenue, Virginia Beach, VA 23451	Marriott
2:00 – 7:00 pm	CONFERENCE REGISTRATION	Ballroom Foyer Marriott 2 <sup>nd</sup> Floor
2:00 – 6:30 pm	LEAD   SERVE   EXCEL HOSPITALITY LOUN	IGE Guest Lounge Marriott 4 <sup>th</sup> Floor
4:00 pm	HOTEL CHECK-IN Attendee rooms are at two different hotels: the Marr Guests please check-in at the lobby of your specific he	
6:30 – 9:30 pm	DINNER ON THE LAWN: Drop It in the HopperIdeas and Conversations on Leadership, Service and Excellence Kelle Strickland, President and CEO, Congressio	

Lead | Serve | Excel

#### **MONDAY, JUNE 17, 2024**

7:30 – 9:00 am	BREAKFAST ON THE BOARDWALK Lawn (Marriott Outsid Rain Site: Salon A-	
8:00 am – 7:00 pm	CONGRESSIONAL INSTITUTE HELP DESK Marriott 2 <sup>nd</sup> Flo	or
9:00 – 10:30 am	LOOKOUT FOR YOUR PEOPLE, LEAD YOURSELF,Salon A-LEAD YOUR TEAM: Lessons Learned on the BattlefieldFormer U.S. Navy Seal Carlos Mendez, Echelon Front	-E
10:30 – 11:30 am	<b>REMEMBERING WHY IT'S GOOD TO BE A CHIEF</b> Salon ABarrett Karr, Former Personal Office & Leadership Chief, Silver LakeLynnel Ruckert, Former Personal Office & Leadership Chief, Bold StrategiesSteve Stombres, Former Personal Office & Leadership Chief, HarbingerStrategiesA conversation with Brett Horton, Office of the Majority Leader	
11:30 am – 12:30 pm	CLICKING AND CLASHING WITH GEN Z:Salon AManaging Performance through UncertaintyDavid Stillman, GenGuruA conversation with A.T. Johnston, Congressional Excellence Program Office, CA	
12:30 – 1:30 pm	CONGRESSIONAL INSTITUTE LUNCHSalon AThe Power of Service In ActionSalon Awith welcome remarks bySelle Strickland, President and CEO, Congressional InstituteBrenda Becker, Chairwoman, Congressional Institute Board of Directors	-E
	The Honorable Jen Kiggans, U.S. Representative for Virginia's Second Congressional District	
1:30 – 2:30 pm	MAKING A DIFFERENCE, ACHIEVING GOALS,Salon ADEFINING SUCCESS AS A CHIEF:Salon AChiefs-Turned-CEOs Share Lessons Learned	-E
	Susan Hirschmann, Former Personal Office & Leadership Chief, Williams a Jensen Bob Wood, Former HHS Chief, BGR Group A conversation with Hayden Haynes, Office of the Speaker	nd
2:30 – 3:30 pm	FORKSSalon ABen Domenech, The Transom	E
3:30 – 4:30 pm	OOPS! AN ETHICS TABLE-TOP EXERCISESalon AKeelie Broom, House Ethics CommitteeElliot Berke, Berke Farah LLPA conversation with Jo-Marie St. Martin, Former General Counsel to SpeakerBoehner	E

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#### 4:30 – 7:00 pm BREAK (FOR YOUR OFFICIAL RESPONSIBILITIES)

7:00 – 9:00 pm A COASTAL RECEPTION & DINNER WITH FAMILY & FRIENDS

Outdoor Grill (Between Marriott and Embassy Suites) Rain Site: Salon A-E

#### TUESDAY, JUNE 18, 2024

Hotel checkout is at 11:00 am. Attendees may store luggage with the bellman if driving. Attendees riding the bus should bring their luggage to the Calloway Room on the 2<sup>nd</sup> floor of the Marriott. Buses will depart from the Embassy Suites Cul-de-Sac.

7:30 – 9:30 am	BREAKFAST ON THE BOARDWALK Lawn (Martic Rain Site:	ott Outside) Salon A-E
8:00 am – 12:30 pm	CONGRESSIONAL INSTITUTE HELP DESK Marrio	tt 2 <sup>nd</sup> Floor
9:30 – 10:30 am	HOW TO TALK WITH THE PUBLIC WHEN THE PUBLIC HATES EVERYTHING John McLaughlin, McLaughlin and Associates A conversation with Cesar Gonzalez, Office of Rep. Mario Diaz-Balart	Salon A-E
10:30 – 11:30 am	THE VIEW FROM ISRAEL ~ LIVE! Lt. Gen. Thomas Trask, Jewish Institute for National Security of Am Ilan Shulman, No Other Land Ari Sacher, U.S. Israel Education Association A conversation with Jeremy Deutsch, Capitol Venture	Salon A-E erica
11:30 am – 12:30 pm	ASK US ANYTHING Speak up or stump the Leadership Chiefs with anonymous questions! Hayden Haynes, Office of the Speaker Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference Moderator: Kelle Strickland, Congressional Institute	Salon A-E
12:30 pm	CONFERENCE CONCLUDES	

12:45 pm **BUSES DEPART THE MARRIOTT** Boxed lunches will be available.

4:45 pm BUSES ARRIVE ON THE HILL

3

Main Entrance

S. Capitol Street

Marriott

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First Name			Last Name	-		Institution	ution
						-	-
Emily			Ackerman			Office	Office of Majority Whip Emmer
Rob			Adkerson			Office	Office of Rep. Loudermilk
Alyssa			Anderson			Office	Office of Rep. Ciscomani
Rebecca			Angelson			Office	Office of Rep. Latta
Maggie			Ayrea			Office	Office of Rep. Graves (LA)
Alison			Babb			Office	Office of Speaker Johnson
Amanda	- - - - - -		Baldwin			Office	Office of Rep. Burgess
Mindy			Barry			Com	Committee on Education and Labor
Megan			Bel Miller			Office	Office of Rep. Scalise
Jennifer			Belair			Hous	House Committee on Rules
Joshua	· · · ·		Bell		· · · ·	Office	Office of Rep. Estes
A. Brooke	and the second se		Bennett			Office	Office of Rep. Hill
Chris	- - -		Bien			Office	Office of Speaker Johnson
Claire			Bienvenu			Office	Office of Speaker Johnson
Jeff			Bishop			Office	Office of Rep. Molinaro
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Alex			Blair		-		Office of Rep. Steube
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Gabriella			Boffelli		-	Office	Office of Rep. González-Colón
Robert			Boland			Office	Office of Majority Whip Emmer
Alex			Bolton			Office	Office of Rep. Malliotakis
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Page 1 / 6

Hannah	Sally	Cameron	lan	David	Alyssa	Jake	Mark	Jordan	Jackie	James	Jordan	Corinne	Kevin	John	Will	Tm	Michael	Andrew	Claire	Ashley	Aaron	John	Courtney	Keelie	Greg	Francis	Joshua	Jen
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ker Johnson	Emmer	Hern	rity Whip Emm	Finstad	lican Conferen	Flood	Васоп	Guest	rity Whip Emm	Griffith	lker Johnson	Office of Speaker Mike Johnson	Kelly (PA)	Office of Majority Leader Scalise	Kustoff	Meuser	Office of Majority Leader Scalise	Office of Rep. Johnson (SD)	Van Orden	ıker Johnson	Burlison	Pfluger	uker Johnson	House Committee on Ethics	Wenstrup	House Republican Conference	Moran	Huthertord
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Page 2/6

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Page 3 / 6

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Page 4 / 6

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Page 5 / 6

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