

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.

- Name of Traveler: Megan Deussenberg
- a. Name of Accompanying Relative: _____ OR None
b. Relationship to Traveler: Spouse Child Other (specify): _____
- a. Dates: Departure: Aug 15, 2024 Return: Aug 14, 2024
b. Dates at Personal Expense, if any: _____ OR None
- Departure City: DC Destination: MD Return City: DC
- Sponsor(s), Who Paid for the Trip: Congressional Institute
- Describe Meetings and Events Attended: all briefing sessions - multiple panels w/ ex Hill staffers.
- Attached to this form are **each** of the following, signify that each item is attached by checking the corresponding box:
 - a completed *Sponsor Post-Travel Disclosure Form*;
 - the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
 - page 2 of the completed *Traveler Form* submitted by the employee; **and**
 - the letter from the Committee on Ethics approving my participation on this trip.
- 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: Aug 22, 2024

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: Laurel Lee Date: 08/23/24

Signature of Supervising Member: 

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 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): Cambridge, MD

3. Date of Departure: August 15, 2024 Date of Return: August 16, 2024

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 | \$70.28 | \$230.79 | \$98.00 | \$301.95 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:  Date: August 20, 2024

Name: Kelle Strickland Title: President & CEO

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

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

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

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

COMMITTEE ON ETHICS

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection.

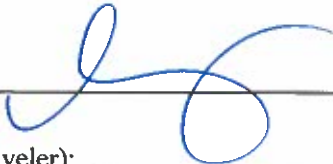
This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Megan Deussenberry

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

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

Signature: 

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Laurel Lee

Office Address: 1118 Longworth House Washington DC 20540

Telephone Number: (202) 225-5626

Email Address of Contact Person: megan.deussenberry@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

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

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Megan Deussenberg
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: Cambridge, MD
4. a. Date of Departure: 8/15/2024 Date of Return: 8/16/2024
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, 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.

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.**
I am Rep. Lee's scheduler, Director of Operations and Deputy Chief of Staff. Looking for ways to improve members time management in DC.
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: Lauren Lee Date: 7/9/24

COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

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

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: August 15, 2024 Date of Return: August 16, 2024

7. a. City of departure: Washington, DC

b. Destination(s): Cambridge, MD

c. City of return: Washington, DC

8. **Check only one.** I represent that

a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**

b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**

c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following.**

- a. I checked 8(a) or (b) above; **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. 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. *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:

1) Detail the cost *per day* of meals (approximate cost may be provided): _____

Day 1 - \$54, Day 2 - \$44

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: Hyatt Regency Chesapeake Bay City: Cambridge, MD Cost Per Night: \$194 +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:**

| <input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates | Total Transportation Expenses per Participant | Total Lodging Expenses per Participant | Total Meal Expenses per Participant |
|---|---|--|-------------------------------------|
| For each Member, Officer, or Employee | \$91 | \$232 | \$98 |
| For each Accompanying Family Member | \$91 | n/a | \$98 |


| | 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 | \$466 | Room Rental |
| For each Accompanying Family Member | \$466 | Room Rental |

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:  Date: 7/2/24
 Name: Kelle Strickland Title: President & CEO
 Organization: Congressional Institute
 Address: 1700 Diagonal Road #300, Alexandria, VA 22314
 Email: amym@conginst.org Telephone: 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.

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 roles of Schedulers and Operations staff in congressional offices. Therefore, the invitation to this conference is being extended to schedulers, operations directors, and member services directors in House Republican personal offices, committee offices, and 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. Schedulers and operations directors play essential parts in these and other important aspects and functions of the personal, committee, and leadership offices. This conference is designed to strengthen professional relationships House 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 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 \$466.

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



ONE HUNDRED EIGHTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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

August 14, 2024

Ms. Megan Deussenberry
Office of the Honorable Laurel M. Lee
1118 Longworth House Office Building
Washington, DC 20515

Dear Ms. Deussenberry:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for August 15 to 16, 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.

Sincerely,

Michael Guest
Chairman

Susan Wild
Ranking Member

MG/SW:mc



CONGRESSIONALINSTITUTE

2024 SCHEDULERS CONFERENCE

MASTERING THE PUZZLE

DRAFT AGENDA

THURSDAY, AUGUST 15, 2024

All conference sessions are located in the Chesapeake Ballroom.

| | | |
|-----------------------------------|--|---|
| 9:30 am <i>(2- hour drive)</i> | WHEELS UP! ~ BUS DEPARTS CAPITOL HILL | S. Capitol St. (Between Rayburn and Longworth) |
| 10:00 am – 6:30 pm | CONFERENCE REGISTRATION | Chesapeake Foyer |
| 11:30 am | BUS ARRIVES AT THE HYATT CHESAPEAKE 100 Heron Blvd, US-50, Cambridge, MD 21613 | |
| 12:30 – 2:30 pm | PIZZA, PEOPLE & PUZZLE SOLVING: A RESOURCE FAIR <i>Your success requires solving a daily puzzle ~ but it's a puzzle with extra pieces ~ to fit in somewhere!</i> | Chesapeake Foyer |
| 2:30 – 3:30 pm | WELCOME! FORMER “SUPER SCHEDULERS” ON HOW TO SURVIVE, GROW, AND SUCCEED | |
| 3:30 – 4:30 pm | CUSTOMER SERVICE AND THE ART OF SAYING “NO” <i>Strengthening Relationships While Declining Requests (Even the Member’s!)</i> | |
| 4:00 pm | HOTEL CHECK IN | Hotel Lobby |
| 4:30 – 6:30 pm | BREAK - FOR YOUR OFFICIAL DUTIES | |
| 6:30 – 8:30 pm | CONGRESSIONAL INSTITUTE RECEPTION & DINNER ON THE BAY | Regatta Pavilion (outside) |

MASTERING THE PUZZLE

FRIDAY, AUGUST 16, 2024

Hotel checkout is at 11:00 am. Attendees driving may store luggage with the bellman. Attendees riding the bus should bring their luggage to the Choptank Ballroom. Buses will depart from the lower-level entrance near the Choptank Ballroom.

| | | |
|----------------------------|---|--|
| 7:30 – 8:00 am | START YOUR DAY ON THE RIGHT FOOT! (optional) | Hyatt Main Entrance |
| 8:00 – 9:00 am | BREAKFAST | Michener's Library |
| 9:00 – 10:00 am | STEPPING IT UP: MAKE THE SCHEDULING FUNCTION A KEY PLAYER IN ADVANCING A MEMBER'S COMMITTEE AGENDA | |
| 10:00 – 11:00 am | OUT-ANTICIPATING THE LEG TEAM → WHAT OPS NEEDS TO KNOW ABOUT FLOOR AND COMMITTEE PROCEDURE | |
| 11:00 – 11:15 am | BREAK - FOR YOUR OFFICIAL DUTIES | |
| 11:15 am – 12:15 pm | TAKING IT TO THE NEXT LEVEL: GETTING INVOLVED IN YOUR MEMBER'S STRATEGIC GOAL PLANNING | |
| 12:15 – 1:30 pm | LUNCH: CALMING THE CHAOS BOTH INSIDE AND OUT | Buffet, Chesapeake Foyer |
| 1:30 – 2:00 pm | BREAK - FOR YOUR OFFICIAL DUTIES | |
| 2:00 – 2:45 pm | SO THAT'S HOW YOU ORGANIZE SOMEONE ELSE'S LIFE: TABLE-TOP CONVERSATIONS ROUND ONE | |
| 2:45 – 3:30 pm | SO THAT'S HOW YOU ORGANIZE SOMEONE ELSE'S LIFE: TABLE-TOP CONVERSATIONS ROUND TWO | |
| 3:30 - 3:45 pm | WRAP UP & THANK YOU! | |
| 4:00 pm | BUS DEPARTS FOR CAPITOL HILL | Conference Center Entrance (Lower Level) |
| 6:00 pm (2- hour drive) | WHEELS DOWN! ~ BUS ARRIVES AT CAPITOL HILL | S. Capitol St (Between Rayburn and Longworth) |

SCH2024 - Invited Hill Staff

| First Name | Last Name | Institution | Job Title |
|-------------|-------------|----------------------------|--|
| Sara Brooks | Adams | Office of Rep. Scalise | Scheduler |
| Austen | Adcock | Select Committee on China | Director of Member Services and Operations |
| Ashley | Adkerson | Office of Rep. Loudermilk | Scheduler |
| Jude | Al-Hmoud | Office of Rep. Hinson | Scheduler |
| Megan | Amen | Office of Rep. Wilson | Executive Assistant/Legislative Aide/Scheduler |
| Courtney | Anderson | Office of Rep. De La Cruz | Scheduler |
| Paola | Arellano | Office of Rep. Valadao | Director of Operations |
| Shields | Armstrong | Office of Rep. Kelly (MS) | Scheduler |
| Sophie | Attilis | Office of Rep. Griffith | Executive Assistant |
| Josie | Azar | Office of Rep. Schweikert | Scheduler |
| Zehra | Bakirdan | Office of Rep. LaHood | Scheduler |
| Amanda | Baldwin | Office of Rep. Burgess | Deputy Chief of Staff/Scheduler |
| Emma | Balkin | Office of Rep. Hudson | Scheduler |
| Courtney | Ballenger | Office of Rep. Graves (MO) | Scheduler |
| Molly | Bauhan | Office of Rep. Kelly (PA) | Director of Operations |
| Jennifer | Beil | Office of Rep. Guthrie | Director of Operations |
| Mary Morgan | Bell | Office of Rep. Palmer | Scheduler |
| Maria | Bello | Office of Rep. Moylan | Scheduler |
| Lili | Benzel | Office of Rep. Joyce (PA) | Operations Manager/Scheduler |
| Brandie | Berish | Office of Rep. Higgins | Director of Operations/Scheduler |
| Savannah | Berryman | Office of Rep. Hill | Scheduler |
| Claire | Bienvenu | Office of Speaker Johnson | Strategic Advisor to the Chief of Staff |
| Sarah | Bloomquist | House Committee on Budget | Professional Staff Member/Deputy Director of Member Services |
| Tiffany | Boguslawski | Office of Rep. Miller (OH) | Director of Operations/Press Secretary |

| | | | |
|-----------|-------------|--|--|
| Erika | Bone | Office of Rep. Bost | Scheduler |
| Debra | Boutwell | Office of Rep. Guest | Director of Scheduling |
| Ansley | Boylan | Office of Rep. Bucshon | Director of Operations |
| Emery | Boylan | Office of Rep. Fitzpatrick | Deputy Chief of Staff/Scheduler |
| Eva | Brady | Office of Rep. Ferguson | Deputy Scheduler |
| Ryan | Brannigan | Office of Rep. D'Esposito | Scheduler |
| Alyssa | Bretan | House Committee on Budget | Executive Assistant/Member Service Coordinator |
| Melanie | Brewer | Office of Rep. Kelly (PA) | District Scheduler |
| Alexandra | Broughton | Office of Rep. Sessions | Director of Operations |
| Sarah | Brown | Office of Rep. Biggs | Scheduler |
| David | Brown | Office of Rep. Burlison | Scheduler |
| Maddie | Bruno | Office of Rep. Molinaro | Scheduler |
| Errical | Bryant | Office of Rep. Armstrong | Director of Operations |
| Tabetha | Bryant | House Committee on Education and Labor | Director of Office Operations |
| Madeline | Bryant | House Committee on Natural Resources | Director of Member Services |
| Charlotte | Bureau | Office of Rep. Timmons | Scheduler |
| Bradie | Burnett | Office of Rep. Weber | District Scheduler |
| Courtney | Buzzetti | Office of Rep. Crane | Operations Director/Scheduling Director |
| Mike | Calcagni | House Committee on Intelligence | Deputy Staff Director |
| Christine | Callaghan | Office of Rep. Emmer | Scheduler |
| William | Campbell | Office of Rep. Moolenaar | District Staff Assistant/District Scheduler |
| Corey | Capman | Office of Rep. Posey | Director of Operations/Scheduler |
| MeKenna | Carman | Office of Rep. DesJarlais | Scheduler |
| Genevieve | Carter | Office of Rep. Crenshaw | Director of Operations |
| Victoria | Cesaro | Office of Rep. Harris | Scheduler |
| Elizabeth | Chadwick | Office of Rep. Fitzgerald | Scheduler |
| Michelle | Chavez | Office of Rep. Moolenaar | Director of Operations/Executive Assistant |
| Jinnie | Christensen | Office of Rep. Buchanan | Scheduler/Operations Manager |

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|--------------|-------------|--|---|
| Elbia | Christensen | Office of Rep. Fulcher | Scheduler |
| Ruth | Clark | Office of Rep. Cammack | Scheduler |
| Anna Wallace | Clark | Office of Rep. Fry | Scheduler |
| Ilene | Clauson | House Committee on Natural Resources | Director of Operations |
| Karinne | Coberly | Office of Rep. Hern | Scheduler |
| Mark | Coffield | Office of Rep. Maloy | Director of Operations |
| Mallory | Cogar | House Committee on Oversight and Government Reform | Deputy Director of Operations and Chief Clerk |
| Caleb | Conaway | Office of Rep. Van Orden | Deputy Chief of Staff/Scheduler |
| Jackson | Conner | Office of Rep. Westerman | Director of Scheduling |
| Savannah | Coughlin | Office of Rep. LaMalfa | Scheduler |
| Brain | Cress | Office of Speaker Johnson | Director of Member Services |
| Maggie | Cronin | Office of Rep. Tiffany | District Scheduler |
| Hannah | Crossman | Office of Rep. Fallon | Director of Operations |
| Marjorie | Daily | Office of Rep. Hageman | Director of Operations |
| Madeline | Dawson | Office of Rep. Donalds | Director of Operations |
| Jordan | Dayer | House Republican Cloakroom | Floor Director |
| Kaleigh | DeGeldere | Office of Rep. Johnson (LA) | Deputy Director of Scheduling |
| Nancy | Dehlinger | Office of Rep. Radewagen | Executive Assistant |
| Jackie | Del Bonis | Office of Whip Emmer | Member Services Director |
| Megan | Deusenberry | Office of Rep. Lee | Director of Operations |
| Ellie | Dick | Office of Rep. Hunt | Scheduler |
| Edie | Doman | Office of Rep. Joyce (OH) | Scheduler/Legislative Assistant |
| Libby | Donahoo | Office of Rep. Murphy | Scheduler |
| Caroline | Donlon | House Committee on Rules | Clerk |
| Bailey | Edwards | Office of Rep. Mace | Scheduler |
| Alyssa | Erdel | House Republican Conference | Member Services Director |
| Alex | Erwin | Office of Rep. Graves (LA) | Director of Operations |
| Allie | Faircloth | Office of Rep. Luttrell | District Scheduler |

| | | | |
|--------------|------------|--|---|
| Mary | Fatzinger | Office of Rep. Kiley | Director of Operations/Scheduler |
| Jennifer | Faulkner | Office of Rep. Cline | District Scheduler |
| Mary Kathryn | Fedorchak | Office of Rep. Williams (TX) | Director of Operations/Scheduler |
| Tim | Fitzgerald | House Committee on Agriculture | Member Services and Coalitions Coordinator |
| Ola | Foster | Office of Rep. Radewagen | Office Manager/Scheduler |
| Jessie | Frank | Office of Rep. Edwards | Scheduler & Executive Assistant |
| Mary | Galey | Office of Rep. Tiffany | Director of Operations |
| Brendon | Gallo | Office of Rep. Lesko | Deputy Chief of Staff |
| Pierson | Gammage | Office of Rep. Stefanik | Deputy Scheduler |
| Pierson | Gammage | House Republican Conference | Deputy Scheduler |
| Sara | Garcia | Office of Rep. Bice | Scheduler |
| Karalee | Geis | House Committee on Judiciary | Director of Outreach and Coalitions |
| Jayden | Gillman | Office of Rep. Turner | District Scheduler/Caseworker |
| Riley | Gobora | Office of Rep. Garcia | Scheduler |
| Stephania | Gongora | House Committee on Ways and Means | Director of Operations |
| Steve | Gonzalez | House Committee on Veterans Affairs | Member Services |
| Sydney | Greene | House Committee on Energy and Commerce | Director of Operations |
| Mariah | Greenlee | Office of Rep. Yakym | Director of Operations |
| Eliana | Grenet | Office of Rep. Diaz-Balart | Director of Operations |
| Debra | Grogis | Office of Rep. Cole | Scheduler |
| Ella | Gunn | Office of the Speaker | Floor Assistant |
| Patricia | Guse | Office of Rep. Steil | Senior Advisor for Strategic Scheduling |
| Kelsey | Haberly | Office of Rep. Waltz | Executive Assistant/Legislative Correspondent |
| Rebecca | Hagigh | House Committee on Energy and Commerce | Executive Assistant |
| Trish | Halloran | House Committee on Financial Services | Clerk |
| McKenna | Hamilton | Office of Rep. Boebert | Scheduler |

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|----------|----------------|---------------------------------------|---|
| Hailee | Hampton | Office of Rep. Banks | Director of Operations |
| Courtney | Handey | Office of Rep. Crawford | Scheduler |
| Hilda | Harder | Office of Rep. Rouzer | Scheduler |
| Michelle | Harold | Office of Rep. Huizenga | Scheduler |
| Molly | Harrington | Office of Rep. Pence | Director of Operations |
| Molly | Harris-Stevens | Office of Rep. Elzey | Deputy Chief of Staff |
| Jenna | Hasz | Office of Rep. Gaetz | Director of Operations |
| Taylor | Hawkins | Office of Rep. Paulina-Luna | Scheduler |
| Andrew | Henthorn | Office of Rep. Latta | Scheduler |
| Sofia | Herring-Dolin | House Committee on Appropriations | Deputy Director of Operations and Member Services |
| Lucy | Herrington | Office of Rep. Buck | Scheduler |
| Heather | Hess | Office of Rep. Griffith | District Scheduler |
| Ally | Hibben | Office of Rep. Bentz | Director of Operations & Scheduling |
| Jake | Hilkin | Office of Leader Scalise | Deputy Director for Member Services |
| Sydney | Hill | Office of Rep. Mooney | Scheduler |
| Kate | Hirzel | Office of Rep. LaLota | Director of Operations/Scheduler |
| Avrie | Hodges | Office of Rep. Babin | Scheduler |
| Scout | Hodges | Office of Rep. Womack | Scheduler |
| Matt | Hoffmann | House Committee on Financial Services | Staff Director |
| Matt | Holsen | Office of Rep. Steil | Director of District Operations |
| Paula | Huff | Office of Rep. Kean | Director of Operations/Scheduler |
| Hannah | Hughes | Office of Rep. Thompson | Director of Operations |
| Hannah | Hussey | Office of Rep. Kustoff | Scheduler |
| Whitney | Hutson | Office of Rep. Burchett | Operations Manager |
| Kendall | Ivy | Office of Rep. Weber | Director of Operations and Scheduling |
| Madeline | Jackson | Office of Rep. Barr | Director of Operations and Member Services |
| Susanna | Jackson | Office of Rep. Williams (NY) | Scheduler |

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|----------------|--------------|--|--------------------------------|
| Dylan | Jacobs | Office of Rep. McHenry | Director of Operations |
| Kayla | Jahns | Office of Rep. Grothman | DC Scheduler |
| Hannah | Jahreis | Office of Rep. Langworthy | Director of Operations |
| Michele | Jarvis | Office of Rep. Fulcher | District Scheduler |
| Auburn | Jeffries | Office of Rep. Bean | Scheduler |
| Alyssa | Jennings | Office of Rep. Baird | Director of Operations |
| Meagan | Jennings | Office of Rep. Cline | Scheduler |
| Jamie | Johnson | Office of Rep. Carter (GA) | Scheduler |
| Emily | Jolley | Office of Rep. Miller-Meeks | Scheduler |
| Sara Catherine | Joseph | House Committee on Homeland Security | Director of Operations |
| Ashlyn | Kammerlocher | Office of Rep. Finstad | Scheduler |
| Josie | Kavanagh | Office of Rep. Foxx | Scheduler |
| Alex | Keledjian | Office of Rep. Kirm | Director of Operations |
| Alyson | Kerr | Office of Rep. Van Drew | DC Scheduler |
| JD | Key | Office of Rep. Granger | Scheduler/Operations |
| Kathryn | King | House Committee on Intelligence | Clerk |
| Emily | King | House Committee on Energy and Commerce | Director of Member Services |
| Elen | Kizik | Office of Rep. Spartz | Scheduler |
| Allie | Kotsovos | House Committee on Ways and Means | Director of Member Services |
| Carol | Kresse | Office of Rep. Moore (UT) | Scheduler |
| Cindy | Kunes | Office of Rep. Thompson | District Scheduler |
| Kelley | Kurtz | Office of Rep. Rogers (KY) | Scheduler |
| Denise | Lambert | Office of Rep. Burchett | Scheduler and Finance Director |
| James | Langnes | Office of Speaker Johnson | Special Advisor |
| John | Lanning | Office of Speaker Johnson | Member Services Coordinator |
| Madison | Larrieu | House Committee on Science, Space and Technology | Staff Assistant |
| Noah | Larsen | Office of Rep. Tenney | Scheduler |

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| Kathryn | Latona | Office of Rep. Smith (NJ) | Scheduler |
| Holly | Lay | Office of Rep. Harshbarger | Director of Operations |
| Ashley | Lebda | Office of Rep. Fong | Scheduler |
| Rachel | Lepine | Office of Rep. Edwards | District Operations Manager |
| Alexandra | Lightfoot | House Committee on Homeland Security | Director of Member Services |
| Lisette | Linares | Office of Rep. James | Scheduler |
| Sally | Lindsay | Office of Rep. Issa | Scheduler |
| Ian | Linnabary | Office of Rep. Curtis | Scheduler |
| Georgie | Littlefair | House Committee on Education and Labor | Clerk |
| Alexis | Litrell | Office of Rep. Ezell | Director of Operations |
| Alana | Lomis | Office of Rep. McCaul | Scheduler |
| Carolyn | Lowrance | Office of Rep. Stauber | Deputy Chief of Staff |
| Sophie | Machalec | Office of Rep. Norman | Scheduler/Legislative Assistant |
| Dani | Madda | Office of Rep. Cloud | Director of Operations |
| Kaitlin | Makuski | Office of Speaker Johnson | Coalitions Coordinator |
| Annie | Martinez | Office of Rep. LaTurner | Scheduler |
| Caty | Matthews | Office of Rep. Fleischmann | Director of Operations |
| Thomas | McAllister | Office of Rep. Duncan | Director of Operations |
| Athens | McAllister | Office of Rep. Newhouse | Scheduler |
| Meg | McCann | Office of Interparliamentary Affairs | Deputy Interparliamentary Affairs Director |
| Ellie | McGowan | House Committee on Oversight and Government Reform | Administrative Clerk |
| Shelby | McKee | Office of Rep. Flood | Director of Operations/Scheduler |
| Laura | McNally | Office of Rep. Garbarino | District Scheduler/Caseworker |
| Tyler | Micheletti | House Committee on Transportation and Infrastructure | Director of Operations |
| Nicolle | Miranda | Office of Rep. Wittman | Director of Operations |
| Nathanael | Monroe | Office of Rep. Johnson (SD) | Scheduler |
| Kyler | Mooney | Office of Rep. Nehls | Scheduler |

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| Mia | Moreno | Office of Rep. Steel | Scheduler |
| Maiu | Mots | Office of Rep. Miller (WV) | Director of Operations/Scheduler (Acting) |
| Marissa | Mullen | House Committee on Administration | Deputy Director of Member Services |
| Caldwell | Munk | Office of Rep. Dunn | Scheduler |
| Jolyn | Murphy | Office of Rep. Calvert | District Director |
| Johannah | Murphy | Office of Rep. Calvert | Director of Operations |
| Brianna | Nagle | Office of Rep. Houchin | Scheduler |
| Brianna | Nagle | Office of Rep. Houchin | Scheduler |
| Abby | Natoli | Office of Rep. Davidson | Scheduler |
| David | Nelson | Office of Rep. Reschenthaler | Director of Operations |
| Madison | Newsom | Office of Rep. Elizey | Scheduler |
| Anderson | Okoniewski | House Republican Conference | Director of Operations/Scheduler |
| Brooke | Oliver | Office of Rep. Pfluger | Director of Operations |
| Sabrina | Parker | Office of Rep. Cole | Director of Operations/Scheduler |
| Leslie | Parker | House Committee on Transportation and Infrastructure | Director of Member Services and Coalitions |
| Maritza | Pereira | Office of Rep. Gimenez | Scheduler |
| Annie | Perkins | Office of Rep. Ciscomani | Deputy Scheduler |
| Krista | Perkins | Office of Rep. Johnson (LA) | Director of Operations |
| LeeAnn | Perritt | Office of Rep. Collins | Scheduler |
| Lauren | Petersen | Office of Rep. Owens | Director of Operations |
| Sage | Peterson | House Committee on Science, Space and Technology | Chief Clerk |
| Ashley | Phillips Brown | Office of Rep. Lawler | Director of Operations/Scheduler |
| Tyler | Platt | House Committee on Ways and Means | Operations Assistant |
| Marie | PolICASTRO | Office of Rep. Wenstrup | Director of Operations |
| Robert | Portegello | Office of Rep. Lamborn | Scheduler |
| Marie | Price | House Republican Conference | Deputy Director of Member Services |
| Wendi | Price | House Committee on Science, Space and Technology | Director of Operations |

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| Lauren | Radford | Office of Rep. Simpson | Director of Operations/Executive Assistant |
| Bernadette | Reilly | Office of Rep. Brecheen | Scheduler |
| Marshall | Richardson | Office of Rep. Self | Scheduler |
| Lindsay | Roberts | Office of Rep. Clyde | Scheduler |
| Sydney | Robinson | Office of Rep. Mann | Scheduler |
| Shelbie | Rogers | Office of Whip Emmer | Director of Operations |
| Jake | Ronan | Office of Rep. McClain | Director of Operations/Scheduling |
| Joseph | Rosenwinkel | Office of Rep. Gonzales | Scheduler |
| Juan | Ruiz | Office of Rep. González-Colón | Scheduler/Legislative Aide |
| Sydney | Russell | Office of Rep. Carl | Scheduler |
| Angela | Ryan | Office of Rep. Turner | Director of Operations/Scheduling |
| Rachel | Sakrisson | House Committee on Transportation and Infrastructure | Operations Manager |
| Jessica | Santos | Office of Rep. Arrington | Scheduler |
| Hallee | Sarkisian | House Committee on Veterans Affairs | Assistant Clerk and Opps |
| Mattie | Schmidt | Office of Rep. Amodei | Scheduler |
| Kalyn | Schroeder | Office of Rep. Obernolte | Scheduler |
| Ellen | Seher | Office of Leader Scalise | Director of Operations |
| Howard | Senior | Office of Rep. Salazar | Scheduler |
| Nicole | Serravillo | Office of Rep. Garbarino | Scheduler |
| Lindsey | Shackelford | House Committee on Financial Services | Director of Operations |
| Ty | Sharp | Office of Rep. Greene | Director of Operations/Scheduler |
| Lizz | Shavers | Office of Rep. Steube | Scheduler |
| Chandler | Shields | Office of Rep. Strong | Deputy Chief of Staff/Scheduler |
| Jack | Silbert | Office of Rep. Carter (TX) | Scheduler/Staff Assistant |
| Lucy | Simons | Office of Rep. Carey | Scheduler |
| Darbey | Sinkler | Office of Rep. Luitrell | Scheduler |
| Jackie | Slambrook | Office of Rep. Scott | Scheduler |
| Peyton | Smith | Office of Rep. Chavez-DeRemer | Scheduler and Director of Operations |

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|-------------|--------------|---------------------------------------|--------------------------------------|
| Brandon | Smith | Office of Rep. Estes | Director of Operations |
| Glenn | Smith | Office of Rep. Lucas | Scheduler |
| Emily Ann | Smith | Office of Rep. Wagner | Scheduler |
| Brittany | Smith | Office of Speaker Johnson | Scheduler |
| Jamin | Smith | Office of Rep. Smith (NE) | Scheduler |
| Kristen | Sonderregger | Office of Rep. Kiggins | Director of Operations |
| Ashley | Spady | Office of Rep. Zinke | Scheduler |
| Carole Anne | Spohn | Office of Rep. Rutherford | Director of Operations |
| Marshall | Stallings | Office of Rep. Smith (MO) | Scheduler |
| Mario | Starace | Office of Rep. Duncan | Office Manager/District Scheduler |
| Leah | Stephenson | Office of Rep. Aderholt | Scheduler/Administrative Coordinator |
| Laura | Steven | Office of Rep. Feenstra | Scheduler |
| Elle | Stevens | Office of Rep. Alford | Scheduler |
| Anna | Stutz | Office of Rep. Leitow | Scheduler |
| Emma | Summers | Office of Rep. Jordan | Scheduler/Director of Operations |
| Katharine | Tate | Office of Rep. Franklin | Director of Operations/Scheduler |
| Kaitlin | Taylor | Office of Rep. Rose | Director of Operations |
| Julie | Tensen | Office of Rep. Simpson | Scheduler/Office Manager |
| Maggie | Thraikill | Office of Rep. Moore (AL) | Director of Operations/Scheduler |
| Brenan | Tjelmeland | House Committee on Appropriations | Director of Operations |
| Katie | Tomko | Office of Rep. Balderson | Scheduler/Director of Operations |
| Marcus | Towns | House Committee on Foreign Affairs | Member Services Director |
| Madison | Tragesser | Office of Rep. Mast | Director of Operations |
| Jacqueline | Tran | Office of Rep. McCormick | Director of Operations |
| Eleanor | Traynham | Office of Rep. Fischbach | Senior Legislative Advisor |
| Julia | Trent | House Committee on Veterans Affairs | Chief Clerk and Opps |
| Grace | Tricomi | House Committee on Financial Services | Deputy Director of Member Services |
| Courtney | Trigg | Office of Rep. Meuser | Director of Operations/Scheduler |
| Mary | Troutman | Office of Rep. Massie | Office Manager/District Scheduler |

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|-----------|----------------|--|---|
| Katie | Truitt | Office of Rep. Roy | Director of Operations |
| Emily | Tuttle-Millard | Office of Rep. Nunn | Director of Communications and Operations |
| Jason | Tyler | Office of Rep. Corner | Director of Operations |
| Sophia | Varnasidis | House Committee on Natural Resources | Director of Legislative Operations |
| Jack | Vaughn | Office of Rep. Green | Scheduler |
| Emma | VerHage | House Committee on Small Business | Scheduler |
| Esmeralda | Villanueva | Office of Rep. Ogles | Scheduler |
| Luke | Villarreal | Office of Rep. Van Duyn | Director of Operations |
| Ashlee | Vinyard | House Committee on Oversight and Government Reform | Director of Operations |
| Bronti | Viskovich | Office of Rep. Rogers (AL) | Director of Operations |
| William | Wadsworth | Office of Rep. Miller (IL) | Deputy Chief of Staff/Scheduler |
| Jack | Waguespack | Office of Rep. Duarte | Scheduler/Operations Director |
| Sara | Wajda | Office of Rep. Bacon | District Scheduler |
| Luke | Wallwork | House Committee on Small Business | Member Services/Coalitions Director |
| Bailey | Ware | Office of Rep. Bilirakis | Scheduler/Press Aide |
| Victoria | Warner | Office of Rep. Good | Scheduler |
| Courtney | Watson | Office of Rep. Malliotakis | Scheduler |
| Amy | Wells | Office of Rep. McMorris Rodgers | Scheduler |
| Natali | Werner | Office of Rep. Webster | Scheduler |
| Gabi | Westphal | Office of Rep. Steil | Scheduler |
| Sydney | Westwick | House Committee on Budget | Staff Assistant |
| Heath | Wheat | Office of Rep. Allen | Deputy Chief of Staff/Scheduler |
| Carol | Wiest | Office of Rep. Perry | Director of Operations |
| Maura | Williams | House Committee on Education and Labor | Operations Manager |
| Jordan | Wilson | Committee on House Administration | Director of Member Services |
| Kate | Wolters | Office of Interparliamentary Affairs | Director |
| Taryn | Woody | House Committee on Armed Services | Director of Member Services |
| Ella | Yates | House Committee on Judiciary | Senior Advisor/Director of External |

Relations
Director of Operations/Scheduler
Scheduler/Executive Assistant
Director of Operations

Office of Rep. McClintock
Office of Rep. Walberg
Office of Rep. Jackson

Young
Zecca
Zhu

Thomas
Ashley
Kathy



CONGRESSIONALINSTITUTE

2024 SCHEDULERS CONFERENCE

MASTERING THE PUZZLE

AGENDA

THURSDAY, AUGUST 15, 2024

All conference sessions are located in the Choptank Ballroom.

- | | | |
|-----------------------------------|---|---|
| 9:30 am <i>(2- hour drive)</i> | WHEELS UP! ~ BUS DEPARTS CAPITOL HILL | S. Capitol St. (Between Rayburn and Longworth) |
| 10:00 am – 6:30 pm | CONFERENCE REGISTRATION | Choptank Foyer |
| 11:30 am | BUSES ARRIVE AT THE HYATT CHESAPEAKE 100 Heron Blvd, US-50, Cambridge, MD 21613 | |
| 12:30 – 2:30 pm | PIZZA, PEOPLE & PUZZLE SOLVING: A RESOURCE FAIR <i>Your success requires solving a daily puzzle ~ but it's a puzzle with extra pieces ~ to fit in somewhere! Meet your fellow Schedulers and reps of these organizations to learn more about available resources that can help you solve your daily Ops Puzzle:</i> | Chesapeake Ballroom |
- Get to know your Leadership colleagues:
 - Solve your puzzle with the Speaker's team
 - Grab a sweet treat from the Leader's office
 - Find the missing pieces with the Whip's office
 - See how the Republican Conference puts the big-picture pieces together
 - Get your boss a great seat: Meet some of your Airlines customer service reps
 - AI, HouseCal, search engines and cybersecurity: See how the latest tech tools will make your life easier, with Microsoft, Google, and the CAO House Digital Service
 - Chat with CHA: Meet the folks who are always ready to help you!
 - Control the Country's purse strings with the Appropriations Committee

MASTERING THE PUZZLE

- 9:00 – 10:00 am **STEPPING IT ↑ MAKE THE SCHEDULING FUNCTION A KEY PLAYER IN ADVANCING A MEMBER'S COMMITTEE AGENDA**
 Sofia Jones, Deputy Director of Operations and Member Services, Appropriations Committee
 Jennifer Beil, Director of Operations, Rep. Brett Guthrie
 Alyssa Erdel, Director of Members Services, House Republican Conference
A conversation with Mike Bloomquist, former House Committee Staff Director, ExxonMobil
- 10:00 – 11:00 am **OUT-ANTICIPATING THE LEG TEAM → WHAT OPS NEEDS TO KNOW ABOUT FLOOR AND COMMITTEE PROCEDURE**
 Jordan Dayer, Cloakroom Director, Office of the Speaker
 Justin Shockey, Floor Assistant, Office of the Majority Whip
 Karalee Geis, former House Scheduler, Director of Coalitions and Outreach, Judiciary Committee
A conversation with Anne Bralbury, former Floor Director, Speakers Ryan and Boehner, Congressional Institute Board of Directors
- 11:00 – 11:15 am **BREAK - FOR YOUR OFFICIAL DUTIES**
- 11:15 am – 12:15 pm **TAKE IT TO THE NEXT LEVEL: WHAT CAN I DO TO GET INVOLVED IN MY MEMBER'S STRATEGIC GOAL PLANNING?**
 Richard Eddings, former Senate Deputy Chief of Staff, Husch Blackwell Strategies
 Nancy Pack Williamson, former House Deputy Chief of Staff, Executive Assistant to former Rep. Will Hurd
 Mildred Webber, Interim Chief of Staff, Rep. Brian Babin
A conversation with John Byers, Chief of Staff, Rep. August Pfluger
- 12:15 – 1:30 pm **LUNCH AND FINDING STRESS RESILIENCE... EMPOWERING YOU AND YOUR WELLNESS** Buffet, Choptank Foyer
 Kelle Strickland, President and CEO, Congressional Institute
 Adrien Cotton, former House Communications Director, Wellness Expert
- 1:30 – 1:45 pm **BREAK**
- 1:45 – 2:15 pm **... SO THAT'S HOW YOU ORGANIZE SOMEONE ELSE'S LIFE. SKILLS BUILDING CONVERSATIONS - ROUND 1**
How to Successfully Ask for a Raise or Promotion
 - Group 1 led by Kelle Strickland, Congressional Institute
 - Group 2 led by Mildred Webber, Office of Rep. Brian Babin**Drafting Effective Communications in the Ops World**
 - Group 1 led by Katharine Tate, Office of Rep. Scott Franklin
 - Group 2 led by Jen Beil, Office of Rep. Brett Guthrie**Managing the Overly Involved**
 - Led by Maggie Thrailkill, Office of Rep. Barry Moore**Managing the Uninvolved**
 - Led by Hannah Cooke, American Exploration and Production Council

How to Get What I Need from Team Members More Senior Than Me

- Led by Carol Kresse, Office of Rep. Blake Moore

What the Heck Do My Chief and LD Do All Day?

- Led by John Byers, Office of Rep. August Pfluger

I'm a Seasoned Scheduler

- Led by Richard Eddings, former Senate Deputy Chief of Staff, Husch Blackwell Strategies

Best Practices for Working with the District Director

- Led by Emily Ann Smith, Office of Rep. Ann Wagner

2:15 – 2:45 pm

**... SO THAT'S HOW YOU ORGANIZE SOMEONE ELSE'S LIFE.
SKILLS BUILDING CONVERSATIONS - ROUND 2**

How to Successfully Ask for a Raise or Promotion

- Group 1 led by Kelle Strickland, Congressional Institute
- Group 2 led by Mildred Webber, Office of Rep. Brian Babin

Drafting Effective Communications in the Ops World

- Group 1 led by Katharine Tate, Office of Rep. Scott Franklin
- Group 2 led by Jen Beil, Office of Rep. Brett Guthrie

Managing the Overly Involved

- Led by Maggie Thrailkill, Office of Rep. Barry Moore

Managing the Uninvolved

- Led by Hannah Cooke, American Exploration and Production Council

How to Get What I Need from Team Members More Senior Than Me

- Led by Carol Kresse, Office of Rep. Blake Moore

What the Heck Do My Chief and LD Do All Day?

- Led by John Byers, Office of Rep. August Pfluger

I'm a Seasoned Scheduler

- Led by Richard Eddings, former Senate Deputy Chief of Staff, Husch Blackwell Strategies

Best Practices for Working with the District Director

- Led by Emily Ann Smith, Office of Rep. Ann Wagner

2:45 – 3:00 pm

WRAP UP & THANK YOU!

Kelle Strickland, President and CEO, Congressional Institute

3:15 pm

BUSES DEPART FOR CAPITOL HILL

Conference Entrance
(Lower Level)

5:15 pm

(2- hour drive)

WHEELS DOWN! ~ BUSES ARRIVE AT CAPITOL HILL

S. Capitol St
(Between Rayburn and Longworth)

Report name: House Staff Attendance List for Ethics
Report date: 08/19/2024
Event name: 2024 Schedulers Conference
Total records: 107 records

| First Name | Last Name | Institution | Job Title |
|------------|------------|---------------------------|---|
| Paola | Arellano | Office of Rep. Valadao | Director of Operations |
| Sophie | Attiliis | Office of Rep. Griffith | Executive Assistant |
| Josie | Azar | Office of Rep. Schweikert | Scheduler |
| Zehra | Bakirdan | Office of Rep. LaHood | Scheduler |
| Emma | Balkin | Office of Rep. Hudson | Scheduler |
| Jennifer | Beil | Office of Rep. Guthrie | Director of Operations |
| Maria | Bello | Office of Rep. Moylan | Director of Operations |
| Savannah | Berryman | Office of Rep. Hill | Scheduler |
| Sarah | Bloomquist | House Committee on Budget | Deputy Member Services Director |
| Erika | Bone | Office of Rep. Bost | Scheduler |
| Ansley | Boylan | Office of Rep. Bucshon | Director of Operations |
| Eva | Brady | Office of Rep. Ferguson | Deputy Scheduler |
| Ryan | Brannigan | Office of Rep. D'Esposito | Scheduler |
| Alyssa | Bretan | House Committee on Budget | Member Services Coordinator/Executive Assistant |
| Alexandra | Broughton | Office of Rep. Sessions | Executive Assistant |
| Sarah | Brown | Office of Rep. Biggs | Scheduler |
| Maddie | Bruno | Office of Rep. Molinaro | Scheduler |
| William | Campbell | Office of Rep. Moolenaar | District Staff Assistant/District Scheduler |
| Victoria | Cesaro | Office of Rep. Harris | Scheduler |
| Elizabeth | Chadwick | Office of Rep. Fitzgerald | Scheduler |
| Ruth | Clark | Office of Rep. Cammack | Director of Operations |
| Karinne | Coberly | Office of Rep. Herr | Scheduler |
| Jackson | Conner | Office of Rep. Westerman | Director of Scheduling |
| Savannah | Coughlin | Office of Rep. LaMalfa | Scheduler |

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|----------|-----------------|---------------------------------------|---|
| Brian | Cress | Office of Speaker Johnson | Deputy Director of Member Services |
| Hannah | Crossman | Office of Rep. Fallon | Operations Director |
| Jordan | Dayer | House Republican Cloakroom | Floor Director |
| Megan | Deusenberry | Office of Rep. Lee | Deputy Chief of Staff |
| Logan | Dobbins | House Republican Conference | Staff Assistant |
| Maggie | Elmore | Office of Rep. Crane | Deputy Scheduler |
| Alyssa | Erdel | House Republican Conference | Member Services Director |
| Ola | Foster | Office of Rep. Radewagen | District Scheduler |
| Pierson | Gammage | House Republican Conference | Deputy Scheduler |
| Sara | Garcia | Office of Rep. Bice | Scheduler |
| Riley | Gobora | Office of Rep. Garcia | Scheduler |
| Mariah | Greenlee | Office of Rep. Yakym | Director of Operations |
| Ella | Gunn | Office of Speaker Johnson | Floor Assistant |
| Michelle | Harold | Office of Rep. Huizenga | Scheduler |
| Andrew | Henthorn | Office of Rep. Latta | Scheduler |
| Ally | Hibben | Office of Rep. Bentz | Deputy Chief of Staff |
| Sydney | Hill | Office of Rep. Mooney | Scheduler |
| Scout | Hodges | Office of Rep. Womack | Director of Operations |
| Hannah | Hughes | Office of Rep. Thompson | Director of Operations |
| Kendall | Ivy | Office of Rep. Weber | Director of Operations |
| Hannah | Jahreis | Office of Rep. Langworthy | Director of Operations |
| Auburn | Jeffries | Office of Rep. Bean | Scheduler |
| Meagan | Jennings | Office of Rep. Cline | Scheduler |
| Sofia | Jones (Herring) | House Committee on Appropriations | Deputy Director of Operations and Member Services |
| Carol | Kresse | Office of Rep. Moore (UT) | Scheduler |
| James | Langnes | Office of Speaker Johnson | Special Advisor |
| John | Lanning | Office of Speaker Johnson | Member Services Coordinator |
| Madison | Larrieu | House Committee on Science, Space and | Staff Assistant |

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| Noah | Larsen | Technology | Scheduler |
| Holly | Lay | Office of Rep. Tenney | Director of Operations |
| Lisette | Linares | Office of Rep. Harshbarger | Scheduler |
| Georgie | Littlefair | Office of Rep. James | Clerk |
| Alexis | Littrell | House Committee on Education and Labor | Director of Operations |
| Carolyn | Lowrance | Office of Rep. Ezell | Deputy Chief of Staff, Operations |
| Sophie | Machalec | Office of Rep. Stauber | Scheduler |
| Dani | Madda | Office of Rep. Norman | Director of Operations |
| Kaitlin | Makuski | Office of Rep. Cloud | Coalitions Coordinator |
| Annie | Martinez | Office of Speaker Johnson | Director of Operations |
| Caty | Matthews | Office of Rep. LaTurner | Director of Operations |
| Ellie | McGowan | Office of Rep. Fleischmann | Director of Operations |
| | | House Committee on Oversight and Government Reform | Staff Assistant and Administrative Clerk |
| Shelby | McKee | Office of Rep. Flood | Director of Operations/Scheduler |
| Nicolle | Miranda | Office of Rep. Wittman | Director of Operations |
| Nathanael | Monroe | Office of Rep. Johnson (SD) | Scheduler |
| Mia | Moreno | Office of Rep. Steel | Scheduler |
| Maiu | Mots | Office of Rep. Miller (WV) | Scheduler |
| Marissa | Mullen | House Committee on Administration | Deputy Director of Member Services |
| Caldwell | Munk | Office of Rep. Dunn | Scheduler |
| Johannah | Murphy | Office of Rep. Calvert | Director of Operations |
| Brianna | Nagle | Office of Rep. Houchin | Deputy Chief of Staff for Operations |
| Brooke | Oliver | Office of Rep. Pfluger | Deputy Chief of Staff |
| Robert | Portegello | Office of Rep. Lamborn | Scheduler |
| Marie | Price | House Republican Conference | Deputy Director of Member Services |
| Bernadette | Reilly | Office of Rep. Brecheen | Scheduler |
| Marshall | Richardson | Office of Rep. Self | Scheduler |
| Lindsay | Roberts | Office of Rep. Clyde | Scheduler |

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|-----------|---------------|--|---|
| Sydney | Robinson | Office of Rep. Mann | Operations Director |
| Joseph | Rosenwinkel | Office of Rep. Gonzales | Scheduler |
| Sydney | Russell | Office of Rep. Carl | Scheduler |
| Angela | Ryan | Office of Rep. Turner | Senior Advisor and Director of Operations |
| Jessica | Santos | Office of Rep. Arrington | Director of Operations |
| Kalyn | Schroeder | Office of Rep. Obernolte | Director of Operations |
| Howard | Senior | Office of Rep. Salazar | Scheduler |
| Nicole | Serravillo | Office of Rep. Garbarino | Scheduler |
| Ty | Sharp | Office of Rep. Greene | Director of Operations |
| Jack | Silbert | Office of Rep. Carter (TX) | Scheduler |
| Lucy | Simons | Office of Rep. Carey | Schedule |
| Darbey | Sinkler | Office of Rep. Luttrell | Scheduler |
| Glenn | Smith | Office of Rep. Lucas | Scheduler |
| Kristen | Sonderregger | Office of Rep. Kiggins | Director of Operations |
| Anna | Stutz | Office of Rep. Letlow | Scheduler |
| Katharine | Tate | Office of Rep. Franklin | Deputy Chief of Staff, Operations |
| Maggie | Thraillkill | Office of Rep. Moore (AL) | Director of Scheduling |
| Katie | Tomko | Office of Rep. Balderson | Director of Operations |
| Marcus | Towns | House Committee on Foreign Affairs | Member Services Director |
| Madison | Tragesser | Office of Rep. Mast | Director of Operations |
| Courtney | Trigg | Office of Rep. Meuser | Director of Operations |
| Jackie | Van Slambrook | Office of Rep. Scott | Scheduler |
| Esmeralda | Villanueva | Office of Rep. Ogles | Scheduler |
| Jack | Waguespack | Office of Rep. Duarte | Scheduler/Operations Director |
| Gabi | Westphal | Office of Rep. Steil | Scheduler |
| Sydney | Westwick | House Committee on Budget | Staff Assistant/Scheduling Assistant |
| Maura | Williams | House Committee on Education and Labor | Operations Manager |
| Jordan | Wilson | House Committee on Administration | Director of Member Services |