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IN THE MATTER OF ALLEGATIONS RELATING TO REPRESENTATIVE MARK MEADOWS

REPORT

OF THE

COMMITTEE ON ETHICS

NOVEMBER 20, 2018.—Referred to the House Calendar and ordered to be printed

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LETTER OF TRANSMITTAL

HOUSE OF REPRESENTATIVES,
COMMITTEE ON ETHICS,
Washington, DC, November 16, 2018.

Hon. KAREN L. HAAS,
Clerk, House of Representatives,
Washington, DC.

DEAR MS. HAAS: Pursuant to clauses 3(a)(2) and 3(b) of Rule XI of the Rules of the House of Representatives, we herewith transmit the attached report, "In the Matter of Allegations Relating to Representative Mark Meadows."

Sincerely,

SUSAN W. BROOKS,
Chairwoman.
THEODORE E. DEUTCH,
Ranking Member.

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115TH CONGRESS *2d Session* } HOUSE OF REPRESENTATIVES { REPORT 115–1042

IN THE MATTER OF ALLEGATIONS RELATING TO REPRESENTATIVE MARK MEADOWS

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Ms. BROOKS, from the Committee on Ethics, submitted the following

R E P O R T

In accordance with House Rule XI, clauses 3(a)(2) and 3(b), the Committee on Ethics (Committee) hereby submits the following Report to the House of Representatives:

I. INTRODUCTION

In the 114th Congress, the Committee began an investigation of allegations regarding Representative Mark Meadows. The Committee conducted a thorough review of these allegations. This Report explains the Committee's investigation and its conclusions.

News reports in the fall of 2015 alleged that multiple female staffers in Representative Meadows' office had complained to him that they were sexually harassed by his then-Chief of Staff, Kenny West. It was alleged that in response Representative Meadows changed Mr. West's title to Senior Advisor, but kept him on his official staff for months after learning of the allegations, when he may not have performed work commensurate with his rate of pay. Mr. West then resigned, but Representative Meadows continued to pay him at his full salary for another two months, and Mr. West also received official mileage reimbursement during that time period.

On October 23, 2015, the Office of Congressional Ethics (OCE) began a preliminary review of allegations that Representative Meadows paid Mr. West when he did not perform duties commensurate with his official duties. On November 17, 2015, Representative Meadows wrote to OCE and stated he intended to report the allegation to the Committee, and would decline to cooperate with OCE's review. The next day, Representative Meadows sent a letter to the then-Chairman and Ranking Member of the Committee re-

questing the Committee review his decision to continue paying his former Chief of Staff, Kenny West, from May 21, 2015, when Mr. West resigned from Representative Meadows' office, through August 15, 2015. Representative Meadows explained that he continued paying Mr. West for purposes of a smooth transition and as "severance." He also stated that Mr. West engaged in "legitimate official activity" during that time period, including traveling to "constituent meetings on my behalf." Representative Meadows also said he declined to cooperate with a concurrent review of the severance payments by OCE, but would fully cooperate with the requested Committee review.

On March 18, 2016, OCE transmitted a Report and Findings (OCE's Referral) regarding Representative Meadows to the Committee.[1] OCE's Referral stated that, in October 2014, several female employees in Representative Meadows' congressional office made complaints to him of inappropriate behavior by Mr. West, including unwanted touching, inappropriate staring and unprofessional comments.[2] Following those reports, Representative Meadows restricted Mr. West from his congressional offices and from contacting female employees. However, Mr. West remained in his position until April 2015 when his title was changed to Senior Advisor. Despite the change in his title and loss of responsibilities to supervise Representative Meadows' congressional staff, the then-Senior Advisor continued to receive the same salary from the House of Representatives until August 15, 2015.

OCE examined what official congressional work Mr. West performed after his title changed to Senior Advisor and, based on that review, found substantial reason to believe Representative Meadows retained an employee who did not perform duties commensurate with the compensation the employee received, and certified the compensation met applicable House standards, in violation of House rules and standards of conduct.[3] OCE recommended the Committee conduct a further review of the allegations.

The Committee did conduct a further review of the allegations in OCE's Referral. On August 17, 2016, the Committee published OCE's Referral and a response from Representative Meadows, and publicly announced the Committee would investigate the matter under Committee Rule 18(a). The Committee considered whether Representative Meadows violated any House rule or other standard of conduct when he paid Mr. West his full salary when Mr. West (1) was restricted from the congressional offices and from contacting female employees; (2) lost his supervisory responsibilities and became Senior Advisor; and (3) was paid his full salary for two months as "severance." The Committee also considered whether Representative Meadows violated any House rule or other standard of conduct in connection with the allegations that Mr. West engaged in inappropriate behavior and/or sexual harassment in his office.

As discussed more fully below, it was generally within Representative Meadows' discretion as the employing Member to change the

[1] *See* Report and Findings of the Office of Congressional Ethics (Review No. 15–1671) (Appendix A) (hereinafter OCE's Referral).

[2] *Id.* at 6, OCE Interview of Witness B (OCE's Referral, Exhibit 3) at 9, OCE Interview of Witness C (OCE's Referral, Exhibit 4) at 5–6.

[3] OCE's Referral at 6.

terms and conditions of Mr. West's employment. However, clause 8 of the Code of Official Conduct provides that Members may not retain an employee who does not perform duties for the employing office commensurate with the compensation the employee receives. When Mr. West was demoted to Senior Advisor, his pay remained the same but the Committee found little evidence of official work that he completed during that time. Thus, the Committee found that his duties as Senior Advisor were not commensurate with his pay.

With respect to the payment of severance, the Committee acknowledges that there was little and inconsistent guidance on severance payments available to the House community at the time Representative Meadows paid severance to Mr. West. That said, after Mr. West ended his duties for the congressional office, Representative Meadows continued to pay his salary for two months. Representative Meadows sought no guidance on whether such payments were permissible and did not obtain anything of discernible value in exchange for those official funds, such as a release of legal claims. Accordingly, the Committee found that Representative Meadows' payment of severance to Mr. West ran afoul of clause 8.

In addition to further reviewing the compensation-related issues in OCE's Referral, the Committee considered (1) when Representative Meadows learned about Mr. West's inappropriate behavior; and (2) whether Representative Meadows exercised reasonable care to prevent and promptly correct Mr. West's inappropriate behavior after he learned about it. Based on the evidentiary record, the Committee found that Representative Meadows did not know about Mr. West's inappropriate conduct until October 2014, when several of his female staff made complaints about Mr. West's behavior to him. The Committee also found that, once Representative Meadows became aware of Mr. West's behavior, he should have done more to address that behavior and prevent it from occurring again in the future. While Representative Meadows took some important immediate steps—restricting Mr. West from the congressional offices and prohibiting him from contacting most of the female employees—those steps were essentially all he did to prevent and correct the alleged sexual harassment for nearly six months.

Soon after he received the complaints, Representative Meadows arranged for an independent investigation into the allegations instead of contacting the Committee, the Office of House Employment Counsel (OHEC), or the Office of Compliance (OOC). After that independent review was complete, he ignored its findings and the recommendation by the independent investigator to terminate Mr. West's employment. In the months that followed, Mr. West retained his title, full salary and supervisory responsibilities over all of the congressional staff. Representative Meadows kept Mr. West in his position even after Mr. West failed to abide by the restrictions Representative Meadows put in place to separate him from the female staff. In fact, another Member approached Representative Meadows on the House Floor to inform him that his remedial measures had not worked, and yet, Representative Meadows kept Mr. West as Chief of Staff. It was not until the Speaker's office became involved that Representative Meadows removed Mr. West from his supervisory role in April 2015. Mr. West, however, was

merely demoted to Senior Advisor, and continued to draw the same salary until August 15, 2015.

As discussed further in this Report, the Committee's review found that Mr. West's behavior toward the female staff was inappropriate in every sense of the word. The Committee found the witnesses who described Mr. West's conduct to be credible and their testimony was consistent. There is no place in any congressional office for looking up skirts, or down shirts; staring at a woman's chest; unwanted touching; or making sexual comments, even if subtle or in jest. The fact that Mr. West supervised the women he did these things to makes his behavior even more unacceptable. Just as between Members and their staff, a power imbalance exists between senior staff and junior staff in congressional offices. Those entrusted with supervisory responsibilities in the workplace must be sensitive to the potential for discrimination and for creating uncomfortable working conditions for staff.

Mr. West is no longer a House employee and thus, is no longer subject to the House Rules that prohibit sexual harassment, nor to this Committee's jurisdiction. However, the Committee does not want to leave the impression that his behavior was appropriate in any way.

The Committee found that at a minimum, Mr. West's actions violated the spirit of clause 9, because his actions were inappropriate and discriminatory, and would thus violate clause 2 of the Code. The Committee also found that Mr. West's actions while employed by the House did not reflect creditably on Representative Meadows' office or the House as a whole, in violation of clause 1 of the Code. Such behavior has no place in the House of Representatives. The women that worked in Representative Meadows' office deserved much better. However, because Mr. West is no longer a House employee, the Committee does not have jurisdiction over him.

Representative Meadows' failure to take prompt and decisive action to deal with the alleged sexual harassment in his congressional office was troubling to the Committee. The Committee found Representative Meadows violated House rules by failing to take appropriate steps to ensure that his House office was free from discrimination and any perception of discrimination.

In addition, the Committee is concerned that Representative Meadows' "solution" to the sexual harassment allegations, to cut off all contact between Mr. West and most of his female employees, caused another potential problem. An environment where only male staff have access to the Chief of Staff risks unequal treatment of employees based solely on sex.

Accordingly, the Committee unanimously voted to issue this Report, which will serve as a reproval of Representative Meadows' conduct, and to require Representative Meadows to reimburse the U.S. Treasury for the overpayment of Mr. West, in the amount of $40,625.02. Upon issuance of this Report and Representative Meadows' reimbursement to the Treasury, the Committee will consider this matter closed.

II. PROCEDURAL HISTORY

OCE began a preliminary review on October 24, 2015. On November 17, 2015, Representative Meadows wrote to OCE and stated, "I am choosing to forego the costly and burdensome process of

participating in duplicate investigations, and instead will self-report to the Committee on Ethics and follow their instructions to resolve this matter."[4] On November 18, 2015, Representative Meadows wrote to the Committee regarding "an allegation made against me for the manner in which I paid a member of my staff upon his termination."[5] Representative Meadows stated that the matter was currently the subject of a preliminary review by OCE, but that "because I would like to save the cost and burden of duplicate inquiries, I have informed the OCE that I will not participate in their review, but will cooperate fully with your Committee in order to reach a resolution of these allegations."[6]

On November 23, 2015, OCE began a second phase review. OCE extended its review an additional 14 days, until January 20, 2016. OCE's Board voted to adopt findings in the matter on February 26, 2016. OCE transmitted its Referral in this matter to the Committee on March 18, 2016.

Committee staff reviewed OCE's Referral, along with other documentary and testimonial evidence obtained by OCE. In addition, the Committee issued voluntary requests for information to Representative Meadows and 21 other individuals, including current and former members of Representative Meadows' official and campaign staff and others familiar with the allegations. The Committee also issued a subpoena for documents to a former member of Representative Meadows' campaign staff, and received and reviewed additional documents from that individual. In total, the Committee reviewed over 3,700 pages of materials. The Committee also interviewed 22 witnesses, including current and former members of Representative Meadows' official and campaign staff, others familiar with the allegations, another Member who was familiar with the allegations, and Representative Meadows. Representative Meadows fully cooperated with the Committee's investigation.

Before its final vote on this matter, the Committee provided Representative Meadows with a copy of this Report on October 26, 2018, and an opportunity to address the full Committee in person or in writing. Representative Meadows declined the Committee's invitation to do so.

III. HOUSE RULES, LAWS, REGULATIONS, AND OTHER STANDARDS OF CONDUCT

A. SEX DISCRIMINATION AND SEXUAL HARASSMENT

Sexual harassment and other forms of employment discrimination are prohibited in the House by both federal statute and House Rule. The Congressional Accountability Act (CAA),[7] prohibits discrimination based on sex, including sexual harassment, and also prohibits intimidation, reprisal or other discrimination against a person for opposing sex discrimination. During the period under review, House Rule XXIII, clause 9, stated that "[a] Member . . . may not discharge and may not refuse to hire an individual, or otherwise discriminate against an individual with respect to com-

[4] Letter from Representative Meadows to Omar Ashmawy, Staff Director & Chief Counsel, OCE (Nov. 17, 2015) (Appendix B).

[5] Letter from Representative Meadows to Chairman Charles W. Dent and Ranking Member Linda T. Sánchez, Committee on Ethics (Nov. 18, 2015) (Appendix B).

[6] *Id.*

[7] 2 U.S.C. §§ 1311 et seq.

pensation, terms, conditions, or privileges of employment, because of the race, color, religion, sex (including marital or parental status), disability, age, or national origin of such individual." The Committee has long held that a Member who violates applicable sex discrimination and sexual harassment laws also violates House Rule XXIII, clause 9.[8] On February 6, 2018, the House formally amended clause 9 to confirm that the prohibition includes "committing an act of sexual harassment against such an individual."[9]

The CAA created the OOC as a forum to administer disputes that arise under the CAA, including claims of gender discrimination and sexual harassment. The OOC's guidance defines sexual harassment as "[u]nwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature if the implication is that submission to such conduct is expected as part of the job."[10] Consistent with judicial interpretations of Title VII of the Civil Rights Act of 1964,[11] the OOC has also recognized that harassment, including sexual harassment, can occur "when there is unwelcome conduct, such as insults, slurs, or other verbal or physical conduct or activity regarding a protected trait," which "creates an intimidating, hostile, or offensive work environment, that unreasonably interferes with an individual's work performance."[12]

Sexual harassment and other forms of sex discrimination also implicate House Rule XXIII, clauses 1 and 2, which state that "[a] Member . . . of the House shall behave at all times in a manner that shall reflect creditably on the House," and "shall adhere to the spirit and the letter of the Rules of the House."

B. PAYMENT OF COMPENSATION AND SEVERANCE TO HOUSE EMPLOYEES

House Rule XXIII, clause 8, states that "[a] Member . . . of the House may not retain an employee who does not perform duties for the offices of the employing authority commensurate with the compensation such employee receives." Thus, a Member is responsible for ensuring that each employee the Member retains performs official work commensurate with that employee's pay. As the Ethics Manual states:

> The underlying standard for the receipt of compensation by an employee of the House is that the employee has regularly performed official duties commensurate with the compensation received. The Code of Ethics for Government Service instructs every employee to '[g]ive a full day's labor

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[8] *House Ethics Manual* (2008) at 268–69 (hereinafter *Ethics Manual*) (*citing* House Comm. on Standards of Official Conduct, *In the Matter of Representative Jim Bates*, H. Rep. 101–293, 101st Cong., 1st Sess. 8–10 (1989) (hereinafter *Bates*)).

[9] H.R. Res. 724, 115th Cong. (2018). On February 6, 2018, the House passed H.R. 4924, the Congressional Accountability Act of 1994 Reform Act. That legislation would make certain changes to the CAA. *See, e.g.,* Statement of the Chairwoman and Ranking Member of the Committee on Ethics, (Feb. 6, 2018), https://ethics.house.gov/press-release/statement-chairwoman-and-ranking-member-committee-ethics-0. On May 24, 2018, the Senate passed S. 2952, its version of legislation to reform the Congressional Accountability Act of 1994 Reform Act. The Senate's version was transmitted to the House on May 29, 2018. As of this time, no further action has been taken on either version of the Congressional Accountability Act of 1994 Reform Act.

[10] Office of Compliance, *CAA Handbook* (2010) at 44, *available at* https://compliance.gov/sites/default/files/wp-content/uploads/2010/01/CAA-Handbook.pdf.

[11] 42 U.S.C. § 2000e *et seq*.

[12] Office of Compliance, *Compliance@Work* at 2 (2012), https://www.compliance.gov/sites/default/files/wp-content/uploads/2012/09/Newsletter-for-Staff.pdf.

> for a full day's pay; giving to the performance of his duties his best effort and best thought.' Employees are paid United States Treasury funds to perform public duties. Appropriated funds are to be used solely for purposes for which appropriated. Funds appropriated for congressional staff to perform official duties should be used only for assisting a Member in his or her legislative and congressional functions.[13]

Notwithstanding these restrictions, the "general terms, conditions, and specific duties of House employees traditionally have been within the discretion of the employing Member."[14]

IV. BACKGROUND

A. REPRESENTATIVE MEADOWS' RELATIONSHIP WITH MR. WEST

Representative Mark Meadows represents the Eleventh District of North Carolina. He has been a Member of the House of Representatives since 2013. Representative Meadows first became acquainted with Mr. West before he was elected to Congress, when Mr. West was one of his opponents in the 2012 Republican primary election.[15] Representative Meadows hired Mr. West after he was elected to the House, and Mr. West became Chief of Staff when Representative Meadows was sworn into office on January 3, 2013.[16] Before he joined Representative Meadows' congressional office, Mr. West sold insurance in North Carolina.[17]

Representative Meadows told the Committee he hired Mr. West because he had good connections in rural areas of the District where Representative Meadows was less well known, and also because he wanted, "someone who could do outreach in the district as a chief of staff."[18] After Representative Meadows hired Mr. West but before he was sworn into office, a campaign supporter and local business owner (hereinafter Campaign Supporter) told Representative Meadows that Mr. West had previously exhibited behavior in a professional setting that made females uncomfortable.[19] That information was conveyed as a part of a larger conversation about the Campaign Supporter's displeasure with Representative Meadows' decision to hire Mr. West.[20]

After Representative Meadows was sworn in, Mr. West began managing the congressional office from the district, but spent some of his time in Representative Meadows' Washington, D.C., office.[21] He was responsible for supervising all of Representative Meadows' congressional employees and evaluating their performance.[22] He also made recommendations to Representative Meadows related to

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[13] *Ethics Manual* at 279.

[14] *Id.* at 267; *see also Members' Congressional Handbook*, July 25, 2018 at 4 (hereinafter *Members' Handbook* (2018)) ("the Member determines the terms and conditions of employment and service for their staff"); Exhibit 1 (*Members' Handbook* (2011)) at 3 (the *Members' Handbook* in effect at the time Mr. West was employed in Representative Meadows' office).

[15] 18(a) Interview of Representative Meadows.

[16] *Id.*

[17] 18(a) Interview of Kenny West.

[18] 18(a) Interview of Representative Meadows.

[19] 18(a) Interview of Witness P; 18(a) Interview of Representative Meadows. *See also infra* Section V.B.

[20] 18(a) Interview of Representative Meadows.

[21] *Id.*

[22] *Id.*

hiring, firing, salaries and bonuses for all of the congressional employees.[23]

B. ALLEGATIONS THAT MR. WEST ACTED INAPPROPRIATELY TOWARD FEMALE EMPLOYEES IN REPRESENTATIVE MEADOWS' OFFICES

According to multiple witnesses, female employees in the Washington, D.C. and district offices began to feel uncomfortable with Mr. West's behavior toward them shortly after he became Chief of Staff in January 2013, and this discomfort persisted through October 2014.[24] The individual who served as the Legislative Director and Deputy Chief of Staff (hereinafter D.C. Deputy Chief), a male employee who started in Representative Meadows' Washington, D.C., office in January 2013, said he heard as early as January or February 2013 that Mr. West made female employees feel uncomfortable.[25]

Mr. West's alleged inappropriate behavior fell into three main categories: (1) unwanted touching, (2) inappropriate staring, and (3) unprofessional comments related to female employees' appearances.

1. Unwanted touching

Six female employees told the Committee that they experienced unwanted touching by Mr. West on multiple occasions in the congressional office, and other employees, male and female alike, observed this behavior.[26] One female employee described Mr. West as being very "handsy."[27] Indeed, testimony shows Mr. West touched multiple female staff in ways that were not overtly sexual, but were nonetheless inappropriate. Mr. West placed his hands on the backs or shoulders of multiple female staff dozens of times,[28] poked a female employee in the side at least a dozen times,[29] grabbed a female employee's hand to look at her nail polish,[30] and repeatedly touched the heads or hair of female staff, including scratching their heads and pulling on ponytails.[31] One female employee said that Mr. West pulled her ponytail when he would walk by her desk, estimating that it occurred less than a dozen times, beginning in October 2013 shortly after she started in the congressional office.[32] Another female staffer told OCE that she was warned when she started in the congressional office not to wear her hair in a ponytail because Mr. West liked to play with it.[33] Mr. West's unwanted touching was also directed towards interns in the office. One female employee recounted a conversation that a female intern had

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[23] *Id.*

[24] *See, e.g.,* 18(a) Interview of Employee A; 18(a) Interview of Employee G; 18(a) Interview of Employee B; 18(a) Interview of Employee D.

[25] 18(a) Interview of Employee J.

[26] 18(a) Interview of Employee A; 18(a) Interview of Employee B; 18(a) Interview of Employee C; 18(a) Interview of Employee E; 18(a) Interview of Employee F; 18(a) Interview of Employee G; *see also* 18(a) Interview of Employee J; 18(a) Interview of Employee K.

[27] 18(a) Interview of Employee E.

[28] 18(a) Interview of Employee C; 18(a) Interview of Employee B; 18(a) Interview of Employee K.

[29] 18(a) Interview of Employee B.

[30] Exhibit 2.

[31] 18(a) Interview of Employee F; 18(a) Interview of Employee G. In an email produced to the Committee, dated November 12, 2013, two female employees who worked in the Washington, D.C. office discussed Mr. West touching their hair. One said Mr. West had an "affinity for touching [her] hair." Exhibit 3.

[32] 18(a) Interview of Employee G.

[33] OCE Interview of Witness B (OCE's Referral, Exhibit 3) at 6.

with the entire Washington, D.C., staff at the end of her internship. She said, "the typical question we would ask our interns is, what [were] your highs and lows? Her low was how uncomfortable Kenny made her feel and how he would always touch her hair."[34]

2. Inappropriate staring

Many of Representative Meadows' congressional staff told the Committee that Mr. West stared at female employees inappropriately on a regular basis.[35] Several female employees reported that Mr. West looked at their chests, down their blouses, or up their skirts. One female employee told the Committee, "[m]ost people you talk to have eye contact. Kenny's eyes, if you're a woman, they're on your breast."[36] Multiple female employees expressed discomfort with Mr. West "hovering" closely to them, invading their personal space.[37] One female employee told the Committee that she moved to a standing desk to avoid Mr. West's "hovering."[38] Another, who also worked at a standing desk, said Mr. West would stand next to her while she worked, "shoulder to shoulder" so he could look down her shirt.[39] Two female employees described sitting in awkward positions in staff meetings or at their desks to prevent Mr. West from looking up their skirts.[40]

3. Unprofessional comments about female employees' appearances

Numerous witnesses testified that Mr. West commented frequently about female employees' appearances, including their looks and clothing. Mr. West would often describe female staff as attractive or beautiful,[41] and would make comments to female staff like, "you should wear heels more often,"[42] "[w]ow, I can't believe your husband lets you out that way,"[43] and "ooh, that red dress."[44] Mr. West also commented on female employees' weight, including asking one how much she weighed.[45] Two female employees recounted a story to the Committee that was relayed to them by Mr. West's wife: in New York City, Mr. West encountered a topless performer in Central Park and told his wife the performer looked like Employee B.[46] Employee B, who heard Mr. West's wife tell the story, said she felt "really uncomfortable."[47]

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[34] 18(a) Interview of Employee D.

[35] *See e.g.,* 18(a) Interview of Employee J (describing instances of hovering closely to two former female employees); 18(a) Interview of Employee K (describing instances of looking down a female's shirt); 18(a) Interview of Employee B (describing a female "contort[ing] into weird positions" to avoid Mr. West staring at her); 18(a) Interview of Employee F (describing instances of Mr. West "creepily watching" females during meetings).

[36] 18(a) Interview of Employee E.

[37] 18(a) Interview of Employee D; 18(a) Interview of Employee A; 18(a) Interview of Employee F; *see also* 18(a) Interview of Employee J.

[38] 18(a) Interview of Employee B.

[39] 18(a) Interview of Employee D; *see also* 18(a) Interview of Employee K (observed Mr. West standing shoulder to shoulder with a female employee and looking down her shirt); 18(a) Interview of Employee B ("I kind of recall him [standing shoulder to shoulder] with all the girls in the office.").

[40] 18(a) Interview of Employee D; 18(a) Interview of Employee B; *see also* 18(a) Interview of Employee J.

[41] 18(a) Interview of Employee D; 18(a) Interview of Employee B; 18(a) Interview of Employee K.

[42] 18(a) Interview of Employee F; 18(a) Interview of Employee B.

[43] 18(a) Interview of Employee J.

[44] 18(a) Interview of Employee B.

[45] *Id.*; 18(a) Interview of Employee J.

[46] 18(a) Interview of Employee G; 18(a) Interview of Employee B.

[47] 18(a) Interview of Employee B.

C. REPRESENTATIVE MEADOWS BECOMES AWARE OF THE ALLEGED INAPPROPRIATE BEHAVIOR

1. Representative Meadows' awareness before October 2014

Although it was widely known among Representative Meadows' staff that Mr. West made female employees uncomfortable, there is some question about when Representative Meadows first learned of the problem. During the course of the Committee's investigation, the Committee reviewed allegations that Representative Meadows may have known, prior to October 2014, that Mr. West made his female employees feel uncomfortable. The investigation did not, however, substantiate any of those allegations.

Employee D told both OCE and the Committee she heard from the D.C. Deputy Chief that a district office staffer sent an email to Representative Meadows, prior to February 2014, complaining that Mr. West "would always try to hug her too closely. She felt like it was always him trying to feel her chest, and look down her shirt, and she didn't like that."[48] Employee D stated that she had learned Representative Meadows "just forwarded [the district staffer's email] to Kenny."[49] However, Employee D never saw the email, and the events she described took place before she joined Representative Meadows' office.[50] Further, neither Representative Meadows nor any other member of his staff corroborated this account.[51]

Second, a former campaign staffer, Witness Q, independently contacted the Committee after learning about the Committee's investigation and alleged that Representative Meadows and his senior staff knew as early as April 2014 that Mr. West acted inappropriately toward female staff. More specifically, Witness Q alleged that complaints about Mr. West's behavior toward women were lodged in April 2014 and that Mr. West was prohibited from entering the congressional offices at that time, rather than in October 2014 as the OCE Referral stated.[52] Witness Q had no firsthand knowledge of his allegations, but based them on conversations he had with two of Representative Meadows' congressional staff in April 2014.[53] The Committee, however, was unable to confirm that the alleged conversations with the two staffers occurred. One of the staffers that was supposedly a part of those conversations told the Committee that he had no recollection of them, and the other staffer could not be reached by the Committee.[54]

Thus, the Committee was unable to substantiate allegations that Representative Meadows knew prior to October 2014 that Mr. West acted inappropriately toward female staff.

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[48] OCE Interview of Witness B (OCE's Referral, Exhibit 3) at 24; 18(a) Interview of Employee D.

[49] OCE Interview of Witness B (OCE's Referral, Exhibit 3) at 24.

[50] 18(a) Interview of Employee D.

[51] 18(a) Interview of Employee J. The Committee did learn about one instance where Representative Meadows received a written complaint about Mr. West from a female district staff employee in 2013, but that complaint discussed only Mr. West's alleged dishonesty in salary negotiations, and did not mention any inappropriate behavior towards women. 18(a) Interview of Employee E.

[52] 18(a) Interview of Witness Q.

[53] *Id.*

[54] 18(a) Interview of Employee R.

2. October 2014 allegations of inappropriate behavior

Within the span of a few days in October 2014, employees in Representative Meadows' Washington, D.C. and Hendersonville, North Carolina, offices complained to Representative Meadows about Mr. West's inappropriate behavior toward female employees.

The first complaints were made by the five female staff in the Washington, D.C., office and relayed to Representative Meadows by the D.C. Deputy Chief. The complaints were prompted by Mr. West's insistence in August and September 2014 that one of the females in that office, Employee B, make a trip to the district that would have required her to spend substantial time alone with Mr. West.[55] Employee B initially avoided the trip but eventually felt her job was at risk if she continued to do so.[56] She discussed her concerns with the D.C. Deputy Chief, who told the Committee "[t]he only recourse that [he] saw as deputy chief at this time was to go talk to Congressman Meadows."[57]

In early October 2014, before he talked to Representative Meadows, the D.C. Deputy Chief told all female employees in the Washington, D.C., office that he would be speaking to the Congressman regarding Mr. West's inappropriate behavior toward women.[58] All five female employees in the Washington, D.C., office emailed instances of inappropriate behavior they had experienced with Mr. West to the D.C. Deputy Chief.[59] He created a document that listed the complaints from each female employee, without identifying them by name, for his discussion with Representative Meadows.[60] The list described instances of unwanted touching, inappropriate staring, and comments by Mr. West, of the kind described previously.[61]

On or around Friday, October 17, 2014, the D.C. Deputy Chief told Representative Meadows that female employees in the Washington, D.C., office were uncomfortable around Mr. West.[62] He also gave Representative Meadows the list of complaints he had compiled.[63] The D.C. Deputy Chief also relayed to Representative Meadows that Employee B did not feel comfortable traveling to the district due to Mr. West's behavior toward her.[64] Representative Meadows immediately met with his Washington, D.C., congressional staff and told them he had zero tolerance for the inappro-

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[55] 18(a) Interview of Employee B.

[56] *Id.*

[57] 18(a) Interview of Employee J.

[58] *Id.* ; *see also*, e.g., 18(a) Interview of Employee D; 18(a) Interview of Employee A. Mr. West suggested to the Committee that the D.C. Deputy Chief shared the complaints he had compiled with all of the female employees, causing them to unfairly "pile on" additional complaints. 18(a) Interview of Kenny West. However, the D.C. Deputy Chief explained he was aware that other female employees had expressed concerns and wanted to give them the opportunity, if they chose, to raise any issues with Representative Meadows. 18(a) Interview of Employee J; *see also* 18(a) Interview of Employee A. He further explained he did not want it to be a "she said/he said" situation, and thought Representative Meadows should hear from more than one female employee. 18(a) Interview of Employee J.

[59] 18(a) Interview of Employee J.

[60] *Id.*; Exhibit 4.

[61] Exhibit 4; *see also* 18(a) Interview of Employee J.

[62] 18(a) Interview of Employee J; 18(a) Interview of Representative Meadows.

[63] *Id.*; *see also* Exhibit 4.

[64] 18(a) Interview of Representative Meadows.

priate behavior and would address it.[65] He did not, however, tell them how he would address it.[66]

After learning about the allegations, Representative Meadows called Mr. West, who was in the district at the time, to inform him of the claims against him.[67] After the call, he provided Mr. West the document that listed the allegations.[68] At that time, Representative Meadows also instructed Mr. West not to have contact with any female employees in the Washington, D.C. office, other than the scheduler, and told Mr. West that there would be an investigation.[69]

On the evening of Tuesday, October 21, 2014, just four days after learning about the allegations from the Washington, D.C., office, Representative Meadows received another complaint, this time from a female employee in his Hendersonville district office. The individual serving as District Director and Deputy Chief of Staff (hereinafter District Deputy Chief) forwarded to Representative Meadows an email from Employee C.[70] In her email, Employee C said that Mr. West made her feel uncomfortable in a meeting that day.[71] She wrote that Mr. West made her feel "extremely ill at ease," that he "stare[d] inappropriately," and was "overly touchy."[72] She also requested in the email that Mr. West "maintain his distance" from her.[73] Employee C told the Committee that she complained after Mr. West stared at her "like he was trying to look down my shirt" during her performance evaluation that day.[74] The District Deputy Chief also attended the performance evaluation meeting. When asked by the Committee what he observed, he said, "I was in there the entire time during this discussion, and I never saw anything inappropriate."[75] However, he also said that Mr. West had a tendency to be long-winded and he did not remember whether he was paying attention during the entire meeting.[76]

The following morning, on Wednesday, October 22, 2014, Mr. West attempted to return to the Hendersonville district office but another district office employee, Employee E, barred him from entering. She told Mr. West he made both she and Employee C feel uncomfortable and therefore he could not come into the office.[77] After arguing with Employee E, Mr. West eventually left.[78] Mr. West immediately called Representative Meadows and reported that he was blocked from entering the Hendersonville office.[79]

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[65] *Id.*; *see also* 18(a) Interview of Employee J. Mr. West was not in Washington, D.C. at the time and was not in this meeting.
[66] 18(a) Interview of Representative Meadows; *see also* 18(a) Interview of Employee J.
[67] 18(a) Interview of Representative Meadows; *see also* 18(a) Interview of Kenny West.
[68] *Id.*
[69] *Id.*
[70] Exhibit 5.
[71] *Id.*
[72] *Id.*
[73] *Id.*
[74] 18(a) Interview of Employee C.
[75] 18(a) Interview of Employee M.
[76] *Id.*
[77] 18(a) Interview of Employee C; 18(a) Interview of Employee E; *see also* 18(a) Interview of Kenny West. Mr. West said Employee E told him he could not enter the district office because he "looked at [her] boobs."
[78] 18(a) Interview of Employee E.
[79] 18(a) Interview of Representative Meadows; *see also* 18(a) Interview of Kenny West.

D. REACTIONS TO ALLEGATIONS OF INAPPROPRIATE BEHAVIOR

Representative Meadows told the Committee he was "shocked, upset [and] surprised" when he received the allegations from his Washington, D.C. staff in mid-October 2014.[80] When he learned about Employee C's allegations and the subsequent confrontation at the Hendersonville office, he said he knew he had "a pervasive problem."[81] He explained, "probably the biggest thing that was difficult for me is that some of these things, one, I missed, but the other was . . . why didn't I hear about them?"[82] Representative Meadows said he did not recall ever being told or hearing that Mr. West acted inappropriately toward his female staff before they brought complaints to him in October 2014.[83]

According to Representative Meadows, Mr. West "vigorously" denied the allegations against him.[84] Representative Meadows told the Committee that Mr. West thought the congressional staff, particularly the D.C. Deputy Chief and the District Deputy Chief were just trying to get Mr. West fired.[85] Mr. West also told Representative Meadows that the staff did not like having an "older guy" around.[86]

In his testimony to the Committee, Mr. West denied all but one of the allegations about his behavior: he admitted that he touched Employee A's hair when she wore it in a bun.[87] Mr. West explained that Employee A told him she did not like to be touched, and so he never touched her again.[88]

Mr. West suggested alternative explanations for the allegations. To illustrate, he suggested that the allegations related to his comments about female employee's clothing may have been a response to him telling female employees that they dressed inappropriately.[89] He also said that he told female and male employees alike that they "[l]ooked nice today."[90] Further, Mr. West said that while he never touched a female employee's back or shoulders, he may have "brushed against them in the office trying to get by."[91]

Mr. West also claimed the allegations were "coordinated," speculating, "I think some of them wanted me out of the way so somebody else could be the chief."[92] He thought that Representative Meadows' staff were unhappy that he supported Representative Meadows' decision not to vote with House leadership in a few in-

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[80] 18(a) Interview of Representative Meadows; *see also* 18(a) Interview of Employee J.
[81] 18(a) Interview of Representative Meadows.
[82] *Id.*
[83] *Id.*
[84] *Id.*
[85] *Id.*
[86] *Id.*
[87] 18(a) Interview of Kenny West.
[88] *Id.* Employee A recalled one instance in which she said something to Mr. West about his behavior, but believed it related to him hovering close to her. 18(a) Interview of Employee A. She also told the Committee that she observed Mr. West engaging in the behavior alleged, such as standing close and touching hair, with other women in the office. *Id.*
[89] 18(a) Interview of Kenny West ("Q. Did you ever look down a female staffer's blouse? . . . A. [T]he answer to that is no, but I will tell you some of our female staff . . . they dressed inappropriately. . . . I said: You cannot dress like that and be meeting with the Ambassador of []Israel. You can't do that. And some of them took offense I imagine. Okay? But the answer to that is no.").
[90] *Id.*
[91] *Id.* Mr. West also said that one female employee, who he declined to identify, straightened his tie and rubbed his head when he had a headache.
[92] *Id.*

stances.[93] Although Representative Meadows told the Committee that Mr. West, who was fifty-six years old at the time, alluded to age discrimination when Representative Meadows confronted him about the allegations, Mr. West denied doing so to the Committee.[94]

E. CORRECTIVE MEASURES REPRESENTATIVE MEADOWS TOOK REGARDING THE ALLEGATIONS OF INAPPROPRIATE BEHAVIOR

Almost immediately after learning about the allegations, Representative Meadows made two changes. First, he attempted to separate Mr. West from the female employees in his offices. He directed Mr. West to (1) have no contact with female employees other than the scheduler;[95] (2) not return to the Washington, D.C., or district congressional offices when female employees were present; and (3) use the D.C. Deputy Chief and District Deputy Chief, both male employees, as a conduit for any supervisory interactions with female employees.[96] Representative Meadows told the Committee Mr. West was upset about the restrictions and told him, "I can't even do my job."[97] Despite the restrictions that even Mr. West identified as an impediment to doing his job, Mr. West's title did not change and his compensation was not reduced.[98]

Second, Representative Meadows gave Mr. West access to the email accounts of the D.C. and District Deputy Chiefs.[99] Mr. West received access on October 22, 2014, five days after Representative Meadows learned about the Washington, D.C., allegations and the same day that Employee E barred Mr. West from entering the Hendersonville office.[100] This access allowed Mr. West to see all of the emails the Deputies sent and received on their official congressional email accounts, without them knowing.[101] On the same day, Representative Meadows received access to every member of his staff's emails.[102] However, Representative Meadows never utilized that access himself.[103]

Representative Meadows told the Committee he gave Mr. West access to the Deputies' emails so Mr. West could "properly monitor things" because "he's not going to have as much direct contact with the office."[104] Representative Meadows said he did not instruct Mr. West to look for anything in particular in the emails, nor did he provide Mr. West with the email access in response to, or connection with, the allegations against Mr. West.[105] Mr. West gave the Committee a very different explanation: he said Representative Meadows "wanted me to see what was transpiring between [the Deputies]," because "[i]t's my opinion that them [sic] two were a

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[93] *Id.*

[94] *Id.* ("Q. Did you ever tell Representative Meadows that you thought that staff were discriminating against you in some way? A. Never discriminating.")

[95] 18(a) Interview of Representative Meadows. Representative Meadows told Mr. West that the only female employee he could have direct contact with was his scheduler because it was necessary for scheduling purposes.

[96] *Id.*

[97] *Id.*

[98] *Id.* As discussed more fully in section V.C.2., *infra*, Mr. West actually received an increase in compensation around the same time, apparently as part of a year-end bonus.

[99] 18(a) Interview of Representative Meadows.

[100] See Exhibit 6.

[101] 18(a) Interview of Representative Meadows.

[102] *Id.*

[103] *Id.*

[104] *Id.*

[105] *Id.*

main cause of what happened."[106] Mr. West told the Committee that when he accessed the Deputies' emails, he was looking for information about the allegations because he believed the allegations were a result of the Deputies' scheme to get him fired.[107]

The investigative record shows that on at least five occasions, Mr. West shared information he found in either or both the D.C. and District Deputy Chief's emails with Representative Meadows. Only one of the five emails appears to be related to Mr. West or the allegations: a March 2015 email exchange between the D.C. Deputy Chief and a staffer that worked for a Member in House leadership. In that email, the leadership staffer asked the D.C. Deputy Chief whether a rumor that Mr. West was leaving was true, and the D.C. Deputy Chief responded that he could not confirm the rumor. The other emails Mr. West shared with Representative Meadows generally concerned conversations between the Deputies and other Member offices, or speculation about personnel moves not involving Mr. West.

F. REPRESENTATIVE MEADOWS REQUESTS AN INDEPENDENT INVESTIGATION

In addition to the steps he took within his congressional office, Representative Meadows sought Representative Trey Gowdy's advice in early November 2014.[108] Representative Meadows said he consulted Representative Gowdy because he wanted a prosecutor's advice on the best way to investigate the allegations.[109] As a result of this conversation, Representative Gowdy recommended his senior female staffer (hereinafter Gowdy Staffer), a former Violence Against Women prosecutor who could talk to Representative Meadows' female employees in a comfortable, non-threatening way, assess the situation in Representative Meadows' Washington, D.C., office.[110] Representative Meadows told the Committee he wanted "[a]n independent third-party evaluator who could evaluate the merits of [the allegations] without being obligatory to [him] or anybody else . . . and make a recommendation."[111] Gowdy Staffer was trained and had extensive experience in conducting independent investigations and interviewing sensitive witnesses.

On November 18, 2014, Gowdy Staffer met with the female employees that worked in Representative Meadows' Washington, D.C., congressional office.[112] Representative Gowdy was not involved in the investigation. Shortly after the meetings, Gowdy Staffer talked to Representative Meadows about what she learned in those meetings, and made a recommendation to terminate Mr. West. She described her conversation with Representative Meadows to the Committee:

> We met and I relayed to him my honest opinion and feeling, I guess recommendation. The question was: What would you do if you were the chief of staff? That was the question to me. I said: I would let him go, for a couple of

[106] 18(a) Interview of Kenny West.
[107] *Id.*
[108] 18(a) Interview of Representative Meadows.
[109] *Id.*
[110] *Id.*; 18(a) Interview of Representative Gowdy.
[111] 18 (a) Interview of Representative Meadows; *see also* 18(a) Interview of Gowdy Staffer.
[112] 18(a) Interview of Representative Meadows; 18(a) Interview of Gowdy Staffer. Gowdy Staffer was not asked to meet with the female employees in the district offices.

> reasons. One is, you know, he—Mr. Meadows relayed to me that he had a great staff, that they all had done a fantastic job, and there was a mutual respect there. And if he truly valued the staff, my feeling was, if it didn't get resolved, they were going to eventually move on. I mean, they were—they did not feel like they could stay in that office and work in that office with Kenny West. But the first and foremost is if you value your staff, you—and this continues, you may not keep your staff. So that was number one.
>
> Number two was they had some serious claims. And from my perspective and sort of from having my legal perspective, that this could be a real problem for Mr. Meadows. Because you have someone working in your office, and these claims are very much, for me, sexual harassment potentially. Hostility in the workplace potentially. And that's not something I as a chief of staff would even entertain, tolerate, even if there was a suggestion. So that was my personal feeling based on what they had all said to me. That the stories were consistent, that there didn't seem, to me, to be some sort of ulterior motive or just animosity where they were just trying to get rid of Kenny. It was truly a sense of: We're not comfortable. We don't feel comfortable working here. I don't want to leave, but here we are. So that's what I relayed to him.[113]

Representative Meadows told the Committee he did not recall Gowdy Staffer telling him anything about sexual harassment or a hostile work environment, but he did remember she told him the allegations against Mr. West were serious and he "needed to take action to terminate the employment."[114] After Gowdy Staffer made her recommendation, both Representative Gowdy and Gowdy Staffer believed Mr. West was terminated.[115]

Representative Meadows did not, however, fire Mr. West. He told the Committee he thought the allegations were credible but he still had reservations.[116] In particular, he said he was debating whether to give Mr. West the opportunity to tell his side of the story.[117] He explained to the Committee, that from mid-November 2014 when Gowdy Staffer completed her investigation until April 1, 2015, when he demoted Mr. West, he went "back and forth, maybe longer than I should have, wrestling with what was fair and what was not."[118]

Representative Meadows did not do anything further to address his reservations about whether it would be "fair" to terminate Mr. West. The Committee notes that Representative Meadows did not seek assistance from any of the resources available to the House community, such as the Committee, OOC, or OHEC.[119] Represent-

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[113] 18(a) Interview of Gowdy Staffer.
[114] 18(a) Interview of Representative Meadows.
[115] 18(a) Interview of Representative Gowdy.
[116] 18(a) Interview of Representative Meadows.
[117] *Id.*
[118] *Id.*
[119] Id. At the time, Representative Gowdy served on the Committee. However, in his interview with the Committee, Representative Gowdy said that he viewed the issues with Mr. West as an employment matter, which he assumed was resolved because he believed Mr. West had been

ative Meadows told the Committee that, at the time, he did not know what congressional resources were available.[120] However, there is no indication he made any effort to find that out. Representative Meadows also did not consult any private legal counsel.[121]

G. MR. WEST'S WORK AND RESPONSIBILITIES FOLLOWING THE INDEPENDENT INVESTIGATION AND RECOMMENDATION TO TERMINATE HIM

After the independent investigation, Representative Meadows did not make any immediate changes to Mr. West's responsibilities.[122] Mr. West continued to make recommendations to Representative Meadows regarding employees' salaries and positions and the office budget.[123] In fact, the investigative record shows that Mr. West provided Representative Meadows with written evaluations of all congressional staff on two occasions: in November 2014 and February 2015.[124] In those evaluations, Mr. West was critical of the D.C. and District Deputy Chiefs—who he believed had devised the allegations as a way to get him fired[125]—and several of the female employees that made allegations against him.[126]

Because Mr. West continued to be barred from entering the congressional offices and from contacting most of the female employees, Mr. West worked from his home in the district.[127] Representative Meadows told the Committee he asked Mr. West to perform additional outreach throughout the district because he would not be coming back to Washington, D.C.[128] This included attending events with Representative Meadows, outreach to county managers and more casework related to governmental officials.[129] Representative Meadows testified that he did not view the restrictions on Mr. West as a change or reduction in his responsibilities.[130]

H. STAFF'S UNDERSTANDING OF MR. WEST'S WORK AND RESPONSIBILITIES FOLLOWING THE INDEPENDENT INVESTIGATION

In late November 2014, after the independent investigation was complete, Representative Meadows asked his D.C. Deputy Chief to announce to the female employees in the Washington, D.C. office that: (1) Mr. West would no longer have a role in the Washington, D.C. office; (2) he would have limited contact with the female employees; and (3) he would no longer have office space in Washington, D.C., after Representative Meadows moved to a new office

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fired after Gowdy Staffer's investigation. Representative Gowdy did not engage in Committee decisions or discussions regarding this matter. 18(a) Interview of Representative Gowdy.

[120] 18(a) Interview of Representative Meadows.

[121] *Id.*

[122] *Id.*

[123] Id. Representative Meadows told the Committee he did not hire any employees nor were there any formal performance evaluations from October 17, 2014, when he became aware of the allegations against Mr. West, through April 1, 2015, when he changed Mr. West's title to Senior Advisor.

[124] Exhibits 7 and 8.

[125] 18(a) Interview of Kenny West.

[126] *See* Exhibits 7 and 8.

[127] 18(a) Interview of Representative Meadows.

[128] *Id.*

[129] *Id.* Representative Meadows told the Committee that at the time he received positive responses about Mr. West's work in the district, but he said that since then, he learned that Mr. West had not been doing the additional outreach in the district as he had asked. He said that other employees have told him that Mr. West could have done things better.

[130] *Id.*

in the Longworth House Office Building in January 2015.[131] The D.C. Deputy Chief made the announcement at a staff meeting with the female employees.[132]

It is unclear whether a similar announcement was made to Representative Meadows' district staff. The District Deputy Chief testified he was not aware Representative Meadows had restricted Mr. West from the district offices or directly communicating with female employees, and thus, did not make any announcements.[133] Likewise, female staff in the Hendersonville office told the Committee they were never told Mr. West was not allowed in the office, or was not allowed to contact them.[134] Employee E, a district office staffer, said, "I didn't know if Kenny would be in the office the next day . . . it was just not discussed."[135] However, one male employee that worked in the Lenoir district office testified that the District Deputy Chief told him that Mr. West would no longer be coming to the Hendersonville congressional office because a complaint had been filed about Mr. West's behavior.[136]

Regardless of what they were told about Mr. West, the record shows that the congressional staff were confused about Mr. West's role in the fall of 2014. Several D.C.-based staff said they did not know what Mr. West was doing after he was no longer coming to the office.[137] Employee B told the Committee, "I don't think we were sure if he was working for [Representative Meadows] or not."[138] Employee D told the Committee the only indication Mr. West was still working for Representative Meadows were a few emails that he sent.[139] Employee D also told the Committee that she knew that Mr. West remained involved in staff salary decisions because Representative Meadows had mentioned to her in an email on March 11, 2015, that he talked to Mr. West about her salary.[140] Similarly, district office employees were uncertain about what Mr. West was doing.[141] One told the Committee that he thought Mr. West was still Chief of Staff, but said, "his status in the office at that time, I wasn't really sure about."[142] Another said, "Kenny was not discussed, didn't know where he was working, what he was doing. He just wasn't discussed."[143]

I. MR. WEST'S FAILURE TO COMPLY WITH RESTRICTIONS TO PROTECT FEMALE STAFF

Despite the assurances Representative Meadows had given to female staff in the Washington, D.C., office, Mr. West did contact some of them in early January 2015, and even suggested that he

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[131] Exhibit 9; 18(a) Interview of Employee J; *see also* 18(a) Interview of Employee B.
[132] 18(a) Interview of Employee J; 18(a) Interview of Employee B; 18(a) Interview of Employee A; 18(a) Interview of Employee G.
[133] 18(a) Interview of Employee M.
[134] 18(a) Interview of Employee E; 18(a) Interview of Employee C.
[135] 18(a) Interview of Employee E.
[136] 18(a) Interview of Employee R.
[137] 18(a) Interview of Employee F; 18(a) Interview of Employee D; 18(a) Interview of Employee A; 18(a) Interview of Employee G.
[138] 18(a) Interview of Employee B.
[139] 18(a) Interview of Employee D.
[140] *Id.*
[141] 18(a) Interview of Employee C; 18(a) Interview of Employee E. Employee E told the Committee Mr. West never appeared to be doing any work before the allegations were raised to Representative Meadows, so she did not see a change after.
[142] 18(a) Interview of Employee R.
[143] 18(a) Interview of Employee E.

would return to the Washington, D.C., office.[144] In March 2015, Mr. West again contacted two female congressional employees, one multiple times over the weekend and one at the office.[145] Representative Meadows learned of these contacts soon after they occurred.[146] Despite Mr. West's failure to follow his instructions, Representative Meadows did not terminate his employment. When asked why he did not fire Mr. West on either of these occasions, Representative Meadows explained: "The justification that he gave, I mean, was that he was contacting the particular individual based on a case that he was working. I mean, he gave a business reason for the contact." [147] Representative Meadows merely told Mr. West again not to contact the female employees and to work through the Deputies.[148]

J. REPRESENTATIVE GOWDY AND THE SPEAKER'S OFFICE ADVISE REPRESENTATIVE MEADOWS TO TERMINATE MR. WEST

On January 7, 2015, nearly two months after Gowdy Staffer completed her investigation and recommended Representative Meadows terminate Mr. West, a female employee in Representative Meadows' Washington, D.C., office emailed Gowdy Staffer saying that Mr. West "is still on staff," was "temporarily out of the picture" but he "will be back up in DC, despite previous assurances to the contrary." [149] She also said that the women in the office were not comfortable with Mr. West returning and they did not know how to properly address it.[150]

Gowdy Staffer told Representative Gowdy this information. Representative Gowdy and Gowdy Staffer both told the Committee they were surprised to learn Representative Meadows had not yet fired Mr. West.[151] As a result, Representative Gowdy approached Representative Meadows on the House Floor. [152] Representative Gowdy told him the steps he had taken to resolve the allegations about Mr. West had not worked.[153] Representative Gowdy advised Representative Meadows against keeping Mr. West on staff.[154] Representative Gowdy explained that he gave Representative Meadows "some pretty firm impolite counsel, which would have been along the lines of: He has already hurt you, and it is going to continue." Representative Gowdy explained to the Committee he knew Representative Meadows was concerned for and valued his female staff and wanted the environment in his office to change.[155]

Despite this counsel from Representative Gowdy, Representative Meadows continued to retain Mr. West without making any changes to his role. In late March 2015, the Speaker's office became involved. Representative Meadows told the Committee that rumors were circulating about Mr. West's behavior toward female staff,

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[144] 18(a) Interview of Employee J; 18(a) Interview of Employee B; 18(a) Interview of Employee D.
[145] 18(a) Interview of Representative Meadows.
[146] *Id.*
[147] *Id.*
[148] *Id.*
[149] Exhibit 10.
[150] *Id.*
[151] 18(a) Interview of Representative Gowdy; 18(a) Interview of Gowdy Staffer.
[152] 18(a) Interview of Representative Meadows; 18(a) Interview of Representative Gowdy.
[153] 18(a) Interview of Representative Gowdy.
[154] *Id.*
[155] *Id.*

which prompted the Speaker's office to contact him.[156] According to Representative Meadows, the General Counsel for the Speaker told Representative Meadows that even though Mr. West was physically separated from the female employees, because he had hiring, firing, and financial responsibilities, the female employees could make claims that they were not properly compensated or that there was a hostile work environment.[157] Representative Meadows told the Committee this was when he finally realized Mr. West could no longer serve as Chief of Staff.[158]

K. MR. WEST BECOMES SENIOR ADVISOR

On March 25, 2015, Representative Meadows sent an email to his D.C. Deputy Chief and District Deputy Chief instructing them that, effective immediately, they would report directly to him and would be responsible for supervising their respective employees in Washington, D.C., and the district.[159] A week later, on April 1, 2015, Representative Meadows announced to his entire congressional staff that he had decided to have a full time chief of staff in Washington, D.C., and he would be replacing Mr. West.[160] The same day, Representative Meadows officially changed Mr. West's title to Senior Advisor but kept his salary the same.[161] Representative Meadows did not inform his staff that Mr. West would be Senior Advisor. As a result, most of Representative Meadows' staff did not know Mr. West was still on staff; they thought he had left the congressional office.[162]

According to Representative Meadows, as Senior Advisor, Mr. West had the same responsibilities that he previously had, including working on the budget and outreach in the district, except that he no longer supervised any employees.[163] Mr. West, however, told the Committee that as Senior Advisor, he provided Representative Meadows with advice on legislation and continued to meet with constituents.[164] He said he did not work on the office budget, but instead had turned those responsibilities over to Representative Meadows.[165]

Representative Meadows said he tried to encourage Mr. West to do work in the district during this time period, but admitted he did not do much follow up with Mr. West to ensure he was working.[166] Mr. West, however, told the Committee that he called Representative Meadows every day and that Representative Meadows was aware of Mr. West's meetings with constituents because his travel for those meetings was recorded on his mileage expense reports.[167] The Committee reviewed the mileage reimbursements that Mr. West received for travel in his privately owned vehicle during the

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[156] 18(a) Interview of Representative Meadows.
[157] *Id.*
[158] *Id.*
[159] Exhibit 11.
[160] Exhibit 12.
[161] 18(a) Interview of Representative Meadows.
[162] *See e.g.,* 18(a) Interview of Employee C; 18(a) Interview of Employee D; 18(a) Interview of Employee G.
[163] 18(a) Interview of Representative Meadows.
[164] 18(a) Interview of Kenny West.
[165] *Id.*
[166] 18(a) Interview of Representative Meadows.
[167] 18(a) Interview of Kenny West.

time he was Senior Advisor. Those reimbursements show that Mr. West traveled on 14 days out of a total of 48 working days.[168]

Representative Meadows said he did not change Mr. West's pay, despite his decreased responsibilities, because he viewed this as a "transition period."[169] Representative Meadows explained, "[I]f I was in the private sector, I would have left his pay the same and figured out a way to get him gone."[170] Representative Meadows also said he hoped that changing Mr. West's title would encourage him to quit.[171]

L. MR. WEST RESIGNS AND IS PAID SEVERANCE

On May 21, 2015, Mr. West resigned.[172] While Representative Meadows did not ask for his resignation that day, he said he had previously talked with Mr. West about his potential resignation or termination, and had encouraged him to seek other employment.[173] In his resignation letter, Mr. West asked Representative Meadows to pay him through August or July at a minimum.[174] According to Representative Meadows and Mr. West, Mr. West continued to do some official work until mid-June 2015.[175] Mr. West's mileage reimbursements show he traveled on three occasions for official purposes after his resignation.[176]

From mid-June until August 15, 2015, Mr. West was kept on Representative Meadows' House payroll, as "severance," at the same rate of pay that he had received as Chief of Staff and Senior Advisor.[177]Representative Meadows said he paid the severance because he wanted a smooth transition, but also because he thought it would encourage Mr. West not to file an age discrimination lawsuit against his congressional office.[178] Representative Meadows told the Committee he was not sure if Mr. West had actually obtained legal representation, but said that Mr. West had told him that he had talked to an attorney at some point.[179] However, Representative Meadows did not make, or attempt to make, any legal agreement with Mr. West that he would waive any legal claims.[180] When asked why he did not take any measures to protect himself or his office from a possible lawsuit, Representative Meadows said,

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[168] Exhibit 13. Documents reviewed by the Committee show that Mr. West was on leave for five days in April 2015. Mr. West did not receive reimbursements for travel on those days and they are not included in the 48 total working days as Senior Advisor.

[169] 18(a) Interview of Representative Meadows.

[170] *Id.*

[171] *Id.*

[172] Exhibit 14.

[173] 18(a) Interview of Representative Meadows.

[174] Exhibit 14.

[175] 18(a) Interview of Representative Meadows; 18(a) Interview of Kenny West.

[176] Representative Meadows later reimbursed the U.S. Treasury $400.96 for the three mileage reimbursements that Mr. West received from Representative Meadows' Members Representation Allowance (MRA). The reimbursements were for travel on May 27, 2015, June 2, 2015 and June 9, 2015. When asked about these trips, Mr. West claimed they were for official purposes. He also said Representative Meadows was aware of the trips, "because I told him I had other events." 18(a) Interview of Kenny West. Representative Meadows told the Committee in a November 18, 2015, letter that the reimbursements were for legitimate official activity, but that he reimbursed the U.S. Treasury to address any concerns his constituents may have had. Letter from Representative Meadows to Chairman Charles W. Dent and Ranking Member Linda T. Sánchez, Committee on Ethics (Nov. 18, 2015) (Appendix B).

[177] 18(a) Interview of Representative Meadows.

[178] *Id.*

[179] *Id.*

[180] *Id.*

"I felt like [Mr. West's resignation] was his admission that he was going to go on, you know, and do other things. . . ."[181]

M. SPECULATION ABOUT THE HIRING AND DELAYED TERMINATION OF MR. WEST

Multiple witnesses told the Committee they had speculated, or heard speculation, that Mr. West possessed negative information about Representative Meadows' personal affairs. Several witnesses thought that the negative information may have spurred Representative Meadows to hire Mr. West, or to keep him on staff even after the allegations about his inappropriate behavior surfaced. Both Representative Meadows and Mr. West flatly denied this, and the Committee found no credible evidence to support it.

V. FINDINGS

Discrimination against a House employee on the basis of sex or gender is strictly prohibited by the Code of Official Conduct as well as the CAA, which subjected Congress to a number of federal employment laws, including Title VII of the Civil Rights Act of 1964. During the period under review, House Rule XXIII, clause 9, stated that "[a] Member . . . may not discharge and may not refuse to hire an individual, or otherwise discriminate against an individual with respect to compensation, terms, conditions, or privileges of employment, because of the race, color, religion, sex (including marital or parental status), disability, age, or national origin of such individual." Indeed, the Committee has long held "that sexual harassment is a form of sex discrimination," and that such behavior violates the House Code of Official Conduct.[182] *In the Matter of Representative Jim Bates*, the Committee expressly held that a Member who violates applicable sex discrimination and sexual harassment laws also violates House Rule XXIII, clause 9.[183]

Under Title VII jurisprudence, sexual harassment may be actionable "in either of two circumstances: the grant or denial of an economic *quid pro quo* in exchange for sexual favors, or discrimination that has created a hostile or abusive work environment."[184] A hostile work environment is one where the "workplace is permeated with discriminatory intimidation, ridicule, and insult" and these behaviors are "sufficiently severe or pervasive to alter the conditions of the victim's employment and create an abusive working environment."[185]

Even if discriminatory conduct does not meet the elements of sexual harassment under Title VII, it may nonetheless run afoul of clauses 1 and 2 of the Code of Conduct, which is also found in House Rule XXIII. Clause 1 provides that Members and employees of the House "shall behave at all times in a manner that shall reflect creditably on the House." It is a "purposefully . . . . subjec-

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[181] *Id.*

[182] *Ethics Manual* at 268–69 (citing *Bates* at 8–10); *see also Meritor Sav. Bank v. Vinson*, 477 U.S. 57, 67 (1986) (quoting *Henson v. Dundee*, 682 F.2d 897, 902 (11th Cir. 1982)) ("Sexual harassment which creates a hostile or offensive environment for members of one sex is every bit the arbitrary barrier to sexual equality at the workplace that racial harassment is to racial equality. Surely, a requirement that a man or woman run a gauntlet of sexual abuse in return for the privilege of being allowed to work and make a living can be as demeaning and disconcerting as the harshest of racial epithets.")

[183] *Id.*

[184] *Gary v. Long*, 59 F.3d 1391, 1395 (D.C. Cir. 1995) (citations omitted).

[185] *Harris v. Forklift Sys., Inc.*, 510 U.S. 17, 21 (1993).

tive" standard.[186] Clause 2 requires adherence to "the spirit and the letter" of House Rules. While conduct may not violate the "letter" of federal sexual harassment law (and thus, clause 9, which incorporates that law), it may still be contrary to the spirit of the prohibition on discriminatory conduct in the form of sexual harassment.[187] Clause 2 is a "genteel rule"[188] meant to emphasize "the importance of the precedents of decorum and consideration that have evolved in the House over the years."[189]

A. MR. WEST'S BEHAVIOR

Mr. West is no longer a House employee and thus, is no longer subject to the House Rules that prohibit sexual harassment, nor to this Committee's jurisdiction.[190] However, the Committee does not want to leave the impression that his behavior was appropriate in any way. In fact, his behavior toward the female staff was inappropriate in every sense of the word. The Committee found the witnesses who described Mr. West's conduct to be credible and their testimony was consistent.[191] There is no place in any congressional office for looking up skirts, or down shirts; staring at a woman's chest; unwanted touching; or making sexual comments, even if subtle or in jest. The fact that Mr. West supervised the women he did these things to makes his behavior even more unacceptable. Just as between Members and their staff, a power imbalance exists between senior staff and junior staff in congressional offices. Those entrusted with supervisory responsibilities in the workplace must be sensitive to the potential for discrimination and for creating uncomfortable working conditions for staff.

Mr. West's behavior raises serious questions as to whether it constituted sexual harassment under the demanding legal standards in Title VII jurisprudence.[192] Clause 9 of the Code of Official Conduct, House Rule XXIII, mirrors the language of Title VII, and conduct that constitutes a violation of Title VII and the CAA is thus also a violation of the House Rules. At a minimum, Mr. West's actions violated the *spirit* of clause 9, because his actions were inappropriate and discriminatory, and would thus violate clause 2 of the Code. The Committee also found that Mr. West's actions while employed by the House did not reflect creditably on Representative Meadows' office or the House as a whole, in violation of clause 1 of the Code. Such behavior has no place in the House of Representatives. The women that worked in Representative Meadows' office deserved much better. However, because Mr. West is no longer a

[186] *See Ethics Manual* at 13 (citing 114 Cong. Rec. 8778 (1968)).

[187] *Ethics Manual* at 17 ("a narrow technical reading of a House Rule should not overcome its 'spirit' and the intent of the House in adopting that and other rules of conduct.").

[188] *Ethics Manual* at 17.

[189] House Comm. on Standards of Official Conduct, *Report under the Authority of H. Res. 418,* H. Rep. 1176, 90th Cong., 2d Sess. 17 (1968).

[190] House Rule XI, clause 3(a)(2) ("The Committee may investigate . . .an alleged violation by a Member, Delegate, Resident Commissioner, officer, or employee of the House . . . .").

[191] Contrary to Mr. West's assertions, the Committee found no indication that the allegations about Mr. West's behavior were rooted in a desire to get Mr. West fired, a dislike of Mr. West, or anything related to his age. The Committee's credibility determination is the same as the credibility determination Gowdy Staffer made after her independent investigation in November 2014, which she relayed to Representative Meadows at that time. 18(a) Interview of Gowdy Staffer; 18(a) Interview of Representative Meadows.

[192] *See Tucker v. Johnson,* 211 F. Supp. 3d 95, 101 (D.D.C. 2016) (citation omitted) (describing the legal standard for Title VII claims in the D.C. circuit as "demanding").

House employee, the Committee does not have jurisdiction over him.

B. REPRESENTATIVE MEADOWS' RESPONSE TO MR. WEST'S BEHAVIOR

Under Title VII jurisprudence, employers may be held vicariously liable for sexual harassment by a supervisory employee.[193] The Committee has also long held, in other contexts, that a Member is generally responsible for violations of the Code of Conduct that occur in their offices.[194]

For example, in *The Matter of Representative E.G. "Bud" Shuster,* the Committee issued a letter of reproval to Representative Shuster for a pattern of conduct that did not reflect creditably on the House, in violation of then-House Rule XLIII, clause 1 (the predecessor to House Rule XXIII, clause 1). Among other things, the Committee found that Representative Shuster was responsible for his staff's performance of campaign work in his congressional office, despite not finding evidence that Representative Shuster himself was aware the activity was taking place.[195] The Committee explained, "Members of the House are ultimately responsible for ensuring their offices function in accordance with applicable standards. In this regard, Members must not only ensure that their offices comply with appropriate standards but also take account of the manner in which their actions may be perceived." [196] The Committee sees no reason the result should be different in this context. In fact, the Committee previously advised Members "to scrupulously avoid even the impression of a workplace tainted by sexism." [197]

The Committee's investigation explored (1) when Representative Meadows knew about Mr. West's inappropriate behavior toward women and (2) whether Representative Meadows exercised reasonable care to prevent and promptly correct Mr. West's behavior once he learned of it. As to the first issue, the Committee reviewed allegations that Representative Meadows may have known prior to Oc-

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[193] *Faragher v. City of Boca Raton,* 524 U.S. 775 (1998); *Burlington Industries, Inc. v. Ellerth,* 524 U.S. 747 (1998). The *Faragher* and *Ellerth* decisions held that an employer is vicariously liable for actionable harassment by a supervisor but the employer may assert an affirmative defense to liability when no tangible employment action was taken. *Faragher,* 524 U.S. at 807; *Ellerth* 524 U.S. at 765. The affirmative defense requires the employer to show 1) "the employer exercised reasonable care to prevent and promptly correct any sexually harassing behavior," and 2) "that the plaintiff employee unreasonably failed to take advantage of any preventative or corrective opportunities provided by the employer or to avoid harm otherwise." *Faragher,* 542 U.S. at 807.

[194] *See* Comm. on Ethics, *In the Matter of Allegations Relating to Representative Laura Richardson,* H. Rept. 112–642, 112th Cong. 2d Sess. 97 (hereinafter *Richardson*) ("Members are responsible for violations that occur in their office, and cannot shield themselves from liability by using staff as a proxy for wrongdoing"); Comm. on Ethics, *In the Matter of Allegations Related to Representative Ed Whitfield,* H. Rept.114–687, 114th Cong., 2d Sess. 44 (hereinafter *Whitfield*) (The Committee found that Representative Whitfield violated House rules "by fail[ing] to establish clear guidelines and limits for his staff, which resulted in numerous lobbying contacts between his staff and [his wife]"); Comm. on Standards of Official Conduct, *In the Matter of the Investigation Into Officially Connected Travel of House Members to Attend the Carib News Foundation Multi-National Business Conferences in 2007 and 2008,* H. Rept. 111–142, 111th Cong. 2d Sess. 192 (2010)("[B]ased on the Standards Committee's longstanding precedent . . . the Subcommittee finds that it would not well serve the House as an institution to allow its Members to escape responsibility by delegating authority to their staff to take actions and hide behind their lack of knowledge of the facts surrounding those actions . . .").

[195] Comm. on Standards of Official Conduct, *In the Matter of Representative E.G. "Bud" Shuster,* H. Rept. 106–979, 106th Cong. 2d Sess. 64 (2000) (hereinafter *Shuster*).

[196] *Id.* at 49.

[197] House Comm. on Ethics, *In the Matter of Allegations Relating to Representative Alcee L. Hastings,* H. Rept. 113–663, 113th Cong. 2d Sess. 16 (2014) (hereinafter *Hastings*).

tober 2014 that Mr. West made women feel uncomfortable. A report published in the *Huffington Post* on October 5, 2015, stated:

> A person close to Meadows said he personally observed West's behavior around women before he was offered the job, and warned Meadows about West. "There were a number of us who talked to him and basically said, 'You have a problem here,' before he ever got sworn into office," he said.[198]

Representative Meadows has denied this account,[199] and the Committee's investigation did not substantiate this claim.[200] As discussed previously, however, Campaign Supporter and Representative Meadows did have a conversation about Mr. West prior to Representative Meadows being sworn into office. Campaign Supporter described the conversation as follows:

> I did tell [Representative Meadows] that Kenny had—when he was in my business interviewing my employees, that after he left, I had two female employees come up and tell me that they didn't ever want to be interviewed by him again, that he made them feel very uncomfortable. Now, Kenny is what I call a space invader. He's very touchy. He likes to get really close to you when he talks. He likes to have his arm on you, I mean, if it's a man or a woman. And I told Mark, I said, this guy, you know, he needs to understand space respect [sic]. And I told him about that. I felt like I had to.[201]

When asked about this conversation, Representative Meadows said he recalled having conversations with Campaign Supporter about Mr. West, but did not specifically remember Campaign Supporter saying Mr. West made females feel uncomfortable or that that he was a "space invader."[202]

The Committee found Representative Meadows' testimony on this point to be credible. Representative Meadows explained that he had allowed his daughter to intern in his House office, which he would have never done if he believed Mr. West was a threat to the female staff.[203] Even assuming that Campaign Supporter did tell Representative Meadows that Mr. West had made some women feel uncomfortable and was a "space invader," the Committee does not believe that would have placed Representative Meadows "on notice" that Mr. West would behave inappropriately toward his female congressional staff. The Committee found no credible evidence

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[198] Ryan Grimm and Paul Blumenthal, *Congressman Behind Planned Parenthood Assault Kept Paying Aide After Sexual Harassment Complaints,* HUFFINGTON POST, (Oct. 5, 2015), https://www.huffingtonpost.com/entry/mark-meadows-sexual-harassment-kenny-west_us_560f06eae4b0af3706e0fa1b.

[199] Email from Elliot S. Berke to Kathryn Lefeber Donahue (May 13, 2016).

[200] The Committee believes the source for this article was the person this Report refers to as Campaign Supporter, who spoke to the *Huffington Post* reporter about this same subject. *See* 18(a) Interview of Witness P. But Campaign Supporter has denied making the statement, including the claim that "[t]there were a number of us who talked to him." *See* 18(a) Interview of Witness P. *Id.*

[201] 18(a) Interview of Witness P.

[202] 18(a) Interview of Representative Meadows. Representative Meadows said that after the allegations about Mr. West were made public, Campaign Supporter reminded Representative Meadows that he had previously told him that Mr. West was someone who invaded people's space.

[203] Representative Meadows also told the Committee that he asked his daughter whether she had ever experienced or observed any inappropriate behavior by Mr. West. She told him she had not. 18(a) Interview of Representative Meadows.

that Representative Meadows knew about Mr. West's inappropriate behavior prior to receiving the complaints from female staff in his Washington, D.C., and district offices in October 2014.

Turning to the second issue, whether Representative Meadows exercised reasonable care to prevent and promptly correct Mr. West's behavior when he learned of it in October 2014, the record shows that Representative Meadows took some immediate steps to address the allegations, but ultimately did not do enough. The Committee did not find that Representative Meadows intentionally placed his staff at risk, but his failure to take appropriate and swift action did exactly that.

One of Representative Meadow's first measures was to prohibit Mr. West from the congressional offices and from directly contacting most of his female employees. Removing an alleged harasser from the workplace is an appropriate first step in response to allegations of inappropriate behavior or sexual harassment. Representative Meadows also sought guidance from Representative Gowdy, and asked Gowdy Staffer to conduct an investigation. Representative Meadows had the right idea to ask a neutral, third party to investigate the allegations. However, while Gowdy Staffer had substantial experience with investigations, as she was a former prosecutor, at the end of the day she was another Member's employee. A Member should not ask another Member's staff to investigate allegations of inappropriate behavior. It would have been more appropriate for Representative Meadows to have sought the assistance of an independent investigator specifically trained in workplace investigations. He could have done so through the House resources available, such as the Committee, OOC or OHEC.

Regardless, Gowdy Staffer did conduct an independent investigation, as requested, which involved informal interviews of female staff in Representative Meadows' Washington, D.C., office, but not of any district staff, male staff, or Mr. West. The result was unequivocal: she told him Mr. West "had to be let go."[204] As discussed in Section IV.F., Gowdy Staffer explained to Representative Meadows that his staff was "not comfortable," could not work for Mr. West, and that the female employees had "consistent" and "serious claims." Gowdy Staffer also emphasized these claims could create "real problem[s]" for Representative Meadows, including possible claims of sexual harassment and a hostile work environment.

Yet when Representative Meadows received the recommendation, in November 2014, he did not follow it. Instead, Representative Meadows merely formalized the measures he had previously taken: Mr. West (1) could have no contact with female employees other than the scheduler[205]; (2) could not return to the Washington, D.C., or district congressional offices where female employees were present; and (3) should use the D.C. Deputy Chief and District Deputy Chief, both male employees, as a conduit for any supervisory interactions with female employees.[206]

This created several problems. First, it did not send a message to his staff that he took their claims seriously or that sexual har-

[204] 18(a) Interview of Gowdy Staffer; 18(a) Interview of Representative Meadows.

[205] 18(a) Interview of Representative Meadows. Representative Meadows told Mr. West that the only female employee he could have direct contact with was his scheduler because it was necessary for scheduling purposes.

[206] *Id.*

assment is not tolerated in the House. Certainly, Representative Meadows' decision to initiate an independent investigation and then to leave the alleged harasser in a position of authority over the staff could be seen to communicate the opposite message, that Representative Meadows either did not believe the female staff or was not concerned enough to terminate Mr. West.

The Committee asked Representative Meadows if he had any concern that his female staff would experience anxiety due to the uncertainty about Mr. West's role and authority from October 2014 until Representative Meadows announced he would replace Mr. West on April 1, 2015. He explained his view:

> I tried to assure them in any way while we were evaluating the whole deal that their personal contact with Mr. West—they would not have to make personal contact with him. So I felt like that would alleviate the concern. . . . I felt like they were protected because I think they knew that I was serious about not having him back. . . . I thought my staff, early on, trusted me enough to know that their health and wellbeing was my number-one concern. I was unequivocal in sharing that I wanted them to be protected.[207]

If this is the message Representative Meadows intended to send, it was muddled at best. The female staff's concerns are demonstrated in a February 6, 2015, email to Gowdy Staffer, months after she completed her investigation. The female employee wrote, "there are still talks of him coming back up. He is also still in control of the budget/salaries, which has many concerned. Mr. Meadows was adamant that it has been addressed, though."[208]

Second, Representative Meadows' plan to prohibit contact between the female staff and Mr. West did not work. On several occasions, Mr. West intentionally disregarded the limits placed on him. In January 2015, after the independent investigation was completed, the D.C. Deputy Chief told Representative Meadows Mr. West was calling female staff.[209] The D.C. Deputy Chief told the Committee that female staff felt they were in a bind:

> I think there was a bit of an expectation: He is still the chief; I don't want to just hang up on him because I have been told otherwise, like I don't know how to handle this. There was a concern of if Kenny calls me, what do I do? He is still the chief of staff, even though I have also been told . . . I am not going to be interacting with him. So I am not sure what to do because he is still in a managerial role, at least in title, but not in practice, at least according to what the Congressman had told them previously.[210]

Mr. West continued to flout the rules Representative Meadows put in place as late as mid-March 2015, when Mr. West called two female employees, multiple times.[211] These continued contacts show that however genuine Representative Meadows' intention to protect his staff, his ground rules were not working, and female

[207] 18(a) Interview of Representative Meadows.
[208] *See* Exhibit 10.
[209] 18(a) Interview of Representative Meadows.
[210] 18(a) Interview of Employee J.
[211] *Id.*

employees continued to feel uncomfortable in the work environment that Representative Meadows oversaw.

Third, retaining Mr. West in his supervisory position created an environment ripe for retaliation. As mentioned previously, the CAA not only prohibits sexual harassment in the House, but also reprisal or intimidation against a person for reporting sexual harassment.[212] The investigative record shows that Mr. West continued to provide Representative Meadows with evaluations of the congressional staff, in November 2014 and February 2015. In those evaluations, he was critical of the D.C. and District Deputy Chiefs and several of the female employees that raised the harassment allegations. The record also shows that Mr. West made recommendations for salary increases and promotion for two female employees in March 2015, which Representative Meadows ultimately put into place. As mentioned previously, a female employee raised a concern about Mr. West's control over the salaries and budget in her email to Gowdy Staffer in February 2015. Representative Meadows also allowed Mr. West to secretly access the email accounts of the D.C. and District Deputy Chiefs. According to Mr. West's testimony, it was "to see what was transpiring between [the Deputies]," because "[i]t's my opinion that them [sic] two were a main cause of what happened."[213]

The Committee asked Representative Meadows if he had any concern about keeping Mr. West in his supervisory role after the allegations. He said, "[b]ecause I had the ultimate responsibility of hiring and firing and payroll, it certainly did not create the type of elevated concern that, you know, that, all of a sudden he was going to let somebody go or there was going to be some issue where they didn't get compensated properly. So, you know, in retrospect, maybe I should have looked at it differently."[214]

It is true, and significant, that neither Mr. West nor Representative Meadows took any formal adverse employment action against any of the female staff or the Deputies that reported the allegations, and several complainants were actually promoted or received raises while Mr. West was Chief of Staff. However, by allowing Mr. West to continue to evaluate employees and to secretly access the D.C. and District Deputy Chief's email accounts, Representative Meadows fostered the potential for retribution by Mr. West. Representative Meadows could and should have done more to remove Mr. West's supervisory authority and inform the staff that he had done so. He did not adequately protect his staff from the possibility of retaliation.

It seems that Representative Meadows did not fully comprehend the ramifications of his decision to keep Mr. West as Chief of Staff—despite being told otherwise by Gowdy Staffer—until the office of the Speaker raised the issue with him, five months after the initial complaints about Mr. West and four months after the independent investigation was complete and recommended termination.

Based on the entire record in this matter, the Committee found that, when he learned about allegations of sexual harassment by Mr. West, Representative Meadows took some immediate and ap-

[212] Title VII jurisprudence also prohibits retaliation. *See e.g., McGrath v. Clinton*, 666 F.3d 1377, 1380 (D.C. Cir. 2012).
[213] 18(a) Interview of Kenny West.
[214] 18(a) Interview of Representative Meadows.

propriate steps to separate Mr. West from his female staff and to request an independent investigation. However, these steps were insufficient. Mr. West retained his title and all the actual and apparent authority over staff that went with it. Further, Representative Meadows' actions did not communicate to his staff that he had taken the complaints seriously, and it did not protect them from potential future harassment or retaliation.

When asked if he was concerned about the impact this situation would have on his female staff, Representative Meadows stated "I think there was a bigger concern on my part, is making sure that in any evaluation of the truth [Mr. West] got a fair shake all the way around. And so, to just immediately terminate without hearing the facts was a concern."[215] Due process is of course essential, and had Representative Meadows utilized House resources such as OHEC, the Committee, or OOC, Mr. West would have received it. Instead, Representative Meadows ignored the results of an independent investigation and did not remove Mr. West for five months. The Committee found this was not an adequate or timely response.

Moreover, Representative Meadows' attempt to fix the "pervasive problem"[216] of harassment in his offices by limiting Mr. West's contact with female employees created a serious risk of gender discrimination. After the complaints came to him in October 2014, Representative Meadows cut off communications between Mr. West and all female staff, except one female scheduler. As a result, most of the female staff could not have any contact with the person who was supposed to be providing supervision and direction, and who had significant input into promotions, compensation and the office budget, among other things. Male staff were not limited in the same way. The Committee found Representative Meadows' attempt to fix the problem risked subjecting his female employees to further discrimination.

As described above, Members are ultimately responsible for ensuring their offices function in accordance with applicable standards and they also must "take account of the manner in which their actions may be perceived."[217] Representative Meadows is responsible for ensuring that his office is free from discrimination and any perception of discrimination, and he failed to adequately or promptly do so after learning about the allegations involving Mr. West. As such, his actions were contrary to the spirit of the anti-discrimination provision of the Code of Official Conduct (clause 9), in violation of clause 2 of the Code (which requires Members to adhere to the spirit of the rules of the House). The Committee also found that Representative Meadows' actions did not reflect creditably on the House, in violation of clause 1 of the Code of Conduct. Congressional offices should serve as an example of discrimination-free workplaces for the rest of the country. Members should never tolerate sexual harassment or any other discriminatory conduct in their offices, or give even the slightest impression that such conduct is acceptable in the congressional workplace.

If Representative Meadows had sought assistance from any of the House resources available to him when he learned of the alle-

[215] *Id.*
[216] *Id.*
[217] *Shuster* at 49.

gations, like the Committee, OOC or OHEC, and followed their advice, his actions would likely have complied with applicable House Rules. It is the best practice for a Member to utilize the appropriate independent House resources when faced with allegations of sexual harassment or discrimination in their offices. It is also a best practice for Members to follow recommendations after seeking appropriate outside assistance. Had Representative Meadows followed the recommendation from Gowdy Staffer and terminated Mr. West's employment after the investigation, most of the violations discussed in this Report would have been avoided.

Members and employees alike should be able to work free from sexual harassment or discrimination of any kind. The Committee notes that House Resolution 630, which was passed on November 29, 2017, requires each Member, Officer, and employee of the House to complete an education program focused on workplace rights and responsibilities. The Committee is hopeful that this will increase awareness of sexual harassment and discrimination in the workplace, encourage Members and staff to identify any issues that may arise in their offices, and educate Members and staff about the range of resources available to them.

C. MR. WEST'S REVISED DUTIES, COMPENSATION, AND SEVERANCE

Representative Meadows' decisions to continue paying Mr. West, at his full salary, after he was (1) barred from working in the congressional offices and contacting most female staff; (2) demoted to Senior Advisor and lost his supervisory responsibilities; and (3) no longer serving in any position in Representative Meadows' office, raise questions as to whether Representative Meadows violated House Rule XXIII, clause 8.

1. House Rule XXIII, clause 8, and the Committee's guidance and precedent

Clause 8 states "[a] Member . . . of the House may not retain an employee who does not perform duties for the offices of the employing authority commensurate with the compensation such employee receives." The Code of Ethics for Government Service further instructs every employee to "[g]ive a full day's labor for a full day's pay,"[218] and federal law requires that appropriated funds are to be used solely for purposes for which appropriated.[219] CHA regulations require employing Members to submit monthly salary certifications for their staff to ensure compliance with applicable regulations.[220]

Notwithstanding these restrictions, the "general terms, conditions, and specific duties of House employees traditionally have been within the discretion of the employing Member."[221] Accordingly, while a staffer is instructed to "give a full day's labor for a full day's pay," the employing Member may dictate what a "full day's labor" consists of.

Clause 8 aims to prevent fraud or misuse of the House payroll, particularly the use of "ghost employee" schemes. In such schemes,

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[218] Code of Ethics for Government Service ¶ 3.
[219] 31 U.S.C. § 1301(a); *see also Ethics Manual* at 279.
[220] *Members' Handbook* (2018) at 4; Exhibit 1 at 3–4. *See also Ethics Manual* at 277.
[221] *Ethics Manual* at 267; *see also Members' Handbook* (2018) *at 4* ("the Member determines the terms and conditions of employment and service for their staff."); Exhibit 1 at 3.

an employee is recorded on the payroll, but—with the Member's knowledge—does not perform official work equivalent to the earnings he or she collects. The "ghost employee" may be a real individual, or a fictitious person who is misrepresented on payroll records as a *bona fide* employee, whose wage or salary payments are then used for some impermissible purpose.[222]

Consistent with the animating purpose of House Rule XXIII, clause 8, and its predecessor, former Rule XLIII, clause 8, the Committee has historically found violations of the "ghost employee" rule in cases where Members have knowingly converted official funds, originally disbursed as staff compensation, for their personal financial benefit or other unauthorized use.[223] For example, in *The Matter of Representative Charles C. Diggs, Jr.*, the Committee found that Representative Diggs had inflated the salaries of several of his employees, beyond levels commensurate with their respective duties, to enable those employees to "kick back" the additional funds to Representative Diggs to pay certain personal and official expenses.[224] The Committee also found that Representative Diggs had placed several individuals on his congressional payroll to compensate them for personal services they provided to him.[225] On the basis of those findings, the Committee recommended censure to the House and required Representative Diggs to repay official funds for various violations of clause 8.

Violations of clause 8 may also implicate federal criminal laws. During the 100th Congress, the Committee initiated an inquiry into allegations that Delegate Fofo I.F. Sunia authorized the disbursement of compensation to individuals who did not perform services for the House, in violation of Rule XLIII, clause 8.[226] The Committee deferred its investigation at the request of the U.S. Attorney's Office for the District of Columbia, which was actively investigating the matter.[227] Delegate Sunia later pleaded guilty to having conspired to commit fraud in violation of 18 U.S.C. § 371 (the criminal conspiracy statute) by submitting payroll forms and collecting salary checks for individuals who performed no work.[228] Upon reviewing the evidence relating to the guilty pleas, the Committee found that Delegate Sunia had used the salary checks to pay for hotel and meal expenses for visiting constituents and staff, campaign expenses, and personal expenses of his family, in viola-

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[222] *See U.S. v. Robinson,* 903 F. Supp. 2d 766, 791 (E.D. Mo. 2012) ("[A]n employee who receives salary money for time in which he did not work or perform services is a 'ghost' employee who is not receiving bona fide salary or wages"); *U.S. v. Harloff,* 815 F. Supp. 618, 619 (W.D.N.Y. 1993) (citing *U.S. v. Stout*, 1990 U.S. Dist. LEXIS 12343 (E.D. Pa. 1990) (noting that 18 U.S.C. § 666(c) authorizes prosecution based on "ghost employees," or situations in which an employee "invents fictitious workers and collects their 'wages' for his/her own use").

[223] Before the permanent Committee on Standards of Official Conduct was created in 1967, and before the existence of either Rule XXIII, clause 8, or Rule XLIII, clause 8, various subcommittees of the House investigated Representative Adam Clayton Powell, Jr. for expenditures he made as chairman of the Committee on Education and Labor, including salary payments he made to his wife over more than two years, even though she performed no official duties during that time. In the 90th and 91st Congresses, Representative Powell was removed from his chairmanship and fined, and an attempt was made to exclude him from the House. *See* Select Comm. Pursuant to H. Res. 1, *In re Adam Clayton Powell*, H. Rept. 90–27, 90th Cong., 1st Sess. 19–20, 31–32 (1967); *see also Ethics Manual* at 5.

[224] Comm. on Standards of Official Conduct, *In the Matter of Representative Charles H. Diggs, Jr.*, H. Rept. 96–351, 96th Cong., 1st Sess. 5–6, 44 (1979) (hereinafter *Diggs*).

[225] *Id.* at 5.

[226] Comm. on Standards of Official Conduct, *Summary of Activities, One Hundredth Congress*, H. Rept. 100–1125, 100th Cong., 2d Sess. 15–16 (*In the Matter of Delegate Fofo I.F. Sunia and Matthew K. Iuli*).

[227] *Id.* at 15.

[228] *Id.* at 15–16.

tion not only of the conspiracy statute, but also of the Code of Official Conduct and the Code of Ethics for Government Service.[229] However, Delegate Sunia resigned before the Committee could hold a disciplinary hearing to consider sanctions.[230]

The Committee has also found violations of the "ghost employee" rule where a Member did not profit or otherwise obtain a financial benefit from the misuse of official funds appropriated for staff compensation, but retained and paid an employee even though the Member knew the employee was not physically present to perform official work. *In The Matter of Representative Austin J. Murphy*, the Committee recommended, and the House voted to issue, a reprimand to Representative Murphy for various violations of law and House rules, including hiring and retaining an individual on his subcommittee staff who did not perform duties commensurate with the compensation he received.[231] In that matter, the subcommittee's staff director began to have frequent absences from work.[232] Indeed, despite his position as staff director, and the management responsibilities associated with the position, his frequent absences left staff "wonder[ing] among themselves what [he] was doing."[233] Given the nature of the employee's responsibilities and the circumstances surrounding his absences, the Committee found that his attendance had deteriorated to the point that he was no longer performing the duties of his position and that Representative Murphy knew that the employee was not working, though he remained on the House payroll.[234] Thus, the Committee concluded that Representative Murphy's conduct violated House Rule XLIII, clause 8.

In *The Matter of Representative Barbara Rose Collins*, the Committee found Representative Collins violated House Rule XLIII, clause 8, by providing several of her staff members with temporary salary raises that were not commensurate with official duties they performed.[235] The Committee found that the pay increases—which Representative Collins was personally involved in implementing—were wholly unrelated to staff's performance of official duties. Rather, the Committee found that the raises were paid to Representative Collins' congressional staff to enable them to accompany her on a trip to Ghana that was personal in nature. Moreover, the Committee obtained evidence that Representative Collins had specifically linked payment of the salary increases to staff's willingness to participate in the trip.[236]

Finally, in *The Matter of Representative Charles H. Wilson*, the Committee found Representative Wilson hired a person whose salary was not commensurate with duties performed, in violation of XLIII, clause 8, when he employed a friend and political supporter as a congressional staffer.[237] The individual was hired for the stated purpose of advising Representative Wilson on postal matters, preparing and editing a newsletter, and serving as a business liai-

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[229] *Id.* at 16.
[230] *Id.*
[231] Comm. on Standards of Official Conduct, *In the Matter of Representative Austin J. Murphy*, H. Rept. 100–485, 100th Cong., 1st Sess. 5 (1987) (hereinafter *Murphy*).
[232] *Id.* at 5.
[233] *Id.* at 33.
[234] *Id.* at 5.
[235] Comm. on Standards of Official Conduct, *In the Matter of Representative Barbara Rose Collins*, H. Rept. 104–876, 104th Cong., 2d Sess. 35 (1997).
[236] *Id.* at 35–36.
[237] Comm. on Standards of Official Conduct, *In the Matter of Representative Charles H. Wilson*, H. Rept. 96–930, 96th Cong., 2d. Sess. 2 (1980).

son with the California business community. However, the Committee found many of the duties for which the staffer was paid were incidental to his role as Representative Wilson's personal confidant and campaign representative.[238]

2. Representative Meadows' compensation of Mr. West

Representative Meadows paid Mr. West a salary of at least $155,000 per year from the time he became a House employee on January 3, 2013 until the he left his employment with the House on August 15, 2015. In October 2014, Representative Meadows adjusted most of his employees' salaries, including Mr. West's salary, to a higher rate apparently for a year-end bonus.[239] Representative Meadows adjusted Mr. West's salary from $155,000 to $168,411, the maximum rate of pay at that time.[240] The other staff who received the temporary pay increase in October had their pay adjusted back to their regular salary as of November 2014. Mr. West's salary remained at $168,411 for November and December 2014, was moved to $157,400 in January 2015 and finally back to $155,000 in February 2015, where it remained until his employment ended on August 15, 2015. As a result, Mr. West received $3,552.74 of additional gross pay, apparently as a bonus, from October 2014 to January 2015, which coincides with when Mr. West began to be prohibited from entering the congressional offices and from contacting the female congressional staff.

The Committee examined Mr. West's duties and pay at the following junctures in his tenure with Representative Meadows: (1) Mid-October 2014 through April 1, 2015, when Mr. West was restricted from the congressional offices and from contacting most of the female employees, but still served as Chief of Staff; (2) April 1, 2015 to mid-June 2015, when Mr. West held the title of "Senior Advisor" and lost his supervisory responsibilities; and (3) Mid-June 2015 to August 2015, when Mr. West was paid "severance" and no longer served in any House position.

i. Pay as Chief of Staff from Mid-October 2014—April 1, 2015

Representative Meadows has asserted Mr. West maintained all of his supervisory and managerial responsibilities over the more than five month period following the initial complaints of sexual harassment until he demoted Mr. West on April 1, 2015. The Committee found it difficult to understand how a chief of staff could perform some of the core functions of that position, particularly supervising all staff, when he was unable to speak with over half of the employees (those who were female) and could not set foot in any of the congressional offices. In fact, Mr. West himself told Representative Meadows when he was barred from the offices, "I can't even do my job."[241]

When asked how Mr. West could do his job, Representative Meadows explained that Mr. West could continue to have conversations with the Deputies. He said, "You know, to make the assump-

[238] *Id.* at 354–55.

[239] The D.C. Deputy Chief told the Committee that in 2014, Representative Meadows gave the staff bonuses in October so they could use them for the holidays. 18(a) Interview of Employee J.

[240] Rate set by Order of the Speaker of the House of Representatives, pursuant to 2 U.S.C. § 4532.

[241] 18(a) Interview of Representative Meadows.

tion that you have to have a personal interaction with a female employee to properly supervise would be to suggest that everything is a flat plane, and that you've got to have that. I mean, so he still had that same supervisory managerial role that he would have without the personal interaction . . ."[242]

The Committee questions how this arrangement actually worked in practice and is concerned that Mr. West received an apparent bonus in the months following the allegations. However, the Committee has long held that Members have discretion over the terms, conditions and duties of House employees that they employ.[243] Mr. West was still doing a "full day's labor." Even if the Committee believes the rate of pay he received was higher than what most Members would choose to pay an employee performing similar duties, it was still within the reasonable exercise of Representative Meadows' discretion. Accordingly, the Committee found no violation of clause 8 from mid-October 2014 to April 1, 2015.

ii. Pay as Senior Advisor from April 1, 2015—Mid-June 2015

After Mr. West was demoted to Senior Advisor on April 1, 2015, Representative Meadows told the Committee Mr. West lost his supervisory responsibilities.[244] While Representative Meadows said that Mr. West was still "operating," he admitted that he considered this a "transition period" and he did not follow up with Mr. West as much as he should have to ensure that he was doing his job.[245] The mileage reimbursements that Mr. West received when he was Senior Advisor show he traveled on 14 of 48 possible working days, approximately thirty percent of the time, presumably for constituent meetings.[246] As demonstrated by Representative Meadows' and Mr. West's testimony, they were not on the same page as to what Mr. West's responsibilities were as Senior Advisor.[247] The rest of Representative Meadows' congressional staff did not know that Mr. West was even on staff at this time, let alone what he was doing, which further suggests that Mr. West's work during this time was infrequent and inessential.

When asked why he did not change Mr. West's pay when his responsibilities changed, Representative Meadows told the Committee, "if I was in the private sector, I would have left his pay the same and figured out a way to get him gone. . . . I had no idea that I was violating any kind of [rule]—in fact, quite the opposite."[248] He elaborated, "I think that's the normal way that you would do this in the private sector, and I assumed that that's the way that we would do business, you know, in this environment."[249]

Representative Meadows does not work in the private sector, and the payments that he authorized despite the substantial decrease in work by Mr. West were made with public funds. The Committee credits Representative Meadows' testimony that he did not intend to violate the rules regarding compensation for House employees. Nonetheless, Mr. West's terms, conditions, and duties of his em-

[242] 18(a) Interview of Representative Meadows.
[243] *Ethics Manual* at 267.
[244] 18(a) Interview of Representative Meadows.
[245] *Id.*
[246] *See* Exhibit 13.
[247] *See* 18(a) Interview of Representative Meadows; 18(a) Interview of Kenny West.
[248] 18(a) Interview of Representative Meadows.
[249] *Id.*

ployment drastically changed during this time period, but his compensation did not. The Committee has stated previously that when an employee's time working in the congressional office substantially decreases, a corresponding decrease in pay is appropriate.[250] The Committee has previously found Members to have violated House rules where they used official funds to compensate House employees who did not do work commensurate with their pay.[251] Further, the Committee has long held that ignorance of a House rule is no excuse for violating it, or defense to an adverse action.[252] Thus, the Committee found that Representative Meadows violated both the letter and spirit of House Rule XXIII, clause 8 during the two and a half months Mr. West was Senior Advisor.

iii. Severance from Mid-June 2015—August 15, 2015

After Mr. West completed his official work as Senior Advisor, Representative Meadows payed him "severance" by leaving him on House payroll for two months when he was not working. There is no dispute that Mr. West was not giving a "full day's labor for a full day's pay" for those two months. The Committee acknowledges that there was little and inconsistent guidance on severance payments available to the House community at the time Representative Meadows paid severance to Mr. West. That said, Representative Meadows sought no guidance from OHEC, the Committee, or any of the other appropriate source in determining the amount, terms, or conditions of the "severance."[253] He has claimed that he consulted with OHEC after the fact and they told him that he handled the matter consistent with advice OHEC has offered in similar situations.[254] However, the Committee was not privy to those communications. Representative Meadows also did not obtain anything of discernable value to the House in exchange for the "severance" he paid to Mr. West. For example, despite asserting that he paid the "severance" in part to avoid an age discrimination lawsuit, Representative Meadows did not obtain a waiver of legal claims against his office. By keeping Mr. West on the payroll without working, Representative Meadows retained an employee who did not perform duties commensurate with the compensation he received. As mentioned above, the Committee has previously found Members to have violated House rules where they used official funds to compensate House employees who did not do work commensurate with their pay.[255] For this reason, the Committee found that Representative Meadows' payment of "severance," by keeping Mr. West on House payroll for two months without performing any work, violated the letter and spirit of House Rule XXIII, clause 8.

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[250] *Ethics Manual* at 136.

[251] *See e.g., Murphy* at 5 (Member violated clause 8 by keeping the staff director of the Committee that he chaired on the payroll despite knowing he was not fulfilling the responsibilities of his position); Richardson at 91–92 (Member violated clause 8 by retaining a full time staffer who actually spent most of her time performing campaign work).

[252] *Whitfield* at 45 ("a Member's mistaken belief in their compliance with the rules does not excuse a violation of those rules").

[253] 18(a) Interview of Representative Meadows.

[254] Letter from Elliot S. Berke, Counsel to Representative Meadows, to Chairman Charles W. Dent and Ranking Member Linda T. Sánchez, Committee on Ethics (May 10, 2016) (Appendix B).

[255] *Supra* Section V.C.2.ii.

D. REPAYMENT OF FUNDS TO THE U.S. TREASURY

The *Members'* Handbook states, "[e]ach Member is personally responsible for the payments of any official and representational expenses incurred that exceed the provided MRA or that are incurred but are not reimbursable under these regulations."[256] Consistent with this guidance, where Members have used official funds for impermissible purposes, the Committee has frequently directed them to repay any misspent funds.[257] There have, however, been instances where the Committee has sanctioned a Member but has not required repayment of misused funds. Most notably, *In the Matter of Representative Austin J. Murphy*, the Committee recommended and the House voted to issue a reprimand for various misuses of official resources, including paying an absentee employee.[258] In the Committee's discussion of the matter, it did not discuss repayment, and stated that, while Representative Murphy acknowledged misuse of official resources, he "either disclaimed his knowledge or approval of such activity, or asserted that such instances were *de minimis.*"[259]

In this case, Representative Meadows cannot claim that he was unaware of Mr. West's pay when he was Senior Advisor or while being paid "severance," because he was the one who authorized it. Further, Mr. West's pay was in no way *de minimus:* from April 1, 2015 to June 15, 2015 he made $32,291.68 as Senior Advisor, and his two months of "severance" totaled $25,833.34. As such, reimbursement in this matter is appropriate, consistent with the *Members' Handbook*[260] and the Committee's more recent precedent.[261]

Accordingly, the Committee attempted to calculate the amount by which Representative Meadows overcompensated Mr. West during the time periods where he did not perform duties commensurate with his compensation, in violation of clause 8. As stated previously, when Mr. West was Senior Advisor from April 1, 2015 to June 15, 2015 he earned $32,291.68. Because the investigative record is inconclusive about the amount of official work Mr. West performed during that time period, it is difficult to estimate how much of that pay was commensurate with his duties. Even so, in recent matters, the Committee has directed Members to make repayments even where "estimating [a] value is imprecise,"[262] or de-

[256] *Members' Handbook* (2018) at 2; see also Exhibit 1 at 2; *Ethics Manual* at 323 ("Members may be personally liable for misspent funds or expenditures exceeding the MRA.").

[257] *See, e.g.*, Comm. on Ethics, *In the Matter of Representative Luis V. Gutiérrez*, H. Rept. 115–617, 115th Cong. 2d Sess. 29 (2018) (hereinafter *Gutiérrez)* (Member was issued a reproval and required to repay $9,700 for misusing MRA funds to pay a contractor for services outside the scope of the contract and beyond permissible scope under CHA rules); *Diggs* at 17–18 (Member was required to repay House $40,031.66 for the "personal benefit he received from his misconduct" in giving his office staff raises and requiring them to pay certain of his personal expenses out of those raises); *Powell* at 19–20, 31–32 (Member was removed from his chairmanship, fined $40,000 and an attempt was made to exclude him from the House for various acts, including misappropriating public funds for personal travel, and for paying his wife a salary though she performed no official duties; the Committee noted that the fine would "offset any civil liability of Mr. Powell to the United States of America with respect to" the allegations); *Richardson* at 15 (Member was reprimanded and fined $10,000 for her "misconduct," which included retaining a full time staffer who did not perform the duties of her office commensurate with compensation received).

[258] *Murphy* at 5.

[259] *Id.* at 4.

[260] *See Members' Handbook* (2018) at 4; Exhibit 1 at 3.

[261] *See, e.g., Gutiérrez* at 29.

[262] *See* Comm. on Ethics, *In the Matter of Allegations Relating to Representative Don Young*, H. Rept. 113–487, 113th Cong. 2d Sess. 62 (2014) (ISC could not determine the precise value of lodging and hunting services given to a Member because the host "did not prepare an invoice

termining a valuation "is relatively complicated."[263] In that vein, the Committee has opted to take a conservative approach to calculating an appropriate reimbursement. While Representative Meadows and Mr. West described the Senior Advisor role differently, they both mentioned that Mr. West performed some form of outreach in the district. Consequently, the Committee decided to compare Mr. West's salary to the most senior employee in the district at that time, the District Deputy Chief, who had similar outreach responsibilities. The District Deputy Chief earned $14,791.68 less than Mr. West for the period from April 1, 2015 to June 15, 2015. While not an exact approach, the Committee believes that the difference between these salaries is a fair and reasonable amount for Representative Meadows to repay to the U.S. Treasury for the clause 8 violation related to the Senior Advisor role.

The calculation for the repayment for Mr. West's "severance" is much simpler. From June 15, 2015 to August 15, 2015, Mr. West earned $25,833.34. There is no dispute that this portion of his salary was "severance" and that he did not do any meaningful work during that time period. Thus, the entire amount should be reimbursed to the U.S. Treasury for the clause 8 violation related to impermissible severance.

In sum, Representative Meadows must repay the U.S. Treasury a total of $40,625.02 for Mr. West's pay that was not commensurate with his duties and thus, violated House Rule XXIII, clause 8.[264] The Committee directs Representative Meadows to repay that amount to the U.S. Treasury no later than May 15, 2020, and provide proof of repayment to the Committee by that date.

E. REPRESENTATIVE MEADOWS' CONDUCT MERITS REPROVAL BY THE COMMITTEE

The Committee concluded that all of the violations detailed in this Report are sufficient to warrant a reproval by the Committee. Although the Committee accepts Representative Meadows' assertions that his actions related to Mr. West's harassment and his payments to Mr. West when he was Senior Advisor and as "severance" were never intended to violate House Rules, they did. He was ultimately responsible for ensuring that his office was free from discrimination and any perception of discrimination. He failed to adequately do so, in violation of clauses 1 and 2 of the Code of Official Conduct. Further, his attempts to transition Mr. West out of the office precipitated another violation of the Code of Official Conduct, by employing Mr. West when he was not performing duties commensurate with his pay, in violation of the letter and spirit of clause 8. The Committee has previously issued reprovals to Members who unknowing violated House Rules, but the Committee de-

for the trip" and it was unclear what hunting services the Member took advantage of. Accordingly, the ISC valued the hunting services based on the least expensive option available).

[263] *Id.* at 63 (ISC could not determine the actual value of food eaten by the Member, so it valued meals based on the maximum *per diem* rate for travel in the geographic area where the meals were taken).

[264] Representative Meadows asked the Committee whether Mr. West's unused accrued leave was factored into the calculation of the amount of repayment to the U.S. Treasury. Representative Meadows did not, however, provide the Committee with any information regarding the amount of leave Mr. West may have accrued or the personnel policies in place in his office regarding accrual of leave. House regulations state that Members' offices "may provide lump sum payments for accrued annual leave only if such leave was accrued in accordance with written personnel policies established prior to the accrual of such leave." Exhibit 1 at 9; *see also Members' Handbook* (2018) at 11.

termined should have taken additional steps to ensure their conduct was consistent with the Code of Official Conduct.[265]

VI. CONCLUSION

The Committee takes allegations of sexual harassment and discrimination extremely seriously. Mr. West's behavior toward the female employees in Representative Meadows' office, regardless of whether or not a federal court would consider it sexual harassment under Title VII, has no place in the House of Representatives. In 2014, the Committee advised Members "to scrupulously avoid even the impression of a workplace tainted by sexism."[266] The Committee emphatically reiterates that message again today.

Representative Meadows could have and should have done more to ensure that his congressional office was free from discrimination or the perception of discrimination. While Representative Meadows did take some important immediate steps after learning of the allegations of sexual harassment by Mr. West, he did not do enough to address the allegations or to prevent potential further harassment or retaliation. His failure to take decisive action led to his retention of an employee who did not perform duties commensurate with his pay. Based on the totality of the circumstances, the Committee decided to reprove Representative Meadows for his conduct in this matter. Additionally, the Committee concluded that Representative Meadows must reimburse the U.S. Treasury in the amount of $40,625.02 for Mr. West's salary that was not commensurate with his work.

The Committee is conscious of the current climate, as the nation seeks a more full-throated societal condemnation of sexual harassment than what has been the norm of past generations. As representatives of the people, the House should be a leader in this national conversation. It is the Committee's hope that this Report will not only hold Representative Meadows accountable for the inadequacy of his response to allegations of sexual harassment against someone under his supervision, but serve as a caution to the entire House community to be sensitive to the potential for sexual harassment and discrimination. Amid an evolving national conversation about sexual harassment, Members' offices should serve as an example for the modern American workplace, and accordingly those offices should be professional and fair environments for all who work within them.

Upon publication of this Report and Representative Meadows' reimbursement of funds to the U.S. Treasury, the Committee considers the matter closed.

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[265] *See Whitfield* at 45 (citing *In the Matter of Allegations Relating to Representative Phil Gingrey*, H. Rept. 113–664, 113th Cong. 2d Sess. 25 (2014) (finding violations of House Rules, and issuing a reproval, even though "the Committee credited Representative Gingrey's assertion that he believed his actions were consistent with House Rules.")); *see also In the Matter of Allegations Relating to Representative Shelley Berkley*, H. Rept. 112–716, 112th Cong. 2d Sess. 10 (2012) (reproval was appropriate even though "[t]he ISC found that Representative Berkley mistakenly believed the rules governing what assistance her office could provide to her husband's practice required only that they treat him in the same manner by which they treated any other constituent.").

[266] *Hastings* at 16.

VII. STATEMENT UNDER HOUSE RULE XIII, CLAUSE 3(c)

The Committee made no special oversight findings in this Report. No budget statement is submitted. No funding is authorized by any measure in this Report.

APPENDIX A

CONFIDENTIAL

Subject to the Nondisclosure Provisions of H. Res. 895 of the 110th Congress as Amended

OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

REPORT

Review No. 15-1671

The Board of the Office of Congressional Ethics (hereafter "the Board"), by a vote of no less than four members, on February 26, 2016, adopted the following report and ordered it to be transmitted to the Committee on Ethics of the United States House of Representatives.

SUBJECT: Representative Mark Meadows

NATURE OF THE ALLEGED VIOLATION: After a series of personnel issues in October 2014, Representative Meadows' Chief of Staff, Kenny West was not present in either Representative Meadows' district or Washington, DC offices. In April 2015, Representative Meadows informed his staff that Mr. West was no longer Chief of Staff and made representations that he was no longer an employee of the office. Mr. West did not appear to perform any official work after April 2015, yet Representative Meadows continued to authorize compensation to Kenny West until August 15, 2015.

If Representative Meadows retained an employee who did not perform duties commensurate with the compensation the employee received, and certified that the compensation met applicable House standards, then he may have violated House rules and standards of conduct.

RECOMMENDATION: The Board recommends that the Committee on Ethics further review the above allegations because there is substantial reason to believe that Representative Meadows retained an employee who did not perform duties commensurate with the compensation the employee received, and certified that the compensation met applicable House standards, in violation of House rules and standards of conduct.

VOTES IN THE AFFIRMATIVE: 6

VOTES IN THE NEGATIVE: 0

ABSTENTIONS: 0

MEMBER OF THE BOARD OR STAFF DESIGNATED TO PRESENT THIS REPORT TO THE COMMITTEE ON ETHICS: Omar S. Ashmawy, Staff Director & Chief Counsel.

FINDINGS OF FACT AND CITATIONS TO LAW

Review No. 15-1671

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OFFICE OF CONGRESSIONAL ETHICS
UNITED STATES HOUSE OF REPRESENTATIVES

FINDINGS OF FACT AND CITATIONS TO LAW

Review No. 15-1671

On February 26, 2016, the Board of the Office of Congressional Ethics (hereafter "the Board") adopted the following findings of fact and accompanying citations to law, regulations, rules and standards of conduct (*in italics*). The Board notes that these findings do not constitute a determination of whether or not a violation actually occurred.

I. INTRODUCTION

A. Summary of Allegations

1. After a series of personnel issues in October 2014, Representative Meadows' Chief of Staff, Kenny West was not present in either Representative Meadows' district or Washington, DC offices. In April 2015, Representative Meadows informed his staff that Mr. West was no longer Chief of Staff and made representations that he was no longer an employee of the office. Mr. West did not appear to perform any official work after April 2015, yet Representative Meadows continued to authorize compensation to Kenny West until August 15, 2015.

2. If Representative Meadows retained an employee who did not perform duties commensurate with the compensation the employee received, and certified that the compensation met applicable House standards, then he may have violated House rules and standards of conduct.

3. The Board recommends that the Committee on Ethics further review the above allegations because there is substantial reason to believe that Representative Meadows retained an employee who did not perform duties commensurate with the compensation the employee received, and certified that the compensation met applicable House standards, in violation of House rules and standards of conduct.

B. Jurisdiction Statement

4. The allegations that were the subject of this review concern Representative Mark Meadows, a Member of the United States House of Representatives from the 11th District of North Carolina. The Resolution the United States House of Representatives adopted creating the Office of Congressional Ethics (hereafter "OCE") directs that, "[n]o review shall be undertaken... by the board of any alleged violation that occurred before the date of adoption of this resolution."[1] The House adopted this Resolution on March 11, 2008. Because the conduct under review occurred after March 11, 2008, review by the Board is in accordance with the Resolution.

[1] H. Res. 895, 110th Cong. §1(e) (2008) (as amended).

C. Procedural History

5. The OCE received a written request for preliminary review in this matter signed by at least two members of the Board on October 23, 2015. The preliminary review commenced on October 24, 2015.[2] The preliminary review was scheduled to end on November 22, 2015.

6. On October 27, 2015, the OCE notified Representative Meadows of the initiation of the preliminary review, provided him with a statement of the nature of the review, notified him of his right to be represented by counsel in this matter, and notified him that invoking his right to counsel would not be held negatively against him.[3]

7. At least three members of the Board voted to initiate a second-phase review in this matter on November 20, 2015. The second-phase review commenced on November 23, 2015. The second-phase review was scheduled to end on January 6, 2016.

8. On November 23, 2015, the OCE notified Representative Meadows of the initiation of the second-phase review, notified him of his right to be represented by counsel in this matter, and notified him that invoking his right to counsel would not be held negatively against him.[4]

9. The Board voted to extend the 45-day second-phase review by an additional fourteen days on December 18, 2015. The additional period ended on January 20, 2016.[5]

10. The Board voted to refer the matter to the Committee on Ethics for further review and adopted these findings on February 26, 2016.

11. The report and its findings in this matter were transmitted to the Committee on Ethics on March 18, 2016.

D. Summary of Investigative Activity

12. The OCE requested testimonial and in some cases documentary information from the following sources:

    (1) Witness A;

    (2) Witness B; and

    (3) Witness C.

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[2] A preliminary review is "requested" in writing by members of the Board of the OCE. The request for a preliminary review is received by the OCE on a date certain. According to H. Res. 895 of the 110th Congress, as amended (hereafter "the Resolution"), the timeframe for conducting a preliminary review is 30 days from the date of receipt of the Board's request.

[3] Letter from the OCE Chief Counsel to Representative Meadows, dated Oct. 26, 2015.

[4] Letter from the OCE Chief Counsel to Representative Meadows, dated Nov. 23, 2015.

[5] The 14-day extension begins after the 45-day second-phase review ends. The 14-day extension does not begin on the date of the Board vote.

13. The following individuals refused to provide any information in response to the OCE's requests and were determined to be non-cooperative witnesses:

    (1) Representative Meadows;

    (2) Kenny West, former Chief of Staff;

    (3) Wayne King, District Director/Deputy Chief of Staff;

    (4) Pamela Ward, District Office Manager;

    (5) Eliza Thurston, Scheduler;

    (6) Alyssa Farah, Communications Director;

    (7) Martha Van Lieshout, Legislative Assistant; and

    (8) Patrick Fleming, former Legislative Assistant.

II. REPRESENTATIVE MEADOWS MAY HAVE VIOLATED HOUSE RULES AND STANDARDS OF CONDUCT BY AUTHORIZING COMPENSATION TO KENNY WEST DURING A TIME WHEN MR. WEST DID NOT PERFORM OFFICIAL WORK

A. Applicable Law, Rules, and Standards of Conduct

14. House Rule 23, Clause 8

"A Member, Delegate, Resident Commissioner, or officer of the House may not retain an employee who does not perform duties for the offices of the employing authority commensurate with the compensation such employee receives."[6]

15. House Ethics Manual

"The regulations of the Committee on House Administration require employing Members to provide monthly salary certifications for their staff. A salary may be disbursed to an employee only upon submission of a signed statement by the appropriate Member certifying that the Office of Human Resources has correctly listed the name and salary of each employee, and that the employees have certified that they have no relationship to any current Member of Congress, unless specifically noted. Compensation may be received only for duties performed within the preceding month."[7]

"The underlying standard for the receipt of compensation by an employee of the House is that the employee has regularly performed official duties commensurate with the compensation received."[8]

[6] House Rule 23, Clause 8(a).
[7] House Ethics Manual (2008) at 277-78.
[8] *Id.* at 279.

B. Employees in Representative Meadows' Congressional Offices Reported Misconduct by Kenny West in October 2014

16. Kenny West was hired as Representative Meadows' Chief of Staff in January 2013, when Representative Meadows assumed office.[9] He was based in Washington, DC but had management responsibilities over both the district office in North Carolina and the Washington, DC office.[10] According to witnesses interviewed by the OCE, no other employee shared Chief of Staff duties with Mr. West, or was named Chief of Staff, during the time when Mr. West was present in Representative Meadows' congressional offices.[11]

17. In October 2014, a group of employees in Representative Meadows' Washington, DC office reported to the then-Deputy Chief of Staff that they were uncomfortable with Mr. West's inappropriate behavior towards them.[12]

18. Witness A, a staff member in the Washington, DC office, stated that, in response to the reports, Representative Meadows had a conversation with the staff members in the Washington, DC office, in or around January 2015.[13] During that conversation, Representative Meadows told the staffers that he did not want anyone in the office made to feel uncomfortable and that he would "take care of it."[14] Representative Meadows did not specify what actions he would take at the time.[15]

19. Witness B, a staff member in the Washington, DC office, corroborated Witness A's statements, differing on the timing of the first reports made to the then-Deputy Chief of Staff and the timing of Representative Meadows' response. Witness B told the OCE that in late October 2014, after experiencing uncomfortable interactions with Mr. West, she and other staffers alerted the then-Deputy Chief of Staff about Mr. West's actions so that he would present them to Representative Meadows.[16] They did so in writing.[17] According to Witness B, when made aware, Representative Meadows seemed "surprised" by the information and told the staffers he would "address it."[18]

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[9] Kenneth D. West Payroll Authorization Forms, dated Jan. 4, 2013 (Exhibit 1 at 15-1671_0002)

[10] Transcript of Interview of Witness A, Dec. 15, 2015 ("Witness A Transcript") (Exhibit 2 at 15-1671_0020); Transcript of Interview of Witness B, Jan. 7, 2016 ("Witness B Transcript") (Exhibit 3 at 15-1671_0047); Transcript of Interview of Witness C, Jan. 14, 2016 ("Witness C Transcript") (Exhibit 4 at 15-1671_0075). Witnesses interviewed by the OCE confirmed that Mr. West was the Washington, DC Chief of Staff but did not maintain a residence in Washington, DC.

[11] Witness A Transcript (Exhibit 2 at 15-1671_0002); Witness B Transcript (Exhibit 3 at 15-1671_0046); Witness C Transcript (Exhibit 4 at 15-1671_0076).

[12] Witness A Transcript (Exhibit 2 at 15-1671_0021-22); Witness B Transcript (Exhibit 3 at 15-1671_0048, 51).

[13] *Id.* at 15-1671_0022-23.

[14] *Id.*

[15] *Id.* at 15-1671_0023.

[16] Witness B Transcript (Exhibit 3 at 15-1671_0048, 50).

[17] *Id.* at 15-1671_0051. The OCE also obtained evidence of the written reports to the then-Deputy Chief of Staff. However, certain documents are not included as exhibits to these findings. They will be provided to the Committee on Ethics as supplemental information. They will be referenced as "Supplemental Information."

[18] *Id.* at 15-1671_0048.

20. Witness B stated that in November or December 2014, after the concerns were presented to Representative Meadows in October 2014, Representative Meadows asked Representative Trey Gowdy's Chief of Staff to interview his female employees about their interactions with Kenny West and to report back to him.[19] Witness B's belief was that Representative Meadows planned the interviews so that he could assess the legal and personnel ramifications of Mr. West's interactions with his employees.[20] Witness B and other female employees consented voluntarily to the interviews.[21]

21. Witness C, a staff member in the district office, told the OCE that she reported uncomfortable interactions with Mr. West separately to the District Director/Deputy Chief of Staff, Wayne King, in October 2014 during a performance evaluation.[22] Witness C believed at the time that Representative Meadows was aware of her reports made to Mr. King because she received emails from Representative Meadows acknowledging the information.[23] After receiving the emails, Witness C stated that it was her impression that "nothing was altered" in the office and nobody followed up with her about Mr. West or her reports concerning Mr. West.[24] Witness B told the OCE that she was generally aware of Witness C's uncomfortable interactions with Kenny West.[25]

C. Beginning in October 2014, at the Direction of Representative Meadows, Kenny West Was Not Present in Either Congressional Office

22. Multiple witnesses confirmed that due to the personnel issues described above, Representative Meadows took actions to limit or prohibit Kenny West's presence in the Washington, DC and district offices.

23. Witness A explained to the OCE that after the employees made the reports discussed above, Kenny West was asked not to return to the Washington, DC office.[26] Witness A did not elaborate on the source of the information or who asked Mr. West not to return.

24. Witness B stated that after the female employees made their reports in October 2014, and were interviewed by Representative Gowdy's Chief of Staff, Kenny West "never came back" to the Washington, DC office.[27] She further explained that in November 2014, "[Representative Meadows] told us . . . that Kenny wouldn't be back in the office anymore."[28]

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[19] *Id.* at 15-1671_0048-49.
[20] *Id.* at 15-1671_0048.
[21] *Id.* at 15-1671_0050.
[22] Witness C Transcript (Exhibit 4 at 15-1671_0077).
[23] *Id.* at 15-1671_0078-79.
[24] *Id.* at 15-1671_0079.
[25] Witness B Transcript (Exhibit 3 at 15-1671_0066).
[26] Witness A Transcript (Exhibit 2 at 15-1671_0021, 23).
[27] Witness B Transcript (Exhibit 3 at 15-1671_0050). The Board notes that Witness B was employed by Rep. Meadows during the entirety of the events described in these findings. *Id.* at 15-1671_0043-44.
[28] *Id.* at 15-1671_0047.

25. Witness B stated that occasionally, after he left the office, Kenny West would email or call the Washington, DC office but those contacts were "sporadic."[29] Witness B further explained that during these calls Mr. West would mention things like: "I'm going to be up there [in Washington, DC] soon."[30] Although Mr. West was not present in the office, and Representative Meadows told the staff Mr. West was not returning, the calls and emails led Witness B to believe that Mr. West was still Chief of Staff and that Representative Meadows had not terminated Mr. West's employment.[31]

26. After the calls and emails by Mr. West in late 2014, Witness B emailed Representative Gowdy's Chief of Staff in January 2015, reporting Mr. West's continued communications with the congressional office.[32]

27. Witness B stated: "That week or the following, [Representative Meadows] was very upset" because someone approached him on the House floor and told him that he needed to terminate Mr. West's employment.[33] At that point, Representative Meadows knew Representative Gowdy's Chief of Staff had been contacted again, this time without his knowledge.[34]

28. That same month, in January 2015, Representative Meadows responded to the renewed contact with Representative Gowdy's Chief of Staff by explaining to his then-Deputy Chief of Staff that "Kenny's not allowed back into the office so it's not a problem."[35] Although Witness B did not recall whether Representative Meadows responded to her directly, she confirmed that Representative Meadows informed the then-Deputy Chief of Staff who informed Witness B.[36]

29. According to Witness B, after the events in January 2015, Mr. West may have made telephone calls to the congressional offices or sent officially-related email.[37] She recalled a specific email sent by Mr. West in February 2015 concerning the departure of an employee, showing some degree of official work despite Mr. West's continued absence.[38] The OCE obtained an email that matched the description of the email discussed by Witness B.[39]

30. Witness C told the OCE that the day after she informed the District Director/Deputy Chief of Staff, Wayne King, about her uncomfortable interactions with Kenny West in October 2014, Mr. West appeared at the district office.[40] Pamela Ward, the District

[29] *Id.* at 15-1671_0050.
[30] *Id.* at 15-1671_0052.
[31] *Id.*
[32] *Id.*
[33] *Id.*
[34] *Id.*
[35] *Id.*
[36] *Id.*
[37] *Id.*
[38] *Id.*
[39] Email from Kenny West to Rep. Meadows' staff, dated Feb.11, 2015 (Exhibit 5 at 15-1671_0090).
[40] Witness C Transcript (Exhibit 4 at 15-1671_0079). The Board notes that Witness C was employed by Rep. Meadows during the entirety of the events described in these findings. *Id.* at 15-1671_0073.

Office Manager, asked Mr. West to leave the office and not return again.[41] An argument between Mr. West and Ms. Ward ensued.[42] After Mr. West left that day, Witness C never saw Kenny West again in the district office.[43]

31. Witness B stated that when Representative Meadows' office moved to the Longworth House Office Building in January 2015, Mr. West did not have a desk or work space in the new office and his personal items were placed in a storage unit.[44] All other staff members in the Washington, DC office had a work space.[45]

32. The OCE obtained additional evidence indicating that as of February 2015, members of Representative Meadows' staff expressed confusion as to the status of Mr. West's employment.[46] Emails show that, although Mr. West was not present in the congressional offices, there were "talks" of his return.[47] These emails also indicate that Mr. West may have had some control over office budgets and staff salaries at the time.[48]

33. In early 2015, Mr. West appeared to play a limited role as an employee of Representative Meadows' congressional office. For example, on March 14, 2015 Mr. West emailed Representative Meadows' congressional staff regarding personnel and district issues.[49]

From:	West, Kenny
Sent:	Saturday, March 14, 2015 8:35 PM
To:	NC11 DC Staff, NC11 DO Staff
Cc:	Z113 Meadows, Marc
Subject:	This Past Week

First of all I would like to thank you all for making this week a success for Mark. We visited many area's in the district both official and County Events. At every event there were praise and stories about our staff from Eliza doing scheduling, Alyssa's doing our News Letters for Mark and different success stories about our staff and their follow up to numerous to mention. Mark and I want to six or seven conventions the week and at each one he received standing ovations for his support for all his votes and his determination to continue to listen to the people of the 11th District. Ladies and Gentlemen, *THANK YOU!* We have a busy schedule in the district and DC in the coming months, but I know we can sustain the momentum that we all have helped make. Have a blessed weekend.

Kenneth D West
Chief of Staff
Rep. Mark Meadows, NC 11
1024 Longworth Building
Washington, DC 20515
(202) 225-6401 *office* (202) 226-6422 *fax*

34. Also in March 2015, Mr. West took part in staff salary discussions with Representative Meadows for at least one employee on staff.[50]

35. Based on the witness accounts and evidence obtained by the OCE, the Board finds that beginning in October 2014, at the direction of Representative Meadows, Kenny West did not return again to either the Washington, DC or the district offices. Although staff

[41] *Id.* at 15-1671_0079-80, 87.
[42] *Id.* at 15-1671_0079.
[43] *Id.* at 15-1671_0080.
[44] Witness B Transcript (Exhibit 3 at 15-1671_0053).
[45] *Id.*
[46] *See* Supplemental Information.
[47] *Id.*
[48] *Id.*
[49] Email from Kenny West to Rep. Meadows' staff, dated Mar. 14, 2015 (Exhibit 6 at 15-1671_0092).
[50] *See* Supplemental Information.

remained unclear as to Mr. West's official role, Mr. West performed minimal official work and likely completed it entirely outside of the congressional offices.

D. Representative Meadows Indicated to His Staff in April 2015 that Kenny West Was No Longer an Employee and Hired a New Chief of Staff in July 2015

36. The witnesses interviewed by the OCE stated that Representative Meadows indicated to his staff in April 2015 that Kenny West was no longer Chief of Staff. Significantly, witnesses also explained to the OCE that at the time they believed Mr. West was no longer employed by Representative Meadows.

37. Witness A told the OCE that although she had left the House of Representatives in February 2015, she kept in contact with members of Representative Meadows' staff.[51] One member of his staff informed Witness A that Mr. West was asked to step down from his Chief of Staff role and was asked to leave Washington, DC.[52] Witness A did not know if that meant that Mr. West's employment had been terminated.[53]

38. Witness B told the OCE that Representative Meadows sent an email in April 2015 announcing the departure of the then-Deputy Chief of Staff and his search for "a new Chief that is DC-based."[54] Following this email, Witness B believed that Mr. West was no longer an employee of the office and that "everyone just took that as being he's officially fired."[55] Witness B stated that although she and others maintained that belief at the time, after press reports surfaced concerning Kenny West's relationship with the office in the summer of 2015, she reviewed the email and noted that it did not state explicitly that Mr. West's employment had been terminated.[56]

39. Witness C told the OCE that "some time in maybe spring or early summer 2015," Representative Meadows sent an email to the staff "stating that Kenny West was no longer employed by the office."[57] Witness C left the House of Representatives in August 2015 but stated that she believed that Mr. West's employment was terminated prior to her departure.[58] Witness C described the email as the first indication she received that Mr. West was no longer an employee in Representative Meadows' congressional offices and that the email was sent to all staff, possibly excluding the interns.[59] Witness C explained further that "after we received the email, we all assumed that he was terminated, no longer working for the office, so at that point, I guess you could say the speculation [about Mr. West's employment status] had died down."[60]

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[51] Witness A Transcript (Exhibit 2 at 15-1671_0033-34).
[52] *Id.*
[53] *Id.* at 15-1671_0034.
[54] Witness B Transcript (Exhibit 3 at 15-1671_0057).
[55] *Id.*
[56] *Id.* at 15-1671_0058.
[57] Witness C Transcript (Exhibit 4 at 15-1671_0076).
[58] *Id.* at 15-1671_0075.
[59] *Id.* at 15-1671_0077.
[60] *Id.* at 15-1671_0082.

40. As shown below, and consistent with the witness statements, on April 1, 2015 Representative Meadows – through a staff intermediary – emailed his staff regarding office re-organization.[61]

41. In the April 1, 2015 email, Representative Meadows told the staff that "I have made the decision to have a full time Chief of Staff in Washington, DC. This decision doesn't come easily and will require adjustments in a number of areas but I thought it was important to let everyone know that I will be interviewing possible candidates to replace Kenny as our Chief of Staff."[62] Representative Meadows continued: "Kenny has been working with me on the re-organization plan and possible impacts for both the DC and the District offices…."[63]

From: Thurston, Eliza on behalf of Z113 Meadows, Mark
Sent: Wednesday, April 01, 2015 12:49 PM
To: NC11 All Staff
Cc: Z113 Meadows, Mark
Subject: Re-Organization and a Goodbye

All,

Over the last few months, I have asked for input from several of you regarding the best ways we can serve the people of Western North Carolina. As with any organization, there are constant demands which cause us to re-evaluate and find ways to better serve the needs that confront us daily. While some of the changes put forth have not been fully vetted or decided, circumstances have developed that made this interim announcement more appropriate.

On Friday, April 17th, Philip Newman, who has served as Deputy Chief and been with me since the very beginning, will be leaving to take a new position with Senator Cory Gardner. Phil will be serving as a commerce policy advisor, working on transportation and aviation issues for the Senator. It's a great career move for our friend and will allow him to re-establish his Colorado ties. I know that I speak for all of us when I say that Phil's talent and energy will be missed.

At the same time, as part of the re-organization, I have made a decision to have a full time Chief of Staff in Washington, DC. This decision doesn't come easily and will require adjustments in a number of areas, but I thought it was important to let everyone know that I will be interviewing possible candidates to replace Kenny as our Chief of Staff. Kenny has been working with me on the re-organizational plan and possible impacts for both the DC and the District offices, with our sole focus being how to best serve the people of this great state.

I want to thank all of you for your dedication and willingness to adapt during this transitional time.

Thanks,

Mark

42. In addition to this email from Representative Meadows, the OCE also received additional evidence that Kenny West may not have remained an employee of Representative Meadows.[64] Less than two weeks after the email shown above, Representative Meadows communicated via email with a staff member and made Mr. West's departure clear in the discussion, describing Mr. West as "gone" and explaining staff re-organization and job duties.[65]

43. According to Witness B, in May 2015, one of Representative Meadows' staff assistants in Washington, DC received a telephone call from Kenny West.[66] During that telephone call, Mr. West asked that his call to the office not be disclosed to other staffers or to Representative Meadows and made inquiries about his personal items left in the

[61] Email from Eliza Thurston on behalf of Rep. Meadows, dated April 1, 2015 (Exhibit 7 at 15-1671_0094).
[62] *Id.*
[63] *Id.*
[64] *See* Supplemental Information.
[65] *Id.*
[66] Witness B Transcript (Exhibit 3 at 15-1671_0052-53).

Washington, DC office.[67] The staff assistant then informed Witness B, who informed Representative Meadows.[68] In response to that call, in June 2015 the office Scheduler Eliza Thurston, at Representative Meadows' direction, shipped Mr. West his personal items via FedEx.[69]

44. Representative Meadows hired a new Chief of Staff in the summer of 2015. Witnesses told the OCE that in late July or early August 2015 after conducting job interviews as early as May 2015, Representative Meadows' new full-time Chief of Staff in Washington, DC started work.[70]

45. Based on the evidence obtained by the OCE, Representative Meadows confirmed to his staff in April 2015 that Kenny West was no longer Chief of Staff and made further representations that Mr. West was no longer an employee in his congressional office.

E. Representative Meadows Continued to Authorize Compensation to Kenny West During a Time When He Was No Longer Performing Official Work

46. From April 2015, when Representative Meadows indicated to his staff that Kenny West was no longer Chief of Staff or an employee, through August 15, 2015, Representative Meadows authorized salary payments to Mr. West as a House employee.

47. Representative Meadows submitted to the OCE, via counsel, a copy of a November 18, 2015 letter he sent to the Committee on Ethics that described Kenny West's role in the office as follows:

> On April 1, 2015, I changed Kenny's title and duties to that of Senior Advisor, maintaining full-time advisory and constituent relations roles, but transferring his supervisory functions to other personnel. Eventually I came to an agreement with Kenny that he would resign full time duties from my office towards the end of May, 2015, and that I would continue to pay him for a short period of time both for the sake of a smooth transition, and so he would continue to perform some official duties for me during that transition. Kenny did continue to perform some services and was paid through August 2015.[71]

48. The OCE requested information from both Representative Meadows and Kenny West that would have established whether or not Mr. West performed official work from April 1, 2015 to August 15, 2015. Both Representative Meadows and Kenny West refused to cooperate with the OCE's review.

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[67] *Id.*
[68] *Id.*
[69] *Id.* at 15-1671_0054.
[70] Witness B Transcript (Exhibit 3 at 15-1671_0058-59); Witness C Transcript (Exhibit 4 at 15-1671_0083).
[71] Letter from Rep. Meadows to the Chair and Ranking Member of the Committee on Ethics, dated Nov. 18, 2015 (Exhibit 8 at 15-1671_0096-97).

49. On September 3, 2015, a press report was published about Kenny West's employment with Representative Meadows and payments he received in the summer of 2015.[72] Representative Meadows' Communications Director, Alyssa Farah, was quoted in the report, explaining that Mr. West "received vacation and severance pay until August 15."[73] Mr. West was quoted in the article, stating that he "turned in his resignation on May the 21st."[74]

50. In Representative Meadows' November 18, 2015 letter referenced above, he also stated that payments to Kenny West constituted "severance" pay.[75]

51. The chart below summarizes all actions submitted to the House Office of Payroll & Finance, affecting any aspect of Kenny West's employment, including title changes, salary adjustments, or bonus requests. According to the House Office of Payroll & Finance, all changes must be requested by Representative Meadows.

Representative Meadows - NC11				
Action	Effective Date	Salary	Title	Amount
Appointment	1/3/2013	$155,000	Chief of Staff	-
Lump Sum Bonus	10/30/2013	$155,000	-	$1,000
Salary Adjustment	11/1/2013	$167,000	-	-
Salary Adjustment	1/1/2014	$155,000	-	-
Salary Adjustment	10/1/2014	$168,411	-	-
Salary Adjustment	1/1/2015	$157,400	-	-
Salary Adjustment	2/1/2015	$155,000	-	-
Title Change	4/1/2015	-	Senior Advisor	-
Termination	8/15/2015	-	-	-

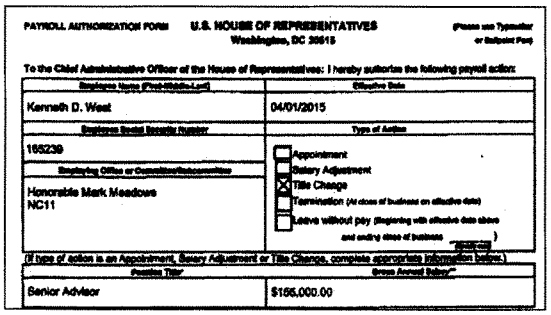
52. The Board notes that there are no records of any "lump sum" or "severance" request forms filed by Representative Meadows for Kenny West except an October 30, 2013 bonus request for $1,000.

53. Mr. West was paid at a rate of $155,000 per year, or $12,916.67 per month, for April, May, June, and July of 2015. For August 2015, Mr. West received $6,458.33. In total, from April 1, 2015 to August 15, 2015, Representative Meadows authorized payments to Kenny West in the sum of $58,125.01.[76] Despite Representative Meadows' claim that Kenny West would "resign full time duties . . . towards the end of May" and would

[72] *Meadows cuts check for false mileage reimbursement*, POLITICO, Sept. 3, 2015, *available at* http://www.politico.com/story/2015/09/mark-meadows-repay-false-mileage-reimbursement-213259 (accessed March 16, 2016).
[73] *Id.*
[74] *Id.*
[75] Letter from Rep. Meadows to the Chair and Ranking Member of the Committee on Ethics, dated Nov. 18, 2015 (Exhibit 8 at 15-1671_0096-97).
[76] Employees of the House may also receive "terminal leave" payments for accrued compensated time off, subject to each Member's internal office policies. According to the Office of Payroll & Finance, this typically occurs after long-serving employees leave the House with substantial accrued compensated time off. As of April 2015, Kenny West had served just over two years in the House. To receive $58,125.01 in terminal leave, Kenny West would have had to accrue roughly 45 days of compensated time off in just over two years. The OCE obtained no evidence that Mr. West accrued any compensated time off.

perform "some official duties"[77] after May 2015, Mr. West's salary was not adjusted to reflect any change in duties after February 1, 2015.

54. On April 9, 2015, Representative Meadows submitted a title change form for Kenny West.[78] The form changed Mr. West's title from Chief of Staff to "Senior Advisor" and made the effective date April 1, 2015, the same date that Representative Meadows informed his staff that he was seeking to replace Kenny West as Chief of Staff.[79]



PAYROLL AUTHORIZATION FORM U.S. HOUSE OF REPRESENTATIVES Washington, DC 20515 (Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	04/01/2015
Employee Social Security Number	Type of Action
165239	☐ Appointment ☐ Salary Adjustment ☒ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____)
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows NC11	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

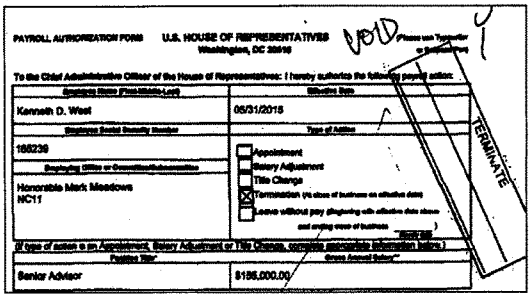
Position Title*	Gross Annual Salary**
Senior Advisor	$155,000.00

55. When asked about whether Mr. West's title had been changed to "Senior Advisor," all witnesses interviewed stated that they were not aware of the designation.[80]

56. Witness B told the OCE that following the publication of press reports: "I was surprised that [Kenny West] was still on payroll after April. I was honestly surprised and had always been surprised that he was still on payroll without a change in salary that whole time since we told him [about Mr. West's behavior] in October."[81] She also stated that Alyssa Farah, Representative Meadows' current Communications Director, shared the same surprise upon learning that Mr. West was paid after April 2015.[82]

[77] Letter from Rep. Meadows to the Chair and Ranking Member of the Committee on Ethics, dated Nov. 18, 2015 (Exhibit 8 at 15-1671_0096-97).
[78] Kenneth D. West Payroll Authorization Forms, dated April 9, 2015 (Exhibit 1 at 15-1671_0010).
[79] *See* Email from Eliza Thurston on behalf of Rep. Meadows, dated April 1, 2015 (Exhibit 7 at 15-1671_0094).
[80] Witness A Transcript (Exhibit 2 at 15-1671_0021); Witness B Transcript (Exhibit 3 at 15-1671_0047); Witness C Transcript (Exhibit 4 at 15-1671_0076).
[81] Witness B Transcript (Exhibit 3 at 15-1671_0060).
[82] *Id.* at 15-1671_0060-61.

57. The OCE also obtained documents showing that on April 17, 2015, Representative Meadows filed a form notifying the House Office of Payroll & Finance that Kenny West's employment was terminated as of May 31, 2015.[83] This filing was signed eight days after Representative Meadows filed the form requesting Mr. West's title change to "Senior Advisor."[84]


PAYROLL AUTHORIZATION FORM U.S. HOUSE OF REPRESENTATIVES
Washington, DC 20515

VOID

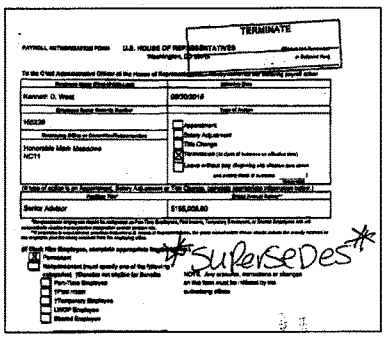
To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	05/31/2015
Employee Social Security Number	Type of Action
168239	☐ Appointment ☐ Salary Adjustment ☐ Title Change ☒ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____)
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows NC11	

TERMINATE

(If type of action is an Appointment, Salary Adjustment or Title Change, complete applicable information below.)

Position Title*	Gross Annual Salary*
Senior Advisor	$195,000.00


PAYROLL AUTHORIZATION FORM U.S. HOUSE OF REPRESENTATIVES
Washington, DC 20515

TERMINATE

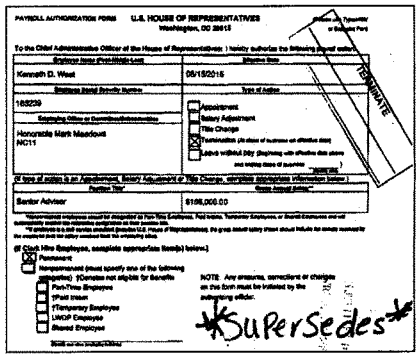
To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	06/30/2015
Employee Social Security Number	Type of Action
168239	☐ Appointment ☐ Salary Adjustment ☐ Title Change ☒ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____)
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows NC11	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete applicable information below.)

Position Title*	Gross Annual Salary*
Senior Advisor	$195,000.00

SuperseDes


PAYROLL AUTHORIZATION FORM U.S. HOUSE OF REPRESENTATIVES
Washington, DC 20515

TERMINATE

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	05/15/2015
Employee Social Security Number	Type of Action
168239	☐ Appointment ☐ Salary Adjustment ☐ Title Change ☒ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____)
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows NC11	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete applicable information below.)

Position Title*	Gross Annual Salary*
Senior Advisor	$195,000.00

SuperSedes

59. The Board notes that Representative Meadows changed Mr. West's official title, filed termination paperwork with the House, and then extended Mr. West's employment in subsequent filings, indicating no intention of paying Mr. West any form of "severance."

[83] Kenneth D. West Payroll Authorization Forms, dated April 17, 2015 (Exhibit 1 at 15-1671_0011).
[84] *Id.*
[85] Kenneth D. West Payroll Authorization Forms (Exhibit 1 at 15-1671_0012-17).
[86] *Id.*

60. In addition, conflicting with any claim that Mr. West received "severance" pay, Representative Meadows also submitted to the OCE, in a letter to the Committee on Ethics, that Mr. West performed some amount of official work after April 1, 2015. The OCE instead received testimony and documents from witnesses illustrating that Mr. West did not perform any official work after April 1, 2015.

III. REPRESENTATIVE MEADOWS MAY HAVE VIOLATED HOUSE STANDARDS OF CONDUCT BY CERTIFYING THAT KENNY WEST WAS PERFORMING OFFICIAL DUTIES COMMENSURATE WITH HIS COMPENSATION

A. Applicable Law, Rules, and Standards of Conduct

61. House Ethics Manual

"Members must regularly certify that all official funds have been properly spent. A false certification may bring criminal penalties, and the government may recover any amount improperly paid."[87]

B. Representative Meadows Submitted Payroll Authorization Forms to the House of Representatives' Office of Payroll and Finance Certifying the Payments to Kenny West Were Commensurate with His Official Work

62. From April 2015 to August 15, 2015, Representative Meadows signed a Payroll Authorization Form, certifying that funds paid to Kenny West were properly spent and were commensurate with work performed.[88]

63. Based on the information obtained by the OCE, and the non-cooperation by Representative Meadows and Kenny West, it does not appear that Mr. West performed any official work from at least April 2015, yet Mr. West received a salary from the House of Representatives, authorized by Representative Meadows, each month until August 15, 2015.

IV. CONCLUSION

64. In October 2014, employees in Representative Meadows' congressional offices raised concerns about inappropriate behavior by Kenny West, Representative Meadows' Chief of Staff, and the presence of an uncomfortable work environment.

65. Soon after the complaints were made, Representative Meadows assured the staff that he would take steps to address the situation regarding Kenny West. Mr. West was ordered not to be present in either the district office or the Washington, DC office.

[87] House Ethics Manual at 126 (citing 18 U.S.C. § 1001).
[88] *See generally* Kenneth D. West Payroll Authorization Forms (Exhibit 1 at 15-1671_0002-17).

66. Mr. West appears to have conducted a limited amount of official congressional work from October 2014 to April 2015, though the OCE was unable to confirm where Mr. West conducted the work or the extent of the work completed.

67. In April 2015, Representative Meadows notified his staff that Mr. West was no longer the Chief of Staff and that he would be interviewing candidates for the full time Chief of Staff position once held by Mr. West. In certain communications, Representative Meadows also characterized Mr. West as no longer with the office and kept no work space for him in Washington, DC.

68. In July 2015, Representative Meadows hired a full time Chief of Staff to fill Mr. West's previous position.

69. From April 2015 to August 15, 2015 Representative Meadows characterized Mr. West's role with the office as transitionary or less than full time, while continuing to compensate him at his full time rate. Representative Meadows simultaneously characterized this payment to Mr. West as "severance" pay.

70. From April 2015 through August 15, 2015, Kenny West continued to receive a salary from the House of Representatives, authorized by Representative Meadows. Moreover, Mr. West received a salary dating back to October 2014, when he was no longer present in either the district or Washington, DC offices.

71. Based on the information obtained by the OCE, the Board recommends that the Committee on Ethics further review the above allegations because there is substantial reason to believe that Representative Meadows retained an employee who did not perform duties commensurate with the compensation the employee received, and certified that the compensation met applicable House standards, in violation of House rules and standards of conduct.

V. INFORMATION THE OCE WAS UNABLE TO OBTAIN AND RECOMMENDATION FOR THE ISSUANCE OF SUBPOENAS

72. The following witnesses, by refusing to interview or provide requested information to the OCE, did not cooperate with the OCE's review.

    (1) Representative Meadows;

    (2) Kenny West;

    (3) Wayne King;

    (4) Pamela Ward;

    (5) Eliza Thurston;

    (6) Alyssa Farah;

    (7) Martha Van Lieshout; and

    (8) Patrick Fleming.

73. The Board recommends the issuance of subpoenas to the above named individuals.

Exhibit 1

PAYROLL AUTHORIZATION FORM — U.S. HOUSE OF REPRESENTATIVES, Washington, DC 20515 — (Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

New Hire

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	01/03/2013
Employee Social Security Number	**Type of Action**
[redacted]	☒ Appointment ☐ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____ (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows 1516 Longworth Building Washington, DC 20515 NC11	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Chief of Staff	155,000.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.
**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent
☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits
- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____ (Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(If Employee of an Officer of the House, complete item below.)
Position Number..... If applicable, Level ..... Step .....
If position transfer, previous position number..... Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 01/04/2013 — (Signature of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member) — (Type or print name of Authorizing Official)

(Type or print name and title of above official) — (Title--If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM — U.S. HOUSE OF REPRESENTATIVES, Washington, DC 20515 — (Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	11/1/2013
Employee Social Security Number	**Type of Action**
[redacted]	☐ Appointment ☒ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____) (Specify date)
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows 1516 Longworth HOB Washington DC 20515	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Chief of Staff	$167,000.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.

**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent

☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits

- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____ (Specify any other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

RECEIVED 2013 NOV 15 PM 4:43 PAYROLL & BENEFITS

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....

If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 11/14/2013

(Signature of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows

(Type or print name of Authorizing Official)

(Type or print name and title of above official)

NC11

(Title—If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

U.S. HOUSE OF REPRESENTATIVES
LUMP SUM PAYMENT AUTHORIZATION FORM

I hereby authorize a Lump Sum payment to the employee, in the amount and for the purpose, specified below:

Employing Office: Honorable Mark Meadows

Employee Name: Kenneth D. West

Employee #: 168239

Check the appropriate box, and complete the associated information.

Fractional days MUST be expressed as .25 or .50 or .75

☐ Accrued Annual Leave: _____ Number of Days _____ Termination or Effective Date

Fractional days MUST be expressed as .25 or .50 or .75

☐ Severance Pay: _____ Number of Days _____ Termination Date

☒ Bonus: 1,000.00 Amount* 10/30/2013 Effective Date(s)

☐ Other: _____ Amount* _____ Effective Date(s)

_____ (specify)

RECEIVED 2013 NOV 15 PM 4:43 PAYROLL & BENEFITS

*Note: Insert actual amount of payment (not an annual rate).

(Signature of Authorizing Official) *Date* 11/14/2013

Honorable Mark Meadows
(Type or print name of Authorizing Official)

(If appropriate, signature of Subcommittee Chairperson or Ranking Minority Member)

NC11
(Title – If Member, District and State)

(Type or Print name and title of above official.)

Office of Payroll and Benefits Use Only

Appropriation Code: Processed By:

Revised 2/11/2011

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES**
Washington, DC 20515

(Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	01/01/2014
Employee Social Security Number	**Type of Action**
[redacted]	☐ Appointment ☒ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____) (Specify date)
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows 1516 Longworth HOB Washington DC 20515	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Chief of Staff	$155,000.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.
**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent
☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits
- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____
(Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official

RECEIVED
2013 NOV 15 PM 4:43
PAYROLL & BENEFITS

(If Employee of an Officer of the House, complete item below.)
Position Number..... If applicable, Level ..... Step .....
If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 11/14/2013

(Signature of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows
(Type or print name of Authorizing Official)

(Type or print name and title of above official)

NC11
(Title--If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM

U.S. HOUSE OF REPRESENTATIVES
Washington, DC 20515

(Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth West	10/01/2014
Employee Social Security Number	**Type of Action**
[redacted]	☐ Appointment ☒ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____)
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows 1516 Longworth HOB Washington, DC 20515	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Chief of Staff	$168,411.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.
**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent
☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits
- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

(Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

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2014 OCT 15 PM 3:15
PAYROLL & BENEFITS

(If Employee of an Officer of the House, complete item below.)
Position Number..... If applicable, Level ..... Step .....
If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 10/15/2014

(Signature of Authorizing Official)

Honorable Mark Meadows
(Type or print name of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

(Type or print name and title of above official)

NC11
(Title–if Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
	as of.....	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM U.S. HOUSE OF REPRESENTATIVES Jn Cycle (Please use Typewriter or Ballpoint Pen)
Washington, DC 20515

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth West	10/01/2014
Employee Social Security Number	**Type of Action**
[redacted]	☐ Appointment ☒ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____) (Specify date)
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows 1516 Longworth HOB Washington, DC 20515	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Chief of Staff	$168,411.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.
**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent
☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits
- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____ (Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

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(If Employee of an Officer of the House, complete item below.)
Position Number..... If applicable, Level ..... Step .....
If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 10/15/2014

(Signature of Authorizing Official)

Honorable Mark Meadows
(Type or print name of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

NC11
(Title—If Member, District and State)

(Type or print name and title of above official)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES**
Washington, DC 20515

(Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	01/01/2015
Employee Social Security Number	**Type of Action**
[redacted]	☐ Appointment ☒ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business 5 (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows 1516 Longworth HOB Washington, DC 20515	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Chief of Staff	$157,400.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.

**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent

☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits

- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____
(Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

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2015 JAN -8 PM 3:15
PAYROLL & BENEFITS

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....

If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 01/05/2015

(Signature of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows

(Type or print name of Authorizing Official)

(Type or print name and title of above official)

NC11

(Title--if Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES** (Please use Typewriter or Ballpoint Pen)
Washington, DC 20515

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	02/01/2015
Employee Social Security Number	**Type of Action**
[redacted]	☐ Appointment ☒ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business ____ (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows 1516 Longworth HOB Washington, DC 20515	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Chief of Staff	$155,000.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.
**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent
☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits
- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____
(Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

RECEIVED
2015 JAN -8 PM 3:15
PAYROLL & BENEFITS

(If Employee of an Officer of the House, complete item below.)
Position Number..... If applicable, Level ..... Step .....
If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 01/05/2015

(Signature of Authorizing Official)

Honorable Mark Meadows
(Type or print name of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

NC11
(Title–If Member, District and State)

(Type or print name and title of above official)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES**
Washington, DC 20515

(Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	04/01/2015
Employee Social Security Number	**Type of Action**
[redacted]	☐ Appointment ☐ Salary Adjustment ☒ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____) (specify date)
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows NC11	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Senior Advisor	$155,000.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.
**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent
☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits
- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____
(Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(If Employee of an Officer of the House, complete item below.)
Position Number..... If applicable, Level ..... Step .....
If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 04/09/2015

(Signature of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows
(Type or print name of Authorizing Official)

(Type or print name and title of above official)

NC11
(Title–If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES**
Washington, DC 20515

VOID (Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	05/31/2015
Employee Social Security Number	**Type of Action**
[redacted]	☐ Appointment ☐ Salary Adjustment ☐ Title Change ☒ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____ (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows NC11	

TERMINATE

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Senior Advisor	$155,000.00

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_____ (Specify one other employing authority)

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Date 04/17/2015

(Signature of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows
(Type or print name of Authorizing Official)

(Type or print name and title of above official)

NC11
(Title—If Member, District and State)

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ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

15-1671_0011

TERMINATE

PAYROLL AUTHORIZATION FORM U.S. HOUSE OF REPRESENTATIVES (Please use Typewriter or Ballpoint Pen)
Washington, DC 20515

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	06/30/2015
Employee Social Security Number	**Type of Action**
[redacted]	☐ Appointment ☐ Salary Adjustment ☐ Title Change ☒ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business ____ (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows NC11	

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Date 05/21/2015

(Signature of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows
(Type or print name of Authorizing Official)

(Type or print name and title of above official)

NC11
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Honorable Mark Meadows
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Term

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Washington, DC 20515

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Date 06/10/2015

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Exhibit 2

1 P. Solis: This is Paul Solis with the Office of Congressional Ethics. I'm joined by
2 Omar Ashmawy. It is December 15, 2015. We are here with Witness A.
3 We have provided Witness A a copy of 18 U.S.C. 1001 and she has signed
4 the acknowledgement form understanding the law applies to our
5 conversation today, and we can begin.

6 Witness A, where are you currently employed?

7 Witness A: I'm currently employed at the National Republican Senatorial Committee.

8 P. Solis: How long have you been there?

9 Witness A: Since February. The day after President's Day. The 15th I believe.

10 P. Solis: What is your title?

11 Witness A: I am the budget coordinator in the finance department.

12 P. Solis: Have you kept the same title since you started there?

13 Witness A: I have, yes.

14 P. Solis: What are some of your job duties there?

15 Witness A: I see every check that comes in to the building, make sure it's FEC
16 compliant, make sure it gets batched to the right account, so we're using
17 the money properly. I keep track of any Senators that talk to any donors
18 and make sure that everybody, check is, you know, given, credited or
19 whatever. I do a lot of that stuff. Tracking money.

20 P. Solis: Previously to that job, where did you work?

21 Witness A: I was with Congressman Mark Meadows.

22 P. Solis: Okay. How long were you with Congressman Meadows?

23 Witness A: One full year, I believe. I was there from January, 13 months. January
24 2014 to February, until I started at the NRSC, February 15th.

25 P. Solis: From the time you started until you left, can you run down the titles you
26 had there, and your responsibilities?

27 Witness A: I was the staff assistant. I also was intern coordinator. That was all under
28 the staff assistant title. I was front of house, so I made sure everybody got,
29 you know, the front office was maintained. Front office was maintained,

1 interns were busy and had things to do, book tours for constituents, I
2 helped with constituent outreach, things like that.

3 P. Solis: The entire time you were staff assistant? That was your title?

4 Witness A: Yes.

5 P. Solis: Who were your supervisors?

6 Witness A: Directly to Eliza Thurston. I also worked under Martha VanLieshout. I
7 guess if you move up, one, Phillip Newman was deputy chief of staff, until
8 he left. Then, Kevin, wow, this was a long time ago, Kevin Klein, before
9 that. Actually, to clarify that, I was an intern in the office the summer of
10 2013 as well.

11 P. Solis: You were in the office, summer of 2013, as an intern. You probably went
12 back to school?

13 Witness A: Yes. I finished my last semester August to December of 2013, then I
14 started full time in January of that year, of 2013.

15 P. Solis: Okay. You mentioned Phil Newman, you mentioned Kevin Klein, anyone
16 else?

17 Witness A: Then, ultimately, Kenny West, the boss. The Congressman, Mark
18 Meadows

19 P. Solis: Okay. Kenny West was Chief of Staff?

20 Witness A: Yes.

21 P. Solis: During your entire time with the office?

22 Witness A: I believe so, yes.

23 P. Solis: Was anybody else Chief of Staff during that time?

24 Witness A: Nobody was, no.

25 P. Solis: What were some of ... Again, this is your interpretation and sort of what
26 you saw there. But what were Mr. West's job duties while he was there?

27 Witness A: I think the Congressman saw him as kind of a manager. He managed
28 personnel, both in the DC office and the District offices in North Carolina.
29 I don't think ... I don't believe he played that much part in policy. I wasn't

1 in tune with that. I was at the bottom rung of things. To my knowledge, it
2 was a management role.

3 P. Solis: You said he had personnel management over the DC and the District?

4 Witness A: Mm-hmm (affirmative).

5 P. Solis: Was he based in DC?

6 Witness A: I would say, he didn't hold residence in DC, ever. He split his time though.
7 He was in DC, maybe, a week and a half out of every month, maybe 2
8 weeks out of every month, but, he held residence in North Carolina.

9 P. Solis: When he was in DC, would he stay in a hotel?

10 Witness A: Yes. That's to my knowledge, yes.

11 P. Solis: Okay. What was your relationship with Mr. West like? Was it strictly
12 professional? Were you personal friends outside the office?

13 Witness A: I wasn't personal friends with him. He was my boss, that's how I saw him.
14 Yeah. I mean, I don't even believe ... I'm Facebook friends with a lot of
15 other former co-workers, but we are not Facebook friends outside of the
16 office.

17 P. Solis: Were any other staffers personal friends with Mr. West?

18 Witness A: No. Not that I know of.

19 P. Solis: You left in February of 2015. Are you aware of any title changes Mr. West
20 might have had, during his employment with Congressman Meadows?

21 Witness A: I'm not sure of any title changes. I know there was a time where he was
22 asked to not come to the DC office. After that, I'm not sure of his title
23 change. Again, I wasn't in tune with all that, but I do know that he was
24 asked not to come to the DC office.

25 O. Ashmawy: We know the nature of some of the drama there. Do remember around
26 what date or time frame, even just month and year, that was?

27 Witness A: By my guess, my best recollection, things started unfolding after the
28 election, in November 2014. Part of the reason I left was because of things
29 ... I wasn't made to feel uncomfortable, but I didn't want to be in the office
30 anymore. I wasn't moving forward, I wasn't moving upwards, so I moved
31 onwards. I would say, I want to say it was December, January, December
32 2014, January 2015. I honestly, that's my best guess.

1 P. Solis: What do you mean by unfolding?

2 Witness A: There was a time where there were other women in the office that were
3 made to feel uncomfortable by Mr. West, and they had approached both ...
4 I guess they approached Phil, Mr. Newman, and he approached the
5 Congressman, and said "this is what's happening, they feel
6 uncomfortable." The Congressman sat us all down, I can't remember, I
7 believe it was January, and he said, "I'll take care of it." At that point, I
8 believe, that was when Mr. West was asked to not come to the DC office. I
9 don't believe there was any title change at that time.

10 P. Solis: Representative Meadows, you said, "Sat us down in January."

11 Witness A: Oh. Yeah. Us, as in, it was Phil, because he was the one that had
12 approached the Congressman, and then all of the women in the office. At
13 that time it was me, Martha VanLieshout, Ansley Rhyne, Alyssa Farah,
14 Eliza Thurston.

15 P. Solis: I want to get it straight. Phil was the first one to hear about this?

16 Witness A: Yes. There was, to my knowledge. Kevin may have known about this
17 before, I can't speak to that, I was an intern at that time. Kevin left in the
18 first few months that I was a full time employee. I believe Phil was the
19 first to be made aware of this, yeah.

20 P. Solis: That would have happened sometime after the November 2014 election?

21 Witness A: I believe so, yeah.

22 P. Solis: Okay. Women in the office, Martha, Ansley, Alyssa, Eliza, would have
23 been the ones to bring that to Phil's attention?

24 Witness A: I can say that I wasn't made to feel uncomfortable, and to my knowledge, I
25 am personal friends with Martha outside of the office, she's never been
26 made to feel uncomfortable there. I think there have been instances ...
27 She's still in the office, so after I left, I think she just felt that it was
28 creepy, but she never felt she was made uncomfortable. I believe that
29 Alyssa and Ansley were made to feel uncomfortable. I'm not sure Eliza
30 was, but she may have been. I know that Alyssa and Ansley did feel, they
31 were made to feel uncomfortable.

32 P. Solis: How do you know that?

33 Witness A: They had expressed that to me, at some point, and I kind of seen ...
34 Nothing physical had happened, but there were things that were said that
35 were just kind of off color, nothing that I can remember off the top of my

1 head, that made them feel uncomfortable. That didn't seem workplace
2 appropriate.

3 P. Solis: These are Mr. West's comments?

4 Witness A: Yes.

5 P. Solis: Okay. When Representative Meadows sat you down, this would have been
6 January 2015, and he said he'll "take care of it," could you elaborate on
7 that?

8 Witness A: I wish I could. He said that he didn't want anybody to feel uncomfortable
9 in his office. That we're like family to him and he wanted everybody to be
10 in a safe environment and that ... I don't believe he said exactly what he
11 was going to do, but he said he wanted to make sure that everybody felt
12 safe and he would take care of it. He didn't say exactly what he would do.

13 P. Solis: You said that you know, at some point, Mr. West was told not to come to
14 the DC office, correct?

15 Witness A: That's correct.

16 P. Solis: When did you know about that?

17 Witness A: I would say about 2, 3 weeks after that conversation with the
18 Congressman.

19 P. Solis: You were still employed in the office when Mr. West was told not to come
20 to DC.

21 Witness A: I believe so. Yeah. I may have already given my 2 weeks notice. I can't
22 remember exactly. I want to say I was definitely still employed. It was on
23 my out.

24 P. Solis: I'm going to show you some of the documents that you submitted to us. I
25 apologize, these are pretty fresh, you just gave them to us the other day.
26 They're not bates stamped with an identifying mark.

27 Witness A: Yeah.

28 P. Solis: I'll just try my best to identify what we're talking about.

29 Witness A: Okay.

30 P. Solis: This is a Google Hangout, right?

1 Witness A: Yes that is.

2 P. Solis: With Martha VanLieshout?

3 Witness A: Yes.

4 P. Solis: If I could direct you to the second page -

5 Witness A: Sure.

6 P. Solis: Below your name, and this would have been a message sent to Martha,
7 correct?

8 Witness A: Mm-hmm (affirmative).

9 P. Solis: This is sort of like an instant messaging service?

10 Witness A: Yeah. Mm-hmm (affirmative).

11 P. Solis: Would you have been in the office together when you were sending these?

12 Witness A: Yes. At this point, we were in a new office, I want to say. The front office
13 was in a separate part. It was the same office, just different parts of the
14 office.

15 P. Solis: Okay. Below, January 28, 2014, your comment there, you say, "Kenny,
16 walking around in his trench coat, is freaking me out." Do you remember
17 what was going on at that time?

18 Witness A: Honestly, I couldn't tell you. I think this was after I had been made aware
19 of other things that were happening in the office.

20 P. Solis: Okay.

21 Witness A: If I could guess, it was probably he was just walking around, for no
22 reason, in his trench coat. Honestly, any male walking around in a trench
23 coat probably makes me uncomfortable. I don't know why.

24 P. Solis: As of January 28th, the end of January, he still would have been in the
25 office?

26 Witness A: Yeah. I think so.

27 P. Solis: Okay.

28 Witness A: I think it was probably right around then that ...

1 P. Solis: If I could have you flip 2 more pages ...

2 Witness A: Mm-hmm (affirmative).

3 P. Solis: This is February 4th.

4 Witness A: I guess I had no ... My time frame must be off then, but I apologize.

5 P. Solis: Okay. No, no problem. February 4th, you write, "Kenny is standing over
6 my shoulder as I did the signatures. Was my punishment for me sassing
7 you?" Martha responds. You write "still uncomfortable." She writes,
8 "Always." At this point in early February, he still would've been in the
9 D.C. office.

10 Witness A: Yeah.

11 P. Solis: Do you recall this specific conversation?

12 Witness A: I do.

13 P. Solis: What was happening in the office?

14 Witness A: Yeah. We had an auto signature machine for when we did whatever it was
15 for the Congressmen, and that was one of my tasks that I did. We'd sign
16 constituent letters. I believe he was still in the office, and I know that in
17 our old office we had the auto signature machine in Kenny's office. It may
18 have been true that it had moved.

19 P. Solis: Okay.

20 Witness A: Oh, wait, this is 2014. Okay. I understand where we are. I do remember
21 that. Yep. Mm-hmm (affirmative).

22 P. Solis: Yeah, I want to be clear here.

23 Witness A: This is 2014.

24 P. Solis: This is 2014.

25 Witness A: Sorry, no, no, I apologize. Yep. Okay. Yep. That was in his ... We were in
26 the old office. This is chronologically. I apologize. This is my fault.

27 P. Solis: I'll go back to the sort of trench coat discussion, when you said at this
28 point you had been made aware of-

29 Witness A: That's not true.

1 P. Solis: That would've been-

2 Witness A: That was later on in the year, in 2014. I apologize.

3 P. Solis: No problem. No problem. At this point in 2014, you're making some of
4 these statements to your co-worker about being uncomfortable and
5 freaking you out. Are you feeling, at this point, uncomfortable? Do you
6 feel that Mr. West is acting inappropriately in the office in 2014?

7 Witness A: Yeah, I do remember that it was not comfortable. He never said anything
8 directly to me, but there were instances like these two instances where I
9 was, I guess, made to feel uncomfortable. Honestly, for me, I've been
10 through other things, so my uncomfortable level has kind of changed.

11 P. Solis: Right.

12 Witness A: But I do remember this now that it's in front of me, even though I already
13 printed these out and gave them to you. Yeah.

14 P. Solis: Did you report that to anybody?

15 Witness A: I believe I talked to my parents about it. That was it.

16 P. Solis: In early 2014, again, this is probably when you just started, right?

17 Witness A: Yep. Mm-hmm (affirmative).

18 P. Solis: Is anybody else talking to you? Alyssa, Eliza, Martha, about them feeling
19 uncomfortable?

20 Witness A: I believe at that time it was just Martha had talked to me about how some
21 of the other girls were made to feel uncomfortable. Martha was probably
22 my closest friend in the office, so that was obviously who I spoke to most
23 about this.

24 P. Solis: If you turn to the next page. This is, again, February 2014. You write,
25 "Kenny talking about how these girls will fall in love with Patrick."

26 Witness A: That goes into a different conversation immediately. I understand that
27 now.

28 P. Solis: Is Kenny talking about things like that in the office frequently?

29 Witness A: There were various times where he would talk about various people's love
30 lives in the office unprompted. That wasn't the only incidence, but I don't

1 know who these girls were in this instance. Yeah, that wasn't the only time
2 that that happened.

3 P. Solis: If I could have you flip almost all the way to the end of the last two pages.
4 There's no date stamp on this.

5 Witness A: I could find them if you need them.

6 P. Solis: That's probably okay. I assume it's still in 2014. The last date stamp, if you
7 go back two more pages before, is June 2014.

8 Witness A: Mm-hmm (affirmative).

9 P. Solis: The last two pages-

10 Witness A: Yeah.

11 P. Solis: You write, "Upside, Kenny won't be there creepily watching people and
12 not listening."

13 Witness A: Yep.

14 P. Solis: Do you know what that was in reference do?

15 Witness A: Yeah, I guess in staff meetings, he would kind of sit in the meetings and
16 you could kind of see that he didn't very much participate in those
17 meetings. He was more-so there to watch and I never felt watched, but at
18 this point, I think Alyssa ... I'm not sure, I believe Alyssa had started not
19 very long before this, and Ansley as well, and had felt in those meetings
20 that they were being watched in those meetings.

21 P. Solis: Okay.

22 Witness A: I think that's what I was alluding to there.

23 P. Solis: The next page, the time stamp above is June 17th, 2014. You write,
24 "Scolded by Kenny, which I figured would happen, but I'm okay." Do you
25 know what …

26 Witness A: Yeah. That was, I don't know, a tour fell through, the constituents were
27 mad so the congressman was mad and he asked Kenny to sit me down and
28 talk about it, and I felt very bad that it had happened. There was nothing I
29 could really do about it. That was work related. That was one of the few
30 times, I think, that ... I think that was the only time I was ever, per se,
31 scolded for a work related thing. I don't think there was much else.

1 P. Solis: Was that handled in a professional matter?

2 Witness A: Yeah. To my recollection, yeah. He just wanted to clarify what had
3 happened. Make sure it didn't happen again. There was no ... In that
4 situation, I remember clearly that I wasn't made to feel any discomfort.

5 P. Solis: Okay.

6 Witness A: I would just add that I had messed up.

7 P. Solis: This is another group of emails that you provided to us.

8 Witness A: Yep. Mm-hmm (affirmative).

9 P. Solis: This is pretty much all July 25th, 2014.

10 Witness A: Yep.

11 P. Solis: It's from your Gmail account, and the subject is "Surprise" but it's about a
12 Boehner event.

13 Witness A: Uh-huh.

14 P. Solis: Do you want to go ahead and review it a little bit?

15 Witness A: I don't remember this one.

16 P. Solis: Can you tell me the circumstances surrounding this?

17 Witness A: This was an event that the then Speaker was going to have for the
18 congressmen, and that we were all invited to. We weren't pressured in any
19 way to go. We were allowed to if we wanted to type of thing.

20 P. Solis: Is this why it's all in your personal-

21 Witness A: That's why it was on my personal account.

22 P. Solis: If I could direct you to the second page?

23 Witness A: Mm-hmm (affirmative).

24 P. Solis: The request, or the ask comes in from Philip Newman, and then there's
25 some responses about whether or not people will be in, and then pretty
26 much down at the bottom Ansley Rhyne writes, "KW will be there so
27 thanks, but no thanks."

1 Witness A: Mm-hmm (affirmative).

2 P. Solis: Is KW Kenny West?

3 Witness A: Yes, that is Kenny West. Yep.

4 P. Solis: I realize you didn't offer this email, but do you recall her saying that?

5 Witness A: I do. I remember this. Yeah, when I was pulling these emails out, I
6 remember this conversation.

7 P. Solis: Did Ansley ever provide any other context to why she might've said that?

8 Witness A: I think it had to do from what I remember, I never really asked her out
9 loud, to the "in there like swimwear" comment, and Phil said, "Please
10 don't wear swimwear." I think that was in relation to that.

11 P. Solis: At this time in July, were you hearing from women in the office that they
12 were made to feel uncomfortable by-

13 Witness A: Yeah, I think that was around the time we had all started to talk about it.

14 P. Solis: Again, had Representative Meadows been made aware?

15 Witness A: No.

16 P. Solis: At this point?

17 Witness A: No.

18 P. Solis: What about Mr. Newman?

19 Witness A: I believe that he ... Based on this, I think he knew peripherally. I'm not
20 sure. I never spoke to him about it, so I can't speak to that. The first time I
21 remember there being a big conversation about it was later on in the year.

22 P. Solis: Are you friends with Ansley?

23 Witness A: Not outside the office, no.

24 P. Solis: Okay.

25 Witness A: I haven't seen her since we both left.

26 P. Solis: Okay. Do you know where she works?

1 Witness A: I believe she is with a different congressman now. I'm not sure, if I'm
2 being honest.

3 P. Solis: We'll move on to some more emails. Not too many more to go through.

4 Witness A: Thank you.

5 P. Solis: This is emails-

6 Witness A: Yep.

7 P. Solis: -again from your Gmail account. September 3rd and 4th. It's an exchange
8 between you and William Howes.

9 Witness A: Mm-hmm (affirmative).

10 P. Solis: Who is William Howes?

11 Witness A: That was my grandfather.

12 P. Solis: Grandfather.

13 Witness A: Mm-hmm (affirmative).

14 P. Solis: Okay. He writes on the 3rd, "FYI, Mark and Kenny in the news," and then
15 you respond, "My co-worker sent me a short blurb about this."

16 Witness A: "Seems like a never-ending story."

17 P. Solis: Right. Do you recall this conversation with your grandfather?

18 Witness A: I do. I do, yeah. It was only a couple months ago. At this point, I had left.
19 This was three months ago. Two months ago. He had been aware of my
20 employment at Congressman Meadows' office, and he always kind of
21 looked out for me. He's from North Carolina.

22 P. Solis: This is your grandfather?

23 Witness A: My grandfather, yeah.

24 P. Solis: Okay.

25 Witness A: That was ... I think that's what this was about, and he wanted to talk about
26 it.

27 P. Solis: Does he know Representative Matthews?

1 Witness A: He does know Representative Meadows, yeah.

2 P. Solis: I'm sorry, Meadows. I'm sorry. He knows him on a personal level?

3 Witness A: I wouldn't say personal. They haven't spoken to my knowledge since the
4 last election. I believe it was more on a political level, but I never really
5 had in-depth ... We talked about what happened in the office, but I wasn't
6 really sure of my grandfather's relationship with the Congressman.

7 P. Solis: Does your grandfather know Kenny West?

8 Witness A: Yes.

9 P. Solis: He does?

10 Witness A: Yes.

11 P. Solis: Does he know him on a personal level?

12 Witness A: Again, just political.

13 O. Ashmawy: When you say political, can you-

14 Witness A: My grandfather is always ... Not always. My entire family is a bunch of
15 political ... They like to do things. Not do things. I don't what that means; I
16 don't know why I said that. He likes to be involved. He likes to support
17 local politicians. I believe before it was Congressman Meadows it was the
18 person before him in the district. Again, I'm not sure at what level. I know
19 that they spoke and my grandfather went to events but other than that, not
20 entirely sure.

21 P. Solis: Let's see. "My co-worker sent me a blurb this morning." You write that.
22 What co-worker would've sent that?

23 Witness A: That was somebody at the NRSC, so honestly I can't remember who that
24 would've been. My work Gmail gets ... Not my work Gmail, my work
25 email gets cycled through every month, so I lose what happens. I think it
26 was my co-worker, Alex Clark. She also was staff assistant on the Hill for
27 Senator Sessions, before we both started at the NRSC at the beginning of
28 this year. She knew that I worked for Congressman Meadows, so she sent
29 it to me.

30 P. Solis: Then, your grandfather writes, "I would like to talk to you and get your
31 full take on the Meadows-West saga." You reference that you had talked
32 to your grandfather about what happened-

1 Witness A: Yeah.

2 P. Solis: -Did this conversation sort of precipitate because your grandfather had
3 asked you to talk about it?

4 Witness A: We had talked about it. I don't know if we spoke specifically at that time,
5 but I did speak to my grandfather around the time I was leaving, probably
6 again around November, December, January of 2014 into 2015 about what
7 was going on. He knew what was happening.

8 P. Solis: Did he say he had talked to Representative Meadows or Mr. West about
9 what was happening?

10 Witness A: Not to my recollection. He may have said he did? I can't remember. I think
11 he may have said so, but that is something I can't corroborate.

12 P. Solis: I'm going to ... This one. This is another Google hang out conversation
13 with Martha VanLieshout. This is pretty much the same time frame. It's
14 between September 3rd, 2015 and September 11th.

15 Witness A: Yeah.

16 P. Solis: Well I see 2014 in the back, so disregard that. We'll just focus on the first
17 page.

18 Witness A: Yeah. Sorry.

19 P. Solis: We'll focus on the first page of September 3rd, 2015. You write here,
20 "What is this Kenny thing going on?"

21 Witness A: I think I was referring to the article that my grandfather had sent me.

22 P. Solis: Okay. Prior to ... Did your grandfather send you the article, or did your co-
23 worker send you the article?

24 Witness A: I'd seen it by my co-worker prior to that, but it was in regards to that
25 article on The Blurb that my co-worker had sent me.

26 P. Solis: When you read the article ... We'll rewind a little bit. When you read the
27 article, what's your reaction to it?

28 Witness A: Honestly I don't really remember having much of a reaction. I think it was
29 ... I think I was kind of disappointed to see that. To see that there was a
30 fall ... I just remember thinking, "That was so silly, why would that have
31 happened?" I don't remember ... I remember just thinking, "Why would
32 that have happened?"

1 P. Solis: Just to possibly refresh your memory on it. These articles that sort of came
2 out at that time, discussed a little bit about some of what you're talking
3 about with regards to potential allegations of misconduct or sexual
4 harassment potentially going on in the office. There was also some
5 discussion in those articles about Mr. West receiving payment, you know
6 salary, from The House of Representatives during the summer of 2015
7 when there were some questions raised about whether or not-

8 Witness A: I had forgotten about that.

9 P. Solis: -he was in the office. That part of the story, did you have a reaction to that
10 part?

11 Witness A: Yeah I did. I remember thinking ... Well I mean, if I'm being honest, the
12 entire time I remember knowing that Mr. West was paid the maximum
13 amount a Chief of Staff could be paid. I remember thinking, "I thought
14 that was ridiculous."

15 P. Solis: This is during your time working for-

16 Witness A: Yes and that-

17 P. Solis: Why did you think that was ridiculous?

18 Witness A: Compared to the Deputy Chief and the Legislative Director it seemed as if
19 he didn't do as much work, but that was again from my point of view. I
20 remember think ... Now that you refreshed my memory, I do remembering
21 thinking that it was ridiculous. That he was continued ... He still got paid
22 after he was asked to leave DC, and after he was asked not to be the Chief
23 of Staff. I know there were a lot of other people in the office that worked
24 very hard, and so I think for me I was kind of disappointed to see that the
25 funds that were allocated for the office were allocated to him.

26 P. Solis: You knew that he was asked to not be Chief of Staff anymore?

27 Witness A: At ... I think at some point Martha had told me over the phone, or in
28 person. I don't remember ... Yeah at some point I learned that.

29 P. Solis: At some point after your employment there, you knew that he was ... Well
30 during your employment you knew that he was not supposed to be in the
31 DC office anymore?

32 Witness A: Correct.

33 P. Solis: Then after your employment you had learned from Martha, that he was
34 asked not to be the Chief of Staff anymore?

1 Witness A: Yes at some point, yep.

2 P. Solis: What about just him being in the office at all? Was he still employed by
3 the office to your knowledge?

4 Witness A: I didn't know. I knew that after he was asked to leave DC, that he was
5 working in the district office, and to my knowledge I think some of the
6 women in the district office were made to feel uncomfortable as well, so
7 I'm not sure.

8 P. Solis: Where did you hear that?

9 Witness A: I had heard that from again Martha, I believe. Let me think. I believe I had
10 heard that from Ansley or Martha. Maybe it was Ansley it was.

11 O. Ashmawy: Did they ever talk about the fact that women in the district office might be
12 uncomfortable? Did they ever talk about whether Kenny West was coming
13 to work, or what work he was doing? Was there any complaints about
14 that?

15 Witness A: Yeah I remember Ansley was always very disappointed ... Not
16 disappointed, but frustrated and put off by the fact that it seemed as if that
17 Kenny wasn't doing anything-

18 P. Solis: This was-

19 Witness A: -compared to other Chiefs of Staff.

20 P. Solis: You were talking to Ansley about this in 2015?

21 Witness A: In 2014, so it would have been around I would say ... I believe she started
22 working in the office in March of 2014, and then we would have started
23 talking about this later on in the year, at the end of the summer.

24 O. Ashmawy: Did you guys ever talk about sort of how it was a little strange that Kenny
25 West would ever be Chief of Staff in the first place?

26 Witness A: Yes that was discussed. Yeah. I think there was ... He always made it very
27 clear that he had run against Congressman Meadows, and he loved to tell
28 the story of how he ran against the congressman and that he didn't win, but
29 he got to be Chief of Staff. It was always very weird. That's not
30 necessarily somebody I would want to be ... If it were me, I mean I
31 wouldn't want him to be my Chief of Staff. We all thought it was an
32 interesting choice. I know that I ... Yeah there were definitely
33 conversations about-

1 O. Ashmawy: Was there any gossip about it, or how that arrangement came to be?

2 Witness A: Other then what we heard from Mr. West, I think a lot of us speculated
3 that there must be something that ties them together. Especially ... I mean I
4 remember thinking, I don't know if I ever spoke to anybody about this, but
5 I remember thinking after these articles came out, "There must have been
6 something for him to-"

7 O. Ashmawy: Did anyone ever speculate what that something might be?

8 Witness A: No. I couldn't even guess. I wish I had known. It would've been helpful.

9 P. Solis: Again I want to focus on the spring or summer of 2015, when you're out
10 of the office.

11 Witness A: Okay.

12 P. Solis: Who were you talking to about what's happening in Representative
13 Meadows' office? In any capacity. Is it just Martha or anyone else?

14 Witness A: Martha. I believe I spoke with my co-worker Alex Clark about it, because
15 it was in the news and she had seen it.

16 P. Solis: I want to focus on not just the Mr. West situation, but any former co-
17 worker who's still with Representative Meadows, or maybe someone who
18 left Representative Meadows' office but you used to work with. Patrick
19 Fleming or Martha.

20 Witness A: I guess Patrick at that point was still at the office. I think we had ... Yeah
21 he's friends with Martha, so I'd see him every once and awhile. At that
22 point I think he recently left the office, so he was still there. I didn't talk to
23 him a whole lot about it, but there were a couple of g-chats exchanged I
24 think. Whenever ... Not every time I saw him with Martha, but sometimes
25 it would be like, "Oh this Kenny thing. Did you hear about it?" I didn't
26 really keep in touch with many other people outside of Martha and Patrick
27 in the office. I mean yeah. I know from Martha where everybody ... What
28 has happened. What's the office been like.

29 P. Solis: What would Patrick say about what was happening?

30 Witness A: I think he just didn't like that these things were happening, and he didn't
31 really ... I think a lot of people were kind of worried about saying
32 something, at the risk of their job. I think to my knowledge initially when
33 Phil had told the Congressman, and this is hearsay. I don't know, but Phil
34 when he had first approach the Congressman about it, it was very tense; it
35 was not an easy conversation to have. I think the Congressman didn't want

1 to believe it, so I think a lot of people were confused and it was hard for
2 them to figure out how to handle it. I know for me, I also felt the same
3 way.

4 P. Solis: Are Mr. West and the Congressman friends? Did you get that impression?

5 Witness A: It seemed that way, I guess. I mean for the life of me I couldn't ... That had
6 to be the reason why ... There had to ... I mean I guess there should have
7 been some friendship there. There wasn't very much of a working
8 relationship. He was the Chief of Staff, but it didn't seem as if it was to be
9 the Chief of Staff. I don't know.

10 O. Ashmawy: Did you ever see them interact in a friendly manner?

11 Witness A: Yeah I mean they were ... Yeah. They were just ... It was never anything
12 out of the ordinary for-

13 O. Ashmawy: Did they seem like buddies? Did they seem like colleagues? How would
14 you describe their interaction?

15 Witness A: I guess it seemed like buddies to me? I didn't see them interact all that
16 often. I wasn't ... There was only so many times that they'd be in the office
17 at the same time.

18 O. Ashmawy: Understandable. Did you ever hear any stories about them hanging out
19 together outside of work?

20 Witness A: No. They went to ... I mean outside of work they were ... I shouldn't say
21 no. Outside of work sometimes they went to events with their wives
22 together, that were work related and like parades in the district for
23 holidays, but I don't remember anything per like hanging out outside of the
24 office, other than that.

25 P. Solis: When you said that Kenny would tell stories about how he ran against
26 Representative Meadows, what kind of stories would he tell?

27 Witness A: I guess he talked about you know the debate, and how Mr. West thought
28 he was a great debater and all that stuff. Talked about how the
29 Congressman approached him after the election was called and asked him
30 to be his Chief of Staff, but I mean there was never any in depth story. It
31 was just kind of like this underlying thing that would always come up.

32 P. Solis: He approached him before or after the election?

1 Witness A: After the primary election I believe it was? I don't think there was no
2 general opponent, so I believe it was just after the primary. I'm not quite
3 sure. I don't remember.

4 P. Solis: Previously I had asked you in 2015, after you had left, who you kept in
5 contact with. You said Martha because she's a friend, Patrick a few times-

6 Witness A: I saw Eliza once recently.

7 P. Solis: Once recently?

8 Witness A: Yeah.

9 P. Solis: How long ago was that?

10 Witness A: This past week.

11 P. Solis: Okay.

12 Witness A: Martha had texted me after work. My office is right across the street from
13 the 201 Bar on Massachusetts Ave. The North Carolina Society, or
14 something of that nature was having a Christmas happy hour. She was
15 like, "Stop by. We'd love to see you", so Martha and I guess Alyssa was
16 there too. I only saw her for about a split second. Yeah and that was it.

17 P. Solis: You saw last week, what day was it?

18 Witness A: Thursday.

19 P. Solis: Thursday you saw Alyssa, Eliza, and Martha all at 201?

20 Witness A: Yes.

21 P. Solis: Okay. When you saw Alyssa for a split second, what did you guys talk
22 about?

23 Witness A: "Hi how are you? How are things going?" Nothing really. I think she went
24 on to talk to somebody else. I was there in total for half an hour, my
25 boyfriend was coming to meet me.

26 P. Solis: Eliza, what did you guys talk about?

27 Witness A: We talked about she had gone on a trip recently. We talked about my new
28 job. We talked about me maybe moving up at my new job, her still being
29 at Congressman Meadows' office. You know stuff like that. Nothing out of
30 the ordinary. Martha was standing with us, and I think ... I don't remember

what was said, but I think it was maybe, "Aren't you glad that" ... I don't remember who said it, it was just kind of in passing but, "Aren't you glad Kenny's out of the office?" It was like, "Something is different now." It wasn't a conversation. It was like somebody had made a comment, and then there was no conversation really after that. I don't think anybody made a comment after.

P. Solis: Was our office, or the fact that I had contacted you, or I had contacted anybody else whatsoever discussed at all in that conversation?

Witness A: No. No.

P. Solis: Alyssa, Eliza, and Martha did not bring up that I had contacted them?

Witness A: No.

O. Ashmawy: Obviously one of the things that's in the public, is that maybe Kenny West received money. You know a severance package or something like that before he left. What had you guys ... Has that come up in conversation amongst the former staff?

Witness A: Excuse me. I think ... I mean I don't ... Other than what we saw in the news, I never really got into the weeds about it. Honestly, if I'm being honest, when I left that office, I really just wanted to leave as much of it behind me as I could. I do ... I can say that at some point I did speak to ... I mean did g-chat about the article. I don't know if there was much more than that. Other then maybe another-

P. Solis: Well I have one last one to show you. This is with Patrick Fleming, and this is only a few days ago I think. No I'm sorry this is-

Witness A: Last year.

P. Solis: Sorry this is last year. Again this is September 11th, 2014.

Witness A: Yeah.

P. Solis: This is a conversation that I had with Patrick, and you wrote, "I just can't believe that he is Chief of Staff after all that." Do you remember what all that is?

Witness A: 2015? Yeah I think that was-

P. Solis: This is 2014.

1 Witness A: 2014. This is as I'm preparing to leave the office, after things have ... I
2 think ... I guess ... I mean I guess this helps me get my timing straight. I
3 guess at that point Phil had approached the congressman, and the
4 Congressman had said that he would make sure everything was okay. I
5 think, I can't speak to how long after that conversation this was, but I
6 remember that there were several weeks that went by before we were
7 made aware of any change.

8 P. Solis: That change would have been his sort of non-appearance in DC?

9 Witness A: I think that may ... I can't remember the specific circumstance of this
10 conversation. It could have been after that. It could have been me saying
11 you know, "I can't believe that he" ... At that point I remember that he was
12 still Chief of Staff, so it could have been after that.

13 O. Ashmawy: Patrick goes on to say that, "We deserve and explanation now." An
14 explanation for what?

15 Witness A: I think it was an explanation for why he was still the Chief of Staff after
16 what the Congressman had heard.

17 P. Solis: Do you know if anybody got an explanation?

18 Witness A: Not that I know of. No.

19 P. Solis: Do you still keep in contact with Representative Meadows since you left?

20 Witness A: No.

21 P. Solis: Haven't spoken to him at all?

22 Witness A: Nope. Maybe. No. I thought I'd got a Christmas card, but I didn't. I got a
23 Christmas card when I was still in the office, but after I left no.

24 P. Solis: What about Pamela Ward and Wayne King? Do you know who they are?

25 Witness A: They were in the district office. Pam, I'm not sure what her exact role was.
26 Yeah they were both, and Wayne King, they were both in the district
27 office. I think because they both requested to be on LinkedIn with me, but
28 that was maybe the extent. I mean I would talk to them when I was in the
29 office, but it was always professional.

30 P. Solis: Okay. Jennifer Elliot?

31 Witness A: She was our accounting person I believe?

1 P. Solis: In DC?

2 Witness A: In DC yeah. For the office. I believe she worked with several offices on
3 the House side. I'm not-

4 P. Solis: Okay so she wasn't physically located in the Representative Meadows'
5 office?

6 Witness A: No she did the books, so she would stop by every once and awhile. Excuse
7 me. She did my on boarding and all that stuff. I saw her maybe once a
8 month, once every other week.

9 P. Solis: Have you been contacted at all about ... Have you been contacted at all
10 about our review, or the fact that we'd be talking to you?

11 Witness A: Nope.

12 P. Solis: Anybody who says they're a lawyer for Representative Meadows?

13 Witness A: No.

14 P. Solis: I think that's about it. You know just generally, even in the past month or
15 so, if you've heard anything about what's going on, from anybody, can you
16 recall any conversations?

17 Witness A: In the past month? No. I would've passed it along, but no I haven't.

18 P. Solis: Okay. I think that's pretty much all we have. Just checking real quick here.

19 Witness A: Yeah.

20 P. Solis: Oh I wanted to ask you, Phil Newman?

21 Witness A: Yeah.

22 P. Solis: Do you know where he works?

23 Witness A: I do, because we are both ... We both work for Senator Gardner and down
24 the office he works with senator ... I haven't seen Phil since, but I know
25 that he's with Cory Gardner's office.

26 P. Solis: Okay.

27 Witness A: That was by word of mouth.

28 P. Solis: Do you know what position he holds with-

1 Witness A: I think Martha told me that he was a Legislative Assistant, doing
2 transportation work.

3 P. Solis: He was still with the office when you had left?

4 Witness A: Yes. I gave him my two weeks' notice, and he ... I believe left not to long
5 after I left. I can't remember though.

6 O. Ashmawy: Do you know who would have been, or any of the people who you stayed
7 in touch with, who would have still been working with Representative
8 Meadows' office in the summer of 2015?

9 Witness A: Not sure when Ansley left. I believe she left in the summer. Martha's still
10 there. Alyssa is still there. Eliza is still there. Who does that leave?
11 Patrick, I believe was there this summer? I think he left in the fall? End of
12 the summer? I'm not sure, but-

13 P. Solis: Pamela and Wayne do you know?

14 Witness A: I have no idea.

15 P. Solis: Okay. Alright, I think that's all we have.

16 Witness A: Thank you.

17 P. Solis: Thank you very much.

18 O. Ashmawy: Thank you. We appreciate it.

19

Exhibit 3

1 Paul Solis: This is Paul Solis with the Office of Congressional Ethics, I'm joined by
2 Annie Cho and Helen Eisner. We are here for an interview of Witness B.
3 It is January 7, 2016. We have provided Witness B a copy of 18 U.S.C.
4 1001 and she signed our acknowledgement form. We can begin the
5 interview. Witness B, where are you currently employed?

6 Witness B: [redacted]

7 Paul Solis: Is that committee in the House of Representatives? Is it in the Senate?
8 What's the setup?

9 Witness B: It's both, and the jurisdiction of the chairmanship transfers every congress,
10 so currently it's housed within the Senate under [redacted]
11

12 Paul Solis: Are you paid as a Senate employee, or a House employee?

13 Witness B: Senate.

14 Paul Solis: Would that change in the next congress, or ...

15 Witness B: Potentially, I'm still not quite sure. If I'm working under the new chairman
16 who would be [redacted] I believe I could be House, but I'm
17 honestly not sure how that ... The budget items work out that way.

18 Paul Solis: Okay. How long have you been there?

19 Witness B: Since September of 2015.

20 Paul Solis: What's your job title?

21 Witness B: Professional policy staff.

22 Paul Solis: Did you maintain the same job title the whole time you've been there?

23 Witness B: Yes.

24 Paul Solis: Then previously, well let me ask you first, what's your job responsibilities
25 currently?

26 Witness B: It was currently [indecipherable], so it's somewhat in flux, but I handle
27 health care for the committee, as well as oversight. Then for the Senator's
28 personal office, I handle budget issues, social security, SSTI, and non-
29 health care portions of the senate finance committee.

1 Paul Solis: You said "the Senator", is there a senator you're currently working for
2 then?

3 Witness B: Dan Coats, he's also the chairman of the JEC, so a little bit of a dual role.
4 He's retiring so there's not a lot of point to bring in new staff.

5 Paul Solis: Previously, before September of last year, where were you employed?

6 Witness B: I was with Representative Mark Meadows.

7 Paul Solis: Okay. When did you start in his office?

8 Witness B: I don't recall the exact date, but it was sometime in February of 2014.

9 Paul Solis: February 2014, okay. What was your job title in Representative Meadows'
10 office?

11 Witness B: I started out as a legislative assistant, and by the time I left I was
12 legislative director.

13 Paul Solis: What were the dates that you switched from an LA to a LD?

14 Witness B: I honestly don't remember the exact dates, and then there was a brief
15 period of time where the Congressman had me as a counselor, which was
16 just ... I saw it as kind of an elevated senior LA kind of position because I
17 actually don't have a J.D., but I don't remember the exact dates. I do know
18 that when Phillip Newman left, sometime I think April, March or April of
19 2015, that was around the time that I moved to the LD position, but there
20 wasn't a very smooth transition, that's why I'm kind of not positive on the
21 dates.

22 Paul Solis: Okay, but when you left, you had had that LD position?

23 Witness B: Yes.

24 Paul Solis: Okay. Who were your supervisors in the office, I guess throughout the
25 time you were employed?

26 Witness B: From the district side, he started out as the district director, Wayne King,
27 and he eventually became the deputy chief of staff. I didn't work with him
28 a whole lot, but he technically was a superior. It started out with Joe
29 Murray, he was the deputy chief, and Phillip Newman was the legislative
30 director. Then after Joe left in, I believe it was June of 2014, Phillip
31 became the LD/Deputy Chief and from that time out, he was my direct
32 supervisor. Then Kenny West was the chief of staff from the time I started

1 until, kind of ghost figure I guess, but then in July of 2015, that's when the
2 newest chief, Paul Fitzpatrick, came on board.

3 Paul Solis: Okay, let's see if we can unpack that a little bit. So, basically in terms of
4 direct reports or supervisors that you recognized throughout your time, it
5 was Wayne, Joe, Phillip, and Kenny?

6 Witness B: I wouldn't say Wayne was a direct supervisor. He was technically chain of
7 command wise, but he was pretty ... He was fairly well separated from the
8 D.C. office, and he really didn't get involved with D.C. matters as much,
9 so most of the interaction with Wayne was primarily with Phil and Joe. I
10 didn't work with him quite as much until the very end, I talked with him a
11 little bit more, but I would say the people I went to the most were D.C.
12 folks, and Wayne was only on the district side.

13 Paul Solis: When did ... Do you know if Joe was still at the office, or when did he
14 leave the office?

15 Witness B: He left in I believe it was June, 2014.

16 Paul Solis: 2014?

17 Witness B: Yes, and he went to Senator Johnson's office, and he has since left to work
18 with a non-profit that I can't remember the name of.

19 Helen Eisner: What was Joe's title?

20 Witness B: Deputy Chief.

21 Helen Eisner: Then Phil was – his title?

22 Witness B: He started as just legislative director, and then when Joe left, he was
23 legislative director/deputy chief, kind of from two hats.

24 Paul Solis: Kenny West then was the chief of staff, the singular chief of staff
25 throughout that time period?

26 Witness B: Except when Paul came in and took… 2015, yes.

27 Paul Solis: Who filed the paperwork in the office, or did payroll?

28 Witness B: I believe we primarily outsourced it. Jennifer did a lot of it, it was kind of
29 –

30 Paul Solis: Jennifer Elliot?

1 Witness B: Yes, she was a shared employee, but Kenny was primarily responsible for
2 setting the payroll, and determining salaries.

3 Paul Solis: Do you know if Congressman Meadows had a role in that process of
4 helping to determine salaries, or hiring and firing, that type of thing? Do
5 you know what his role was?

6 Witness B: I don't think it was a very set in stone role. I know that he was involved,
7 like he interviewed people who were coming in to make sure he was okay
8 with them. He personally reached out to me at one point telling me that he
9 and Kenny both discussed raise options for myself, so those kinds of
10 things gave me an indication he was certainly involved, but I don't know
11 the formalities or anything except I don't think there was a formal policy.

12 Paul Solis: How did you know that Mr. West then was involved in determining
13 salaries?

14 Witness B: Because he told me. I guess this is what I'm doing when I first negotiated
15 salary, it was directly with him. Then I remember when I moved to that
16 counsel role, I guess in March of this past year, Mark directly emailed me
17 saying that he and Kenny discussed my salary and they would like to put
18 me at this amount.

19 Paul Solis: Okay.

20 Witness B: That told me Mark and Kenny were both involved as well.

21 Paul Solis: That was March, 2015?

22 Witness B: Yes.

23 Paul Solis: All right. Okay, I wanted to sort of ask about Mr. West. Was he chief of
24 staff the whole time you were employed there?

25 Witness B: Except, again, until Paul came on board.

26 Paul Solis: You said in July, 2015?

27 Witness B: Yes, that's when Paul came on board. Kenny wasn't always in the office
28 the whole time, but as far as I was aware, he was still listed as chief.

29 Helen Eisner: When you say the whole time, do you mean the whole time that you were
30 in the office?

31 Witness B: Mm-hmm (affirmative).

1 Paul Solis: Was he chief of staff to both the district, and the D.C. office?

2 Witness B: Yes.

3 Paul Solis: Okay, so Mr. King would have had to report to him?

4 Witness B: Yes.

5 Paul Solis: Okay. What was your relationship like with Mr. West, strictly
6 professional, were you friends outside the office?

7 Witness B: We were not friends outside the office. It was definitely only for work
8 purposes. I don't think that, I mean, I never had direct professional
9 problems. Like, he was always very praiseworthy honestly of my work,
10 but I was respectful to him because he was my boss, but I didn't exactly
11 like him.

12 Paul Solis: Okay. I asked you if he was the chief of staff the whole time while you
13 were there, did his, do you know if his titles, his work title changed at all?

14 Witness B: I read, honestly, I read articles about it, but I didn't know about any title
15 changes.

16 Paul Solis: Okay, so for example in April, 2015, him taking on a "senior advisor
17 role?"

18 Witness B: I had no idea about that. I had no idea he was still on payroll at that point.

19 Paul Solis: Okay, why didn't you have any idea of that?

20 Witness B: Because Mark told us that ... I mean, we had a hunch something was up
21 because his email still existed, he hadn't turned in any of his Blackberry's
22 or anything like that, so that was odd, but he wasn't allowed to talk to
23 anybody. He wasn't allowed to come into the offices.

24 Paul Solis: Okay. Well, let's ... We'll get into that.

25 Witness B: Okay.

26 Paul Solis: You were about to say Mark told you, what did Mark tell you?

27 Witness B: I mean Mark told us, I guess, November of 2014 that Kenny wouldn't be
28 in the office anymore. He told me, actually I had another opportunity on
29 the table, someone offered me their LD position. Honestly it was not a
30 good fit, but Mark said that he would move me to LD position soon, we
31 just needed to work out a few things, and that he wanted Kenny to be

gone, or to not be a problem anymore. I don't remember the exact wording, he didn't say firing, I know that much. It lead me to believe that Kenny would no longer be on payroll. That was just my interpretation, and I honestly was kind of surprised that someone would stay on payroll after the concerns that were raised.

Paul Solis: Okay, so we'll get into that. You mentioned Representative Meadows mentioning he wouldn't be a problem anymore, what was the problem?

Witness B: He was sexually harassing, and what - I'm not, obviously not a legal scholar, but he was definitely making every woman in the office feel very uncomfortable. We presented those concerns to Mark late October, 2014, I don't recall the exact date though.

Paul Solis: What was Representative Meadows' response to that?

Witness B: He seemed very surprised by it. He said that he was appreciative of us bringing it up, and that he would address it, and that we shouldn't be concerned about it at all. Then there was kind of dead silence for a while, and we just ... I just assumed that he was trying to get past the final campaign of the election 2014, and then come back and figure out what to do, so not long after that he actually brought in another chief of staff to interview us, all the females, separately, and determine whether or not, I guess, what the consequences are. How he should react from both a legal profession, because she was a former, I think she was a former prosecutor, and also from the Hill of chief of staff perspective. After that, we didn't hear a whole lot from Kenny, there was no conclusion. He occasionally would call, but that was about it.

Paul Solis: Okay.

Witness B: We were never told what was going on, though.

Paul Solis: All right, there's a few things I want to ask there, so the first thing, first, did you when you first ... This was happening, did you report directly to Representative Meadows first, or did you go through another supervisor?

Witness B: I told Phil and Joe, and at that point I realized it was not uncommon knowledge. It kind of was first brought to my attention when I was brought on board, and I was told, "Hey, by the way, you probably don't want to wear your hair in a ponytail when Kenny's in town, because he really likes to play with girl's hair when it's a ponytail for some reason, and he seems to touch girl's hair a lot, so by the way, don't do that." That was kind of my first heads up. I just was like, okay.

Paul Solis: That's when you first started?

1 Witness B: Yeah, that was when I first started, but *I* obviously really didn't know what
2 to do about that. I just didn't wear my hair up. Then I slowly started to see
3 he would just, I don't know, there's just this creep factor about him. I don't
4 know how else to describe it. You just know when someone's checking
5 you out and he did it all the time. He would pull me into his office and just
6 sit down with me and just talk with me and try to just talk for an hour,
7 hour and a half, in the middle of the day. He would get uncomfortably
8 close to you and just talk to you. At one point I could honestly tell he was
9 trying to look down my shirt and I immediately snapped and wasn't really
10 thinking and I told him that I needed him to go away, for which I didn't
11 apologize for because I was a little concerned. I just always went to Phil
12 and Joe directly.

13 Paul Solis: Okay.

14 Helen Eisner: When you had the conversation when you first came on board, who was it
15 who gave you that heads up?

16 Witness B: I think more than one person told me. In the offices it's a room, a lot of
17 people are housed. I think it was everyone, I don't remember a specific
18 person starting, but it just became a conversation.

19 Helen Eisner: Okay.

20 Paul Solis: You mentioned that another Chief of Staff was brought in to interview the
21 women in the office. When was that?

22 Witness B: It was 2014. I honestly can't remember if it was November or December,
23 but it was after the election and it was before we broke for Christmas, but I
24 don't know the exact date.

25 Helen Eisner: This was after late October 2014 when you sent the Representative
26 information?

27 Witness B: Yes.

28 Helen Eisner: She would have been brought in after.

29 Witness B: Yes.

30 Paul Solis: Who was this Chief of Staff?

31 Witness B: Cindy Crick, I believe is the last name. She's with Trey Gowdy.

1 Paul Solis: What did you feel the purpose? Did she explain the purpose of her
2 interviewing you? Would she present what you told her to Representative
3 Meadows so you could make a decision or what was the purpose?

4 Witness B: I believe Mark told us what the purpose was. I don't remember the exact
5 rationale he provided. I think it was more making sure that he covered his
6 bases too. Make sure that there would be no charges against him for
7 wrongful termination and making sure that we're not taking things out of
8 context is what I took from it. I don't remember. I think it was what he
9 should do. It was just very generalized, like that terminology.

10 Paul Solis: Did you all volunteer to speak with her? Did he make it a condition of
11 employment that you speak with her?

12 Witness B: We were all on board with speaking. At that point, we'd already presented
13 the concerns to Phillip to give to Mark one on one. It was already out
14 there. I think everyone was okay with it and there was no condition of
15 employment.

16 Paul Solis: Train goes by. You weren't pressured in any way?

17 Witness B: I didn't think so, no.

18 Paul Solis: During this time, after your speaking with this Chief of Staff, around this
19 November period or prior to the holiday break, was Kenny West in the
20 office at all?

21 Witness B: No, he would occasionally call or email but he was not in the office. Any
22 calls or emails were very sporadic.

23 Paul Solis: Prior to that, he was the Chief of Staff in the DC office right?

24 Witness B: Yes. I do know at one point after we presented the issues to Mark, that
25 same week he did go to the District office, but he never came back to the
26 DC office.

27 Paul Solis: That would have happened late October?

28 Witness B: Yes.

29 Paul Solis: Do you have a question?

30 Helen Eisner: In late October, sorry to go back a little bit, but you said that "we
31 presented the issues." What precipitated that decision to present the issue
32 at that point in time?

1 Witness B: It had been building. When Joe left, it was really me and Phil doing a lot
2 of the managerial issues and I'd been pushing more and more for
3 something to be done, something to be said. Not only just was Kenny
4 terrible and not fun to be around, but we were also just doing a disservice
5 to Mark. I think it started – we had an intern Tara who's actually now with
6 Tom Rice, South Carolina. We asked her when she finished her internship
7 that summer, what were your highs and lows? Couldn't tell you what her
8 high was but she said her low was how Kenny touched her. That was part
9 of it.

10 We brought in a new comms director, Alyssa. Very pretty girl, but she was
11 also in her own silo in a separate room so she became the center of
12 attention for Kenny. The comments that were made by to everyone were
13 pretty bad, but they were apparently, also this is all from Alyssa, but they
14 seemed to be much worse towards Alyssa and she had a harder time
15 standing up to it. Kenny kept saying, "Oh, I need to bring you down to the
16 District. Just you, I'm going to drive you around the District in my truck
17 all by myself. I'm going to introduce you to all the comms people in the
18 district." She didn't want to go. We kept trying to push it off and we kept
19 trying to put somebody else there with her, like if she went down, send
20 two people with her. Or make sure Wayne's always with her and not
21 Kenny, but Kenny was the boss; there was no way we could guarantee
22 that. We also couldn't continually brush him off for months. It was either
23 she has to go, which nobody wanted, or we finally needed to tell him. That
24 was when we finally were like, "All right, this has got to happen."

25 The next time, whenever Mark came up to me, we were in recess most of
26 that month of October. The next time Mark came up, Phil just outlined the
27 concerns. Each of the females put their comments down and just maybe
28 one to three issues they really had concerns with and then Phil presented it
29 to Mark.

30 Paul Solis: Who were the females that would have made-

31 Witness B: It was me, Martha Van Lieshout, she's still on staff, Alyssa Farah, still on
32 staff, Eliza Thurston, she's still on staff too.

33 Paul Solis: What about Ashley Howes?

34 Witness B: Oh yeah, Ashley, sorry. Yeah, Ashley was there too.

35 Paul Solis: After this happened, then Mr. West is not in the DC office, however he's
36 making sporadic calls. Were you aware at all of a either informal or formal
37 decision made by Representative Meadows that Mr. West is not allowed
38 back in the DC office? You had mentioned something earlier about that he
39 wasn't allowed into the office? You had used those words.

1 Witness B: When he was still calling, I didn't personally talk to him or at least I don't
2 recall talking to him, but he apparently was still talking about, "Oh, I'm
3 going to be up there soon." This, that, and the other. It led me to think
4 nothing happened at all. He's still going to be in the picture, he's still going
5 to be the Chief and now it's going to be probably a lot worse because he
6 knows that we all tried to basically get him fired. I emailed Cindy and the
7 office didn't know that I was the one that did that but I did it because I
8 knew nobody else would. I said, "Hey, this is what's happening. He is still
9 trying to call, he's still talking about coming up here. We don't know what
10 to do. What do you suggest?"

11 All I know is at that point, then later it was maybe that week or the
12 following, Mark was very upset. Apparently someone approached him on
13 the floor and told him that he needed to fire him immediately. Again, this
14 is through Phil, who heard it from Mark, who was the only person there so
15 I don't know the exact language or anything like that but that was when
16 Mark was very upset that someone from the office spoke out. He said that
17 Kenny's not allowed back in the office so it's not a problem.

18 Paul Solis: Who did he say that to?

19 Witness B: I don't remember him saying it to all of us, but again I'm not sure. I know
20 he said it to Phil.

21 Paul Solis: The best you can give a specific time on when he would have told that to
22 Phil, when did that happen?

23 Witness B: Probably January, 2015.

24 Paul Solis: Did the calls persist from Kenny after that?

25 Witness B: Eliza may have gotten calls if they were specifically work-related. I know
26 that he emailed because he emailed about Ashley leaving. I remember that
27 in February, so the following month, and then I know in March that was
28 when Mark mentioned that he and Kenny discussed my salary for the
29 raise. He occasionally emailed me, "Good job on a bill," something like
30 that. Then he called Ben Williamson, who's now the legislative
31 correspondent, he was a former intern and that's how he knows Kenny.
32 Basically it sounded like he just wanted his stuff back from the office but
33 he consistently told Ben, "Don't tell anybody I called. Don't tell anybody I
34 called." So of course Ben told me he called. Then I let Mark know.

35 Paul Solis: When was that?

1 Witness B: Maybe May, June, this past year. I honestly don't ... Ben started as part-
2 time and he came on sometime full-time in April so it had to have been
3 April or beyond that.

4 Paul Solis: As specific as you can remember, what did Ben tell you about that phone
5 call?

6 Witness B: He said that he was just asking how things were going. He wanted his
7 stuff from the office, wanted it FedEx'd.

8 Paul Solis: He still had his desk maintained or personal items?

9 Witness B: No, we were in a new office at that point and I think we just had it all up
10 in the storage unit upstairs.

11 Paul Solis: Did he still have a desk in the office?

12 Witness B: No.

13 Paul Solis: No?

14 Witness B: Not in the new office.

15 Paul Solis: In the old office did he have one?

16 Witness B: Yes.

17 Paul Solis: When was the move? When did that happen?

18 Witness B: January 2015.

19 Paul Solis: January 2015 you moved to a new office. What building?

20 Witness B: Longworth, from Longworth. 5th floor to the ground floor.

21 Paul Solis: At that point, there is no work space for Kenny West?

22 Witness B: No, there was not.

23 Paul Solis: Did all other staff members at that point have work space?

24 Witness B: Yes.

25 Paul Solis: Did anybody in the office talk about that? That Kenny doesn't have a desk
26 or any personal effects around?

1 Witness B: I don't remember anyone talking about it.

2 Paul Solis: Did Representative Meadows ever discuss that or tell someone not to
3 create a space for Mr. West?

4 Witness B: I don't think it was about not creating a space for Mr. West, but what
5 would have been the Chief's area, it was an interesting type of an office. It
6 was divided into a separate section with two bookshelves. He suggested
7 putting in a sitting area so that folks could take meetings.

8 Paul Solis: That was from Representative Meadows?

9 Witness B: Yes, he supported that. He liked the idea. I remember him, if he was not
10 one of the ring leaders, he was one of the stronger supporters.

11 Paul Solis: Again, Ben Williamson tells you around May 2015 he gets this call from
12 Kenny asking how things are going, and he's making inquiries about some
13 of his personal items that may be still in the storage unit. What else was
14 said that Ben told you about?

15 Witness B: I honestly don't recall a lot more. I don't think there was anything that
16 caused red flags except for the whole continued, "Don't tell anybody I
17 called." Then I know that we did eventually ship his things for him.

18 Paul Solis: When did you ship those things?

19 Witness B: I think it was June.

20 Paul Solis: Who shipped them?

21 Witness B: Eliza.

22 Paul Solis: At whose direction?

23 Witness B: Mark's.

24 Paul Solis: Where did you ship them to?

25 Witness B: Kenny's house, I believe. I wasn't part of that but I'm pretty sure it was
26 Kenny's house.

27 Paul Solis: How did you become aware of that?

28 Witness B: Because they talked about how expensive it was.

29 Paul Solis: What are we talking about, what type of personal items?

1 Witness B: Calendars, a lot of Reagan paraphernalia, just trinkets on the desk, I think
2 a statue or two.

3 Paul Solis: As of January, they had all been put in the storage unit?

4 Witness B: Yes or whenever the move was. I think it was January. It was right when
5 the Congress changed.

6 Paul Solis: When you emailed that Chief of Staff, her name is Cindy, right?

7 Witness B: Mm-hmm (affirmative).

8 Paul Solis: That happened in December or January?

9 Witness B: January.

10 Paul Solis: January 2015. It sounds like calls stopped from him to the office. You
11 either heard from you, or it went through Phil, Representative Meadows
12 saying he's no longer allowed back in the DC office. That was sort of a
13 definitive statement by Representative Meadows.

14 Witness B: Yes. He never came back.

15 Paul Solis: Okay. After that point until May, this sort of late winter, springtime, what
16 is the understanding about where Mr. West is, or his place in the office?

17 Witness B: No one really knew.

18 Paul Solis: Did you ever make an inquiry about that?

19 Witness B: No. I can tell from Mark's reaction that this was not something that he
20 wanted to have discussed. It was not up for discussion. We kind of got
21 what we wanted, so there wasn't a whole lot that we could do anyway.

22 Paul Solis: Who was in charge of the DC office at that point?

23 Witness B: Phil.

24 Paul Solis: Phil. Are you close to Phil, or were you close to Phil?

25 Witness B: Yes.

26 Paul Solis: Is Phil talking to you at all about what's going on?

27 Witness B: A little bit, but he didn't seem to know what Kenny's exact role was either.

1 Paul Solis: Did Phil and Representative Meadows have a close relationship?

2 Witness B: Most of the time. They certainly had their .. Around this subject, there was
3 tension, which was also kind of what led me to not ask, just because I
4 knew that that was one of the few points of contention that existed with
5 them. Otherwise, I think that Mark really did like Phil, and I think Phil
6 respected Mark until some of this stuff happened, and he saw that Mark
7 did not let Kenny go. I think like myself, he was a little alarmed by that.

8 Paul Solis: Again, in this late winter, springtime, are you aware, I mean do you have
9 definitive knowledge that Kenny West is still on staff or playing some
10 role?

11 Witness B: It was when he sent the email for Ashley, and when Mark in February.
12 Then he also ... That was when Mark emailed me saying that he and
13 Kenny had discussed my salary, and they thought that I deserved this
14 amount of a pay raise. I could also just see on disbursements when they
15 came out quarterly. He still had his emails up and running. We were still
16 having to put him on staff-wide emails. Little things like that told me
17 something was, he was still ... He still had his BlackBerry. He still had
18 access. The email address was still active. Something told me that he
19 wasn't entirely out of the picture, but I never knew what that was.

20 Paul Solis: Okay. When that call came into Ben Williamson, did that change your
21 perception of what was going on?

22 Witness B: No, because I still knew that he had an active email address. I was
23 surprised he was calling, but not entirely, no.

24 Paul Solis: But the fact that he asked for his personal items, did that change any
25 perception you had of what was happening?

26 Witness B: No.

27 Paul Solis: Then, after May of 2015, and you get into the summer, and you had taken
28 on a new role, right? You were legislative director?

29 Witness B: Mm-hmm (affirmative).

30 Paul Solis: Okay. Is Phil still there at that point?

31 Witness B: No.

32 Paul Solis: Okay. Who was leading the office, or you know, June?

33 Witness B: I was. In 2015?

1 Paul Solis: Yes.

2 Witness B: I was.

3 Paul Solis: Okay. You were taking on a Chief of Staff-type role?

4 Witness B: I would say it was the full Chief of Staff responsibility. I will say that
5 Mark did send out an email in April when Phil left saying that he was also
6 going to look for a new chief who is DC-based, which I honestly did think
7 that Kenny would be gone at that point. I do remember he mentioned there
8 would be a gradual process, but never what that looked like, but because
9 we knew that there was going to be a new chief, I never took on full chief
10 responsibilities. I kind of just maintained what I was doing, and Mark
11 stepped in when needed.

12 Paul Solis: I want to figure that out a little bit more with you. You said you knew
13 there was going to be a new chief.

14 Witness B: Yeah.

15 Paul Solis: Why did you know that?

16 Witness B: In April, I will say, Mark said that he wanted a DC-based Chief, and he
17 was ... Yeah.

18 Paul Solis: Okay. That was clear that it wasn't going to be a return of Mr. West?

19 Witness B: I thought so. Yeah.

20 Paul Solis: Okay. When he explained that to the staff through an email or even in
21 conversation, was there any discussion at all about Mr. West's role, or
22 what would be Mr. West's role?

23 Witness B: I think everyone just took that as being he's officially fired.

24 Paul Solis: That would have been in April?

25 Witness B: Yes, because it was the same time Phil left.

26 Paul Solis: Okay, I just want to be clear. I had asked you previously when Ben got
27 that call in May, did your perception change?

28 Witness B: Yeah. Sorry. I guess it didn't change, because I already thought that he
29 was kind of done, and because Kenny was not coming up. Kenny hadn't
30 been up in months, and it didn't change because I never thought that
31 Kenny was coming back up.

1 Paul Solis: Okay. In April 2015, or as April's passing, you're thinking that Kenny is
2 fired, or is terminated with employment in Representative Meadows
3 office?

4 Witness B: Yeah.

5 Paul Solis: I don't mean to put words in your mouth. Can you tell me what your-

6 Witness B: As far as I knew, yeah, but I, of course, I didn't honestly, when the reports
7 came out, I did look back in that email, and it never actually said that he
8 was fired.

9 Paul Solis: At that time, you have close coworkers that you speak with. What is
10 everybody else saying when they get that email?

11 Witness B: They thought he was gone too. I remember I actually told my husband
12 Kenny and Phil are both leaving. I honestly took that as he was actually
13 gone, gone.

14 Paul Solis: Are you having conversations with other staffers in the office about that?

15 Witness B: I remember Phil and I saying that we were shocked, like we were very
16 surprised. We kind of just succumbed to this idea of, "All right, well he's
17 still here. He's still going to be the Chief. He's just not going to be in the
18 office." I remember we both were very surprised by it.

19 Paul Solis: Around that time, was there any searches made by Representative
20 Meadows for a new chief, a DC-based Chief? Did he interview anybody?

21 Witness B: I don't remember when interviews started, but he did interview people. It
22 took him a long time. I do remember that. I want to say he started around
23 May. I would honestly have to double check the dates exactly, but he
24 started like a number of months before Paul actually came on board. I
25 know it wasn't June when he started. I know what much. It was at least
26 April, May. I don't remember the dates, honestly.

27 Paul Solis: How do you know that he's interviewing Chiefs?

28 Witness B: We, of course our scheduler, Eliza at the time told us, and I actually had a
29 friend of mine who was from the district, who's been on the Hill for a
30 number of years. He's currently deputy chief who came in to interview.

31 Helen Eisner: That kind of interim chief position, while people were being interviewed,
32 did you have any responsibility for payroll?

33 Witness B: No.

1 Helen Eisner: Who would have, I think you had mentioned to us that Kenny did have
2 some responsibility for that, in addition to it being outsourced. Who would
3 have taken on that responsibility?

4 Witness B: It was my understanding that was Mark.

5 Helen Eisner: Okay. Why was that your understanding?

6 Witness B: That would be the only person who could. Wayne didn't handle payroll.
7 He didn't know what was going on. I didn't handle it. Eliza wasn't
8 handling it. Nobody else was handling it.

9 Paul Solis: What about Jennifer?

10 Witness B: Jennifer takes direction from the office, though. She couldn't ...

11 Paul Solis: So the way it typically worked before Kenny left was Kenny would sort of
12 tell Jennifer, and Jennifer would file.

13 Witness B: Right.

14 Paul Solis: Okay. In the absence of Kenny, if you didn't do it, Eliza wasn't doing it,
15 you're saying you think it came from Representative Meadows?

16 Witness B: Yes. He never told me that, but that was the only logical conclusion I
17 could come to.

18 Paul Solis: Okay. He never asked you to do that?

19 Witness B: No.

20 Paul Solis: Phil left in ... Sorry, refresh me again when Phil left.

21 Witness B: Sometime in April. I think it was mid-April.

22 Paul Solis: May to June, before Paul starts, any filings with payroll are most likely
23 coming from Representative Meadows?

24 Witness B: Yes. It would have actually been pretty late June, so the day ... The final
25 week we're in session July of last year, that Monday was Paul's first day.
26 His second day, I remember was when Mark filed his resolution, his
27 discharge petition. That was Paul's second day on the job. Up until that
28 point, it would all had to have been Mark as far as I know.

29 Paul Solis: Okay. When Paul started, did you have a good relationship with Paul?

1 Witness B: Yeah, I think Paul is really nice. I think he's a great guy, actually.

2 Paul Solis: Did Paul ever mention Kenny?

3 Witness B: He mentioned at one point, because we talked about how we all as an
4 office had to be extremely conscious in what was said, because Mark has a
5 target on his back by all means. We both were well aware that the Kenny
6 thing very well could become public any day. He had mentioned, "Yes, I
7 know about that. It has been handled. It may not have been handled as
8 quickly as maybe it should have been, but at least that's done. There's a
9 new chief on board," kind of thing. Like, "I'm running the show now."

10 Paul Solis: Okay.

11 Witness B: We just kind have to all be cautious. It was kind of just like a, "Let's be
12 sure we're all like not just gabbing," kind of thing. It wasn't actually
13 talking about what happened with Kenny.

14 Paul Solis: Okay. So Paul starts. Paul recognizes. He understands that this occurred.
15 He said he mentioned to you that it's been handled.

16 Witness B: Yes. Then I think he meant as in like he's no longer in the picture. I do
17 remember when, I think first reports from Politico came out about the
18 mileage reimbursement. Alyssa had mentioned to me, because she had to
19 handle the press side of it that Paul seemed genuinely very surprised by
20 this and he didn't seem to know about what had happened in the months
21 before he came on board. Then he met with Jennifer Elliott to kind of
22 figure all that out, but I wasn't part of any of that.

23 Paul Solis: Okay. Then the next reports that come out about Mr. West and severance
24 pay and those types of things. Do you recall that?

25 Witness B: Yes. That one was Politico. It was before the Huffington Post piece, I
26 think. I was gone by that point. I do remember that, and I remember I was
27 really surprised.

28 Paul Solis: What were you surprised about?

29 Witness B: I was surprised that he was still on payroll after April. I was honestly
30 surprised and had always been surprised that he was still on payroll
31 without a change in salary that whole time since we told him in October.
32 Then the fact that he was on payroll from October through the following
33 September, I was ... I don't know. It's just kind of shocking to think that
34 someone wouldn't do anything.

1 Paul Solis: In at least one or two of those pieces, Ms. Farrah was quoted. Did she talk
2 to you about her response to the press?

3 Witness B: Which response?

4 Paul Solis: I'm not sure which one it was, but I know she was quoted in one of the
5 pieces. Something about, it was severance or a lump sum payment or
6 something.

7 Witness B: Yeah.

8 Paul Solis: Did she talk to you about that?

9 Witness B: No, I think that was something that she and ... I remember about it. I think
10 that was a direct Mark quote, but it was something that she and Paul and
11 Mark kind of hashed out with themselves, amongst the three of them.

12 Paul Solis: Were you in the office at that point?

13 Witness B: I was in the office, but honestly I felt like ... I think Mark knew I was
14 looking at that point, and so I wasn't part of those conversations, and I had
15 been looking for a while.

16 Paul Solis: Okay. Again, when this is happening, and you said you were surprised that
17 he had potentially been receiving a full salary during that time, did you
18 talk to Representative Meadows about it? Did you bring it up with
19 anybody?

20 Witness B: No. I remember talking to Alyssa about it because we were both just
21 surprised, because we were like, "Well, I thought he was fired." That's
22 when I started to go back to find that email. I realized, "Oh, it never
23 actually said he was fired. He just said he's going to be stepping down, no
24 conclusion as to when." That was when Mark wanted a DC based Chief. I
25 tried not to talk, because I know there was anxiety already, in the office. I
26 didn't talked openly amongst staff. This was all Gchat kind of stuff. It was
27 never openly discussed. I didn't talk to Mark about it.

28 Paul Solis: Given that you mentioned Alyssa and Paul and Representative Meadows
29 were figuring out how to respond to the press, and sounds like you had
30 spoken to Alyssa about this. What was her take on it?

31 Witness B: I don't think that she realized, at first ... I don't think that first of all, she
32 came up with that direct quote. I think it was just from Mark, because she
33 didn't know about it. She didn't seem to know about it at least, until the
34 reports came out. She was very stressed out about it. She was not happy
35 that all this had gone down.

1 Paul Solis: She told you that?

2 Witness B: Yeah. I mean we were both just very stressed out and very just concerned.
3 It wasn't just that, it was also ... I think we were also just both frustrated
4 because he filed that motion of discharge without telling anyone on staff
5 either. I think it was just the culmination of all of it, all at once, was just a
6 lot. It was a very high tension week.

7 Paul Solis: Okay. What about Paul? Was Paul saying anything to the staff while this
8 was coming out? You know trying ...

9 Witness B: Paul was very positive. He tried to do what he could to make sure
10 everyone was okay. He tried to be very calm. He actually did a very good
11 job in going to Ethics trying to get everything figured out. Working with
12 Mark, working with Jennifer, making sure money was paid back for the
13 mileage. I think that he was physically stressed, but he never expressed
14 frustration, or anything like that, to any of the staff.

15 Paul Solis: What about the specific issue of Mr. West staying on the payroll, and
16 getting paid through the summer, did Paul talk about that at all?

17 Witness B: No.

18 Paul Solis: Did he talk about whether he felt that to be something made out of the
19 press, or that it's not accurate, or whether it's true? Did he discuss it at all?

20 Witness B: No. No one ever claimed it was false, no. He never discussed it. He was
21 actually very positive, never said anything negative. I don't recall
22 discussing it with him at all.

23 Paul Solis: How did you know that the issue was being taken to the Ethics
24 Committee?

25 Witness B: Politico Reports. I saw that outside organizations had filed petitions for it
26 to be reviewed. Then, I knew for sure, when you called me.

27 Paul Solis: At the time it was happening, was anything taken to the Ethics
28 Committee?

29 Witness B: All I knew is that he had to go talk to Ethics.

30 Paul Solis: Representative Meadows?

31 Witness B: Yeah. Or, to House Administration. I couldn't remember. One of the two. I
32 didn't take that as, they were actually investigating. I remember we had a

1 Facebook ad that didn't get franking approval and we had to remove it. I
2 didn't take that as a full investigation.

3 Paul Solis: When you say, "He had to go," do you know if he was asked by the
4 Committee?

5 Witness B: I'm pretty sure he was asked to go.

6 Paul Solis: Do you know if it's the Ethics Committee or the Committee of House
7 Administration?

8 Witness B: You know, I really ... I don't know. I knew at the time, but I honestly can't
9 remember. Now, I'm second guessing myself. I'm not positive, but he and
10 Paul went.

11 Paul Solis: I've asked you extensive questions about this summer period. Especially
12 after Representative Meadows sends you an email in April. You said you
13 ... Again, if I get any of this wrong, let me know. You said that you were,
14 at that point, thinking that Mr. West was no longer with the office.

15 Witness B: Mm-hmm (affirmative).

16 Paul Solis: You had taken on other responsibilities, in sort of a leadership role.
17 Interviews were being conducted. Paul had started in July. You know,
18 when the reports come out, that Mr. West is still being paid, I believe you
19 used the word earlier, you said, "Ghost Figure." Then you mentioned that
20 it was surprising to you. Did you know whether or not Mr. West was still
21 on staff, at all, during that time?

22 Witness B: I assumed he was not, but I was never told directly he was no longer on
23 staff. I thought he was not on staff.

24 Paul Solis: Did other staffers in the office share that perception?

25 Witness B: Yes.

26 Paul Solis: Who would that have been?

27 Witness B: Alyssa, Patrick Fleming, Martha VanLieshout, Ben Williamson, Eliza
28 Thurston and, I know Wayne King. I never asked him directly, but he
29 would have been one of the people who would've been involved.

30 Paul Solis: Okay. Go ahead.

31 Helen Eisner: I have a few more questions.

1 Paul Solis: Sure.

2 Helen Eisner: Just, kind of, separate chain of thought here. What was the procedure in
3 the office when people left the office? I guess you recently went through
4 this. How did that work?

5 Witness B: You had to file some paperwork, I just gave them two weeks. Filed the
6 new paperwork over here. Got the IT sent down. It was fairly smooth
7 transition.

8 Helen Eisner: You filed paperwork and then sent it over ... Filed paperwork with
9 Representative Meadows or?

10 Witness B: Yeah. It's like office and payroll kind of stuff.

11 Helen Eisner: Okay.

12 Witness B: It's not with the actual office.

13 Helen Eisner: Okay.

14 Witness B: It was kind of House wide payroll paperwork.

15 Helen Eisner: What about housekeeping things? What was the typical procedure there?

16 Witness B: Making sure folks are caught up to date on what you're doing, contacts,
17 giving contact information over, information on legislation I worked on,
18 bills, that kind of thing.

19 Helen Eisner: Turn in Blackberrys, that kind of thing?

20 Witness B: Yes.

21 Helen Eisner: Any specific procedures within the office, outside of House
22 Administration? Catching people up?

23 Witness B: Departure emails, turning in information, any kind of security information,
24 usually, if not an auto, like "Hey, I'm no longer with the office," and then
25 just straight to leaving. Sometimes, with Phil's emails, a lot of them were
26 then redirected to my email account. Turn in parking. That kind of stuff.

27 Helen Eisner: What about any procedures in regards to sick time, or vacation time,
28 anything like that, if you hadn't used it?

29 Witness B: I never got paid out. I was never aware of any policy like that, and I never
30 got paid out for anything.

1 Helen Eisner: Anything else, specific, about the office, that would be noteworthy?

2 Witness B: Nothing that comes to mind, honestly.

3 Helen Eisner: Okay.

4 Paul Solis: Do you still keep in contact with current staffers in the Representative
5 Meadows' office?

6 Witness B: I talk to Alyssa occasionally. Yeah.

7 Paul Solis: Okay.

8 Witness B: Not too recently, I think it was September, October, someone asked me if I
9 knew of any LCs, and I asked Ben if he'd be interested. That's probably
10 the last time I really chatted with him.

11 Paul Solis: Okay. When you speak with Alyssa, would you consider yourself personal
12 friends?

13 Witness B: Yes.

14 Paul Solis: Do you speak with her outside of the House Complex? You guys would
15 go out to just …

16 Witness B: We haven't as much. Yeah. We'll occasionally grab lunch. It's not a close
17 friendship, but I still keep in touch with her. Yeah.

18 Paul Solis: What has she told you about things, since you've left?

19 Witness B: We honestly don't talk that much about the office. She has said that Mark
20 seems to miss me and wishes that he hadn't started to push me out. I think
21 he only did that because he knew I was looking. Paul was doing well. I
22 think it's just basic, "Oh, Hey. Here's what's going on. We have a new staff
23 assistant." It's nothing really specific or detailed.

24 Paul Solis: Does she ever mention Mr. West to you?

25 Witness B: Not since I left, no.

26 Paul Solis: You said, "Push me out," what do you mean by that?

27 Witness B: I just got the impression that he wanted somebody who was going to be
28 behind him. The fact that he didn't tell me about the discharge position
29 gave me some concern that he didn't trust me. He didn't include me as
30 much in his conversations. Like, with the Freedom Caucus, not that,

1 necessarily he should, I just didn't get the impression that he wanted an
2 LD in its traditional sense of an LD. Someone who's actually running
3 policy shop, who's involved in it. I know that he thought that I was
4 interviewing elsewhere. So, at that point, he was like, "Okay. She wants to
5 leave."

6 Paul Solis: Is it in any way, that feeling, tied to the issue with Mr. West, or you
7 sending that email to Cindy?

8 Witness B: I don't know he knows it was me. I get the impression he thinks that I had
9 more to do with people knowing about Kenny West, but that's never been
10 directly from him. Other than when he brought Cindy in, I wasn't really
11 going around, because I didn't really want people knowing about it. I
12 didn't really want to be the face of sexual harassment in the office place. I,
13 of course, came to learn that everybody already kind of knew about
14 Kenny. Apparently he was – this is all hearsay, through Phil. Apparently
15 he was kind of a laughing stock of the entire North Carolina delegation.
16 He wasn't even invited to Chiefs' meetings anymore, because he creeped
17 out a couple Chiefs and people just didn't like him. This was not any news,
18 to anybody, that he was not pleasant to work with.

19 Paul Solis: Do you know if the same things, about the potential harassment, or
20 making people feel uncomfortable, do you know if that happened in the
21 district as well?

22 Witness B: I do. I have heard, this is before I came on board, that someone raised it to
23 Mark's attention, before I ever came on board. I don't recall who that was.
24 I know it was one of the more senior women. I honestly don't remember.
25 Again, I was not on staff. Don't know about it. He would always try to hug
26 her too closely. She felt like it was always him trying to feel her chest, and
27 look down her shirt, and she didn't like that.

28 Paul Solis: This is a district employee?

29 Witness B: Yes. Again, I never saw that email, but according to, I think Phil told me,
30 and that Mark just forwarded it to Kenny. I never saw any of this. Then, I
31 know, the same week that we presented our concerns to Mark, something
32 happened with Savannah in our district office. I never knew what it was. I
33 don't know if anybody ever knew exactly what it was. All I know is, it was
34 enough for her to cry. Then, I believe it was Pam, with the district office,
35 she physically blocked Kenny from coming into the office and told him
36 that he was not allowed in anymore and if he had issues with it, then she
37 would go to the Sheriff's Office, and let him deal with it.

38 Paul Solis: How did you know that Pam did that?

1 Witness B: Phil told me.

2 Paul Solis: When did that happen?

3 Witness B: The same week we presented our concerns to Mark. Kenny, of course, was
4 not happy about that. Wayne knew about it, then Mark knew about it.
5 According to Phil, Mark kind of insinuated to Phil, that we, basically,
6 created, like we conspired. He and Wayne conspired to get us to say
7 things, and plan all this out, so that they could move up.

8 Paul Solis: That came from Representative Meadows?

9 Witness B: It came through Phil from him. Yes. This is not anything I personally
10 heard.

11 Paul Solis: Were they close, Representative Meadows and Kenny?

12 Witness B: I thought so. Kenny always said they were best friends. I never had reason
13 to think that they weren't.

14 Paul Solis: Because he ran against him in a primary.

15 Witness B: I know. I don't know what transpired, at all, to make that happen. Mark
16 just said they became close, somehow, became friends during the election.
17 I never understood what went on. I never asked really. Kenny always
18 made it sound like they were closer friends than I would say Mark did, but
19 they never had visual animosity, or anything like that. At least that I saw. I
20 also don't really know if there was some that I just wasn't a part of.

21 Paul Solis: As of, let's say January of 2015, up in to, let's say May, when he's not at
22 all in the DC office, do you know if he's even, Mr. West, is even walking
23 in to the district office?

24 Witness B: Not that I know of.

25 Paul Solis: Because of what happened with Pam Ward? Because of her blocking him,
26 his entrance.

27 Witness B: I think it was that, plus the concerns we raised. I think it was everything.

28 Paul Solis: That physical blocking of him, into the office, would have happened in
29 October 2014? Around that time?

30 Witness B: Yes, I believe so.

1 Paul Solis: If he's out of the DC office, it's your perception, at least, that he's not even
2 allowed in the district office, during 2015?

3 Witness B: Yes.

4 Paul Solis: When was the last time you saw everybody together? Ashley and Martha
5 and Alyssa?

6 Witness B: It was probably around the time Ashley left the office. I guess that was
7 February. I know Ashley and Martha kept up a little bit more, but I think
8 that was it.

9 Paul Solis: Did you see them last month? Was there an event at Bar 201? Were you
10 there?

11 Witness B: Oh, for the North Carolina thing?

12 Paul Solis: I think that might have been it.

13 Witness B: North Carolina Beverage Association?

14 Paul Solis: Possibly.

15 Witness B: I didn't go to that. My husband was at that.

16 Paul Solis: Okay.

17 Witness B: I didn't go.

18 Paul Solis: Before I called you yesterday, had you heard at all, from anybody, that the
19 OCE was looking into this matter?

20 Witness B: No.

21 Paul Solis: Okay. No calls from Alyssa or Martha, or anybody?

22 Witness B: No.

23 Paul Solis: Emails or Gchats?

24 Witness B: No.

25 Paul Solis: What about Representative Meadows? Anybody, a lawyer of his, or
26 anybody, reaching out to you? Has anybody contacted you?

1 2 3	Witness B:	No. I did, actually, run into Mr. Meadows yesterday though. My husband parks his car on the House side. I walked over and I happened to run into him in the hall. It was fairly cordial actually.
4	Paul Solis:	Okay.
5	Witness B:	Is your husband employed by Representative Meadows?
6	Paul Solis:	No. He is employed by [redacted] who's also in the delegation now.
7	Helen Eisner:	When was the last time you saw Kenny West?
8 9	Witness B:	I honestly don't remember. He didn't come up to the office much at all, even before any of this happened. I honestly couldn't tell you.
10	Paul Solis:	But he was the DC Chief of Staff, right?
11	Witness B:	He was never really based out of DC though.
12	Paul Solis:	Okay.
13 14	Witness B:	He was rarely ever in the office. I honestly couldn't tell you when I last saw him.
15	Paul Solis:	In all of 2015, did you see him?
16	Witness B:	Yes.
17	Paul Solis:	Okay. When did you see him in 2015?
18 19	Witness B:	Whenever he was up here. I don't remember the dates. He didn't live in DC though.
20	Paul Solis:	Okay. I just want to make sure that I'm understanding that then.
21	Witness B:	Wait, sorry.
22	Paul Solis:	You're 2015 ...
23	Witness B:	2015 was last year. No I did not.
24	Paul Solis:	Okay.
25	Witness B:	2014.
26	Paul Solis:	Right.

1 Witness B: 2015, no I did not see him at all.

2 Paul Solis: Then, through the summer, until you left, did he make any phone calls to
3 the office, after that time with Ben Williamson in May?

4 Witness B: Not that I recall, no.

5 Helen Eisner: Or any communications -

6 Paul Solis: Or emails?

7 Witness B: I don't remember. I don't remember ever hearing of any. I, personally,
8 never heard from him.

9 Paul Solis: Any questions? Anything else that you'd like to share with us that we may
10 have left out. Anything that we might be missing that you would like to
11 provide us with?

12 Witness B: Not a lot's coming to mind.

13 Paul Solis: Okay.

14 Witness B: But, I'm going to let you know, because, I have to decompress and think
15 about it.

16 Paul Solis: Do you have emails and Gchats, and things like that, contemporaneous
17 with when this happening, with members of the staff?

18 Witness B: I don't have the Gchats. Emails, I don't know. I would have to look. I
19 remember going through a search, fairly recently, in part because I had
20 been trying to finding emails from my House side, making sure they don't
21 come over. I did look through some for Kenny, that's when I recalled the
22 dates for like Cindy and Ashley's departure, so I do, definitely have those.

23 Paul Solis: Those would have been House emails or on personal email?

24 Witness B: House email.

25 Paul Solis: Even though you have a Senate email address, you still have access to
26 your House…?

27 Witness B: I have old emails. It's, as far as I know, it's an inactive account though. I
28 don't have access to it. But, the IT folks saved it on my personal external
29 hard drive, so I could take some over, for like my contacts, bills, and what
30 not.

1 Paul Solis: What about your personal email? Would you discuss these issues at that
2 time on any personal emails?

3 Witness B: I sent my concerns to Phil on personal email. He then took to Mark. I have
4 that. I would have to look, honestly.

5 Paul Solis: Okay.

6 Witness B: I don't think we emailed a lot. I have my Gchat set up, that they don't save,
7 just because it takes up space. I just always had that.

8 Paul Solis: I think, right now, we would ask you to not delete anything related to your
9 previous employment, Mr. West, the concerns at that point, interactions
10 with other staffers, out of both your old House emails and your personal
11 email. We may make a request to you, for you for that. You can consider
12 it. It's not a certainty that we're going to. At this point, we're going to
13 suggest and request that you preserve those emails.

14 Witness B: Okay. If I were to send them, would they then know?

15 Paul Solis: No. I mean, again, if you sent them to us, we could go through them and
16 discuss with you steps that can be taken to ensure confidentiality and
17 anonymity. We can discuss those at the time, if we do make the request.

18 Witness B: Okay.

19 Paul Solis: Okay. I think that's all the questions we have. Thank you very much.

20 Witness B: Thank you.

Exhibit 4

1 P. Solis: This Paul Solis with the Office of Congressional Ethics. I am joined by Annie
2 Cho and Helen Eisner also with the OCE. This is an interview of Witness C on
3 January 14, 2016. I have previously provided Witness C with a copy of 18 U.S.C.
4 1001, which she has reviewed. She also responded by submitting the 18 U.S.C.
5 1001 acknowledgement form to our office. We can begin the interview. Witness
6 C, I want to let you know we have spoken to some people outside the office, other
7 witnesses, so not all the questions I ask you will be because I don't know the
8 answer to them, so it'll be important that you tell the truth. It's just an aspect of our
9 office of making sure that all witnesses that we speak to are credible. Is that all
10 right?

11 Witness C: Sure.

12 P. Solis: I want to go with a little bit of background first. Where are you currently
13 employed?

14 Witness C: I work at Christ School in Arden, North Carolina.

15 P. Solis: How long have you been there?

16 Witness C: I've been there since August 24th of 2015.

17 P. Solis: What's your job title?

18 Witness C: Advancement office director, or office manager, I'm sorry.

19 P. Solis: I want to get that. It's advancement office manager?

20 Witness C: That's correct.

21 P. Solis: Prior to your position at the school, where were you employed?

22 Witness C: I worked for Congressman Mark Meadows first as a staff assistant and later as a
23 field representative.

24 P. Solis: When did you start employment there?

25 Witness C: I began employment June of 2014.

26 P. Solis: So from June of 2014 until August of 2015, you were employed with
27 Representative Meadows?

28 Witness C: Correct.

29 P. Solis: You mentioned you were a staff assistant and also a field representative. Out of
30 that year or so, a little over a year period you were employed at the office, what

1 months were you a staff assistant, and what months were you a field
2 representative?

3 Witness C: Let's see. I believe I made the transition to field representative in December of
4 2014. It could have been January of 2015.

5 P. Solis: Were you always based in the district office, or did you ever work in DC?

6 Witness C: I've never worked in the DC office.

7 P. Solis: Who else worked with you in the district office during your time with
8 Representative Meadows?

9 Witness C: I worked with Wayne King, Pam Ward, Tate Apodaca and Deborah Potter.

10 P. Solis: So Wayne King, Pam Ward, what was the third name you mentioned?

11 Witness C: Tate Apodaca.

12 P. Solis: Tate Apodaca, okay, and then Deborah Potter.

13 Witness C: Deborah Potter, mm-hmm (affirmative).

14 P. Solis: In that district office who did you report to?

15 Witness C: I reported to Wayne King.

16 P. Solis: What was his title?

17 Witness C: Wayne is the deputy chief of staff and district director.

18 P. Solis: Did he hold that title the whole time you were with the office?

19 Witness C: I believe he was promoted to deputy chief of staff during my time at the office,
20 but I can't remember for sure. I believe when I started he was just the district
21 director.

22 H. Eisner: Who hired you? Sorry, this is Helen Eisner speaking. You said you started as a
23 staff assistant in June 2014.

24 Witness C: Correct.

25 H. Eisner: Who hired you?

26 Witness C: I was hired actually by Congressman Meadows. I had previously interned in the
27 office during the summer of 2013, and he offered me a job the following year.

1 P. Solis: And you had interned in the district or in DC?

2 Witness C: In the district.

3 P. Solis: Pam Ward, what is her job title?

4 Witness C: Pam Ward is the office manager.

5 P. Solis: Did she hold that title the whole time you were employed at the office?

6 Witness C: Yes.

7 P. Solis: Who filed paperwork for the office, so payroll forms and things like that with the
8 House, any administrative paperwork?

9 Witness C: To the best of my knowledge, that type of paperwork was handled by either
10 Wayne King or Kenny West. There was never much clarity given on who was
11 responsible for that.

12 P. Solis: Do you know who had that responsibility in the DC office?

13 Witness C: I do not.

14 P. Solis: You mentioned Mr. West. Who is he? What was his job title with Representative
15 Meadows?

16 Witness C: He was the chief of staff.

17 P. Solis: Did he have that title the entire time you were there?

18 Witness C: I believe he was terminated before my time ended there, but yes.

19 P. Solis: I'll go back to that aspect of your statement a little bit later, but I want to get some
20 of this background down first. Was Mr. West based out of the district office or
21 DC office?

22 Witness C: DC office.

23 P. Solis: You said DC?

24 Witness C: Yes, correct.

25 P. Solis: How do you know that?

26 Witness C: He was never in the district unless he was accompanying the Congressman. I
27 guess that that's just an assumption on my part that he was based out of DC.

1 P. Solis: The time that you're aware of that he was employed with the office, while you
2 were there as well, he didn't spend much time in the district, is that fair to say?

3 Witness C: Yes.

4 P. Solis: Do you know if he lived in DC?

5 Witness C: I believe he keeps his permanent residence in North Carolina. I don't think he had
6 a home of any kind in DC.

7 P. Solis: If he's based out of DC, do you know where he's living, or where he's staying?

8 Witness C: I believe that he would stay in hotels.

9 P. Solis: Do you know if Mr. West changed job titles during the time you were there?

10 Witness C: No, I don't believe so.

11 P. Solis: You believe he was chief of staff the entire time?

12 Witness C: Yes.

13 P. Solis: Does it maybe refresh your recollection if some time in 2015 his title changed to
14 senior advisor? Do you know if you heard about that?

15 Witness C: We were told at that point that he was no longer working for our office, so what
16 we were told, and, I guess, what had actually happened was different. I never
17 knew him to be a senior advisor. I only knew him as the chief of staff.

18 P. Solis: Let's jump into this now. You mentioned a couple times, you said you believe he
19 was terminated. You just mentioned that we were told he was no longer with the
20 office. When were you told that?

21 Witness C: We received an email from Congressman Meadows, and I honestly cannot
22 remember the date, it would have been some time maybe in spring or early
23 summer of 2015, stating that Kenny West was no longer employed by our office.

24 P. Solis: Do you know if that happened in April?

25 Witness C: That seems about right.

26 P. Solis: And you recall the email?

27 Witness C: I do.

28 P. Solis: Do you recall what actually the text of it read?

1 Witness C: It was very clear and explicit that Kenny West was no longer employed by our
2 office.

3 P. Solis: Did that go out to everybody in the office, district and in DC?

4 Witness C: If I remember correctly, it was to the entire staff minus interns I believe.

5 H. Eisner: Was that email sent from an official House of Representatives account, or would
6 it have gone to a personal email account?

7 Witness C: It would have been sent from his official @house.gov email account.

8 P. Solis: And that's been sent to your mail.house.gov email account?

9 Witness C: Right.

10 P. Solis: Prior to that email, did anybody else tell you that Mr. West was no longer with the
11 office?

12 Witness C: The email was the first indication that I had that he was no longer with our office.

13 P. Solis: So when you mentioned to us that you believed he was terminated in 2015, it's
14 because after that email had been sent to you, you formed that basis of that belief?

15 Witness C: Correct.

16 P. Solis: We've talked to other witnesses and we have a general understanding of some of
17 the things that were happening in the office in late 2014 and 2015 both in DC and
18 in the districts. But I want to hear from you. Were there some incidents with Mr.
19 West that were problematic for you or for anybody in the district that may have
20 caused you to report certain behaviors or activities by Mr. West to your superiors?

21 Witness C: I reported after a performance review that I had with Mr. West to Wayne King
22 that Kenny West made me feel very uncomfortable and that I would prefer that in
23 the future that he keeps his distance from me.

24 P. Solis: When was that evaluation?

25 Witness C: Maybe October or November. I'm sorry, I don't remember specifically.

26 P. Solis: Of 2014?

27 Witness C: Yes.

28 P. Solis: Was there a specific incident or event that allowed you to provide that
29 information to Wayne King?

1 Witness C: Kenny was just very ... he would make comments and remarks that made me feel
2 uncomfortable and also very touchy. He would place his hand on my shoulder and
3 on my back, and it just felt very uncomfortable.

4 H. Eisner: Is that specific to October 2014, or can you give us a time frame for your
5 observation of these comments or that type of touching?

6 Witness C: He always kind of made me feel uncomfortable, but that incident was the only
7 one I felt a real need to let somebody know.

8 H. Eisner: I know that some of this might be sensitive, but if you can tell us what those
9 comments were so we can have an understanding of that.

10 Witness C: Sure. It was nothing explicit or anything blatant, just things that didn't feel
11 appropriate, maybe about liking an outfit or the way something looked, things of
12 that nature.

13 P. Solis: Do you know if Mr. King reported this to Representative Meadows?

14 Witness C: I believe he did, yes.

15 P. Solis: And why do you believe that?

16 Witness C: Well, there is a confusing series of events that occurred afterwards where an email
17 was sent that implied that we shouldn't talk about the incident and what happened,
18 that it should be dropped, I guess, for lack of a better word, that came from
19 Congressman Meadows. He really just sent an email stating that ... no, no, I'm
20 sorry.

21 The first email came from Wayne King that the incident should not be talked
22 about any further and dropped. That email was followed up from an email from
23 Congressman Meadows stating that he was referring to Deborah Potter, and I
24 believe that that was at the same time that she was fired from our office. It was a
25 confusing series of emails related to the event and also to Deb Potter.

26 P. Solis: Okay, so this would have occurred after you reported this to Wayne King in
27 October 2014?

28 Witness C: Right.

29 P. Solis: Okay, but Representative Meadows was aware and responded it to Mr. King?

30 Witness C: Yes.

31 P. Solis: How did you know these emails were going back and forth? Were you cc'ed on
32 them?

1 Witness C: I believe they were sent directly to me. I was either cc'ed or they were being sent
2 directly to me.

3 H. Eisner: Was anyone else included on the email besides you and Wayne King?

4 Witness C: It's possible that Pam Ward would have been included as well, but I can't
5 remember that for sure.

6 P. Solis: After that happened, what was your understanding of Mr. West's place in the
7 office after you made that report?

8 Witness C: As far as I know, nothing was altered. He continued on as chief of staff and no
9 action was taken.

10 P. Solis: How do you know that?

11 Witness C: That's the impression I got. It was never followed up on with me beyond those
12 emails.

13 P. Solis: Was he still receiving emails or sending emails or making phone calls?

14 Witness C: He would occasionally send some emails. We never heard from him much in the
15 district. He was not very involved in our day-to-day operations, or involved at all
16 really.

17 P. Solis: After you reported that to Mr. King in October of 2014, did Mr. West ever come
18 back into the district office?

19 Witness C: He came actually the next day to the office.

20 P. Solis: Did he discuss with anybody what you had reported to Mr. King?

21 Witness C: He came into the office and Pam Ward, who was there with me, asked him to
22 please leave the office because we both felt uncomfortable with him there. They
23 argued back and forth about that for maybe 5 minutes and ultimately ended with
24 Mr. King leaving the office.

25 P. Solis: Mr. King or Mr. West?

26 Witness C: Mr. West.

27 P. Solis: Okay, and you witnessed this interaction between Ms. Ward and Mr. West?

28 Witness C: I did.

29 H. Eisner: You mentioned that ...

1 P. Solis: I'm sorry, you were cut out a little bit there. You did witness it?

2 Witness C: I did.

3 P. Solis: Okay.

4 H. Eisner: You mentioned that Pam felt uncomfortable. Can you explain that to us?

5 Witness C: Yes. I can't speak for Pam honestly, I just know what she said that day and she
6 included herself in feeling uncomfortable in that situation and around Mr. West.

7 P. Solis: When she told him that he should leave that day, did you ever see him again in the
8 office?

9 Witness C: No, I believe that's the last time I saw him.

10 P. Solis: Still to this day that's the last time you saw him?

11 Witness C: I saw him at an election party after Congressman Meadows had been re-elected,
12 but as far as in the office, I believe that was the last time he was there.

13 P. Solis: Okay. When Ms. Ward was having this interaction with Mr. West, did she
14 reference whether or not Representative Meadows had said he's not allowed in the
15 office or that Representative Meadows didn't want him in the office?

16 Witness C: No, we didn't know how Representative Meadows felt about him being in the
17 office at that point or at any point after that.

18 P. Solis: Okay, but for this one election party that presumably was 2014, right, in
19 November, December 2014?

20 Witness C: Right.

21 P. Solis: But for that event, you never saw Mr. West again after that interaction he had
22 with Ms. Ward?

23 Witness C: Correct.

24 P. Solis: Okay.

25 Witness C: To the best of my knowledge, I can't remember seeing him again after that.
26 Nothing coming to mind.

27 P. Solis: Do you know about anything similar that was going on in the D.C. office with Mr.
28 West, that whether similar reports were made to supervisors in the D.C. office?

1 Witness C: Only through office gossip, nothing confirmed. I never spoke to anyone
2 specifically in D.C. about making a complaint against Kenny West.

3 P. Solis: Were you friends with anybody in the D.C. office?

4 Witness C: No, I wouldn't describe myself as friends with anyone in the D.C. office. I had
5 friendly interactions with Philip Newman, who was the legislative director.
6 Beyond that, he helped me for a while look for another job, but beyond that, no.

7 P. Solis: When did Mr. Newman leave Representative Meadows' office?

8 Witness C: You know, I cannot remember. I don't know.

9 P. Solis: Okay, so moving into early 2015, in the spring of 2015, is Mr. West sending
10 emails or making phone calls to the office at all?

11 Witness C: He may have sent me occasional emails. I don't believe he made any phone calls
12 to the office. Generally, from what I understood, he would call Wayne King on
13 his cell phone directly if he needed to communicate with someone in the district.

14 P. Solis: Did Mr. King or Ms. Ward, or I guess anybody in the district office, talk to you
15 during this time in early 2015 about the status of Mr. West's employment?

16 Witness C: We speculated. I'm friends still with Pam Ward and was friendly with Wayne
17 King as well, so we would talk about it and speculate, but nothing really
18 confirmed.

19 P. Solis: Okay, what would that ...

20 Witness C: We didn't know what was going on.

21 P. Solis: The speculation, what was it aimed at?

22 Witness C: Just whether or not Kenny was working. We didn't know if he was in D.C. or if he
23 was just sitting at home all day. We had no idea what he was doing.

24 P. Solis: You mentioned that email that came in 2015, sometime in the spring. I had asked
25 you if it was potentially April; you said that sounds like it could be right. After
26 that email came from Representative Meadows, did Mr. West ever send an email
27 or make a call or appear in any way in the office?

28 Witness C: No, I don't believe so.

29 P. Solis: Okay, and then in the same timeframe there after that email, is it the same
30 speculation with Ms. Ward and Mr. King and others in the district office about the
31 status of his employment?

1 Witness C: Well, after we received the email, we all assumed that he was terminated, no
2 longer working for office, so at that point, I guess you could say the speculation
3 had died down.

4 P. Solis: Okay. Who is the chief of staff or who's running the office in early 2015 and into
5 the summer of 2015, if it's ...

6 Witness C: The chief of ...

7 P. Solis: I'm sorry.

8 Witness C: That's all right, go ahead.

9 P. Solis: If Mr. West is not appearing and there was speculation about whether or not he
10 was employed, and then after April you said it was pretty conclusive amongst the
11 district staff that he was not employed, who's running the show? Who's the top
12 supervisor for Representative Meadows' congressional offices?

13 Witness C: I would say that in the D.C. office for a time until he left, it would have been
14 Philip Newman, and in the district, it would have been Wayne King.

15 P. Solis: Okay, and why do you say Philip Newman?

16 Witness C: Well, he had the title for a while, deputy chief of staff, along with Wayne King, so
17 they both had that title, so I would just assume that he would have been in charge
18 of day-to-day operations, and he was also our go-to contact. If we needed
19 something done in D.C., we'd call Philip to pass it down to the others.

20 P. Solis: When Philip left, was there someone else who took over the role in D.C. as being
21 in charge as a chief of staff role?

22 Witness C: Ansley Rhyne maybe would have been ... I don't know that her title ever changed,
23 but I believe that she would have been the de facto leader in D.C.

24 P. Solis: Was she the legislative director at that time?

25 Witness C: After Philip left the office, yes.

26 P. Solis: I apologize. I might have asked you when Philip left, but when did he leave?

27 Witness C: I'm not sure. I can't remember.

28 P. Solis: Okay. It would have been in sometime of 2015, early 2015?

29 Witness C: I believe so that it would have been early 2015, yes.

1 P. Solis: Do you know if Representative Meadows was interviewing for chiefs of staff at
2 any point, again in this early 2015, spring 2015, timeframe?

3 Witness C: I do not. I did not hear anything about a new chief of staff or anything like that
4 until Paul Fitzpatrick was hired shortly before I left the office.

5 P. Solis: Do you know, as best you can specify, when he was hired?

6 Witness C: I believe it would have been either late July or early August of 2015.

7 P. Solis: Did Paul ever come down to the district office and meet you?

8 Witness C: I never met him. I spoke on the phone. We spoke on the phone, but I've never met
9 him in person.

10 P. Solis: Did he ever talk to you about Mr. West?

11 Witness C: I can't remember. I had an exit interview with him when I left the office, briefly. I
12 believe that we did discuss Kenny West, if I'm remembering correctly, and some
13 of the problems that I had with him.

14 P. Solis: This would have been in August of 2015?

15 Witness C: Right, correct.

16 P. Solis: Did Paul say anything about what had transpired with Mr. West?

17 Witness C: No, he didn't. He was asking my impressions of the office as I was departing and I
18 told him that I thought that it was going to take a lot to rebuild the office from the
19 negative after-effects of having Kenny on staff, and we talked about it maybe for
20 a minute, but I only spoke with him briefly.

21 P. Solis: Okay. Do you know if Mr. West was interacting at all with DC staff in early 2015
22 into the spring and summer, I guess, from maybe June or July before Paul was
23 hired, looking back to January, just that first half of the year. Do you know if he
24 was emailing, calling DC staff, interacting with them in any way?

25 Witness C: I do not.

26 P. Solis: Have you seen some of the news reports that have come out about some of these
27 issues?

28 Witness C: I have, yes.

29 P. Solis: Okay. Particularly one of the news reports discussed Mr. West leaving sometime
30 in 2015 and then being paid throughout the summer of 2015 even though he

1 reportedly was not in the office and was given ... The article mentioned something
2 about a severance package. Do you know ... Once you read that, did you have a
3 response to that, or did you think a certain way about what was written?

4 Witness C: It seems very likely, in my opinion, that something like that would have
5 happened. Obviously I believe there was a statement from Alyssa Farah, who is
6 Congressman Meadows' spokeswoman, that says that Kenny West was paid a
7 severance, but I don't know anything for sure.

8 P. Solis: Did anybody in the office ever talk about a severance package for him?

9 Witness C: No. I don't believe that ever came up.

10 H. Eisner: Have you had any conversations since then with anyone in the office about a
11 severance package?

12 Witness C: I'm friends with Pam Ward. We talk frequently. Yes, we have talked about the
13 possibility that he received a severance package.

14 P. Solis: Okay. What did you talk about?

15 Witness C: Just that we felt like that it was very possible that that had happened. Just kind of
16 talking it about it within the context of did he really deserve or need it? It was a
17 personal thing more than a professional.

18 P. Solis: Okay. Did Miss Ward reveal at all to you, reference anything she heard from
19 Representative Meadows about this?

20 Witness C: She did not.

21 H. Eisner: Why do you think ... This is based on your opinion and the conversation you had.
22 Why did you reach the conclusion that it was likely that he had received a
23 severance package?

24 Witness C: Our office was, at least in the district, in my opinion, mismanaged and
25 disorganized. It never felt like really anyone knew what was going on, or anything
26 like that. It just seemed like it was very possible that something like that would
27 have happened.

28 H. Eisner: Were you aware of anyone else in the office receiving a severance package?

29 Witness C: I was not.

30 H. Eisner: Was that something you discussed in your conversations about the severance
31 package, the potential for one?

1 Witness C: No.

2 P. Solis: Have you prior to me reaching out to you, had you talked to anybody about our
3 review, about the Office of Congressional Ethics, looking into this matter?

4 Witness C: Pam Ward had mentioned that she thought that something was being looked into.

5 P. Solis: What did she say?

6 Witness C: She mentioned that she thought that there had been some kind of investigation
7 started, but wasn't sure what was being looked for specifically.

8 P. Solis: Did she talk about whether or not she was cooperating with the investigation?

9 Witness C: She did not.

10 P. Solis: Okay. Since I've contacted you, have you heard from anybody or have you
11 discussed this issue with anybody?

12 Witness C: I did mention to Pam that we were going to speak. We did not talk about it in any
13 kind of detail.

14 P. Solis: Okay. Did she mention to you in that conversation whether or not she was
15 cooperating with our office?

16 Witness C: She did not.

17 P. Solis: Have you heard from Representative Meadows at all about this?

18 Witness C: No. I have not heard from Representative Meadows since I quit.

19 P. Solis: Okay. Any attorneys for Representative Meadows?

20 Witness C: No.

21 P. Solis: Check our notes here and just make sure we have everything we need.

22 H. Eisner: One question I have for you is, you've mentioned a few specific emails to us. One
23 was from-

24 Witness C: I'm sorry. I can't hear you very well.

25 H. Eisner: Sorry about that. Let me know. Can you hear me now?

26 Witness C: That's better, yes.

1 H. Eisner: Okay. You've mentioned few specific emails to us. One was approximately April
2 2015; also one from Wayne King, October or November 2014, and I think there
3 was another one from the Congressman around that same time period in late 2014.
4 Do you have any of those emails or access to any of those emails?

5 Witness C: I believe that I have a copy of the email I sent to Wayne King regarding Kenny
6 West. I'm not sure that I have duplicates of any of the others, and I do not have
7 access to them.

8 H. Eisner: Okay.

9 P. Solis: I think what we'll ask you to do, Witness C, is take a look just to double check to
10 see if you have copies of those. I can tell you especially the email from
11 Representative Meadows to the staff regarding Mr. West, if you have a copy of
12 that, that's definitely something we're going to want, if you do have a copy.
13 Please, if you have it, preserve it and let me know so you can send it over.

14 Witness C: Okay.

15 P. Solis: Take a look to see what you have regarding these issues that we've been asking
16 you questions on, and let me know what you find.

17 Witness C: Absolutely. I'm happy to cooperate, happy to help however I can.

18 P. Solis: Great. Okay. Appreciate that. Thank you. Again, we'll take a moment to review
19 our notes to see if there's anything we're missing.

20 Witness C: Okay.

21 P. Solis: Yep. Okay. I think that's all we have. Just to make sure, too, in addition to emails,
22 Witness C, do you have G-chats or anything like that that revolve around the
23 topics we've discussed here?

24 Witness C: No. If I have anything, it'd only be email.

25 P. Solis: Okay. Okay. Just to go back, briefly. After you had told Mr. King in your
26 performance evaluation of October of 2014, you said that Mr. West had appeared
27 in the office. Miss Ward told him she didn't want him there and they had an
28 interaction, an altercation, maybe. After that, were these emails that you were
29 either CC'd on, or they were directed to you from Mr. King and Representative
30 Meadows, right?

31 Witness C: Yes. I'm sorry. It seems like so long ago. I may have misspoken earlier when I
32 said that the email that came from Representative Meadows asking us not to
33 speak about the incident that occurred, I believe that came after the interaction
34 between Pam Ward and Kenny West.

1 P. Solis: Okay. Would it have happened in 2014?

2 Witness C: Yes. It would have been the same timeline, exactly the same timeline, but I think
3 it came after that rather than directly after my email in regards to Kenny West.

4 P. Solis: Okay.

5 H. Eisner: I just want to make sure to clarify. I think we've referred to 2 different things. An
6 email, asking people not to talk about the incident, and a later email having to do
7 with some further follow up into the issue. The email, regarding just internal
8 discussion and talking about some of the specific issues and complaints, who did
9 that come from?

10 Witness C: Let's see. I believe that the first email I believe came from Wayne King speaking
11 on behalf of Congressman Meadows. The follow up came from Congressman
12 Meadows himself. The clarification, if you will.

13 H. Eisner: I see.

14 P. Solis: When you say that he asked that nobody speaks about it, can you be more
15 specific? Did he say, "Don't speak with anybody outside the office?" or "Don't
16 even speak with anybody in the office about it."?

17 Witness C: I can't remember if there was a caveat like that placed on it. I don't believe so. I
18 believe it just said that we should not speak about the incident that occurred.

19 P. Solis: I want to be clear what the incident is. The incident is the back and forth between
20 Miss Ward and Mr. West, or the incidents that you reported to Mr. King?

21 Witness C: I honestly, I don't know. It was kind of ambiguous. He never specified what he
22 was referring to, if I'm remembering correctly.

23 P. Solis: Okay. I may have asked you this in a different way earlier, but after this happened
24 with Miss Ward and she told Mr. West, she's basically said not to come back,
25 right?

26 Witness C: Essentially she asked him to leave and not come back. Yes.

27 P. Solis: Okay. Do you think that she meant for the day or for the week or don't come back
28 at all?

29 Witness C: No, she meant don't come back at all.

30 P. Solis: Okay. That's what I thought based on what you've told me. Do you know if in DC
31 a similar request or demand was made of Mr. West that he not come into the DC
32 office?

1 Witness C: I do not know of any request or demand that was made of Kenny in regards to
2 DC.

3 P. Solis: Okay. All right, Witness C. I think that's all the questions we have for you. Really
4 appreciate your cooperation. The next step is, again, I think if you could review
5 anything you might have in your personal possession about the topics we've
6 discussed, the emails that Helen had mentioned, especially. Get back to me on
7 that in the next couple days.

8 Witness C: Absolutely.

9 H. Eisner: I think you have a sense of what we're interested in learning about and some of
10 the issues we're looking into. Given everything that we've asked you about and
11 the information you've told us, is there anything else that you think we should
12 know or anyone that would be helpful for us to talk to?

13 Witness C: I would say that if you haven't talked to Philip Newman, that would be extremely
14 useful to you. Other than that, in my opinion, I think you're asking all the right
15 questions. It sounds to me like you're on the right track.

16 P. Solis: Okay. So again, get back to me on that. We're going to take what we have from
17 you here on our recording and develop a transcript and we'll send that on to you.

18 Witness C: Sure. Okay. I'll be in touch with you about whether or not I have any emails. I
19 believe I do, but I'll take a look.

20 P. Solis: Okay. Thank you very much, Witness C.

21 H. Eisner: Great. Thank you for your time.

22 Witness C: Thank you.

23 P. Solis: Okay, bye.

24 Witness C: Thank you. Bye-bye.

25

Exhibit 5

[redacted]

From: West, Kenny
Sent: Wednesday, February 11, 2015 9:00 AM
To: NC11 DC Staff; NC11 DO Staff; Elliott, Jennifer
Cc: Z113 Meadows, Mark; Debbie Meadows [redacted]@gmail.com}
Subject: Ashley Howes

We have been blessed to have such good people working for Marks office. One of them has been Ashley Howes who first came to us as an intern, then having graduated came back and started her career with our office as our Staff Asst. She has been the face of the Congressman's office for the last year and has done a great job. As things happens in our journeys in this busy world, other opportunities become known to good people. One has been presented to Ashley, and she will be leaving us this Friday, and I know she will be missed. She has set the bar high for a replacement. Ashley thank you for all that you have done for Mark and our entire office. I know all of our staff wish you well in this part of your journey. I know that God will bless you and you will do great things. THANKS!!

Kenneth D West
Chief of Staff
Rep. Mark Meadows, NC 11
1024 Longworth Building
Washington, DC 20515
(202) 225-[redacted] ***office*** **(202) 226-**[redacted] ***fax***

Exhibit 6

[redacted]

From: West, Kenny
Sent: Saturday, March 14, 2015 8:35 PM
To: NC11 DC Staff; NC11 DO Staff
Cc: Z113 Meadows, Mark
Subject: This Past Week

First of all I would like to thank you all for making this week a success for Mark. We visited many area's in the district both official and County Events. At every event there were praise and stories about our staff from Eliza doing scheduling, Alyssa's doing our News Letters for Mark and different success stories about our staff and their follow up to numerous to mention. Mark and I went to six or seven conventions this week and at each one he received standing ovations for his **support for all his votes** and his determination to continue to listen to the people of the 11th District. Ladies and Gentlemen, ***THANK YOU!*** We have a busy schedule in the district and DC in the coming months, but I know we can sustain the momentum that we all have helped make. Have a blessed weekend.

Kenneth D West
Chief of Staff
Rep. Mark Meadows, NC 11
1024 Longworth Building
Washington, DC 20515
(202) 225-[redacted] ***office*** **(202) 226-[redacted]** ***fax***

Exhibit 7

[redacted]

From: Thurston, Eliza on behalf of Z113 Meadows, Mark
Sent: Wednesday, April 01, 2015 12:49 PM
To: NC11 All Staff
Cc: Z113 Meadows, Mark
Subject: Re-Organization and a Goodbye

All,

Over the last few months, I have asked for input from several of you regarding the best ways we can serve the people of Western North Carolina. As with any organization, there are constant demands which cause us to re-evaluate and find ways to better serve the needs that confront us daily. While some of the changes put forth have not been fully vetted or decided, circumstances have developed that made this interim announcement more appropriate.

On Friday, April 17th, Philip Newman, who has served as Deputy Chief and been with me since the very beginning, will be leaving to take a new position with Senator Cory Gardner. Phil will be serving as a commerce policy advisor, working on transportation and aviation issues for the Senator. It's a great career move for our friend and will allow him to re-establish his Colorado ties. I know that I speak for all of us when I say that Phil's talent and energy will be missed.

At the same time, as part of the re-organization, I have made a decision to have a full time Chief of Staff in Washington, DC. This decision doesn't come easily and will require adjustments in a number of areas, but I thought it was important to let everyone know that I will be interviewing possible candidates to replace Kenny as our Chief of Staff. Kenny has been working with me on the re-organizational plan and possible impacts for both the DC and the District offices, with our sole focus being how to best serve the people of this great state.

I want to thank all of you for your dedication and willingness to adapt during this transitional time.

Thanks,

Mark

Exhibit 8

MARK MEADOWS
11TH DISTRICT, NORTH CAROLINA

COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM
CHAIRMAN, SUBCOMMITTEE ON GOVERNMENT OPERATIONS

COMMITTEE ON TRANSPORTATION AND INFRASTRUCTURE

COMMITTEE ON FOREIGN AFFAIRS

Congress of the United States
House of Representatives
Washington, DC 20515–3311

1024 LONGWORTH HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
(202) 225-6401

200 NORTH GROVE STREET, SUITE 90
HENDERSONVILLE, NC 28792
(828) 693-5680

www.house.gov/meadows

November 18, 2015

Chairman Charles W. Dent
Ranking Member Linda T. Sánchez
Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515

Dear Chairman Dent and Ranking Member Sánchez:

I am writing to you to report an allegation made against me for the manner in which I paid a member of my staff upon his termination. This allegation is currently the subject of a preliminary review by the Office of Congressional Ethics. Prior to the OCE inquiry, however, I had personally reviewed this matter with your staff and have been considering their advice. At this time, because I genuinely would like to know if I have done anything wrong, and whether any remedy is necessary, because the OCE cannot provide answers to those questions, and because I would like to save the cost and burden of duplicate inquiries, I have informed the OCE that I will not participate in their review, but will cooperate fully with your Committee in order to reach a resolution of these allegations.

The background of this matter is as follows. Kenny West became my chief of staff when I first took office on January 3, 2013. On April 1, 2015, I changed Kenny's title and duties to that of Senior Advisor, maintaining full-time advisory and constituent relations roles, but transferring his supervisory functions to other personnel. Eventually, I came to an agreement with Kenny that he would resign his full time duties from my office towards the end of May, 2015, and that I would continue to pay him for a short period of time both for the sake of a smooth transition, and so he would continue to perform some official duties for me during that transition. Kenny did continue to perform some services and was paid through August 15, 2015.

For example, on three occasions between the date this transition began (May 21) and August 15, Kenny travelled to constituent meetings on my behalf and submitted claims for reimbursement as he has always done for such official travel over the course of his employment. When questions were raised in the press about these submissions, I chose to reimburse the U.S. Treasury $400 out of personal funds for these claims in order to address any concerns my constituents may have had. However, despite my personal reimbursement, these claims represented legitimate official activity during a time that Kenny was still on payroll. He also engaged in other official activity independent of the aforementioned travel claims.

Throughout this process, I always intended to act in good faith compliance with all rules and regulations, and in the best interests of my constituents in my stewardship of the Congressional

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office. I believe I met those goals, even if my interpretation of what kinds of severance are technically permitted may have been in error.

It is commonly known that Member offices of both parties pay "severance" in various ways and in various situations for both well-performing and under-performing employees. In fact, the Committee on House Administration publishes a form on its web site that specifies an option to pay severance. In addition, the House each year pays "severance" in matters subject to the Congressional Accountability Act. I now understand, however, that there are some ways in which some methods of paying severance may not be consistent with the Committee's authoritative interpretation of House Rule 23, Clause 8. While I believe my own actions were consistent with some official language and practices of the House in situations similar to the one I was in, I now understand that my interpretation may have been inconsistent with yours, which of course is controlling on all of our actions. I apologize if that was the case.

Given the confusion that exists, as created by several administrative and authoritative House offices, I hope you will not see the need to impose any sanction or remedy for this matter. Instead, I hope you will clarify whether and how my conduct may have been in conflict with the House Rules, and that you will then issue guidance for the House community in general, resolving any conflict that exists. Finally, I hope you will seek the cooperation of other House offices to reduce the confusion other Members may face in similar situations.

Should your office need any additional information, please do not hesitate to ask. It is my intent to cooperate fully with your review.

Sincerely,

Mark R. Meadows
Member of Congress

Enclosure:

APPENDIX B

MARK MEADOWS
11TH DISTRICT, NORTH CAROLINA

COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM
CHAIRMAN, SUBCOMMITTEE ON GOVERNMENT OPERATIONS

COMMITTEE ON TRANSPORTATION AND INFRASTRUCTURE

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(202) 225-6401

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HENDERSONVILLE, NC 28792
(828) 693-5660

www.house.gov/meadows

November 17, 2015

Mr. Omar Ashmawy
Office of Congressional Ethics
U.S. House of Representatives
425 3rd Street, S.W.
Suite 1110
Washington, DC 20024

Dear Mr. Ashmawy,

I am in receipt of your letter dated October 27, 2015, requesting documents and information from me regarding allegations that I may have retained an employee, Mr. West, who did not perform duties commensurate with the compensation he received, in possible violation of applicable House standards.

In response, I would like to draw your attention to official documents (a copy is attached) of the House of Representatives that permit Members of the House to designate pay for terminated/outgoing employees as "severance." This uncertainty warrants clarification from the Committee on House Administration. It is commonly known that Member offices of both parties regularly pay "severance" in various ways and in various situations for both well-performing and under-performing employees. In addition, the House each year pays "severance" in matters subject to the Congressional Accountability Act. In light of these facts, I believe it would be fundamentally unfair, the equivalent of entrapment, to accuse a Member of violating House standards for understanding this direction to permit a practice that is common in every other sector of our society. This is particularly true for Members who come from business backgrounds, such as myself.

Despite these documents and practices in the House, it is apparent that they mislead Members, and that the most common form of severance, as it is understood everywhere outside of this institution, may not be technically permitted in the legislative branch according to your letter. Given that fact, and the fact that your organization's purpose is merely to screen allegations and to determine if they should be referred to the Committee on Ethics, I am choosing to forego the costly and burdensome process of participating in duplicate investigations, and instead will self-report to the Committee on Ethics and follow their instructions to resolve this matter.

While your process may label me "uncooperative" and refer the matter for further review, it is my belief that referring this issue directly to the Committee on Ethics would address any uncertainties in the most expeditious and efficient manner. I understand this is because my actions, though taken in good faith and in compliance with the best practices of businesses

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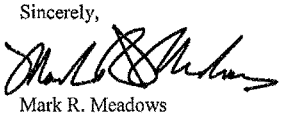
everywhere, and consistent with the language and practice in the House of Representatives, may not have been consistent with interpretations of which I was unaware, and that your office does not consider such context or background to warrant referrals for dismissal. Next, it is my understanding that your practice, when referring matters for further review, is to cause the publication of complete transcripts of interviews, even if they contain irrelevant and ancillary personnel content, as well as numerous other materials, which I do not believe is always appropriate. Finally, to the extent any remedy is necessary, I understand that such direction will have to come from the Committee on Ethics in any event.

It is my sincere hope that the Board will recognize the confusion that the House has created on this issue and either dismiss in the first phase or refer the matter to the Committee for dismissal, consistent with your authorizing resolution, as a *de minimis* violation, if one at all.

For all of these reasons, I respectfully decline to provide the documents and information you have requested and I request that you share this letter with the members of the Board.

Should you wish to discuss the matter further, please feel free to contact my counsel.

Sincerely,



Mark R. Meadows
Member of Congress

Enclosure

General Information Regarding All Lump Sum Payments

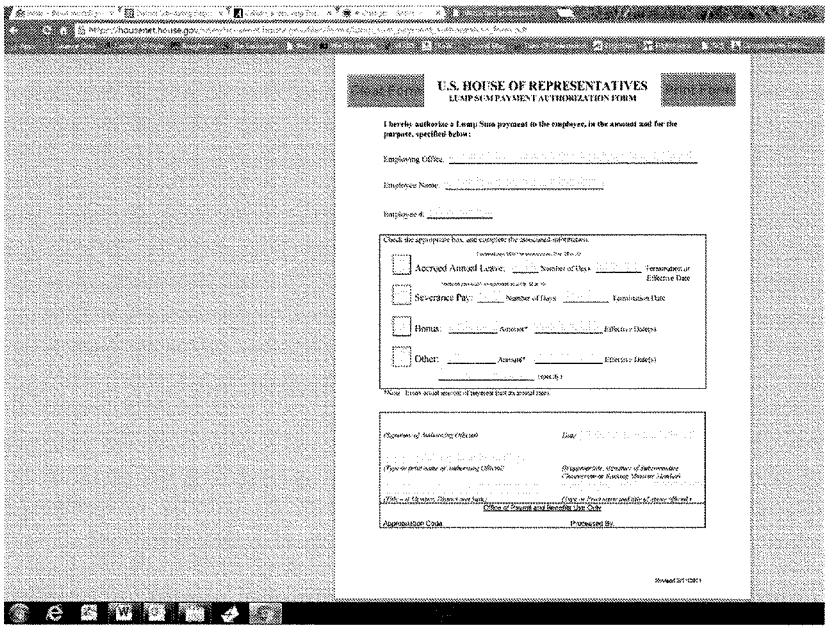
- No lump sum payment, including payment for accrued annual leave, when added to an employee's regular monthly salary and any student loan subsidies or on-the-spot cash awards, may exceed 1/12th of the maximum rate of pay specified in the Speaker's Pay Order.
- No lump sum payment may exceed an employee's *regular monthly pay*. The maximum lump sum accrued leave payout is 30 days or 240 hours.
- Withholding will be at flat rates of 2.9% for Federal tax, 4.2% for FICA (*if applicable*), and 1.45% for Medicare. State Tax withholding will be based on the employee's Supplemental State Tax rate and/or filing status and exemptions, depending on the state. If no state tax deduction was elected by employee, state taxes will not be withheld.

"Bonus" and "Other"

- The effective date pertains to the period of time to which the lump sum payment applies (i.e., a specified week, month, or year).
- The lump sum amount will be charged to the funds available on the ending effective date. If the ending effective date is January 1 or 2, the amount of the lump sum payment will be charged to the funds available on January 1 and 2.
- The form must be received in the Office of Payroll and Benefits by the 15th of the month in which it is effective.

"Accrued Annual Leave" and "Severance Pay"

- For a departing employee, the amount will be applied to the funds available on the effective date of the employee's termination. For a current employee, the amount will be applied to the funds available on the effective date as stated on the lump sum authorization form.
- If the termination or effective date is January 1 or 2, the amount of the lump sum payment will be charged to the funds available on January 1 and 2.
- The form must be received in the Office of Payroll and Benefits no later than the last business day of the month in which the lump sum payment is effective.
  Example: Employee's termination date is June 15. The form must be submitted to the Office of Payroll and Benefits no later than June 30.
- Lump sum payments will be paid in the amount equal to the monthly pay of the employee (at the last rate authorized by the employing authority) divided by 30, and multiplied by the number of days as stated on the form.



U.S. HOUSE OF REPRESENTATIVES
LUMP SUM PAYMENT AUTHORIZATION FORM

I hereby authorize a Lump Sum payment to the employee, in the amount and for the purpose, specified below:

Employing Office: _____

Employee Name: _____

Employee #: _____

Check the appropriate box, and complete the associated information.

☐ Accrued Annual Leave: _____ Number of Days _____ Termination or Effective Date

☐ Severance Pay: _____ Number of Days _____ Termination Date

☐ Bonus: _____ Amount* _____ Effective Date(s)

☐ Other: _____ Amount* _____ Effective Date(s)

_____ (specify)

*Note: Enter actual amount of payment (not an annual rate).

(Signature of Authorizing Official) Date:

(Type or print name of authorizing Official) (Supervisor or Acting Supervisor Signature)

(Title of Officer Signing Your Form) (Copy or Document and title of person signed)

Office of Payroll and Benefits Use Only

Appropriation Code Processed By

Revised 3/11/2011

COE.MEADOWS.001558

MARK MEADOWS
11TH DISTRICT, NORTH CAROLINA

COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM
CHAIRMAN, SUBCOMMITTEE ON GOVERNMENT OPERATIONS

COMMITTEE ON TRANSPORTATION AND INFRASTRUCTURE

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www.house.gov/meadows

November 18, 2015

Chairman Charles W. Dent
Ranking Member Linda T. Sánchez
Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515

Dear Chairman Dent and Ranking Member Sánchez:

I am writing to you to report an allegation made against me for the manner in which I paid a member of my staff upon his termination. This allegation is currently the subject of a preliminary review by the Office of Congressional Ethics. Prior to the OCE inquiry, however, I had personally reviewed this matter with your staff and have been considering their advice. At this time, because I genuinely would like to know if I have done anything wrong, and whether any remedy is necessary, because the OCE cannot provide answers to those questions, and because I would like to save the cost and burden of duplicate inquiries, I have informed the OCE that I will not participate in their review, but will cooperate fully with your Committee in order to reach a resolution of these allegations.

The background of this matter is as follows. Kenny West became my chief of staff when I first took office on January 3, 2013. On April 1, 2015, I changed Kenny's title and duties to that of Senior Advisor, maintaining full-time advisory and constituent relations roles, but transferring his supervisory functions to other personnel. Eventually, I came to an agreement with Kenny that he would resign his full time duties from my office towards the end of May, 2015, and that I would continue to pay him for a short period of time both for the sake of a smooth transition, and so he would continue to perform some official duties for me during that transition. Kenny did continue to perform some services and was paid through August 15, 2015.

For example, on three occasions between the date this transition began (May 21) and August 15, Kenny travelled to constituent meetings on my behalf and submitted claims for reimbursement as he has always done for such official travel over the course of his employment. When questions were raised in the press about these submissions, I chose to reimburse the U.S. Treasury $400 out of personal funds for these claims in order to address any concerns my constituents may have had. However, despite my personal reimbursement, these claims represented legitimate official activity during a time that Kenny was still on payroll. He also engaged in other official activity independent of the aforementioned travel claims.

Throughout this process, I always intended to act in good faith compliance with all rules and regulations, and in the best interests of my constituents in my stewardship of the Congressional

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Given the confusion that exists, as created by several administrative and authoritative House offices, I hope you will not see the need to impose any sanction or remedy for this matter. Instead, I hope you will clarify whether and how my conduct may have been in conflict with the House Rules, and that you will then issue guidance for the House community in general, resolving any conflict that exists. Finally, I hope you will seek the cooperation of other House offices to reduce the confusion other Members may face in similar situations.

Should your office need any additional information, please do not hesitate to ask. It is my intent to cooperate fully with your review.

Sincerely,

Mark R. Meadows
Member of Congress

Enclosure:

Mark Meadows US House of Representatives

To: Mark Meadows

Mark, I have come to the most difficult decision that I ever have had to make. I believe things happen for reasons. I think with the situation that has happened to me, I truly believe that this has affected the kind of job that you are capable of doing for the people of the 11th District. It has truly been an honor working side by side with a good man and getting to know your family.

I think God led me to be by your side at this time and journey in your life and it has been a pleasure. You are exactly what the people in the Nation needs. My reputation means a lot to me also. After several meetings over the last few weeks with people that know me, and they ask about if I'm still working with you because they had heard that you had fired me. Well it took its toll on me. I have always tried to live and act Christ like and failed many times, with that said God has always been there and guided me.

I don't know why this callous situation and lie was allowed to manifest into this destructive manor. What I do know is that God has and always will control and guide my life. With this said I will be resigning my position with your office and will move ahead with my life.

I would really like to be paid through August if possible or July minimum. I know that is three months out, but with this happening I am going to have to get insurance for myself through Wilma and give me time to start getting business back on track with whatever insurance company I decide to go with. I would prefer nobody in staff knows of my decision, like they would really care. You are the only one that matters to me.

Also can you write me a great letter of recommendation?

Your Lasting Friend

Kenny West

05/21/2015

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES**
Washington, DC 20515

(Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	01/03/2013
Employee Social Security Number	**Type of Action**
254-13-5780	[X] Appointment [ ] Salary Adjustment [ ] Title Change [ ] Termination (At close of business on effective date) [ ] Leave without pay (Beginning with effective date above and ending close of business ..... (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows 1516 Longworth Building Washington, DC 20515	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Chief of Staff	155,000.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.

**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

[X] Permanent

[ ] Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits

- [ ] Part-Time Employee
- [ ] †Paid Intern
- [ ] †Temporary Employee
- [ ] LWOP Employee
- [ ] Shared Employee

..... (Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

COPY

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....

If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 01/04/2013 .....

.....
(Signature of Authorizing Official)

.....
(Signature of Subcommittee Chairperson or Ranking Minority Member)

.....
(Type or print name of Authorizing Official)

.....
(Type or print name and title of above official)

.....
(Title--If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES**
Washington, DC 20515

(Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	11/1/2013
Employee Social Security Number	**Type of Action**
165239	☐ Appointment ☒ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____ (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows 1516 Longworth HOB Washington DC 20515	

COPY

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Chief of Staff	$167,000.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.

**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent

☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits

- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____
(Specify one other employing entity)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....

If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 11/14/2013

(Signature of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows

(Type or print name of Authorizing Official)

(Type or print name and title of above official)

NC11

(Title--If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES** (Please use Typewriter or Ballpoint Pen)

Washington, DC 20515

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	01/01/2014
Employee Social Security Number	**Type of Action**
165239	☐ Appointment ☒ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____ (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows 1516 Longworth HOB Washington DC 20515	

COPY

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Chief of Staff	$155,000.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.

**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent

☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits

- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____ (Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....

If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration

Date 11/14/2013 .....

.....
(Signature of Authorizing Official)

.....
(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows
.....
(Type or print name of Authorizing Official)

.....
(Type or print name and title of above official)

NC11
.....
(Title--If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES**
Washington, DC 20515

(Please use Typewriter or Ballpoint Pen)

COPY

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action

Employee Name (First-Middle-Last)	Effective Date
Kenneth West	10/01/2014
Employee Social Security Number	**Type of Action**
165239	☐ Appointment ☒ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business ..... (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows 1516 Longworth HOB Washington, DC 20515	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Chief of Staff	$168,411.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.
**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent
☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits
- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____
(Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(If Employee of an Officer of the House, complete item below.)
Position Number..... If applicable, Level ..... Step .....
If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration

Date 10/15/2014 .....

.....
(Signature of Authorizing Official)

.....
(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows
.....
(Type or print name of Authorizing Official)

.....
(Type or print name and title of above official)

NC11
.....
(Title--If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES**
Washington, DC 20515

(Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	01/01/2015
Employee Social Security Number	**Type of Action**
165239	☐ Appointment ☒ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business 6 (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows 1516 Longworth HOB Washington, DC 20515	

COPY

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Chief of Staff	$157,400.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.

**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent

☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits

- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____
(Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....
If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 01/05/2015

(Signature of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows
(Type or print name of Authorizing Official)

(Type or print name and title of above official)

NC11
(Title--If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES**
Washington, DC 20515

(Please use Typewriter or Ballpoint Pen)

COPY

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	02/01/2015
Employee Social Security Number	**Type of Action**
165239	☐ Appointment ☒ Salary Adjustment ☐ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business 6 (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows 1516 Longworth HOB Washington, DC 20515	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Chief of Staff	$155,000.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.

**If employee is a civil service Annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent

☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits

- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

(Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....

If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 01/05/2015

(Signature of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows

(Type or print name of Authorizing Official)

(Type or print name and title of above official)

NC11

(Title--If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES**
Washington, DC 20515

(Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	04/01/2015
Employee Social Security Number	**Type of Action**
165239	☐ Appointment ☐ Salary Adjustment ☒ Title Change ☐ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____ (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows NC11	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Senior Advisor	$155,000.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.

**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent

☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits

- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____
(Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....

If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 04/09/2015 .....

.....
(Signature of Authorizing Official)

.....
(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows
.....
(Type or print name of Authorizing Official)

.....
(Type or print name and title of above official)

NC11
.....
(Title--If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES**
Washington, DC 20515

(Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	05/31/2015
Employee Social Security Number	**Type of Action**
165239	☐ Appointment ☐ Salary Adjustment ☐ Title Change ☒ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business ..... (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows NC11	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Senior Advisor	$155,000.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.

**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent

☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits

- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

(Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....

If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 04/17/2015

(Signature of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows

(Type or print name of Authorizing Official)

(Type or print name and title of above official)

NC11

(Title--If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES**
Washington, DC 20515

(Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	06/30/2015
Employee Social Security Number	**Type of Action**
165239	☐ Appointment ☐ Salary Adjustment ☐ Title Change ☒ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____ (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows NC11	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Senior Advisor	$155,000.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.

**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent

☐ Nonpermanent (must specify one of the following categories) †Denotes not eligible for Benefits

- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____
(Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....

If position transfer, previous position number..... Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 05/21/2015

(Signature of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows

(Type or print name of Authorizing Official)

(Type or print name and title of above official)

NC11

(Title--If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

PAYROLL AUTHORIZATION FORM **U.S. HOUSE OF REPRESENTATIVES**
Washington, DC 20515

(Please use Typewriter or Ballpoint Pen)

To the Chief Administrative Officer of the House of Representatives: I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Kenneth D. West	08/15/2015
Employee Social Security Number	**Type of Action**
165239	☐ Appointment ☐ Salary Adjustment ☐ Title Change ☒ Termination (At close of business on effective date) ☐ Leave without pay (Beginning with effective date above and ending close of business _____ (Specify date))
Employing Office or Committee/Subcommittee	
Honorable Mark Meadows NC11	

(If type of action is an Appointment, Salary Adjustment or Title Change, complete appropriate information below.)

Position Title*	Gross Annual Salary**
Senior Advisor	$155,000.00

*Nonpermanent employees should be designated as Part-Time Employees, Paid Interns, Temporary Employees, or Shared Employees and will automatically receive the respective designation as their position title.

**If employee is a civil service annuitant (includes U.S. House of Representatives), the gross annual salary shown should include the annuity received by the employee plus the salary received from the employing office.

(If Clerk Hire Employee, complete appropriate item(s) below.)

☒ Permanent

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- ☐ Part-Time Employee
- ☐ †Paid Intern
- ☐ †Temporary Employee
- ☐ LWOP Employee
- ☐ Shared Employee

_____ (Specify one other employing authority)

NOTE: Any erasures, corrections or changes on this form must be initialed by the authorizing official.

(If Employee of an Officer of the House, complete item below.)

Position Number..... If applicable, Level ..... Step .....

If position transfer, previous position number.....Level ..... Step .....

All appointments and salary adjustments for employees under the House Classification Act must be approved by the Committee on House Administration.

Date 06/10/2015

(Signature of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

Honorable Mark Meadows

(Type or print name of Authorizing Official)

(Type or print name and title of above official)

NC11

(Title--If Member, District and State)

Appropriation Code:	Office of Payroll & Benefits use only	
	(Monthly Annuity $.....00)	Benefits.....
.....	as of	Payroll.....

ORIGINAL-TO OFFICE OF PAYROLL & BENEFITS (FOR OFFICIAL PERSONNEL FOLDER)

Elliott, Jennifer

From: Z113 Meadows, Mark
Sent: Thursday, June 11, 2015 8:08 AM
To: Elliott, Jennifer
Subject: Re: Kenny

I want to give Kenny a little more time to make the transition. His health makes it hard for him to get health insurance. I just want to err on the side of being compassionate. Thanks

Sent from my iPhone

On Jun 10, 2015, at 6:36 AM, Elliott, Jennifer <Jennifer.Elliott@mail.house.gov> wrote:

> Good morning, I spoke to Kenny yesterday because he had questions about what to do with his retirement when he leaves and he mentioned to me that his end date may be changed. Just wanted to touch base with and see if that is correct because if so need to make sure Payroll does not terminate him at the end of this month. Thank you!
>
> *Jennifer Elliott*
> ***Financial Administrator***
> ***U.S. House of Representatives***
> ***(202) 295-7952***
> ***(443) 968-2318 (fax)***

Elliott, Jennifer

From: Z113 Meadows, Mark
Sent: Thursday, May 21, 2015 8:15 AM
To: Elliott, Jennifer
Subject: Kenny

Kenny has been finishing up some stuff for me so I want to pay him through the end of June please, not the end of this month as previously discussed. Thanks

Sent from my iPhone

Elliott, Jennifer

From: Kenny West [kwestnational@aol.com]
Sent: Tuesday, August 11, 2015 4:12 PM
To: Elliott, Jennifer
Cc: Foster, Kristin
Subject: Re: proof of loss of insurance

Thanks, when will I receive letter.

Sent from my iPhone

On Aug 11, 2015, at 3:02 PM, Elliott, Jennifer <Jennifer.Elliott@mail.house.gov> wrote:

> Hi Kenny, Kristin in the Payroll and Benefits will be able to help you with the information. Please let me know if you need anything from me Kristin. Thank you!
>
> *Jennifer Elliott*
> *Financial Administrator*
> *U.S. House of Representatives*
> *(202) 295-7952*
> *(443) 968-2318 (fax)*
>
> **From:** Foster, Kristin
> **Sent:** Tuesday, August 11, 2015 1:51 PM
> **To:** Sollers, Danielle; Elliott, Jennifer
> **Cc:** Rosloff, Michael
> **Subject:** RE:
>
> Hello Jennifer,
>
> I would be happy to assist you. If you would like to provide my contact information to the employee I can provide additional information.
>
> Thank you,
>
> Kristin Foster
> ACA Counselor
> Office of Payroll & Benefits
> Office of the Chief Administrative Officer
> U.S. House of Representatives
> B215 Longworth House Office Building
> 202-225-1435 (Office)
>
> Please tell me how I am doing. **Click here to take my survey**

Elliott, Jennifer

From:	Kenny West [kwestnational@aol.com]
Sent:	Friday, June 12, 2015 1:40 PM
To:	congressnc@gmail.com
Cc:	Elliott, Jennifer; kwestnational@aol.com
Subject:	Final Expense Report
Attachments:	june 12.pdf

Mark this should be my last expense report. Jennifer can you let me know you received.

Kenny West
Liberty National
Cell (828) 557-3533
email: kwestnational@aol.com

Elliott, Jennifer

From: Kenny West [kwestnational@aol.com]
Sent: Wednesday, August 12, 2015 11:07 AM
To: Elliott, Jennifer
Subject: Re: Letter

Interesting.

Sent from my iPhone

> On Aug 12, 2015, at 10:53 AM, Elliott, Jennifer <Jennifer.Elliott@mail.house.gov> wrote:
>
> Hi Kenny he told me the 15th
>
> Sent from my iPhone
>
>> On Aug 12, 2015, at 10:48 AM, Kenny West <kwestnational@aol.com> wrote:
>>
>> Jennifer, I thought Mark had agreed to pay me through August 31. I was just told it is only through the 15th?
>>
>> Sent from my iPhone
>>
>>> On Aug 11, 2015, at 12:37 PM, Elliott, Jennifer <Jennifer.Elliott@mail.house.gov> wrote:
>>>
>>> Kenny hey sorry I missed you at the beach. Yes out payroll office can send something I think I will check with them
>>>
>>> Sent from my iPhone
>>>
>>>> On Aug 11, 2015, at 12:34 PM, Kenny West <kwestnational@aol.com> wrote:
>>>>
>>>> Jennifer, can you write a letter concerning my last day with Mark's office. It's regarding me not having insurance through the Hill after the 31st of August. I can't get new coverage without them knowing I don't have coverage anymore. Thanks!
>>>>
>>>> Sent from my iPhone

Elliott, Jennifer

From: Z113 Meadows, Mark
Sent: Thursday, June 11, 2015 9:02 AM
To: Elliott, Jennifer
Subject: Re: Kenny

8/15

Sent from my iPhone

On Jun 11, 2015, at 8:50 AM, Elliott, Jennifer <Jennifer.Elliott@mail.house.gov> wrote:

> Ok so should I change to 8/31? Thank you!
>
> *Jennifer Elliott*
> *Financial Administrator*
> *U.S. House of Representatives*
> *(202) 295-7952*
> *(443) 968-2318 (fax)*
>
> **From:** Z113 Meadows, Mark
> **Sent:** Thursday, June 11, 2015 8:08 AM
> **To:** Elliott, Jennifer
> **Subject:** Re: Kenny
>
> I want to give Kenny a little more time to make the transition. His health makes it hard for him to get health insurance. I just want to err on the side of being compassionate. Thanks
>
> Sent from my iPhone
>
> On Jun 10, 2015, at 6:36 AM, Elliott, Jennifer <Jennifer.Elliott@mail.house.gov> wrote:
>
>> Good morning, I spoke to Kenny yesterday because he had questions about what to do with his retirement when he leaves and he mentioned to me that his end date may be changed. Just wanted to touch base with and see if that is correct because if so need to make sure Payroll does not terminate him at the end of this month. Thank you!
>>
>> *Jennifer Elliott*
>> ***Financial Administrator***
>> ***U.S. House of Representatives***
>> ***(202) 295-7952***
>> ***(443) 968-2318 (fax)***

Elliott, Jennifer

From: Fitzpatrick, Paul
Sent: Monday, August 31, 2015 2:26 PM
To: Elliott, Jennifer
Subject: Reimbursement correction

Jennifer,

Mark will send a personal check to your address.

It will be $400.96 for three of Kenny West's expenses that should not have been reimbursed.

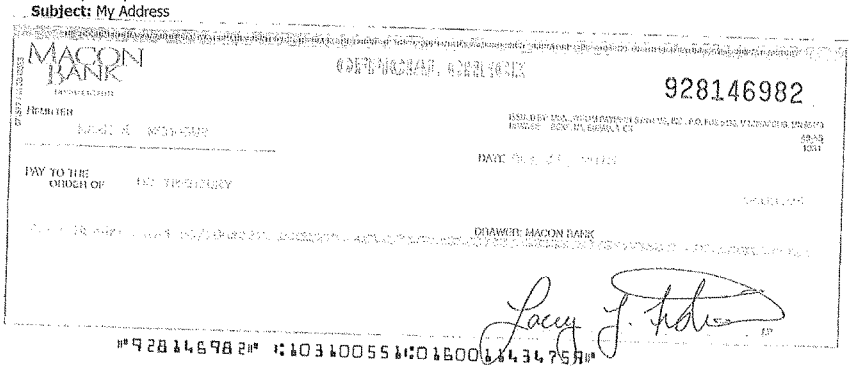
They are:

May 27, 2015: 231 miles
June 2, 2015: 245 miles
June 9, 2015: 240 miles
Totaling 716 miles or $400.96

Thank you.

Paul

From: Elliott, Jennifer
Sent: Monday, August 31, 2015 2:16 PM
To: Fitzpatrick, Paul
Subject: My Address


MACON BANK

928146982

PAY TO THE ORDER OF

DRAWER: MACON BANK

Berke | Farah LLP
Attorneys at Law

1200 New Hampshire Ave. NW • Suite 800 • Washington, DC 20036 • eberke@berkefarah.com • 202.517.0585
www.berkefarah.com

May 10, 2016

Congressman Charles W. Dent
Chairman
Congresswoman Linda T. Sanchez
Ranking Member
House Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515-6328

RE: OCE Referral

Dear Chairman Dent and Ranking Member Sanchez:

This letter is in response to your letter dated March 18, 2016 to Congressman Mark Meadows. On behalf of Congressman Meadows, please consider this letter as his response to the Referral the Committee on Ethics ("Committee") received from the Office of Congressional Ethics ("OCE"). We appreciate the extension that was granted to us to submit this response that was necessitated by change of counsel.

As you are aware, Congressman Meadows self-reported in November 2015 the underlying allegations regarding the employment of a former staffer that were raised in the May 18, 2016 OCE Referral to the Committee. In self-reporting, Congressman Meadows asked the Committee to investigate the matter and has been consistently proactive in addressing these allegations and voluntarily provided relevant documents to the Committee last month. Congressman Meadows intends to continue to cooperate fully and voluntarily with the Committee.

Not surprisingly, these are facts that the OCE ignores or disregards in its Referral. Congressman Meadows informed the OCE on November 17, 2015 that rather than engage in their duplicative, costly and burdensome process, he would instead self-report the issue to the Committee in the interest of expediency. It is, after all, the Committee – and not the OCE – that

is the ultimate arbiter of compliance with House Rules and Standards of Conduct. Congressman Meadows, in declining to participate in the OCE's review, also took issue with the OCE's longstanding practice of publishing entire transcripts of interviews even when they contain irrelevant, ancillary, and personal content. Such a practice does not serve the best interests of the House or of staff members who are merely witnesses in a matter. While he anticipated that the OCE would still label him "uncooperative" notwithstanding his decision to self-report to the Committee, we are nevertheless disappointed to confirm such a determination was reached.

As Congressman Meadows informed the Committee in November 2015, employment issues were raised regarding his then Chief of Staff Kenny West in the fall of 2014 by other members of his staff. Congressman Meadows took swift and appropriate steps to address the issues, including but not limited to the undertaking of an internal review; arranging for an independent third party review; making changes to the scope, nature and title of Mr. West's official responsibilities; transferring Mr. West's supervisory functions to other personnel; and ultimately coming to an agreement with Mr. West that resulted in his resignation.

These actions were later confirmed by counsel with the Office of House Employment Counsel ("OHEC") to be consistent with advice OHEC has offered in similar situations. Congressman Meadows also, for a short time, agreed to pay Mr. West compensation to ensure a smooth transition of his official responsibilities. It was his belief that these severance payments were consistent with House Rules and practice.

Throughout this process, Congressman Meadows took steps to comply with all House Rules and Standards of Conduct and did so in the best interests of his staff and his constituents. He believes that he met these goals, and even if his ultimate interpretation of severance may be proven in error, it was an interpretation taken in good faith.

Congressman Meadows continues to believe that the open and clear official House practice of paying actual severance and payments labeled "severance" should have led the OCE to dismiss this matter, even assuming the underlying allegations proved true – that a traditional "severance" (compensation at the time of termination that is not tied to specific hours worked) was paid to Mr. West.

We thank the Committee for its time and will address any additional questions it might have. That being said, nothing in this communication should be viewed as a waiver of any privilege, including attorney-client privilege or the Speech or Debate privilege under the U.S. Constitution.

Please do not hesitate to contact me at (202) 517-0585 should you have any additional questions.

Very truly yours,

Elliot S. Berke

APPENDIX C

EXHIBIT 1

MEMBERS' CONGRESSIONAL HANDBOOK

COMMITTEE ON HOUSE ADMINISTRATION

CANDICE S. MILLER, CHAIRMAN

ROBERT A. BRADY, RANKING MEMBER

113TH CONGRESS

UNITED STATES HOUSE OF REPRESENTATIVES

THE COMMITTEE ON HOUSE ADMINISTRATION HAS ISSUED THE FOLLOWING REGULATIONS TO ENSURE THAT MEMBERS OF THE UNITED STATES HOUSE OF REPRESENTATIVES UTILIZE OFFICIAL RESOURCES TO SUPPORT THE CONDUCT OF THE OFFICIAL REPRESENTATIONAL DUTIES ON BEHALF OF THE DISTRICT FROM WHICH HE OR SHE IS ELECTED.

Candice S. Miller

CHAIRMAN CANDICE S. MILLER

ADOPTED DECEMBER 16, 2011

All citations to the House Rules refer to the Rules of the House of Representatives

FOR ADDITIONAL ASSISTANCE, PLEASE CONTACT THE COMMITTEE AT (202) 225-8281.

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INTRODUCTION: MEMBERS' REPRESENTATIONAL ALLOWANCE

During each session of Congress, each Member has a single Members' Representational Allowance ("MRA") available to support the conduct of official and representational duties to the district from which he or she is elected. Ordinary and necessary expenses incurred by the Member or the Member's employees within the United States, its territories, and possessions in support of the conduct of the Member's official and representational duties to the district from which he or she is elected are reimbursable in accordance with the regulations contained in this Members' Congressional Handbook.

"Ordinary and necessary" means reasonable expenditures in support of official and representational duties to the district from which he or she is elected that are consistent with all applicable federal laws, Rules of the House of Representatives and regulations of the Committee on House Administration.

The following regulations of the Committee on House Administration, collectively known as the Members' Congressional Handbook ("Handbook"), govern all expenditures from the MRA.

The Handbook regulations are guidelines that assist Members in determining whether expenses are reimbursable. Therefore, the Handbook contains broad descriptions of reimbursable expenses, but is not an exhaustive list of such expenses.

Questions about reimbursement of an expense should be directed to the Committee on House Administration at x58281 prior to incurring the expense.

For all questions relating to equipment and equipment-related issues, refer to the Guide to Outfitting and Maintaining an Office available from the Committee on House Administration.

Administrative, financial and non-legislative support services (e.g., equipment purchases, technology standards and services, office supplies, room reservation and set-up) are acquired through the Office of the House Chief Administrative Officer ("CAO"). For further information about the CAO's services, please refer to HouseNet, the House intranet (https: housenet.house.gov) or the CAO's services office, First Call, at x58000.

The Handbook is a collection of regulations issued by a vote of the Members of the Committee. In drafting these regulations, the Committee consults with other committees of the House, House leadership, Member office staff, and the Officers of the House.

General

When an expense is incurred, the Member must determine the primary purpose for the expenditure. Is the primary purpose for the expenditure official and representational? Or is it primarily related to personal, campaign-related political party, campaign or committee activities? Only expenses the primary purpose of which are official and representational and which are incurred in accordance with the Handbook are reimbursable.

1. The MRA may only be used for official and representational expenses.
2. A Member may expend personal funds in support of official and representational duties.
3. The MRA may not be used to pay for any expenses related to activities or events that are primarily

social in nature.

4. The MRA may not pay for personal expenses.
5. The MRA may not pay for campaign expenses.
6. The MRA may not pay for campaign-related political party expenses.
7. The MRA may not pay for committee expenses.
8. Committee resources may not pay for a Member's official and representational expenses.
9. Except where authorized by the Committee on Ethics, campaign funds may not pay for a Member's official and representational expenses.
10. A Member may not maintain, or have maintained for his use, an unofficial office account for the purpose of defraying or reimbursing ordinary and necessary expenses incurred in support of a Member's official and representational duties.
11. A Member may not accept from any private source in-kind support having monetary value for an official activity.
12. Only appropriated funds, not personal or unofficial funds, may be used to pay for mail sent under the frank.
13. Each Member is personally responsible for the payments of any official and representational expenses incurred that exceed the provided MRA or that are incurred but are not reimbursable under these regulations.
14. Unless specifically authorized by an applicable provision of federal law, House Rules, or Committee Regulations, no Member, relative of the Member, or anyone with whom the Member has a professional or legal relationship may directly benefit from the expenditure of the MRA.
15. The MRA is available for services provided and expenses incurred from January 3 of one year through January 2 of the following year. All expenses incurred will be charged to the allowance available on the date the services were provided or the expenses were incurred. Upon the death, resignation, or expulsion of a Member, the Member's allowance will be made available only for services provided and expenses incurred at the direction of the Member up through the last day of the Member's term in office. Otherwise such funds will be subject to the direction of the Clerk of the House.
16. Requests to obligate prior year funds after January 2 of the succeeding year will be considered by the Committee when a Member provides documentation demonstrating a bona fide intent to obligate the prior year's funds during the applicable year.
17. The MRA is not transferable between years.
18. Members may not use official resources to misrepresent their current official positions or titles within the House.
19. Pursuant to 18 U.S.C. § 1913, the MRA may not be used for certain activities in the absence of authorization by Congress. Contact the Committee on House Administration at x58281 for more information.

Budgeting and Disclosure

The Committee recommends that each Member establish an annual budget for the MRA. To assist in this process, the Office of Finance sends each Member monthly statements showing year-to-date expenditures and obligated amounts. The quarterly expenditures reflected in these statements are compiled and published as the Quarterly Statement of Disbursements, which is a public document.

Disbursements

Disbursements from the MRA are made on a reimbursement or direct payment basis and require specific documentation and Member certification as to accuracy and compliance with applicable federal laws, House Rules, and Committee regulations.

Reimbursements and payments from the MRA may be made only to the Member, the Member's employees, or a vendor providing services to support the operation of the Member's offices.

Incidental Use

Incidental personal use of equipment and supplies owned or leased by, or the cost of which is reimbursed by the House of Representatives is permitted only when such use is negligible in nature, frequency, time consumed, and expense.

For example, limited use of government resources to

access the Internet, to send or receive personal email, or to make personal phone calls is permissible, so long as the use meets the above criteria, and otherwise conforms with the Regulations of the Committee on House Administration and the Code of Official Conduct (House Rule XXIII).

Each Member office may adopt a more restrictive incidental use policy.

Overspending

Each Member is personally responsible for the payment of any official and representational expenses incurred that exceed the authorized MRA. If a Member incurs an obligation to the U.S. House of Representatives and the amount of the obligation incurred exceeds the MRA, the Member shall pay the obligation from personal funds. If the Member fails to pay the obligation voluntarily, the CAO will deduct the amount owed from any pay, mileage, or expense money due to the Member in the case of a sitting Member or through an administrative offset or legal action in the case of a former Member. The Office of Finance will notify a Member if that Member is projected to overspend the MRA.

Contact the Office of Finance at x57474 or the Committee on House Administration at x58281 for assistance with accounting and budgeting.

STAFF

General

Each Member is the employing authority; the Member determines the terms and conditions of employment and service for their staff. These terms and conditions must be consistent with applicable federal laws and House Rules.

1. Personnel actions affecting employment positions in the House of Representatives must be free from discrimination based on race, color, national origin, religion, sex (including marital or parental status), service in the military, disability, or age.
2. A Member may not retain an employee on the Member's payroll who does not perform official duties commensurate with the compensation received for the offices of the employing authority. (House Rule XXIII, clause 8(a)).
3. "Employee" means an individual appointed to a position of employment in the House of Representatives by an authorized employing authority including individuals receiving pay disbursed by the CAO and individuals in a Leave Without Pay or furlough status.
4. "Staff" means all individuals including employees, fellows, unpaid interns, and volunteers who serve in the office of a Member.
5. Annual rates of pay may not exceed the amount specified in the Speaker's Pay Order.
6. Total compensation in any month including any lump sum and regular pay, student loan program payments, (including cash reimbursement for accrued annual leave) may not exceed 1/12th of the maximum rate of pay specified in the Speaker's Pay Order.
7. Retroactive pay adjustments are not authorized.
8. Government contributions to retirement, life insurance, Thrift Savings Plan, transit benefits, Student Loan Repayment Program and health benefits programs are not charged to the MRA.
9. Each month, Member Offices receive a Payroll Certification Form from the Office of Payroll and Benefits that lists the annual pay and gross

pay earned for each employee. If an employee is a relative of a current Member of Congress, the nature of the relationship to the Member must be noted on the Payroll Certification Form. The Member must certify the information and return the form to the Office of Payroll and Benefits no later than the 15th day of the month. Contact the Office of Payroll and Benefits at x51435 for payroll forms.

Employee Ceiling

Under 2 U.S.C. § 92, each Member of the House of Representatives may employ 18 permanent employees and 4 additional employees. The 4 additional employees must be appointed to one of the following categories:

1. Paid interns
2. Part-time employees
3. Shared employees
4. Temporary employees
5. Employees on leave without pay

Categories of Staff

Employees

The term "employee" means an individual appointed to a position of employment in the House of Representatives by an authorized employing authority including individuals receiving pay disbursed by the CAO and individuals in a Leave Without Pay or furlough status.

Interns

Interns, paid or unpaid, must perform services for the Member on a temporary basis as part of an educational plan. Examples of an educational plan include, but are not limited to, participation in the Intern Lecture Series, attendance at committee hearings, attendance at CRS internship training programs, etc. Each Member is responsible for determining the activities of the Member's interns consistent with these requirements.

Paid interns may work for no more than 120 calendar days in a 12-month period, per employing authority, and are not employees for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act. The gross annual rate of intern pay is established by the Committee on House Administration. For the current applicable rate, contact the Committee on House Administration at x58281.

Any Member interested in employing a foreign national as an intern should contact the Office of General Counsel at x59700.

The use of unpaid interns is subject to regulations established by the Committee on Ethics. Contact the Committee on Ethics at x57103.

Interns are ineligible for the following benefits:

1. Federal Employees' Retirement System
2. Federal life insurance
3. Federal health insurance
4. Thrift Savings Plan
5. Student Loan Repayment Program

Part-time Employees

The term "part-time employee" means an individual who is employed by the Member and whose normally assigned work schedule is not more than the equivalent of 15 full work days per month. A typical month has 22 work days so a part-time employee would be an individual who typically works 15 or fewer full 8-hour days per month, or the equivalent amount in hours (e.g., all 22 work days, but only 5 hours per day).

Temporary Employees

The term "temporary employee" means an individual who is employed for a specific purpose or task and who is employed for not more than 90 days in a 12-month period, except that the term of such employment may be extended with the written approval of the Committee on House Administration.

Temporary employees are ineligible for the following benefits:

1. Federal Employees' Retirement System
2. Federal life insurance
3. Federal health insurance
4. Thrift Savings Plan

Shared Employees

The term "shared employee" means an employee who is paid by more than one employing authority of the House of Representatives.

1. Two or more employing authorities of the House may employ an individual.
2. Subject to telecommuting policies, such shared employees must work out of the office of an employing authority, but are not required to work in the office of each employing authority. The pay from each employing authority shall reflect the duties actually performed for each employing authority. The name, title, and pay of such an individual will appear on each employing authority's Payroll Certification. Such employees may not receive pay totaling more than the highest rate of basic pay in the Speaker's Pay Order applicable to the positions they occupy.
3. Employees may not be shared between a Member or Committee office and the office of an Officer of the House if the employee, in the course of duties for an Officer, has access to the financial information, payroll information, equipment account information, or information systems of either Member, Committee, or Leadership offices.
4. Each House employee who, during any pay period, is simultaneously employed by three or more House employing authorities is required to inform each employing authority in writing of the employee's employment status and any change in employment status with other employing authorities.
5. Each House employee who, during any pay period, is simultaneously employed by three or more House employing authorities is required to file with the Office of Finance a signed Acknowledgment of Receipt and Understanding of Shared Employee Manual and Certification of Continued Compliance upon becoming simultaneously employed by three or more employing authorities. (see attached Acknowledgement and Certification).
6. Pursuant to 5 U.S.C app. § 101 et seq., each House employee who is simultaneously employed by three or more House employing authorities for more than 60 days during a calendar year must file a Financial Disclosure Statement by May 15 of each year.
7. Any House employee engaged in any outside employment or business activity may not directly, or indirectly through such outside employment or business activity, sell, lease, or otherwise provide any goods or assets to any House office or entity.

Consultants

Pursuant to 2 U.S.C. § 72a, only committees are authorized to procure the temporary services of consultants.

Member offices are not authorized to procure consultant services.

Contractors

Members may contract with firms or individuals only for general, non-legislative and non-financial, office services (e.g., equipment maintenance, systems integration, data entry, staff training, photography, custodial services, web services) for a specified time period not to exceed the Member's current term. Such contracts are reimbursable. Such contractors are not employees of the House and are ineligible for government-provided personnel benefits.

Contractors do not count against the Member's employee ceiling.

Members are advised to consult the Committee on House Administration before entering into such contracts.

Civilian Annuitants

If a Member employs a federal civil service annuitant, the amount of the annual annuity, when added to the annual rate of pay at which the employee is to be paid by the Member, may not exceed the highest rate of basic pay as authorized by the Speaker's Pay Order.

The combined total of the civil service annuity and the amount of the salary will be charged to the MRA.

Waivers

Member offices will not be granted waivers of applicable annuity reductions or pay reductions.

Detailees

The term "detailee" means a non-Congressional federal employee assigned to a committee for a period of up to one year.

Pursuant to 2 U.S.C. § 72a(f), detailees may not be assigned to a Member office.

Fellows

The term "fellow" means an individual performing services in a House office on a temporary basis as part of an established mid-career education program while continuing to receive the usual compensation from his or her sponsoring employer.

Fellows may be assigned to a Member office.

Fellows do not count against the Member's employee ceiling.

Fellows may not be reimbursed from House appropriated funds. Outside of using existing office resources, if a fellow incurs an expense as a result of work performed for the Member, the fellow may either be reimbursed by the fellow's sponsoring entity or a Member may use personal funds as authorized under House Rules.

The use of fellows is subject to regulations established by the Committee on Ethics. Contact the Committee on Ethics at x57103.

Temporary Agencies

Ordinary and necessary expenses related to services provided by an individual employed by a temporary agency are reimbursable if the following conditions are met:

1. Payment for such services is commensurate with the official duties performed by the individual;
2. Such individual remains an employee of the agency and is not eligible for pay, benefits, rights, or privileges available to House employees; and
3. The total of such individuals and employees may not exceed 22 individuals.

Volunteers

The term "volunteer" means an individual performing services in a House office without compensation from any source.

The voluntary service should be of significant educational benefit to the participant and such voluntary assistance should not supplant the normal and regular duties of paid employees.

Volunteers should be required to agree, in advance and in writing, to serve without compensation.

Volunteers do not count against the Member's employee ceiling.

The use of volunteers is subject to regulations established by the Committee on Ethics. Contact the Committee on Ethics at x57103.

Telecommuting

Telecommuting is entirely at the discretion of the employing office. An employing office is under no obligation to offer a telecommuting option to employees.

Offices may obtain a copy of the Telecommuting policy on the Committee on House Administration website.

Employment Law

Congressional Accountability Act

Pursuant to the Congressional Accountability Act, the following civil rights, labor, and workplace safety laws are applicable to House employing offices:

1. The Fair Labor Standards Act of 1938;

2. Title VII of the Civil Rights Act of 1964;
3. The Americans with Disabilities Act of 1990;
4. The Age Discrimination in Employment Act of 1967;
5. The Family and Medical Leave Act of 1993;
6. The Employee Polygraph Protection Act of 1988;
7. The Worker Adjustment and Retraining Notification Act;
8. The Rehabilitation Act of 1973;
9. The Uniformed Services Employment and Reemployment Rights Act of 1994;
10. Chapter 71 of Title V of the U.S. Code, the Federal Service Labor-Management Relations Statute;
11. The public service and accommodations provisions of the Americans with Disabilities Act;
12. The Occupational Safety and Health Act of 1970; and
13. The Genetic Information Nondiscrimination Act of 2008.

The Office of Compliance has published A Guide to the Congressional Accountability Act of 1995, which is available from the Office of Compliance's website, or at Room LA-200, John Adams Building, Library of Congress, Washington, DC 20540-1999, (202) 724-9250. The Office of Compliance also provides materials that employing offices can use to notify employees of their rights and protections under the CAA.

A Model Employee Handbook providing sample office policies to assist in developing an organization that complies with applicable laws and House Rules is available on HouseNet.

The Office of House Employment Counsel is available to provide advice and guidance on employment matters generally, and on establishing office policies consistent with these laws. The Office of the House Employment Counsel can be reached at x57075.

Nepotism

A public official may not appoint, employ, promote, advance or advocate for appointment, employment, promotion, or advancement in or to a position in the office in which that public official is serving or over which that public official exercises jurisdiction or control any individual who is a relative of that public official. Pursuant to 5 U.S.C. § 3110, the term "public official" includes a Member, an employee, and any other individual who has authority, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals, or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in an office.

Every employee must certify a relationship to any Member of Congress on a certificate of relationship form available from Payroll and Benefits. If, at any time, the relationship of an employee to any current Member of Congress changes the employee must file an amended certificate of relationship form with the employing office. Contact Payroll and Benefits at x51435 for such forms.

Individuals with the following relationship to the Member may not be employed by the Member:

- Aunt;
- Brother;
- Brother-in-law;
- Daughter;
- Daughter-in-law;
- Father;
- Father-in-law;
- First cousin;
- Half-brother;
- Half-sister;
- Husband;
- Mother;
- Mother-in-law;
- Nephew;
- Niece;
- Sister;
- Sister-in-law;
- Son;
- Son-in-law;
- Stepbrother;
- Stepdaughter;
- Stepfather;
- Stepmother;

- Stepsister;
- Stepson;
- Uncle; and
- Wife.

However, if a House employee becomes related to the employing Member (by marriage), the employee may remain on the Member's personal or committee payroll. Similarly, if a Member becomes the employing authority of a relative who was hired by someone else (e.g., the Member ascends to the chairmanship of a Committee or subcommittee for which the relative is already working), the relative may remain on the payroll. However, the Member may not then give that individual further promotions or raises, other than cost-of-living or other across-the-board adjustments.

The statute does not prohibit a Member from employing two individuals who are related to each other but not to the Member. Contact the Committee on Ethics at x57103 for further information.

Non-Disclosure Oath

House Rule XXIII, clause 13, requires Members and employees to execute an oath of non-disclosure before having access to classified information.

Post-Employment Restrictions

Members and employees paid at a rate equal to or greater than 75 percent of the basic rate of pay of a Member for at least 60 days in the one-year period preceding termination are subject to post-employment restrictions. For the current applicable rate and information regarding the applicable restrictions, contact the Committee on Ethics at x57103.

Working from Home due to a Disability

Pursuant to the Americans with Disabilities Act ("ADA"), a Member may reasonably accommodate a qualified employee with a disability by allowing the employee to work from home. As a condition of such a request, the Member may require certification from a physician of the need for such accommodation. For questions concerning compliance with the ADA, contact the Office of House Employment Counsel at x57075.

Pay

Appointment

The official appointment of each employee requires the Member's signature on the payroll authorization form. Required payroll forms must be received by the Office of Payroll and Benefits no later than the last business day of the month in which the appointment is effective. Subsequent adjustments to a payroll appointment (pay adjustments, title changes, furlough status, terminations, etc.) must also be made on the appropriate forms. Such forms are due at Payroll and Benefits by the 15th day of the month in which the adjustment is effective.

Dual Compensation

The aggregate gross annual salary of an employee receiving payment from the House who is also receiving payment from the U.S. Senate, Architect of the Capitol, or any other department or agency of the U.S. Government, may not exceed the gross annual rate established by 5 U.S.C. § 5533. For the current applicable dual compensation rate, contact the Office of Payroll and Benefits at x51435.

Financial Disclosure

Members and employees receiving basic pay at a rate equal to or greater than 120 percent of the minimum pay for GS-15 for at least 60 days during any calendar year must file a Financial Disclosure Statement upon appointment, termination, and annually on May 15th.

Each Member's office that does not have an employee paid at or above the threshold must designate one employee as the "Principal Assistant" who must file a Financial Disclosure Statement.

Ordinary and necessary expenses incurred by Members and their employees, in support of the filing of reports consistent with the provisions of the Ethics in Government Act, are reimbursable.

Contact the Committee on Ethics at x57103 for guidance concerning the current applicable rate of pay

and other information regarding Financial Disclosure requirements.

Lump Sum Payments

A Member may authorize a lump sum payment to an employee for any purpose consistent with the following:

1. Payments must be consistent with House Rule XXIII, clause 8(a), which requires that employees perform official duties commensurate with the compensation received. Employees may not be compensated from public funds to perform non-official, personal, campaign-related political party, or campaign activities on behalf of the Member, the employee, or anyone else;
2. A lump sum payment may not be more than the monthly pay of the employee receiving the lump sum payment;
3. Lump sum payments may be for services performed during more than one month;
4. Members may provide lump sum payments for accrued annual leave only if such leave was accrued in accordance with written personnel policies established prior to the accrual of such leave;
5. Total compensation in any month including any lump sum payment, student loan payments, and regular pay (including cash reimbursement for accrued annual leave) may not exceed 1/12th of the maximum rate of pay specified in the Speaker's Pay Order;
6. Lump sum payments will be disclosed separately in the Quarterly Statement of Disbursements;
7. Lump sum payments are considered as part of "rate of pay" under the Speaker's Pay Order;
8. Lump sum payments are considered "supplemental wages" for taxation purposes; and
9. Lump sum payments are not considered as part of "basic pay" for purposes of calculating Thrift Savings Plan, life insurance, or federal pensions.

Contact the Committee on Ethics at x57103 for information on the treatment of lump-sum payments with regard to financial disclosure, post-employment restrictions, and outside earned income limitations.

Outside Earned Income

Members and employees receiving basic pay at a rate equal to or greater than 120 percent of the minimum basic pay for GS-15 for at least 90 days in a calendar year are subject to the outside earned income limitation established by 5 U.S.C. app. § 501(a)(1) and House Rule XXV, clause 1(a)(1).

For the current applicable rate of basic pay, the amount of the limit and application of the House Rule, contact the Committee on Ethics at x57103.

Overtime Wage Rate Compensation

Employees who are covered by the minimum wage and overtime provisions of the Fair Labor Standards Act ("non-exempt") must be compensated at a rate of time-and-a half for all hours worked in excess of 40 hours during any work week, either in pay or in time-off during the same pay period.

Overtime wage sheets must be received by no later than the 15th day of the month by the Office of Payroll and Benefits following the month in which overtime wages were earned.

Contact Payroll and Benefits at x51435 for the appropriate forms.

Contact the Office of House Employment Counsel at x57075 for assistance in establishing overtime and time-off policies.

Pay Adjustments

Members may adjust, in any month, an employee's pay to reflect exceptional, meritorious, or less than satisfactory service.

Such adjustments must be received by the Office of Payroll and Benefits on or before the 15th day of the month in which the adjustment is to be effective.

Retroactive pay adjustments are not authorized.

Payroll Schedule

Pursuant to 5 U.S.C. § 5505, the monthly payroll is

based on a 30-day pay period.

Payment is made on the last business day of the month.

Rates of Compensation

Members are responsible for adhering to the applicable minimum wage provisions of the Fair Labor Standards Act ($7.25 per hour as of July 24, 2009).

Interns are not employees for purposes of compliance with the minimum wage and overtime provisions of the Fair Labor Standards Act.

The maximum rate of pay is established for Member offices by the Speaker's Pay Order.

Terminations

Terminations must be made on a Payroll Authorization Form and submitted to the Office of Payroll and Benefits as soon as the date of termination is known. If the termination notice is received by Payroll and Benefits after the 15th day of the month during which the termination becomes effective, the payroll for that month may have already been processed.

Leave

General

The Member determines the terms and conditions of employment, including provisions for leave (e.g., Annual, Administrative, and Sick).

Contact the Office of House Employment Counsel at x57075 for model leave policies.

Family and Medical Leave

Pursuant to the Family and Medical Leave Act ("FMLA"), a person employed by a Congressional office for at least one year and for a total of at least 1,250 hours during the previous 12-month period is entitled to up to a total of 12 weeks of unpaid leave during any 12-month period for the following family and medical reasons:

1. For the birth of a child and to care for the newborn child; or
2. To adopt a child or to receive a child in foster care; or
3. To care for a spouse, son, daughter, or parent who has a serious health condition; or
4. For the employee's own serious health condition which makes the employee unable to perform the functions of his or her job.
5. FMLA also includes a special leave entitlement that permits employees to take up to 26 weeks of FMLA leave to care for a covered service member during a single 12-month period.

Employees on Family and Medical Leave remain eligible for all benefits. Please contact OHEC at x57075 with questions concerning FMLA leave.

Furlough

Furlough is an absence without pay initiated by the Member. Placement in furlough status is at the discretion of the Member, unless a statute otherwise requires placement in such status.

1. To be eligible for appointment to furlough status at the discretion of the Member, an employee must have been employed by the Member for the entire month prior to the effective date of furlough status.
2. An employee placed in a furlough status continues to fill an employee position. The name of such employees will be listed on the monthly payroll certification forms.
3. Continuation of employee benefits while in a furlough status:
   a. Health benefits enrollment and coverage may be continued for up to 12 months. However, to maintain such enrollment and coverage, an employee placed in a furlough status is responsible for the payment of the employee's portion of the insurance premium for the time period of the furlough status, either by direct payment or by incurring a debt to the House. Employees should contact the Office of Payroll and Benefits for more information.
   b. Life insurance continues for up to 12 months without employee contribution.
   c. Retirement coverage continues without

employee contribution. Up to 6 months in a calendar year is credited for service in the annuity computation, while in furlough status.

d. The placement of an employee in a furlough status must be made on the appropriate form provided by the Office of Payroll and Benefits and received on or before the 15th day of the month in which the furlough status is to be effective. Contact Payroll and Benefits at x51435 for such forms.

Contact Payroll and Benefits at x51435 for information on employee benefits while on furlough.

Jury and Witness Duty

Under 2 U.S.C. § 130b, the pay of an employee shall not be reduced during a period of absence with respect to which the employee is summoned as a juror; or as a witness on behalf of any party in connection with any judicial proceeding to which the United States or a State or local government is a party.

An employee may not receive fees for service as juror in a court of the United States or the District of Columbia; or as a witness on behalf of the United States or the District of Columbia. If an employee receives an amount (other than travel expenses) for service as a juror or witness in such a court, the employee must remit such amount to the Office of Finance for deposit in the general fund of the Treasury.

Leave Without Pay

Leave Without Pay ("LWOP") is an absence without pay. LWOP status is initiated by the employee and is subject to Member approval, unless a statute otherwise requires placement in such leave status. To be eligible, an employee must have been employed by the Member for the entire month prior to the effective date of the LWOP status.

1. As a basic condition for approval of LWOP status, there should be a reasonable assurance that the employee will return to duty at the end of the approved period. Members are encouraged to contact the Committee on Ethics at x57103 prior to approving a LWOP status request to confirm that no conflict of interest issues exist.
2. LWOP status should be requested in advance of the period of absence.
3. LWOP status may not exceed 12 months in a 24-month period.
4. When an employee has been appointed to LWOP status, he or she continues to fill a payroll position. The name of such employees will be listed on the monthly payroll certification forms.
5. Continuation of employee benefits while on LWOP status:
   a. Health benefits enrollment and coverage may be continued for up to 12 months. However, to maintain such enrollment and coverage, an employee placed in a LWOP status is responsible for the payment of the employee's portion of the insurance premium for the period of the LWOP status, either by direct payment or by incurring a debt to the House. Employees should contact the Office of Payroll and Benefits for more information on applicable regulations.
   b. Life insurance continues for up to 12 months without employee contribution.
   c. Retirement coverage continues without employee contribution. Up to 6 months in a calendar year is credited for service in the annuity computation.
6. The placement of an employee on LWOP status must be made on the payroll authorization form and received by the Office of Payroll and Benefits on or before the 15th day of the month in which the LWOP status is to be effective.

Contact Payroll and Benefits at x51435 for more information on LWOP.

Military Leave

Under 5 U.S.C. § 6323, an employee in the National Guard or Reserves is entitled to up to 15 days of paid military leave per fiscal year for active duty, as well as for other qualifying purposes (such as inactive-duty training). Employees are also entitled to non-reduction in pay. In addition, under 5 U.S.C. §5538, an employee called to active duty in the uniformed services in support of a contingency operation, as defined under 10 U.S.C. §101(a)(13)(B), is entitled to

up to five years of paid leave offset by the employee's military salary. Please contact the Office of House Employment Counsel at x57075 for additional information on the rights, benefits, and obligations of individuals absent from employment for service in a uniformed service.

OFFICE EXPENSES

Appliances

Ordinary and necessary expenses for small appliances (microwaves, coffee makers, etc.) for use in the Member's congressional offices are reimbursable. Equipment, including appliances, with a purchase price over $500 must be added to the Member's inventory by contacting CAO First Call at x58000.

An Artistic Discovery, The Congressional Art Competition

Ordinary and necessary expenses, within a category of authorized official and representational expenses, related to the Congressional Art Competition, An Artistic Discovery, are reimbursable.

A Member may not mail An Artistic Discovery entry under the frank. Shipping An Artistic Discovery entry by means other than the frank is reimbursable. Insurance expenses for the artwork are not reimbursable except for shipping insurance.

Academy Nominations

Ordinary and necessary expenses related to reimbursement of travel expenses in support of attending information sessions/briefings at any of the National Military Academies is reimbursable.

Amicus Briefs

Ordinary and necessary expenses related to amicus brief filing fees are reimbursable for the following purposes:

1. To file an amicus brief in his or her capacity as a Member of Congress; or
2. To participate in a civil action challenging the validity of any federal law or regulation; or
3. To participate in a civil action challenging the lawfulness of an action of a federal agency, or an action of a federal official taken in an official capacity, provided that the action concerns a matter of public interest, rather than a matter that is personal in nature.

All other legal fees associated with the filing of an amicus brief are not reimbursable from the MRA.

Certificates

Certificates of recognition to a person who has achieved some public distinction for distribution in connection with official and representational duties are reimbursable.

Certificates must comply with the Franking Regulations. Examples of public distinction include, but are not limited to, state, regional or national recognition of some public, community or civic duty or service. Others include acts of heroism, U.S. citizenship, high school graduations, the award of an Eagle Scout Gold Star, and military academy nominations.

Contact the Franking Commission at x60647.

Clipping Services

Ordinary and necessary expenses related to clipping services (newspapers, periodicals, magazines, etc.) are reimbursable.

Decorating Expenses

Decorations of nominal value (e.g., as frames, bookends, flags, seals, rugs, etc.) for Congressional offices are reimbursable.

Contact the Committee on House Administration at x58281 for a list of government agencies that provide wall decorations free of charge.

Deposits

Security and other deposits are not reimbursable and must be paid from the Member's personal funds. Each Member should notify vendors that any return of deposits should be made to the Member.

Drug Testing

Ordinary and necessary expenses related to drug testing, in accordance with the Member's written drug-testing policy, are reimbursable.

Offices should consult with the Office of House Employment Counsel at x57075 when establishing drug-testing policies.

Dues

Pursuant to 5 U.S.C. § 5946, dues, membership fees, assessments, and annual fees are not reimbursable.

Educational Expenses

Ordinary and necessary expenses for Members or employees to attend vendor-sponsored conferences, seminars, briefings, professional training, and informational programs related to the official and representational duties to the district from which he or she is elected are reimbursable.

1. Members or employees may not be reimbursed for expenses to attend educational programs in order to obtain a primary, secondary, graduate, postgraduate, or professional degree.
2. Expenses associated with acquiring or maintaining professional certification or licensing are not reimbursable, except for basic first-aid, CPR, or notary certifications.
3. Informational programs are events in which interaction with participants relates to official business, including but not limited to discussions about the federal role of government in various issue areas, discussions involving how the Member may assist constituencies through action from the federal government or seek relief from the government in any manner, discussions of policy matters, etc. Information programs should not be primarily social in nature, including but not limited to awards events not related to official business, galas or balls that are primarily social, or other events in which official interaction is more incidental than is the primary purpose.

Employment-Related Expenses

Ordinary and necessary expenses related to filling employment vacancies are reimbursable.

The following expenses are not reimbursable:

1. Transportation to and from employment interviews; or
2. Relocation expenses upon acceptance or termination of employment; or
3. Relocation expenses incidental to a change in duty station.

Flags

U.S. flags for purchase by individuals may be obtained by a Member from the Office Supply Service ("OSS") at x53321. Initially, the costs of the flags will be charged to the MRA. Once payment for a flag is received by the Member office, the office may submit the check to OSS. OSS will credit the MRA.

If a request is made to have a U.S. flag flown over the Capitol, an additional flag flying fee must be paid by the individual purchasing the flag.

Food and Beverage Expenses

Except where noted, Members and employees may be reimbursed for food and beverage expenses incidental to an official and representational meeting that includes one or more person(s) who are not a Member or employee of the House.

Members and employees may be reimbursed for food and beverage expenses no more than two times per year for legislative planning session meetings involving Members and staff.

Members and employees may not be reimbursed for food and beverage expenses related to social activities or social events (e.g., hospitality, receptions, entertainment, holiday or personal celebrations, and swearing-in or inauguration day celebrations).

Members and employees may not be reimbursed for the cost of alcoholic beverages.

Framing

Framing services for items to be displayed in the Member's DC or district congressional offices are reimbursable. In Washington, DC, when a Member uses the in-House framing service provided by the CAO, costs will be automatically charged to the MRA.

Furniture

Furniture (e.g., furniture, rugs, carpet, draperies, repairs, etc.) is supplied and maintained by the CAO for Washington, DC, congressional offices through First Call at x58000 without charge to the MRA. Furniture is not reimbursable for the Washington, DC, congressional offices.

Gifts and Donations

Only the following gifts and donations are reimbursable:

1. Items purchased for official presentation when on official travel for the House of Representatives outside the United States, its territories and possessions. To purchase items from the House Gift Shop, select the item(s) and notify the sales clerk that it is for official presentation in the course of overseas travel. Receipts for such items should be vouchered for payment to the Office Supply Service, and the voucher description should note that it is for official presentation in the course of overseas travel.
2. U.S. flags flown over the Capitol for official presentation as a gift, including the flag flying fee, are reimbursable. Such flags must be for the personal use of or display by the recipient. Donations of flags purchased through the MRA for fundraising activities are prohibited.
3. Ordinary and necessary expenses associated with the purchase of presentation folders or frames, which are of nominal value.
4. Informational and educational federal government publications of nominal value.
5. U.S. Capitol Historical Society publications of nominal value (including calendars).
6. Expenses related to framing the Congressional Art Competition winning artwork, when a Member determines in his or her discretion that hardship case is demonstrated.

No other gifts or donations are reimbursable.

House Gift Shop

The CAO operates a gift shop in B-217A Longworth that sells souvenirs and mementos to Members, staff, and the public. Gift Shop purchases may be made by cash, check or credit card. A Member Account Card may not be used to purchase items at the Gift Shop.

Contact First Call at x58000 for special orders from the Gift Shop.

Greetings

Expenses related to the purchase or distribution of greetings, including holiday celebrations, condolences, and congratulations for personal distinctions (wedding anniversaries, birthdays, etc.), are not reimbursable, except if authorized by the Franking Commission.

Insurance

A Member may be asked to provide a certificate of insurance for the purpose of entering into a lease for a district office or for securing space in which to conduct a town-hall meeting or other official and representational event. The House does not carry

a private insurance policy and generally does not permit Members to use the MRA to pay for a private insurance policy.

Under the provisions of the Federal Tort Claims Act, codified at 28 U.S.C. § 2671-2680, the United States acts as a self-insurer and recognizes liability for the negligent and wrongful acts or omissions of its employees acting within the scope of their official and representational duties. The United States is liable to the same extent an individual would be in like circumstances.

Although the Federal Tort Claims Act is not the equivalent of private liability insurance, it does provide an aggrieved party with administrative recourse, and if that proves unsatisfactory, legal recourse for damage or injury sustained. Thus, to the extent negligent acts of Members or congressional staff, while conducting official and representational duties, result in either property damage or bodily injury, such damage or injury should be compensable under the Act in a manner that affords protection similar to private liability insurance.

However, if the provisions of the Federal Tort Claims Act are not considered adequate, the ordinary and necessary expenses for liability insurance to cover these risks are reimbursable. When a compensable event occurs, the deductible portion of a policy may be paid from the MRA.

The expenses of fire and theft insurance are not reimbursable.

Contact the Office of the General Counsel at x59700 for guidance regarding the Federal Tort Claims Act.

Interpreting and Translating Services

Ordinary and necessary expenses related to interpreting and translating services, including accommodations ordinary and necessary expenses related to interpreting and translating services are reimbursable. For events held in House Office Buildings, contact the Office of Congressional Accessibility Services at x44048.

Late Fees

Ordinary and necessary fees related to late payments incurred beyond the control of the Member are reimbursable.

Mailing Lists

Ordinary and necessary expenses related to the procurement and production of mailing lists may be reimbursed. Lists may not contain information about individuals whose primary residence is outside the district the Member is elected to represent with the exception of government officials. The list may not contain any campaign or campaign-related political party information. The list must be procured or compiled as a result of a bona fide arm's length marketplace transaction.

Members may not purchase or acquire mailing lists from their campaign offices or campaign-related political party entities. Official mailing lists may not be shared with a Member's campaign committee, any other campaign entity, or otherwise be used for campaign purposes.

Use of mailing lists must comply with House information technology and security policies as approved by the Committee on House Administration.

39 U.S.C. § 3210 prohibits Members from sending any mass mailings outside of the district from which elected. For further guidance, please refer to the Franking Regulations.

The CAO provides a service of sorting constituent mailing lists to eliminate outdated/duplicate addresses and reduce mailing costs. Contact CAO Mailing Services for more information at x54355.

Mail Preparation

Ordinary and necessary expenses associated with the printing and preparation of Member correspondence are reimbursable. Franking expenses associated with all mailings will be deducted from the MRA.

Mass Transit Benefits

Members and staff working in Washington, DC or the Member's district are eligible for transit benefits. For information regarding this benefit, please contact

Office of Payroll and Benefits at x51435.

Messenger Services

Ordinary and necessary expenses for messenger services related to the Member's official and representational duties are reimbursable.

Official Meetings

Ordinary and necessary expenses related to conducting official meetings are reimbursable. These expenses include, but are not limited to, procuring space, chairs, tables, audio/video equipment, etc.

Parades

Members may only use official funds from the MRA to pay for transportation to and from a parade, not for anything else related to the parade. If the Member uses official funds to get to the parade, then no campaign activity or materials are permissible at the parade.

Parking

Please see the Committee on House Administration website for the House Parking Policy.

Information regarding District Office parking expenses is available in the District Office section of the Handbook.

Photography Expenses

Ordinary and necessary photography expenses related to a Member's official and representational duties, including but not limited to, the Member's official photo, official photographs for distribution to constituents, and photograph presentation folders and frames of nominal value, are reimbursable.

Official photographs are those taken with the use of House resources (equipment, staff, etc.) for official use. These include photos for use on House credentials and in House directories. Additionally, photos taken with House equipment by House staff are considered official photographs. Members may use MRA funds to procure photographic equipment and use staff resources to take official photos. Additionally, Members may hire a photographer as a shared, temporary, or contract employee. Official photographs must comply with applicable rules and regulations for official use and may not be used for personal or campaign purposes.

In Washington, DC, contact the House Photography Studio at x52840 for services, charges, and availability.

Photographs provided by a constituent may implicate the gift rule. Contact the Committee on Ethics at x57103 for more information.

Publications

Ordinary and necessary expenses related to purchasing or subscribing to publications, including but not limited to research materials, reference books, informational brochures, electronic services, or periodicals are reimbursable.

All invoices for subscriptions received by the Office of Finance through the close of business January 2 will be debited from the current MRA year. Subscriptions beginning on January 1 or 2 may be debited from either allowance year, as directed by the Member.

Subscriptions to newspapers and periodicals may exceed the Member's term.

Subscriptions that exceed a Member's term in office will be assigned to the Member's successor.

Congressional Record

Costs related to providing Congressional Record subscriptions to constituents, private entities, or public entities are not reimbursable.

Offices are authorized to purchase additional copies of the Congressional Record, as necessary for office use.

Representational Programs

Ordinary and necessary expenses related to programs established by the Member to promote the public good or civic service, or to solicit input/information from constituents related to official business is reimbursable. Any program's title may only include the state and district of the Member. The program's title may not

include the name of the Member. Members and staff may not solicit any items of value for the program, and may not offer any officially paid goods or services as a result of participating in the program that is not authorized as a gift.

Staff Meetings

Members and staff may attend staff meetings (e.g., staff retreats, internal staff development, legislative planning sessions, etc.) at a Member-authorized location in the Member's State or in the Washington, DC metropolitan area for official and representational purposes, and may seek reimbursement for expenses relating to attendance at such meetings, provided that such expenses are otherwise consistent with all other Handbook regulations. Staff whose duty station is in the location of the meeting may not incur lodging expenses when staff meetings are held in that area.

The MRA may not be used for social events or activities.

Supplies

Office supplies to support the conduct of the Member's official and representational duties are reimbursable.

The Office Supply Store ("OSS") is located in Room B-217 Longworth at x53321. OSS issues each Member an Account Card for official purchases, which may only be used by the Member and/or staff. The cost of all items purchased with the Account Card is charged to the MRA.

Supplies for a Member's district office may be procured in the district through supply stores or through regional General Services Administration ("GSA") supply centers.

Storage

Ordinary and necessary expenses related to procuring storage space are reimbursable. Long term space or storage rental contracts should be submitted to the CAO Office of Administrative Counsel for review and approval, and may not exceed the Member's term.

Telecommuting

Ordinary and necessary telecommuting expenses incurred in compliance with the Committee on House Administration telecommuting policy are reimbursable.

Telecommunications

Ordinary and necessary expenses related to the official use, including periodic or flat service fees, of telecommunications lines (voice and data) in the residence of a Member or employee are reimbursable. The cost of installation of such lines is not reimbursable.

Audio and Video Expenses

Ordinary and necessary expenses related to audio and video recording and materials, including but not limited to the following, are reimbursable:

1. Production of public service announcements for distribution to the stations serving the Member's district; or
2. Filming related to the appearance of a Member or the Member's employee at an official event; or
3. Videotapes and transcripts of commercial broadcasts related to the Member or the Member's district for in-office use; or
4. Videotapes that are produced by the Member or videotapes that are provided to a Member and authorized by the providing entity to be reproduced for official distribution; or
5. Video teleconferencing services incurred in support of the Member's official and representational duties.

Except where authorized, the costs related to purchasing television broadcast time are not reimbursable. Members are subject to copyright laws when utilizing outside materials.

In Washington, DC, the House Recording Studio is available for audio and video services. Contact the House Recording Studio at x53941 for information on services, charges, and availability.

There are certain election-related restrictions on mass communications. Audio and video content must relate

to official and representational duties to the district and must comply with Franking standards if sent out as an unsolicited Mass Communication.

Printing and Production

Printed materials produced by the Member are reimbursable when they are in compliance with the Franking Regulations. Reimbursable printing and production expenses include, but are not limited to:

1. Newsletters, postal patron mailings, mass mailings, notices of town hall meetings or notices of personal appearance of the Member at an official event
2. Administrative papers (casework tracking forms, personnel record forms, etc.)
3. Legislative papers (bills, drafts, summaries, amendments, etc.)
4. Business cards for Members and their employees
5. Stuffing, sealing, and associated expenses relating to printing and sending official mail
6. Stationery

Printed materials only require a Franking Advisory when they are distributed as an unsolicited mass communication. Items not distributed as a mass communication are not required to meet Franking content standards, but the content must be official.

Stationery

Pursuant to 44 U.S.C. § 734, ordinary and necessary expenses associated with the printing and production of official stationery are reimbursable. Official stationery may be procured from the Government Printing Office.

Contact the Congressional Printing Management Division at 202-512-0224 and the Office of Publication Services at x65200 for stationery requests.

Additional stationery requests (writing paper, bond, etc.) are reimbursable.

Appearance

Official stationery must contain the following information:

1. Member's name;
2. Member's district and state; and
3. Congress of the United States, House of Representatives, or comparable language.

Official stationery may include professional license(s).

Official stationery may not contain the following information:

1. Seals other than the Great Seal, Congressional Seal, or State Seal
2. Member's political party identification
3. Slogans
4. Private entity information or endorsement
5. Campaign contact information (e.g., address, phone number, email address)
6. Greetings
7. Picture or likeness of the Member
8. Family crest

Use

Official stationery may be used only for a letter or other document the content of which must be official in nature. When sent out under the frank, content must comply with the Franking Regulations. Contact the Franking Commission at x60647 for information on content of official correspondence.

Contact the Committee on Ethics at x57103 for information on the use of official stationery.

Business Cards

Ordinary and necessary expenses for business cards for Members and employees are reimbursable. The content of business cards must comply with the Franking Regulations. Business cards must contain the name of the employing authority and accurately describe the position to which the employee has been appointed.

Business cards may be obtained through Office Supply Service at x53321.

Postal Expenses

Postal expenses incurred only when the frank is insufficient, such as certified, registered, insured, express, foreign mail, and stamped, self-addressed envelopes related to the recovery of official items, are reimbursable. Postage may not to be used in lieu of the frank. All mailings initiated by a Member must be in compliance with the Franking Regulations.

Members must return unused postage stamps to CAO First Call (x58000) at the end of a Member's service in the House.

Postage expenses up to $100 per month are reimbursable to return items not authorized as gifts under House Rules for purposes of returning the item(s) to the donor.

Equipment

Ordinary and necessary expenses for equipment for use in the Member's congressional offices are reimbursable subject to Committee regulations. For all questions relating to equipment and equipment-related issues, refer to the Guide To Outfitting and Maintaining an Office of the U.S. House of Representatives, available at (http://cha.house.gov). For further information relating to any of the CAO's services, please refer to HouseNet or call First Call at x58000.

District Office

Booths

Ordinary and necessary expenses associated with renting or outfitting a booth to provide public information directly related to the Member's official and representational duties are reimbursable. While the booth may be located outside the district, it must serve your district's constituency.

Cable

Costs of cable television subscriptions in support of official and representational duties in the district office(s) are reimbursable.

Custodial Services

Ordinary and necessary expenses for custodial services for district office(s) are reimbursable.

Furniture

If available, GSA will provide furniture to district offices at no cost to the Member's MRA.

Otherwise, these expenses are reimbursable for congressional district offices. Furniture requests for district congressional offices can be processed through First Call at x58000 and charged to the MRA. Please contact First Call prior to the purchase of any furniture for district offices.

Leases

Rental expenses related to district offices, except for security deposits, are reimbursable. There is no limit on the number and size of district offices a Member may establish. No lease may extend beyond the Member's elected term. Members must notify the Office of Finance at x57474 in writing when a lease is terminated.

District offices may be located in:

1. Federal buildings;
2. Commercial buildings; and
3. State, county, or municipal buildings.

District office space must be located within a Member's district unless there is no suitable office space in a federal building in the Member's district. In that event, a district office may be located in a federal building serving the Member's district.

Members may not accept free office space from private entities. Private office space must be leased at a fair market value as the result of a bona fide, arms-length, marketplace transaction. The Committee on Ethics has ruled that Members may accept free office space, located in their district, when such space is provided by a federal, state, or local government agency.

All leases must include a House lease attachment.

Leases and lease attachments must be submitted to the CAO Office of Administrative Counsel at x56969 for review and processing. The Committee recommends that Members submit such leases for review prior to being signed by the Member and lessor, because the Member is personally liable for payments under any lease not in compliance with House Rules and Committee regulations.

The House will authorize disbursement of funds under the terms of the lease agreement only if the lease agreement complies with House Rules and Committee regulations. The House will not authorize disbursement of funds to make payments under the terms of the lease agreement until the CAO Office of Administrative Counsel has reviewed the lease agreement and has signed the attachment. Similarly, the CAO Office of Administrative Counsel must review any proposed substantive amendment and sign the attachment for the amendment before the House will authorize any payment pursuant to such an amendment. Any amendment to a lease agreement must be in writing.

Contact the CAO Office of Administrative Counsel at x56969 for lease standards.

Mobile District Offices

Mobile district offices must remain in the Member's district unless they are being stored, receiving maintenance and repair, or traveling between points in the district. If signs are used to identify the mobile district office, they must be removed if they contain the Member's name when the vehicle is in transport.

Parking

Parking should be negotiated as part of the district office lease. However, if parking is unavailable or insufficient through the district office lease, Members may pay for parking expenses at the district office or may negotiate a separate parking space lease and submit it to the CAO Office of Administrative Counsel for review and processing.

Contact the CAO Office of Administrative Counsel at x56969 for lease standards.

Repairs

Ordinary and necessary expenses for minor office repairs that are the responsibility of the tenant, or cosmetic changes that are requested by the tenant and are not covered in the lease are reimbursable. The expenses of capital improvements to district offices are not reimbursable.

Contact the CAO Office of Administrative Counsel at x56969 to determine if a repair qualifies as a minor office repair or cosmetic change.

Security

Ordinary and necessary expenses associated with security measures necessitated by official duties are reimbursable.

Members may, without prior House Sergeant at Arms ("HSAA") approval, use their MRAs to purchase security upgrades for their district offices from certain HSAA approved vendors, if the total cost of the system does not exceed $10,000 per office. Security system purchases greater than $10,000, not including monthly monitoring fees, require HSAA review and approval. Offices wishing to obtain security assessments and upgrades from vendors other than those speciffically exempted may do so; however, they must first obtain approval from the HSAA, regardless of cost. This review is necessary for the HSAA to ensure the qualifications and capabilities of various vendors not previously evaluated.

Finally, the costs of security upgrades considered capital improvements (e.g., constructing a new doorway, installing bulletproof glass, etc.), must be borne by the landlord and can later be incorporated into the monthly rent of the district office lease. For questions on capital improvements or modifying district office leases, please contact the CAO Office of the Administrative Counsel at x56969.

Sharing Offices

A Member may share office space with Members of the United States Senate from the Member's state or with state and local officials, but all expenses (including rent, utilities, etc.) and space must be kept and billed

separately. Members may not share district office space with other Members of the House of Representatives.

Contact CAO Office of Administrative Counsel at x56969 to submit such leases for review, and the Office of Finance at x57474 to establish billing arrangements.

Signs

Ordinary and necessary expenses related to purchasing sign(s) to identify the location of a district office are reimbursable. Such signs may not include a picture or likeness of the Member and must identify that the premises is a district congressional office. If a sign includes more than a Member's name and district, the content must comply with the Franking Regulations.

Storage

Storage should be negotiated as part of the district office lease. However, if storage space is unavailable or insufficient within the district office space, Members may negotiate a separate storage space lease and submit it to the CAO Office of Administrative Counsel for review and processing. GSA will provide temporary storage for up to 90 days for district offices at no cost to the Member's MRA. Contact the CAO Office of Administrative Counsel at x56969 for lease standards.

Utilities

Utilities are reimbursable. They may be integral to the lease and included in the monthly rent, or may be vouchered separately, or processed through automatic payment. Contact the Office of Finance at x57474 for information regarding automatic payment of utilities.

COMMUNICATIONS

Town Hall Meetings

A town hall meeting is an official meeting a Member holds within the Member's district with their constituents to facilitate the exchange of information regarding the Member's official and representational duties.

Ordinary and necessary expenses related to town hall meetings are reimbursable.

Ordinary and necessary expenses include, but are not limited to, the following:

1. Advertisements
2. Rental of rooms, chairs, audio systems
3. Audio/Video Expenses
4. Interpreting Services
5. ADA Accommodations
6. Reporting and transcription services
7. Electronic Transmission (not television)
8. Custodial Services
9. Signs/banners/leaflets/flyers that comply with the Franking Regulations
10. Security (Members are strongly urged to coordinate any security needs with the House Sergeant at Arms)
11. Plants or other relevant decorative items of nominal value

Members may invite any Member of Congress to participate in their official town hall meeting. Travel expenses for a guest Member or Senator are reimbursable from the MRA of the host Member. No other travelers are reimbursable.

Town hall meeting notices should include a contact person to arrange for accommodations for persons with disabilities.

Members and employees may not accept, from any private source, in-kind support having monetary value for a town hall meeting. Contact the Committee on Ethics at x57103.

Joint Town Hall Meetings

Members may be reimbursed for ordinary and necessary expenses associated with holding joint town hall meetings with Members of the House of Representatives representing adjacent districts or United States Senators representing the same state, as specified below.

1. Joint town hall meetings must be held in one of the hosting House Members' districts, or if held jointly with the home state Senator, then the meeting must take place within the House Member's district.
2. Expenses (excluding mail) may be divided to reflect an accurate representation of each Member's expenses, and may be directly vouchered through the Office of Finance with supporting documentation (invitation, agenda, etc.) for the meeting.
3. 39 U.S.C. § 3210 prohibits Members from sending any mass mailings outside of the district from which elected. Therefore, Franked mail expenses that relate to advertising joint town hall meetings must be separately accounted for and charged to the MRA of the Member into whose district the Franked mail was delivered.

Virtual Town Hall Meetings

Ordinary and necessary expenses related to conducting a virtual town hall meeting, including but not limited to, radio broadcast time, internet resources (Skype, Oovoo, streaming, etc.), or telephone town hall meetings, for constituents in the district from which the Member is elected are reimbursable. Costs related to television broadcast time are not reimbursable.

Press Conferences

Ordinary and necessary expenses related to conducting an official press conference are reimbursable.

Advertisements

Ordinary and necessary expenses related only to the following types of advertisements are reimbursable:

1. Notice of personal appearance of the Member at an official event, which the Member sponsors and hosts in support of the conduct of the Member's official and representational duties to the district from which he or she is elected.
2. Notice relating to the nominating process to the U.S. Military Academies.
3. Notice relating to the Congressional Art Competition, "An Artistic Discovery."
4. Notice of employee and internship openings.
5. Notice of the address, location, and contact information (including web presence), and email for the Member's congressional offices.
6. Notice of town hall meetings (physical and virtual).
7. Notice of constituent services available through the Member's congressional office(s) including, but not limited to:
   - Assistance in contacting and working with federal, state, or local agencies (casework);
   - Information regarding visiting the U.S. Capitol & available congressional tours;
   - How to request a presidential greeting or congressional acknowledgement (e.g., citizenship, public distinction, community service);
   - How to participate in a survey related to the Member's official and representational duties;
   - How to request a U.S. flag flown over the U.S. Capitol; and/or
   - How to subscribe to the Member's e-communications program(s).

Advertisements will be subject to review by the Franking Commission for an Advisory Opinion. In the cases of online advertisements, some embedded links and landing pages are subject to review. The FCC disclaimer is not required for online advertisements and relevant photos are permissible.

Advertisements are subject to Franking blackout dates except in cases of the Congressional Art Competition, House STEM Competition, Military Academy nominations, employment listings, and information in the event of a disaster.

Contact the Franking Commission at x60647.

There are restrictions on mass communications within 90 days of an election.

Internet

Only advertisements within the authorized categories on web pages that serve the Member's district are reimbursable.

Radio

Ordinary and necessary expenses only for a radio advertisement within the authorized categories are reimbursable.

The radio station broadcasting the advertisement or meeting must serve the Member's district.

Television

Ordinary and necessary expenses only for a television advertisement within the authorized categories are reimbursable.

A television advertisement may only contain text and voiceover and relevant graphics. The television station broadcasting the advertisement must serve the Member's district.

Disclosure

Members must disclose, within a television and radio advertisement, the source of payment for the official advertisements. Members may use any of the following:

1. "Paid for with official funds from the office of [Member's name]."
2. "Paid for by the funds authorized by the House of Representatives for the [district number] District of [name of state]."
3. "Paid for by official funds authorized by the House of Representatives."

Inside Mail

1. Inside Mail is a delivery service for the transmittal of interoffice communications provided by House Postal Operations, pursuant to the regulations established by the Committee on House Administration. Inside mail service is available among offices in the Capitol, the House and Senate Office Buildings, the Library of Congress, the White House, the State Department, and the Social Security Administration.
2. Inside mail is provided to support the conduct of the official business of Members, committees, Officers of the House, and Congressional Staff Organizations.
3. Inside mail service may not be used to circulate letters which are personal or campaign-related, or which constitute commercial advertising except when postage is paid for with personal expenses.
4. All mail to be delivered via inside mail should be clearly marked Inside Mail and should be deposited in an Inside Mailbox.
5. Authorized items for circulation of inside mail include:
    1. A Dear Colleague or similar correspondence relating to the official and representational business of the Member. This correspondence must be on official letterhead and signed by the Member.
    2. A position paper, report, legislative analysis, or any material published or produced by another individual or organization that a Member wishes to circulate. This correspondence must be accompanied by a signed cover letter on official letterhead. A copy of the cover letter must be attached to each item to be distributed.
    3. Franked mail.
    4. Stamped mail.
    5. Mail for which a delivery fee has been paid.
    6. Mail in a reusable blue U.S. House of Representatives Inside Mail envelope.
    7. Mail produced by Congressional Staff Organizations registered with the Committee on House Administration.

Dear Colleague letters and similar correspondence must be transmitted to House Postal Operations, in the appropriate quantity, with a cover letter signed by the Member, indicating to whom the mailing should be distributed. For information regarding these procedures, contact House Postal Operations at x63764.

Electronic Communications

Ordinary and necessary expenses related to electronic communications (Internet, fax machines, etc.) are reimbursable.

- All official electronic communication content, which is sent out as an unsolicited mass communication, must comply with the Franking Regulations.
- All official electronic communications must comply with House information technology and security policies as approved by the Committee on House Administration.
- All official electronic communications sent to an email list of 100 or more individuals must include a usable opt-out in the body of the email that enables an individual to opt-out from the Member's email list. Opt-out requests must be honored. These mailings much comply with IT Policy 007.0 - Email List Management Policy as approved by the Committee.
- All unsolicited mass communications must be reported on the Quarterly Mass Communications Report.

Subscribed Emails

A subscribed email is an email sent to individuals who have taken a willful action to subscribe to the Member's email list. Members must notify individuals who subscribe to email updates that the individual is authorizing the Member to send regular email updates from the Member's office to the individual's email account. All email updates to subscribers must contain an option that enables the individual to unsubscribe from the email list. Members may send subscribed email updates without obtaining an advisory opinion, but the contents must still adhere to Franking regulations.

Non-subscribed Emails

If each email address used in a mass communication was not obtained with an individual subscribing for subscribed email updates, then the Member must receive a Franking Advisory prior to the distribution of the mass communication.

Newspaper Inserts

Ordinary and necessary expenses related to the production and distribution of newspaper inserts are reimbursable. The content must be in compliance with the Franking Regulations.

There are certain election-related restrictions on mass communications.

Unsolicited Mass Communication Restrictions

Unsolicited mass communication is defined consistent with Franking Regulations as any unsolicited communication of substantially identical content to 500 or more persons in a session of Congress.

Except where noted, unsolicited mass communications, regardless of the means of transmittal, must receive an Advisory opinion from the Franking Commission, prior to dissemination. Advisory Opinions may be obtained from the Franking Commission at x60647.

Expenditures from the MRA for unsolicited mass communications, regardless of the means of transmittal, are prohibited if such communication occurs fewer than 90 days immediately before the date of any primary or general election (whether regular, special, or runoff) in which the Member's name will appear on an official ballot for election or reelection to public office.

Examples of unsolicited mass communications are:

1. Radio, TV, internet, or newspaper advertisements of town hall meetings or of a personal appearance of the Member and/or the Member's employees at an official event

2. Mass mailings
3. Newspaper inserts
4. Mass automated phone calls
5. Mass Facsimiles
6. Posters, flyers, leaflets, handouts, etc., that are distributed as mass communications
7. Radio programs aired on broadcast time purchased with official funds
8. Video or audio communication for which official funds are expended for production and distribution
9. Mass email communications distributed to a non-subscribed emailing list

This restriction does not apply to the following:

1. Direct responses to communications (solicited communications)
2. Communications to Members of Congress and other government officials
3. News releases, press releases, or media releases (written or recorded communications from Members, directed at the news media), in any format. Note that expenses for production and transmittal are reimbursable; expenses for satellite downlink and broadcast are not reimbursable.
4. Websites (including a Member's official website) and other electronic bulletin boards on which information is posted for voluntary public access
5. Advertisements for employee position and internship openings, U.S. Military Academy Days, and An Artistic Discovery
6. Member's participation in a media hosted interview or program
7. Previously recorded programs and public service announcements aired at the discretion of a media outlet, when no expenses are incurred by the Member
8. Purchases of research materials, including videotapes, audiotapes, and other electronic media
9. Video teleconferencing services
10. Mass email communications distributed to a subscribed emailing list

Websites

Internet sites paid for with official funds (Websites) are a series of centrally maintained Web pages, accessible to the public via the Internet and stored on a specific host. The home page is the first accessible page for that site.

1. Ordinary and necessary expenses associated with the creation and continued operation of Websites, in support of the Member's official and representational duties, are reimbursable.
2. Except as noted in item 6, below, Members' Web sites must be located in the HOUSE.GOV host-domain and must be hosted in conformance with the regulations issued by the Committee on House Administration.
3. Members' Websites may be maintained by either House Information Resources (HIR), the Member's congressional office, or a private vendor authorized to provide Web services to the House in compliance with the regulations issued by the Committee on House Administration.
4. Members' Websites may link to Committee Websites, but Committee Websites may not be located on Websites paid for by the MRA.
5. Members may include information within their Website about CMO issues and activities. All CMO references within a Website must relate to the Member's official and representational duties.
6. In addition to their official HOUSE.GOV website, a Member may establish profiles, pages, channels or any similar presence on third-party sites that allow individuals or organizations to offer information about themselves to the public (Social Media Accounts). Member-controlled content on Social Media Accounts is subject to the same requirements as content on Member websites.
7. Websites should be compliant with the accessibility standards set out in § 508 of the Rehabilitation Act of 1973 and the World Wide Web Consortium's Web Content Accessibility Guidelines.
8. Websites may link to non-government sites, so long as the link content relates to the Member's official and representational duties to the district from which he or she is elected, and the content would not otherwise violate any other House rules, regulations, or federal laws. Internet resources may not contain content that misrepresents a Member's current role in Congress.

9. For Member internet social media accounts, Members should ensure their social media URLs and account names reflect their position. Departing Members may not maintain their official social media pages/sites after they leave the House; however, they may retain their personal accounts provided the name (and other identifying information) of such accounts clearly do not convey the impression that the former Member is still a Member of the House, or that the account is an official account of the House.

Content

The content of a Member's Website:

1. The official content of any material posted by the Member on any website must be in compliance with Federal law and House Rules and Regulations applicable to official communications and germane to the conduct of the Member's official and representational duties. Accessing a web site (whether by using a link or by other means) is to be treated as a "solicited communication" from a Member's office.
2. May not include personal (outside of incidental references), political party (except for political party affiliations), or campaign information.
3. May not include grassroots lobbying or solicit support for a Member's position.
4. May not generate, circulate, solicit, or encourage signing petitions.
5. May not include any advertisement for any private individual, firm, or corporation, or imply in any manner that the government endorses or favors any specific commercial product, commodity, or service.

Name (URL)

The URL name for an official Website located in the HOUSE.GOV domain must be recognizably derivative or representative of the name of the Member or the name of the office sponsoring the Website and comply with the regulations issued by the Committee on House Administration.

The URL name for an official Website located in the HOUSE.GOV domain may not:

1. Be a slogan.
2. Imply in any manner that the House endorses or favors any specific commercial product, commodity, or service.
3. Be deceptive and must accurately represent the Member's name or district represented.

A Member may use personal funds to purchase a personalized URL as a locating address, so long as it points back and resolves to the official website address.

Information Security

The Committee on House Administration issues and maintains policy and standards to guide Members and staff for the protection of House information and equipment.

The purpose of these policies and standards is to protect the Members and the House from the inappropriate release of privileged or protected information. Categories of information designed to be protected include: legislative information, legally protected information such as personally identifiable information and medical information protected under HIPPA. Information related to the advance travel plans and locations of Members and staff should be protected to help ensure the safety of Members and staff.

National Security Information is protected by law and procedures established by the Sergeant at Arms' Office of House Security.

Members and staff are expected to comply with applicable laws, House Rules, and House Security Policy in their daily practice of using the Internet, House computers, and mobile equipment. The House Information Security Office at x66448 offers practical guidance to assist Members in this effort.

TRAVEL

General

Travel by Members, Members' employees, and vendors in support of the official and representational duties of that Member to the district from which he or she is elected is official travel. At times, authorized travelers may need to travel to remote parts of the district or airline schedule may not meet the traveler's need. Members and staff may use an alternate or other convenient airport, so long as Washington, D.C., or the district is the primary destination.

Ordinary and necessary expenses associated with official travel are reimbursable.

Official travel includes local travel and travel away from home overnight to conduct official and representational duties, when returning to the duty station or residence is impractical.

Living expenses and commuting expenses are not reimbursable, except in extraordinary circumstances (e.g., extreme weather conditions, staff working beyond availability of mass transit or rideshare arrangements, etc.) when a Member receives written authorization from the Committee. "Living expenses" include meals, housing, and other personal expenses incurred at the Member's or employee's residence or duty station. "Commuting expenses" are transportation expenses incurred by the Member or employee while commuting between their residence and duty station.

Official travel, paid for with the MRA, may not be for personal, campaign-related political party, campaign, or committee purposes.

Official travel cannot originate from or terminate at a campaign event. Official travel may not be combined with or related to travel or travel-related expenses paid for with campaign funds.

Official travel may not exceed 60 consecutive days.

Members have two duty stations: their Congressional District and Washington, DC. Staff duty stations are determined by their primary residence.

Vendor Official Travel

Official travel also includes travel by a vendor when traveling to provide service or training to Member offices.

A vendor is an employee of a private company that provides maintenance and support for equipment and software (computer and non-computer) under a valid House contract or working on a time and material basis.

All travel costs must be negotiated and agreed upon in writing by both parties prior to vendor travel. Offices are encouraged to utilize the federal government per diem rates established by the General Services Administration for vendor travel costs as a benchmark. For a listing of the per diem rates by state and locality, see http://www.gsa.gov/portal/category/21287.

Unexpected Official Travel

Official travel includes travel to an official point from a location visited on personal travel by Members and staff, if the travel to the official point is necessitated by an unexpected official duty (e.g., previously unscheduled House vote, natural disaster, or civil disorder). In such cases, return travel to the point of personal destination is considered official and reimbursable and is eligible for government rate.

Combined Travel

Combined travel is travel by a Member or their employees for the primary purpose of supporting the official and representational duties of the Member, but includes an intervening destination or an additional time period that is included for personal purposes.

Combined travel requires that:

1. The primary purpose of the travel must be official and representational. The personal segment of the combined travel may not be purchased at a government rate or be purchased with a Government Travel Card.
2. The traveler seeks reimbursement for either the government rate of the direct route and means to the destination required for official and representational business, or the actual traveled fare, whichever is less.
3. The travel back from the personal destination to Washington, DC, or the district may be reimbursed at the government rate or the normal district to Washington, DC, government rate, whichever is less, so long as the return travel originates from a point within the United States, its territories or possessions
4. The traveler must attach a brief memo to the voucher submitted for combined travel reimbursement, stating that the official travel and personal travel was combined for personal convenience.

In the event of a segment of private travel, there is an absolute prohibition on reimbursement from official funds for the private travel segment.

Official Travel Expenses

Official travel expenses including transportation, lodging, meals (excluding alcohol), fees (e.g., parking, tolls, ticket change fees, etc.), and other ordinary and necessary incidental expenses while on official travel status are reimbursable.

Shared Official Travel Expenses

Official travel expenses may be shared by more than one Member or committee office. The division of expenses must accurately reflect each traveler's expenses, and offices may only pay for the expenses of their respective Member, staff, and authorized vendors.

Chartered Aircraft

Ordinary and necessary expenses related to chartering an aircraft for official travel are reimbursable when:

1. Passengers are restricted to Members, their employees, and their immediate family members (spouse, child, parent), the names of whom must be stated on the voucher.
2. If an immediate family member uses a chartered aircraft with the Member, the Member may seek reimbursement for the full cost of the chartered aircraft and the family member must submit a check to the Office of Finance payable to the U.S. Treasury equivalent to the cost of a comparable commercial first class fare. A letter explaining the reason for its submission must accompany the check.
3. Other non-congressional individuals may travel on the Member chartered aircraft when the following criteria are met:
   a. The chartered aircraft vendor has the ability to charge based on individual seating in the same manner as a commercial aircraft vendor; and
   b. The other passengers are federal, state and local officials, and are joining the Members and staff in support of congressional issues related to the district.

Corporate or Private Aircraft

Reimbursement for corporate or private aircraft is subject to House Rules. Please contact the Committee on Ethics for information regarding the permissible use of corporate or private aircraft at x57103. The Committee on Ethics may grant approval in writing for the use of corporate or private aircraft. If the Committee on Ethics approves the use of corporate or private aircraft, a Member and/or their employees who travel via corporate, business, or privately-owned aircraft in support of the conduct of official and representational duties must reimburse the entity providing the flight, for the fair market value of the flight. To determine the fair market value of such a flight, apply the following:

1. When the travel is via a previously or regularly scheduled flight by the corporation, business, or individual, the entity must be reimbursed based on the cost of a commercial first class flight to the nearest location served by a commercial passenger airline. If only coach rates are provided at the nearest location, the Member must reimburse the cost of a commercial coach rate.
2. When the flight is scheduled specifically for Member use, payment will be made based on the cost of an equivalent commercial chartered flight to that location.

Prior to scheduling travel provided by any corporation, business, or individual, a Member or employee must verify that the person has authority under its FAA certification to accept payment for travel as set forth above.

Government Rate Eligibility

Government rates are available to Members and employees to support the conduct of official travel.

To be eligible for Government rates when purchasing tickets for official travel, Members and employees may present:

1. The Government Travel Card; or
2. An Official Travel Authorization (OTA) coupon available from the Office of Finance. (Some airlines only allow the government rate for tickets purchased with the government travel card.)

Contact the General Services Administration (GSA) to obtain a listing of schedules and fares of the federal contract air, rail, bus carriers, car rental companies, and hotels/motels. Government rates are not available for privately-sponsored officially connected travel.

Officially Leased Vehicles

Ordinary and necessary expenses related to the lease of a vehicle in support of the conduct of official and representational duties are reimbursable.

Non-governmental use of such a vehicle may be made only when such use is:

1. During the course of and generally along the route of a day's official itinerary.
2. Incidental to the day's official and representational business.
3. De minimis in nature, frequency, and time consumed.
4. Does not otherwise constitute a significant activity or event.
5. Not for any campaign/campaign-related political party purpose.

Short-Term

Ordinary and necessary expenses related to short-term vehicle rentals are reimbursable. Rentals may not exceed 60 consecutive days if the rental is used by only one person.

The government discount rates offered by some rental car companies include:

1. Unlimited free mileage.
2. Collision damage waiver (CDW) at no additional cost.

Cars rented at the government rate should include the CDW. Not all rental car franchises offer the government rate with CDW included. To ensure CDW coverage, offices can make their rental car reservations through the Combined Airlines Ticket Office (CATO). CATO is located at B-222 Longworth Building.

If an office does not use CATO, then the Committee recommends the following:

1. At time of the reservation, indicate that the rental is for official government use at the government rate with CDW included.
2. At the time of rental, use the Government Travel Card (or present official travel authorizations (OTA) to the rental company) and confirm that the car is being rented at a government rate with CDW included. The employee must verify that collision damage waiver is included, as simply receiving the government rate does not automatically ensure inclusion of this insurance.

Offices may obtain an Official Travel Authorization coupon from the Office of Finance.

If the government rate is unavailable, the cost of CDW is reimbursable.

Personal accident insurance (PAI), personal effects coverage (PEC), and equivalent insurance policies are not reimbursable.

If an employee on official and representational business is involved in an accident with a rental car, notify the Office of General Counsel at x59700.

Long-Term

Ordinary and necessary expenses related to a long-term rental or lease of a vehicle by a Member in the Member's District are reimbursable.

1. A Member has two leasing options:
   A. Member may lease a vehicle for a period that does not exceed the Member's congressional term.
   B. The Member may lease a vehicle for a period that exceeds the current Congressional term, but must submit a signed letter that acknowledges personal responsibility to fulfill any outstanding obligation stemming from such a lease in the event the Member's service to the House ends prior to the lease agreement. Such letters should be attached to the negotiated lease and submitted to the CAO Office of Administrative Counsel (217 Ford Building).
2. The Committee recommends that Members submit leases to the CAO Office of Administrative Counsel for review prior to being signed by the Member and lessor, since the Member is personally liable for payments under any lease not in compliance with House Rules and Committee regulations.
3. Termination notices should be forwarded to the CAO Office of Administrative Counsel.
4. Leases may not include a purchase option.
5. Lessor-required insurance may be reimbursed. Security deposits are not reimbursable.
6. The Committee recommends that long-term vehicle leases begin on the first day of the month.
7. Monthly payments for a long-term vehicle lease may be made in advance.

The House will authorize disbursement of funds under the terms of the lease agreement only if the lease agreement complies with House Rules and Committee regulations. The House will not authorize disbursement of funds to make payments under the terms of the lease agreement until the CAO Office of Administrative Counsel has reviewed the lease and has signed the lease attachment.

In the event of an accident with an officially leased vehicle, Members or staff may contact the Office of the General Counsel (202-225-9700) for guidance related to the Federal Tort Claims Act.

Expenses

Expenses related to leased vehicles (both short-term and long-term) including but not limited to the following are reimbursable:

1. The actual monthly cost of the lease (not applicable to short-term);
2. The cost of insurance incurred pursuant to the terms of the lease (not applicable to short-term);
3. Excess mileage charges incurred pursuant to the terms of the lease;
4. Incidental operating expenses (gasoline, oil, general maintenance, etc.);
5. Wear and tear (not applicable to short-term);
6. Registration fees (not applicable to short-term); and
7. Property tax during the term of the lease (not applicable to short-term).

Security deposits, termination fees, traffic violations, parking tickets, depreciation loss based on premature return, and similar fees, penalties or charges may not be reimbursed.

Global Positioning Systems

Costs for Global Positioning Systems (GPS)/ Navigational Systems in support of official and representational duties are reimbursable.

Satellite Radio Service

Costs of satellite radio service in support of official and representational are reimbursable.

Privately-Owned Vehicles

The costs of transportation by Member or employee via a privately owned or privately leased vehicle while on official and representational business is reimbursable on a rate per mile basis. The maximum rates per mile are:

- Automobile: $0.555
- Motorcycle: $0.525
- Airplane: $1.31

For the current applicable rates, contact the Committee on House Administration at x58281. Each Member office may set lower reimbursement rates.

Only mileage for use of an aircraft that is privately owned by either a Member or the Member's employee is reimbursable. Gasoline purchased for privately owned vehicles is not reimbursable; reimbursement is provided through mileage rate reimbursement.

Travel Promotional Awards

Free travel, mileage, discounts, upgrades, coupons, etc., awarded at the sole discretion of a company as a promotional award may be used at the discretion of the Member or the Member's employee. The Committee encourages the official use of these travel promotional awards wherever practicable.

VOUCHERS AND PAYMENTS

Advance Payments

There are instances in which advance payments may be required and may be paid from the MRA. All advance payments must meet all of the following three criteria:

1. The vendor provides these billing options to other customers (documentation required).
2. The amount to be paid must be fixed at the time of purchase (e.g., variable cost contracts or services are ineligible).
3. All transactions for advance payments for the next legislative year must be submitted for payment before the beginning of that legislative year.

Unless specifically authorized by the Committee, only the following advance payments are reimbursable and only to the extent they last the current term of Congress (except where noted):

1. Public information booth rental
2. Educational expenses
3. Authorized insurance premiums
4. Subscriptions for print and electronic publications
5. Telecommunications devices or services (including Blackberry services)
6. Post-office box rentals
7. Original Equipment Manufacturers' warranties
8. Long-term automobile leases up to the end of a Member's term, when a savings to the House may be achieved as a result of the advance payment (including GPS, and satellite radio services)
9. Web and information technology services

(including software license and maintenance fees) Advance payments are not allowable for custom services to be performed such as but not limited to designing or building websites.

10. District office security services
11. Correspondence management systems (one month in advance)
12. Cable television services, including digital video recording services
13. Bottled water/coffee services
14. District office recycling and trash fees, janitorial services
15. District office rent one month in advance

Any Member who is sworn into Congress midterm is the assignee of all advance payments of his or her predecessor.

Authorized Methods of Payment

Official travel-related expenses may be paid with cash, check, personal credit card, etc., or the Government Travel Card for Members and employees and reimbursed through the Office of Finance.

Reimbursement and Direct Payment

Disbursements from the MRA are paid on a reimbursment basis or by direct payment (to vendors) and require:

1. The Member's signature, certifying that the expense was incurred in support of the Member's official and representational duties to the district from which he or she is elected.
2. Supporting documentation (receipt, lease, bill etc.).

Government Travel Card

The Government Travel Card is available for Member and employee use for official travel and travel-related expenses. Travel expenses incurred on this card are directly reimbursable to Citibank with a copy of the credit card statement, an accompanying voucher, and applicable receipts.

Members and employees are reminded that the Government Travel Card is for official travel purposes only. Use of this card for any personal or non-official purchases is prohibited. The Government Travel Card may be used by the cardholder only. The cardholder may use the card to purchase travel-related services (e.g., airline tickets, hotel expenses, etc.) for other authorized travelers.

The Office of Finance will monitor the monthly delinquency report received from the vendor and alert offices of delinquencies. The Office of Finance will not intervene with the vendor in the event of a delinquency.

Seeking Reimbursement: Vouchers

For information related to submitting vouchers for reimbursement, please refer to the Voucher Documentation Standards available on HouseNet.

Expired Appropriations

The Salaries and Expenses appropriation for the House of Representatives, which includes MRA funds, is withdrawn two years after the year for which the funds were originally appropriated. This occurs on September 30 of the year.

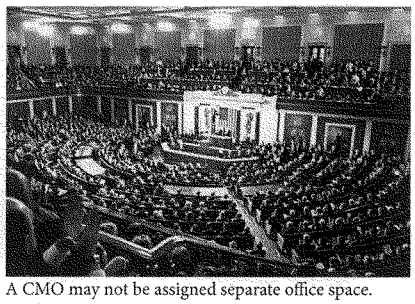
In the unlikely event an office requests reimbursement for an official and representational expense incurred during a year for which the appropriation has been withdrawn, the Office of Finance will determine if an amount sufficient to pay the expense would have been available if the appropriation had not been withdrawn. If no funds would have been available, then the expense is the personal liability of the Member.

If the expense would have been payable had it been timely submitted, notwithstanding the expired appropriation, then the expense may be paid from a currently available allowance, if available.

Tax Exempt Letters

To avoid paying unnecessary taxes, please contact the Office of the General Counsel at x59700 for tax exempt letters applicable to each state.

CONGRESSIONAL ORGANIZATIONS



Congressional Member Organizations

General

Members of Congress may form a Congressional Member Organization ("CMO") in order to pursue common legislative objectives.

Registration

Each Congress, CMOs must register with the Committee on House Administration. Registration should be done by letter request to the Chairman of the Committee.

CMOs must provide the following information:

1. Name
2. Statement of Purpose
3. Officers of the CMO
4. Employee designated to work on issues related to the CMO

To register a CMO electronically, please visit the Committee on House Administration Website

Membership

Members of both the House and Senate may participate in CMO, but at least one of the Officers of the CMO must be a Member of the House. The participation of Senators in a CMO does not impact the scope of authorized CMO activities in any regard.

Funding and Resources

CMOs have no separate corporate or legal identity. A CMO is not an employing authority. The MRA may not directly support a CMO as an independent entity. A CMO may not be assigned separate office space. Neither CMOs nor individual Members may accept goods, funds, or services from private organizations or individuals to support the CMO. Members may use personal funds to support the CMO.

A Member of a CMO, in support of the objectives of that CMO, may utilize employees (including shared employees) and official resources under the control of the Member to assist the CMO in carrying out its legislative objectives, but no employees may be appointed in the name of a CMO. Business cards for individuals who work on CMO issues must list the employing authority before the name of the CMO.

CMOs may have independent web pages when no official resources are used, outside of staff time, to create and support the site.

Members may request a URL for a CMO, provided that the request complies with the CMO domain name regulations issued by the Committee on House Administration. Web pages using such a URL need not have the same design or layout as the Web site of the sponsoring Member.

Communications

CMOs may not use the Frank, nor may a Member lend his or her Frank to a CMO.

A Member may use official resources for communications related to the purpose of a CMO. Any such communications must comply with the Franking Regulations.

Members may devote a section of their official website

to CMO issues.

A Member may use inside mail to communicate information related to a CMO.

Members may prepare material related to CMO issues for dissemination.

Official funds may not be used to print or pay for stationery for the CMO.

Members may refer to their membership in a CMO on their official stationery.

Congressional Staff Organizations

General

A Congressional Staff Organization ("CSO") is an organization, a majority of whose members are House employees, that exists for the purpose of facilitating interaction among congressional staff.

Each Congress, CSOs must register with the Committee on House Administration.

At least one officer of a CSO must be an employee of the House, and all officers must be employees of the House or Senate.

A CSO should contact the Committee on Ethics at x57103 before accepting anything of monetary value from a private source.

Official Resources

Other than as specified in this section, House staff that participates in a CSO may make only incidental use of official resources for activities related to a CSO. A CSO is not an employing authority of the House and may not be assigned separate office space.

Each Congress, in order to use official resources of the House (e.g., inside mail, House Intranet, etc.), a CSO must register with the Committee on House Administration. A sponsoring Member must submit a letter, on official letterhead, to the Committee with the following information:

1. Name of the staff organization;
2. Statement of purpose of the staff organization;
3. Officers of the staff organization, including contact information;
4. Specify which of the following resources the CSO requests use of:
   a. Inside mail
   b. House Intranet site
   c. House Postbox; and
5. Individuals designated to maintain web and mail services on behalf of the CSO (if applicable)

After the CSO is registered, the sponsoring Member may submit, at any time, a letter requesting access to Inside Mail, a House postbox, or a presence on the House Intranet for CSO related activities.

MODIFICATIONS

Additional Changes

The Chairman of the Committee is authorized to make technical and conforming modifications to the Members Handbook, and to make other modifications with the concurrence of the Ranking Minority Member of the Committee and notification to all members of the Committee. In the event changes are made pursuant to this clause, the Chairman shall notify all congressional offices by suitable means.

COMMITTEE ON HOUSE
ADMINISTRATION
1309 LONGWORTH HOB
x58281
CHA.HOUSE.GOV

Revised 6/15/2012

EXHIBIT 2

February 24, 2014
9:58 AM

[redacted]
Kanny grabbed my hands to look at my nail polish
weird ass man

[redacted]
freak

[redacted]
gotta keep a vid to capture the weird hugs/hair pulling/touching hahah

[redacted]
nah they were wild, and then wouldn't leave
GET OUT
haaaaaa

EXHIBIT 3

From: [redacted]</O=U.S. HOUSE OF REPRESENTATIVES/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=[redacted]
Sent: Tuesday, November 12, 2013 11:47 AM
To: [redacted] <[redacted]@mail.house.gov>
Subject: RE: J Crew Sample Sale

HAHAH now I'm laughing out loud. That's wild. And no way! Sock buns must be masterfully executed and not messed with.

From: [redacted]
Sent: Tuesday, November 12, 2013 11:46 AM
To: [redacted]
Subject: RE: J Crew Sample Sale

I guess he has not informed you regarding the first, and the last time, K ever touched my hair.. I was sporting a well-groomed sock bun.

It did not go over well...

Don't F with this white girl's sock bun..

From: [redacted]
Sent: Tuesday, November 12, 2013 11:42 AM
To: [redacted]
Subject: RE: J Crew Sample Sale

Has he told you about K's affinity for touching my hair? That's a good one. ;)

From: [redacted]
Sent: Tuesday, November 12, 2013 11:42 AM
To: [redacted]
Subject: RE: J Crew Sample Sale

Oh my heavens. I can ONLY imagine. [redacted] fills me in from time-to-time, because he understand my appreciation for fun stories..

My apology's in advance.

From: [redacted]
Sent: Tuesday, November 12, 2013 11:37 AM
To: [redacted]
Subject: RE: J Crew Sample Sale

I'll have some good stories for our road trip to JCREW ☺

From: [redacted]

Sent: Tuesday, November 12, 2013 11:37 AM
To: [redacted]
Subject: RE: J Crew Sample Sale

I just laughed out loud.....

From: [redacted]
Sent: Tuesday, November 12, 2013 11:25 AM
To: [redacted]
Subject: RE: J Crew Sample Sale

You got it! Too funny.

And no Kenny today! I was worried because I like to get into the office around 7:30 and he's usually there sitting in the dark wanting to talk about obscure things.

From: [redacted]
Sent: Tuesday, November 12, 2013 11:23 AM
To: [redacted]
Subject: RE: J Crew Sample Sale

And [redacted] Who talks forever..

And I sincerely apologize if Kenny is ever there, and Mark has been out for some time.. because the day will be over before dismissal.

;)

From: [redacted]
Sent: Tuesday, November 12, 2013 11:21 AM
To: [redacted]
Subject: RE: J Crew Sample Sale

We're out! That was so long. Mark being away for a week = lots of ideas spread around. Ha!

From: [redacted]
Sent: Tuesday, November 12, 2013 11:14 AM
To: [redacted]
Subject: RE: J Crew Sample Sale

AHH! Waiting on you all to get out of meeting so [redacted] can confirm, and I will send out final email!

EEEKK! Road trip, QT w/ the gals, and JCREW.. I may faint from excitement!!

From: [redacted]
Sent: Tuesday, November 12, 2013 9:40 AM
To: [redacted]
Subject: RE: J Crew Sample Sale

I can't wait!! I've been waiting for this. I want a skunk print skirt like [redacted]

From: [redacted]
Sent: Tuesday, November 12, 2013 9:19 AM
To: [redacted]
Subject: RE: J Crew Sample Sale

Omg. Yes. So far: me, you, [redacted], and [redacted] (I know [redacted] will go!)

From: [redacted]
Sent: Tuesday, November 12, 2013 9:13 AM
To: [redacted]
Cc: [redacted]
Subject: RE: J Crew Sample Sale

[redacted], I'm in!!

From: [redacted]
Sent: Tuesday, November 12, 2013 9:11 AM
To: [redacted]
Cc: [redacted]
Subject: RE: J Crew Sample Sale

I have a car, and I am more than willing to drive! Is anyone interested in going on Sunday?

From: [redacted]
Sent: Saturday, November 09, 2013 10:22 AM
To: [redacted]
Cc: [redacted]
Subject: J Crew Sample Sale

A number of us have talked about shopping the J Crew sample sale. Well, J Crew Lynchburg is doing another one this month, next weekend Saturday, November 16 and Sunday, November 17.

You can call [redacted] for more info. I know it's almost a four hour drive but it's SO worth it.

Happy shopping!

[redacted]

[redacted]
[redacted], Congressman Mark Meadows (NC-11)

Sent from my iPhone

EXHIBIT 4

BF.Meadows.HEC.Production.011217.000001

Instances of Inappropriate conduct in the DC office between Kenny West and female staff

Person 1:

-Poking my side (happened numerous times)
-Hovering over me very closely (For no reason)
-looking down my blouse (actually the one I'm wearing today) while hovering
-Making comments, "You should wear heels more often" while looking me up and down
-Asking how much I weigh
-Constantly sitting in the chair in my office and looking me up and down
-Looking up my skirt very clearly on 2 occasions, one in Mark's office. Once when sitting in chair in my office
-[redacted]s story
-Comments "wow that's quite the dress" when I wore a red dress
-Constantly commenting on what I'm wearing while looking me up and down

Person 2:

1. Constantly checking me out. In meetings, I have to sit in the most awkward positions, if I'm wearing dresses or skirts, to keep his eyes from going to inappropriate places.

2. He will stand shoulder to shoulder with me (or will try to) and I can notice him looking down my shirt.

3. He asked me to meet with him one-on-one in Mark's office so that we could talk. He immediately asked me if I've ever been hit on by Members of Congress. When I said yes, he appeared to get very excited (happy kind of excited) and then immediately asked what it felt like, who hit on me, how they hit on me, and what I did. That was about the entirety of the meeting.

4. Has blatantly told me that the women in our office are about the most attractive bunch of girls he's ever seen.

Person 3:

The two most egregious issues I've had with Kenny:

1. Touching my head with his fingers (not just a pat on the head), which I directly addressed by telling him not to touch me, and to respect my personal boundaries (which he subsequently did).

2. Touching the head of a female intern in the same way he did mine. I walked back to the kitchen and caught him doing this - he looked up and noticed me glaring at him and casually laughed. I regret not confronting him about this.

As the other girls have said, Kenny also frequently hovered uncomfortably close to me, or leaned over me at my desk, when I first started in the office. After the confrontation about the touching incident he rarely repeated this behavior with me.

Person 4:

-Waiting for me in the office early in the mornings
-Pulling on my pony tail
-Tickling my head
-Giving back massages
-Inappropriate comments, including but not limited to: "You're my girl", "You know I love you?", "How's my sweet thing?", etc.

Person 5:

My concerns are shorter, as I haven't had as many issues and a lot has already been covered:
-Scratching my and other female interns' heads ([redacted]specifically)
-Telling inappropriate stories to the interns, none that I can remember specifically

EXHIBIT 5

[redacted]

From: [redacted]
Sent: Tuesday, October 21, 2014 8:35 PM
To: Z113 Meadows, Mark
Subject: Fwd: Meeting w/ Kenny

[redacted]

Congressman Mark Meadows (NC-11)
200 N. Grove Street Suite 90 | Hendersonville, NC 28792
P: 828.693.5660 | F: 828.693.5603
[redacted]@mail.house.gov

Begin forwarded message:

From: [redacted] <[redacted]@mail.house.gov>
Date: October 21, 2014 at 3:52:34 PM EDT
To: [redacted] <[redacted]@mail.house.gov>
Subject: Meeting w/ Kenny

[redacted]

During today's meeting with Kenny I felt very uncomfortable. Obviously, I have never felt threated or uncomfortable around you for any reason. However, Kenny make me extremely ill at ease. He stares inappropriately and is overly touchy. I have not had this problem with any other colleagues.
It is a very unfortunate situation and I just wanted you to be aware.
When it can be avoided I prefer Kenny West to maintain his distance from me.

[redacted]

Office of Congressman Mark Meadows (NC-11)
200 North Grove St., Suite 90 | Hendersonville, NC 28792
828-693-5660
[redacted]@mail.house.gov

EXHIBIT 6

From: [redacted] <[redacted]@mail.house.gov>
Sent: Wednesday, October 22, 2014 5:03 PM
To: West, Kenny <[redacted]@mail.house.gov>
Subject: RE: Request

Gotcha. Corrected.

You have [redacted]/[redacted] access; Mark has all staff access.

[redacted]
Senior Technical Support Representative
CAO Technology Support
141 CHOB
Washington, DC 20515
(202) 226-[redacted] (direct)
(202) 225-6002, opt. 2 (Help Desk)
(202) 226-4700 (fax)

How am I doing?

Need Help? ***submit a Service Request Online via SRM***
or for immediate assistance contact our CAO Technology Service Desk: 202-225-6002 or 1-800-HIR-USER

From: West, Kenny
Sent: Wednesday, October 22, 2014 1:46 PM
To: [redacted]
Subject: Re: Request

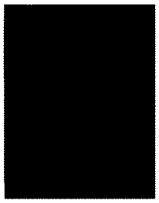
Bob all I want is access to [redacted] and [redacted] Mark wants access to everyone. Thanks

---

From: Turney, Bob
Sent: Wednesday, October 22, 2014 12:35 PM
To: West, Kenny
Subject: Request

Kenny:

Per your request, I have provided you and Rep. Meadows with access to the following mailboxes:



Additionally, Rep. Meadows has been granted access to your mailbox (West, Kenny).

To view the mail in these mailboxes is a little more complicated. You will need a Windows desktop or laptop, a SecurID token, and either a local copy of MS Outlook installed on that workstation or a US domain workstation to remote into. That will get you access to the last 60 days' worth of mail for each staffer.

To go further back than that, we'll have to synchronize the vault for each user for you. It's easy enough to do, but it's tricky and will take some time. Call me tonight at 202-288-4795 and I can help you set up access to these mailboxes.

[redacted]
Senior Technical Support Representative
CAO Technology Support
141 CHOB
Washington, DC 20515
(202) 226-[redacted] direct)
(202) 225-6002, opt. 2 (Help Desk)
(202) 226-4700 (fax)

How am I doing?

Need Help? ***submit a Service Request Online via SRM***
or for immediate assistance contact our CAO Technology Service Desk: 202-225-6002 or 1-800-HIR-USER

EXHIBIT 7

From: West, Kenny <(/O=U.S. HOUSE OF REPRESENTATIVES/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=KENNYW>
Sent: Monday, November 17, 2014 10:16 PM
To: Mark Meadows ([redacted]
Subject: Staff

Mark, I have been over the last few days taking a good look at our present staff. They have done a good job getting you where you are at this point. Your strength is so apparent, I see where their struggling at times keeping up with you. I believe a couple may have reached their own personal best. That being said, I believe we need to start looking at moving the ball forward to better match what you can and need to do. It's like there are sales people and then there are Broker's. I think we have some great opportunity's with some with our staff. My job I feel is to make sure your passion for our nation is met with a staff that matches you step by step or at least working toward that. Below is what I think we need to talk about with each staff.

DC
[redacted]: struggles with Leadership decisions and can't be trusted ?
[redacted]: Works well with you and all your needs are met!
[redacted]: Very capable of being the LD and help lead the group!
[redacted]: Needs to concentrate more on her role as [redacted]?
[redacted]: Has been here two years and have reached his peak, steadfast but has not moved forward?
[redacted]: has the drive but have made some commonsense mistakes.
[redacted]: I believe is growing and with [redacted]'s help can continue.

District
[redacted]: Can't trust to hold himself accountable. Very likeable and I believe he needs to be liked and that's one of his problems?
[redacted]: does her job well. I believe she is struggling with personal issues which causes her to make bad decisions.
[redacted]: Has become the standard of what each staff should be measured!
[redacted]: Does a great job but follows to much in area's that take her away from her responsibilities.
[redacted]: Struggles to be consistent in his duties, but the people that he works with and constituents really like him.
[redacted]: Steadfast and continues to grow, candidate for full time.
[redacted]: Works consistently without instruction.
[redacted]: Works with the knowledge of you more so than anyone!

These last couple of weeks have been tuff to say the least. I know for you also. I am very sorry that you and [redacted] have gone through this ordeal. It has made me realize that I am going to handle people very differently if we are to move you forward. I know God is in the middle of all this, and we will make good decisions going forward. I have a few changes in people in mind when you and I get together.
I have also told [redacted] that I will be in DC more this coming year and she agrees. This I believe is a must so you can be the man you need to be for the 11th District and the Nation.

Kenneth D West
Chief of Staff
Rep. Mark Meadows, NC 11
1516 Longworth Building
Washington, DC 20515
(202) 225-6401 ***office*** **(202) 226-6422** ***fax***

EXHIBIT 8

From: Mark Meadows <[redacted]>
Sent: Sunday, February 22, 2015 2:26 PM
To: West, Kenny <[redacted]@mail.house.gov>
Subject: Re: Staffing

Good points all the way around

Sent from my iPhone

On Feb 22, 2015, at 2:06 PM, West, Kenny <[redacted]@mail.house.gov> wrote:

Mark, when I look at our staff I have come to some conclusions. I know you said it was not necessary for me to turn in my recommendations but I thought I needed to. I have looked long and hard at the DC staff and our district coordination moving forward. I am putting these fourth in bullet point version so I can be clear.
DC I feel that we have a staff committed to legislation and moving your ideas forward, that being said they seem to be split on their loyalty to you and leadership. With that said here are my recommendations.

<!--[if !supportLists]-->• <!--[endif]-->[redacted]: [redacted] is very good at legislation. I believe one weakness is he needs to be liked by office personnel, likes the since of being their boss and friend (youth & Character). I believe he has already told several office staff about their positions changing wanting to appear to be in charge of the office, not you or me. I believe if he stays he there needs to be no change in his responsibilities. His loyalty needs to be 100% believing in you not leadership and the people doing their bidding. i.e. ([redacted])

<!--[if !supportLists]-->• <!--[endif]-->[redacted] [redacted] does a fantastic job in reaching out to different people on the hill to get info and moving legislation. One of her apparent weaknesses is getting caught up in discussing what leadership wants and office gossip, and not moving what your thoughts are forward. I don't believe she needs to be moved into a more leadership role in our office until you are comfortable with the trust factor. We do not need her and [redacted] at LD positions. This move would only make [redacted] appear to be the boss.

<!--[if !supportLists]-->• <!--[endif]-->[redacted] Good Job. Her only weakness is not being as open to change to your schedule to both [redacted] and me.

<!--[if !supportLists]-->• <!--[endif]-->[redacted] She is a good [redacted] She needs to work on her confidence and not get caught up in office politics.

<!--[if !supportLists]-->• <!--[endif]-->[redacted]: [redacted] has not moved forward the way you need for a LA to be. I believe he needs to be replaced. (your call)

<!--[if !supportLists]-->• <!--[endif]-->[redacted]: [redacted] does a good job and has gotten better at LA responsibilities. She may be salvageable but her apparent relationship with [redacted] may create a solution in itself.

<!--[if !supportLists]-->• <!--[endif]-->Staff Asst: [redacted] or [redacted], they are both loyal to you and can be trusted. [redacted]'s friend they will reach out to him if necessary.

<!--[if !supportLists]-->• <!--[endif]-->New Staffer (possible): This needs to be a staffer that works with the different office staff and is mentored by you and me and accompanies you to different hearings.

District Office

<!--[if !supportLists]-->• <!--[endif]--> [redacted]: While he has done a commendable job, his loyalty for you and your beliefs are not there. He does not get out to all counties unless your with him. It wasn't until I was in the district that I found that many of the leaders from the Counties do not know him,(i.e. County Mgrs.) meeting he was not engaging getting to know them. He has never been to any political meetings even the District Mtgs. Moving Forward we need a District Director that's goes throughout the district and seeing leaders from all County leaders both official and Political. [redacted] has a tendency to go to Lenior and Hendersonville and stay in office. I think it's because of where he lives and he is just uncomfortable with people he does not know. He seems to know more all about the State officials and is willing to go to different functions regarding them but does not put the same importance on going to functions in our district. I think he needs to be replaced. (your decision)

<!--[if !supportLists]-->• <!--[endif]--> [redacted]: Needs to go!

<!--[if !supportLists]-->• <!--[endif]--> [redacted]: He really likes you, he needs to feel important to much. Does not let different people get in touch with you as opposed to directing them to [redacted]. I don't believe he is the best strength for you and the district. He also is big influence on [redacted]. I think he may have to go.

<!--[if !supportLists]-->• <!--[endif]--> [redacted]: Does a good job. Could achieve great things with different people guiding.

<!--[if !supportLists]-->• <!--[endif]--> [redacted]: Does a good job. I don't think we move her in to a more leadership role.

<!--[if !supportLists]-->• <!--[endif]--> [redacted]: Does a good job, with the right leadership she could be a gem of an employee.

<!--[if !supportLists]-->• <!--[endif]--> [redacted]: [redacted] is probably the most loyal and determined young man that I know. I believe he needs to be promoted to Asst District Director. He is very well liked and can go to different political and official functions on your behalf. A great face of Mark Meadows.

<!--[if !supportLists]-->• <!--[endif]--> [redacted]: Doing a good job can't wait until he is permanently in office.

<!--[if !supportLists]-->• <!--[endif]--> [redacted] & [redacted]: They both do a good job in casework and reaching out to the community at large, I believe it is very important for our office to see different officials in each County. With this said I think this is the primary responsibility for the COS, District Director and Asst District Director.

<!--[if !supportLists]-->• <!--[endif]-->COS: I believe the moves that have been made with me are starting to bear fruit. I know that moving legislation is important, however the perception of the people in the district are no less important. The COS has got to be loyal and not afraid of questioning. Confidence friendship and loyalty are paramount in this position. The face of the Congressman is first order of the day. Watching your back and sometimes taking the fall is necessary in this position. I believe that the COS has to believe **one hundred fifty percent** in who you are and with that belief it moves forward the agenda of the American people in the 11th District.

With these recommendations, I think this will put you on more solid footing and begin that trust factor that you need. I know I have been critical of some. This is a necessary evil to move forward. As always I will support and help implement whatever direction you need to go. Mark, you trusted me in the beginning and I know you still do. Leadership right now is not your friend because of your determination about you being the leader the you are, that's exactly why the people in the district trust and believe in you. Your friend and your Chief of Staff believe now more than ever in you. We are in the battle of our lives with our Nation, and it

needs you at 100% and I believe some change is necessary. Don't ever forget that I'm in this with you because that's where God wants me.

Kenneth D West
Chief of Staff
Rep. Mark Meadows, NC 11
1024 Longworth Building
Washington, DC 20515
(202) 225-6401 ***office*** **(202) 226-6422** ***fax***

EXHIBIT 9

●●●●○ Verizon 1:58 PM 87%

Messages [redacted] Details

Nov 29, 2014, 10:52 AM

Hope you had a good trip to Israel. Here is the update on Kenny that mark asked me to tell all the females...

Moving forward, Kenny will no longer have a role in the DC office. He will have limited if any correspondence with the DC staff, particularly females. His office in the new office will become our conference area.

According to mark, for now, he will remain chief of staff as the broader question on his employment is still being

0015

●●●●○ Verizon 1:59 PM 87%

Messages [redacted] Details

have limited many correspondence with the DC staff, particularly females. His office in the new office will become our conference area.

According to mark, for now, he will remain chief of staff as the broader question on his employment is still being evaluated.

The boss did want to make clear however that this is not temporary for Kenny. He won't be coming back up here in a few months or something. He will no longer have a role in DC, ever.

0016

●●●●○ Verizon 1:59 PM 87%

Messages [redacted] Details

The boss did want to make clear however that this is not temporary for Kenny. He won't be coming back up here in a few months or something. He will no longer have a role in DC, ever.

Anyway, just wanted to let you know. If you have any questions, feel free to reach out.

Wtf?! Then what is his purpose in staff if he isn't talking to anyone?

That aspect of it, I really don't know. My best guess is that the boss is

_0017

●●●●○ Verizon 1:59 PM 87%

Messages [redacted] Details

This is not temporary for Kenny. He won't be coming back up here in a few months or something. He will no longer have a role in DC, ever.

Anyway, just wanted to let you know. If you have any questions, feel free to reach out.

Wtf?! Then what is his purpose in staff if he isn't talking to anyone?

That aspect of it, I really don't know. My best guess is that the boss is trying to give him time to find a new role.

_0018

●●●●○ Verizon 1:56 PM 88%

Messages [redacted] Details

Nov 29, 2014, 12:40 PM

Yeah I hope so. I heard through the grapevine mark has been trying to find Kenny a job for a bit. Nobody is biting - not surprised. Question is what happens if Kenny doesn't find something

he's def not going to find something that pays as well for doing nothing.

Yeah, lots of things to sort out and I think the boss is just taking it one thing at a time

But overall, when it comes to the most blatant offense of Kenny.

_0019

●●●●○ Verizon 1:56 PM 88%

Messages [redacted] Details

mark has been trying to find Kenny a job for a bit. Nobody is biting - not surprised. Question is what happens if Kenny doesn't find something

he's def not going to find something that pays as well for doing nothing.

Yeah, lots of things to sort out and I think the boss is just taking it one thing at a time

But overall, when it comes to the most blatant offense of Kenny, the sexual harassment, I mean, mission accomplished

0020

●●●●○ Verizon 1:55 PM 88%

Messages [redacted] Details

Is tomorrow's 10am staff mtg about Kenny?

It is. I was going to ask [redacted] about scheduling it a bit later since I know you may come in late.

All the ladies already know the deal by the way. Mark wanted me to tell everyone prior to us coming back. I figured we should just have a group meeting to have a discussion on what it all means going forward.

If I'm not in, you could just call and put me in speaker. Jet lag is not good and I may have to

EXHIBIT 10

From: [redacted] </O=U.S. HOUSE OF REPRESENTATIVES/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=[redacted]>
Sent: Monday, April 27, 2015 11:48 AM
To: [redacted] <[redacted]@mail.house.gov>
Subject: RE: Advice?

[redacted]

That would be very much appreciated. Just let me know when you have availability.

Thanks,

[redacted]

From: [redacted]
Sent: Thursday, April 16, 2015 11:43 AM
To: [redacted]
Subject: Re: Advice?

Any new developments? I would be happy to chat when I return to DC. I will be there around the end of the month.

[redacted]

[redacted]
Representative Trey Gowdy (SC-04)
104 South Main Street
Greenville, South Carolina 29601
(864) 241-0175

EMAIL UPDATES: http://gowdy.house.gov/Forms/EmailSignup/

From: [redacted] <[redacted]@mail.house.gov>
Date: Fri, 6 Feb 2015 13:47:58 -0500
To: [redacted] <[redacted]@mail.house.gov>
Subject: RE: Advice?

This message has been archived. View the original item
Hi [redacted]

I cannot thank you enough for your efforts. At this point, he is still on staff and while he isn't up here at the moment, I cannot say it isn't' an issue and there are still talks of him coming back up. He is also still in control of the budget/salaries, which has many concerned. Mr. Meadows was adamant that it has been addressed, though.

I have decided that I will likely have to consider looking for other options, and I actually have been wanting to get in touch with you to see if you have time to meet the next time you're in DC.

Thanks again,

[redacted]

From: [redacted]
Sent: Friday, February 06, 2015 1:28 PM
To: [redacted]
Subject: Re: Advice?

[redacted],

I did address this. Did anything change?

[redacted]

[redacted]

Representative Trey Gowdy (SC-04)

104 South Main Street

Greenville, South Carolina 29601

(864) 241-0175

EMAIL UPDATES: http://gowdy.house.gov/Forms/EmailSignup/

<http://www.youtube.com/tgowdysc> <http://www.facebook.com/pages/Trey-Gowdy/143059759084016> <http://twitter.com/tgowdysc> <http://gowdy.house.gov/>

From: [redacted] <[redacted]@mail.house.gov>
Date: Wed, 7 Jan 2015 10:22:46 -0500
To: [redacted] <[redacted]@mail.house.gov>
Subject: Advice?

Hi [redacted],

We met when you came into our office to speak with me and the other ladies in the office about concerns we raised with our Chief, Kenny. First, everyone really appreciates what you did to help and the honest advice you gave our boss. However, Kenny is still on staff and was temporarily out of the picture, but things are going back to "normal" and he will be back up in DC, despite previous assurances to the contrary. Needless to say, the other ladies and I aren't comfortable with this and we aren't sure how to address the issue privately.

Do you have any advice?

Thank you!

[redacted]

Representative Mark Meadows (NC-11)

1024 Longworth H.O.B.

(202) 225-6401

meadows.house.gov <https://meadows.house.gov/>

Attachments:

image001.png	(2 KB)
image002.png	(2 KB)
image003.png	(2 KB)
image004.png	(3 KB)

EXHIBIT 11

From: [redacted]
To: [redacted]
Cc:
Subject: FW: Organizational changes
Date: Tuesday, June 27, 2017 10:50:10 AM

[redacted]

Please find the specific email you requested below. In converting it to a PDF, it lost it's date and time stamp so I am forwarding it to you in native format. Please have it marked as BF.Meadows.HEC.Production.062717. Thanks.

Elliot S. Berke
Managing Partner
Berke Farah LLP
1200 New Hampshire Ave. NW
Suite 800
Washington, DC 20036

202.517.0585 (Tel.)
[redacted]
http://www.berkefarah.com

This e-mail may contain confidential or privileged information. If you are not the intended recipient, please advise by return e-mail and delete immediately without reading or forwarding to others. The following statement is provided pursuant to U.S. Treasury Department Regulations: This communication is not intended or written to be used, and cannot be used, by a taxpayer for the purpose of avoiding penalties that the Internal Revenue Service may impose on the taxpayer.

-----Original Message-----
From: Z113 Meadows, Mark [mailto:[redacted]@mail.house.gov]
Sent: Wednesday, March 25, 2015 7:57 AM
To: [redacted]>; [redacted]>
Subject: Organizational changes

I know that Kenny West has had limited supervision of staff other than the two of you for some time, however as part of the reorganization that I have been working on, I have made a decision to find a replacement for the Chief of staff position. Effectively immediately, both of you will report directly to me and will be responsible for your respective employees in DC and the district. I ask the you discuss this with no one (including other staff members), as this is part of an on going process that has yet to be clearly defined. The only clear decision is that Kenny will no longer be COS. If you have any issues that personnel related, I would ask that you direct them to me. Thanks Mark

Sent from my iPhone

EXHIBIT 12

From: [redacted]</O=U.S. HOUSE OF REPRESENTATIVES/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=[redacted]> on behalf of Z113 Meadows, Mark </O=U.S. HOUSE OF REPRESENTATIVES/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=MARK.MEADOWS>

Sent: Wednesday, April 1, 2015 12:49 PM

To: NC11 All Staff <[redacted]mail.house.gov>

Cc: Z113 Meadows, Mark <[redacted]@mail.house.gov>

Subject: Re-Organization and a Goodbye

All,

Over the last few months, I have asked for input from several of you regarding the best ways we can serve the people of Western North Carolina. As with any organization, there are constant demands which cause us to re-evaluate and find ways to better serve the needs that confront us daily. While some of the changes put forth have not been fully vetted or decided, circumstances have developed that made this interim announcement more appropriate.

On Friday, April 17th, [redacted], who has served as [redacted] and been with me since the very beginning, will be leaving to take a new position with [redacted], [redacted] will be serving as a [redacted], working on transportation and aviation issues for [redacted]. It's a great career move for our friend and will allow him to re-establish his Colorado ties. I know that I speak for all of us when I say that [redacted] talent and energy will be missed.

At the same time, as part of the re-organization, I have made a decision to have a full time Chief of Staff in Washington, DC. This decision doesn't come easily and will require adjustments in a number of areas, but I thought it was important to let everyone know that I will be interviewing possible candidates to replace Kenny as our Chief of Staff. Kenny has been working with me on the re-organizational plan and possible impacts for both the DC and the District offices, with our sole focus being how to best serve the people of this great state.

I want to thank all of you for your dedication and willingness to adapt during this transitional time.

Thanks,

Mark

EXHIBIT 13

U.S. House of Representatives
Travel Record
Privately Owned Vehicle

Honorable: Mark Meadows **Rate:** 0.560

State: NC **District:** 11

Traveler: Kenny West **Staff EIN:**

Date	Points of Travel	Miles Traveled
1/6/15	From: Hayesville NC To: Hendersonville NC to Hayesville	333.0
1/7/15	From: Hayesville NC To: Murphy NC to Andrews to Hayesville	68.0
1/9/15	From: Hayesville NC To: Asheville NC to Hayesville NC	258.0
1/12/15	From: Hayesville NC To: Marshall to Hendersonville to Asheville to Hayesville	342.0
1/13/15	From: Hayesville NC To: Franklin NC to Hayesville NC	81.0
1/15/15	From: Hayesville NC To: Waynesville NC to Hayesville to Robbinsville NC to Hayesville	275.0
1/16/15	From: Hayesville NC To: Newland NC to Hayesville	380.0
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	

Total Mileage: 1,737.0

Total Reimbursement: $ 972.72

I, the undersigned, state that the above expenses were approved and incurred as a result of the performance of my duties for the Congressional Office.

Signed - Staffer: **Date:** 1/16/15

U.S. House of Representatives
Travel Record
Privately Owned Vehicle

Honorable: Mark Meadows **Rate:** 0.560

State: NC **District:** 11

Traveler: Kenny West **Staff EIN:**

Date	Points of Travel	Miles Traveled
1/20/15	From: Hayesville NC To: Brevard NC to Hendersonville to Hayesville NC	320.0
1/21/15	From: Hayesville NC To: Franklin NC to Sylva to HAyesville NC	123.0
1/22/15	From: Hayesville NC To: Asheville NC to Cherokee to Hayesville NC	235.0
1/27/15	From: Hayesville NC To: Burnesville to Marshall to Hayesville	262.0
1/28/15	From: Hayesville NC To: Murphy NC to Robbinsville NC to Hayesville	115.0
1/29/15	From: Hayesville NC To: Franklin NC to Bryson City to Hayesville	147.0
1/31/15	From: Hayesville NC To: Franklin NC to Hayesville	74.0
2/2/15	From: Hayesville NC To: Waynesville NC to Hayesville	175.0
2/4/15	From: Hayesville NC To: Hendersonville NC to Asheville	165.0
2/5/15	From: Asheville NC To: Newland NC to Morganton to Sylva NC to Hayesville	240.0
	From: To:	
	From: To:	
	From: To:	
	From: To:	

Total Mileage: 1,866.0

Total Reimbursement: $ 1,039.36

I, the undersigned, state that the above expenses were approved and incurred as a result of the performance of my duties for the Congressional Office.

Signed - Staffer: 2/6/15 Date:

U.S. House of Representatives
Travel Record
Privately Owned Vehicle

Honorable: Mark Meadows **Rate:** 0.560

State: NC **District:** 11

Traveler: Kenny West **Staff EIN:**

Date	Points of Travel	Miles Traveled
2/8/15	From: Hayesville NC To: Asheville NC	110.0
2/9/15	From: Asheville NC To: Hendersonville to Hayesville NC	147.0
2/11/15	From: Hayesville NC To: Franklin to Waynesville to Hayesville NC	214.0
2/13/15	From: Hayesville NC To: Murphy NC to Robbinsville to Hayesville	131.0
2/17/15	From: Hayesville NC To: Sylva NC to Hayesville	115.0
2/19/15	From: Hayesville NC To: Asheville NC to Hayesville	235.0
2/20/15	From: Hayesville To: Bryson City to Hayesville	146.0
2/23/15	From: Hayesville To: Asheville to Hayesville	227.0
2/28/15	From: Hayesville NC To: Morganton NC to Hayesville	387.0
~~3/3/15~~ 3/3/15	From: Hayesville NC To: Weaverville NC to Hayesville	238.0
	From: To:	
	From: To:	
	From: To:	
	From: To:	

Total Mileage: 1,850.0

Total Reimbursement: $ 1,092.00

I, the undersigned, state that the above expenses were approved and incurred as a result of the performance of my duties for the Congressional Office.

Signed - Staffer: **Date:** 3/4/15

U.S. House of Representatives
Travel Record
Privately Owned Vehicle

Honorable: Mark Meadows **Rate:** 0.560

State: NC **District:** 11

Traveler: Kenny West **Staff EIN:**

Date	Points of Travel	Miles Traveled
3/4/15	From: Hayesville NC To: Morganton NC to Hendersonville to Hayesville NC	365.0
3/5/15	From: Hayesville NC To: Asheville NC to Hayesville NC	225.0
3/9/15	From: Hayesville NC To: Robbinsville to Hayesville NC	135.0
3/11/15	From: Hayesville NC To: Murphy NC to Bryson City to Sylva to Hayesville	190.0
3/12/15	From: Hayesville NC To: Swananoa NC to Murphy to Ashaville NC	357.0
3/13/15	From: Asheville NC To: Mars Hill NC, to Hayesville NC	169.0
3/16/15	From: Hayesville NC To: Waynesville NC, to Ashville, to Franklin to Brevard to Hayesville NC	320.0
3/18/15	From: Hayesville NC To: Asheville NC to Hayesville	226.0
3/19/15	From: Hayesville NC To: Hendersonville NC to Hayesville	295.0
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	

Total Mileage: 2,302.0

Total Reimbursement: $ 1,289.12

I, the undersigned, state that the above expenses were approved and incurred as a result of the performance of my duties for the Congressional Office.

Signed - Staffer:

5-23-15
Date:

U.S. House of Representatives
Travel Record
Privately Owned Vehicle

Honorable: Mark Meadows **Rate:** 0.560
State: NC **District:** 11
Traveler: Kenny West **Staff EIN:**

Date	Points of Travel	Miles Traveled
3/24/15	From: Hayesville NC To: Franklin NC to Ashaville to Hayesville	220.0
3/26/15	From: Hayesville NC To: Fontana Dam, to Bryson City to Hayesville	162.0
3/30/15	From: Hayesville NC To: Burnesville NC to Asheville to Hayesville	257.0
4/1/15	From: Hayesville NC To: Hickory NC to Hayesville	398.0
4/3/15	From: Hayesville NC To: Brevard NC to Hayesville	298.0
4/6/15	From: Hayesville NC To: Hendersonville NC to Marion NC to Hayesville NC	320.0
4/7/15	From: Hayesville NC To: Asheville NC to Hayesville NC	200.0
4/9/15	From: Hayesville NC To: Canton NC to Hayesville NC	170.0
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	

Total Mileage: 2,025.0
Total Reimbursement: $ 1,134.00

I, the undersigned, state that the above expenses were approved and incurred as a result of the performance of my duties for the Congressional Office.

Kenny West
Signed - Staffer:

4/16/15
Date:

U.S. House of Representatives
Travel Record
Privately Owned Vehicle

Honorable: Mark Meadows **Rate:** 0.560

State: NC **District:** 11

Traveler: Kenny West **Staff EIN:**

Date	Points of Travel	Miles Traveled
4/20/15	From: Hayesville NC To: Asheville NC to Brevard NC to home	330.0
3/22/15	From: Hayesville NC To: Franklin NC to Sylva to Robbinsville NC to Hayesville	172.0
3/23/15	From: Hayesville NC To: Brasstown NC to Hiawassee Dam to Hayesville	99.0
3/27/15	From: Hayesville NC To: Waynesville NC to Hayesville	160.0
3/28/15	From: Hayesville NC To: Murphy NC to Andrews to Hayesville	62.0
3/30/15	From: Hayesville NC To: Asheville NC to Marshall to Hayesville NC	264.0
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	

Total Mileage: 1,087.0

Total Reimbursement: $ 608.72

I, the undersigned, state that the above expenses were approved and incurred as a result of the performance of my duties for the Congressional Office.

Kenny West
Signed - Staffer:

5/5/15
Date:

U.S. House of Representatives
Travel Record
Privately Owned Vehicle

Honorable: Mark Meadows **Rate:** 0.560
State: NC **District:** 11
Traveler: Kenny West **Staff EIN:**

Date	Points of Travel	Miles Traveled
5/7/15	From: Hayesville NC To: Franklin NC to Hayesville NC	73.0
5/12/15	From: Hayesville NC To: Asheville NC to Hayesville	202.0
5/14/15	From: Hayesville NC To: Brevard NC to Sylva NC	303.0
5/19/15	From: Hayesville NC To: Bryson City to Asheville to Hayesville NC	261.0
5/20/15	From: Hayesville NC To: Murphy NC to Robbinsville Nc to Hayesville	121.0
5/27/15	From: Hayesville NC To: Hendersonville to Asheville NC to Hayesville	231.0
6/2/15	From: Hayesville NC To: Franklin NC to Weaverville to Asheville to Hayesville NC	245.0
6/9/15	From: Hayesville NC To: Waynesville NC to Robbinsville NC to Hayesville	240.0
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	
	From: To:	

Total Mileage: 1,678.0
Total Reimbursement: $ 938.56

I, the undersigned, state that the above expenses were approved and incurred as a result of the performance of my duties for the Congressional Office.

Signed - Staffer: 6-12-15
Date:

EXHIBIT 14

---------- Forwarded message ----------
From: **Kenny West** <[redacted]>
Date: Thu, May 21, 2015 at 11:41 AM
Subject: My Resignation
To: [redacted]@mail.house.gov, [redacted]

Kenneth D. West
Chief of Staff
Rep Mark Meadows NC 11
[redacted]

Mark Meadows US House of Representatives

To: Mark Meadows

Mark, I have come to the most difficult decision that I ever have had to make. I believe things happen for reasons. I think with the situation that has happened to me, I truly believe that this has affected the kind of job that you are capable of doing for the people of the 11th District. It has truly been an honor working side by side with a good man and getting to know your family.

I think God led me to be by your side at this time and journey in your life and it has been a pleasure. You are exactly what the people in the Nation needs. My reputation means a lot to me also. After several meetings over the last few weeks with people that know me, and they ask about if I'm still working with you because they had heard that you had fired me. Well it took its toll on me. I have always tried to live and act Christ like and failed many times, with that said God has always been there and guided me.

I don't know why this callous situation and lie was allowed to manifest into this destructive manor. What I do know is that God has and always will control and guide my life. With this said I will be resigning my position with your office and will move ahead with my life.

I would really like to be paid through August if possible or July minimum. I know that is three months out, but with this happening I am going to have to get insurance for myself through [redacted] and give me time to start getting business back on track with whatever insurance company I decide to go with. I would prefer nobody in staff knows of my decision, like they would really care. You are the only one that matters to me.

Also can you write me a great letter of recommendation?

Your Lasting Friend

Kenny West

05/21/2015

APPENDIX D

TIMELINE

January 3, 2013	• Representative Meadows is sworn into the House. • Kenny West becomes Representative Meadows' Chief of Staff.
October 17, 2014	• Representative Meadows learns of complaints about Kenny West's behavior from female staff in D.C. office. • Representative Meadows then informs Mr. West of allegations against him and that there will be an investigation. He instructs Mr. West not to contact female D.C. staff other than the scheduler.
October 21, 2014	• Representative Meadows learns of complaint about Kenny West's behavior from female staffer in District Office.
October 22, 2014	• Female staffer in District Office bars Kenny West from entering the office. • Representative Meadows prohibits Mr. West from communicating directly with female staff and from entering congressional offices when female staff are present.
Early November 2014	• Representative Meadows consults Representative Gowdy about how to properly investigate allegations against Kenny West. • Representative Meadows asks one of Representative Gowdy's senior staffers (Gowdy Staffer) to talk to the female employees in his D.C. office.
November 18, 2014	• Gowdy Staffer interviews five female employees in D.C. office.
Late November 2014	• Gowdy Staffer tells Representative Meadows that the female staff's claims are serious and potentially sexual harassment; recommends Representative Meadows fire Kenny West.
January 7, 2015	• Female staffer from D.C. office informs Gowdy Staffer that Kenny West was still on staff and was saying he would come back to D.C. • Mr. West contacts female staff despite prohibition against contacting female staff.
January 2015	• Representative Gowdy approaches Representative Meadows on the House floor, tells him that actions he took regarding Kenny West have not worked, and advises against keeping Mr. West on staff.
February 22, 2015	• Kenny West provides Representative Meadows with written evaluations of all staff, including critical evaluations of Deputies and some female staff.
March 16, 2015	• Kenny West contacts one female staffer over the weekend and another at the office despite prohibition against contacting female staff.
Late March 2015	• General Counsel for the Speaker tells Representative Meadows that because Kenny West has hiring, firing and financial responsibilities, the female staff could make hostile work environment claims.
April 1, 2015	• Kenny West becomes Senior Advisor.
May 21, 2015	• Kenny West submits resignation letter.
June 15, 2015	• Kenny West completes official work.
August 15, 2015	• Kenny West removed from House payroll.

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