

APPENDIX B

MARK MEADOWS
11TH DISTRICT, NORTH CAROLINA

1024 LONGWORTH HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
(202) 225-6401

COMMITTEE ON OVERSIGHT AND
GOVERNMENT REFORM
CHAIRMAN, SUBCOMMITTEE ON
GOVERNMENT OPERATIONS

Congress of the United States
House of Representatives
Washington, DC 20515-3311

200 NORTH GROVE STREET, SUITE 90
HENDERSONVILLE, NC 28792
(828) 693-5660

www.house.gov/meadows

COMMITTEE ON TRANSPORTATION
AND INFRASTRUCTURE

COMMITTEE ON FOREIGN AFFAIRS

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

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.

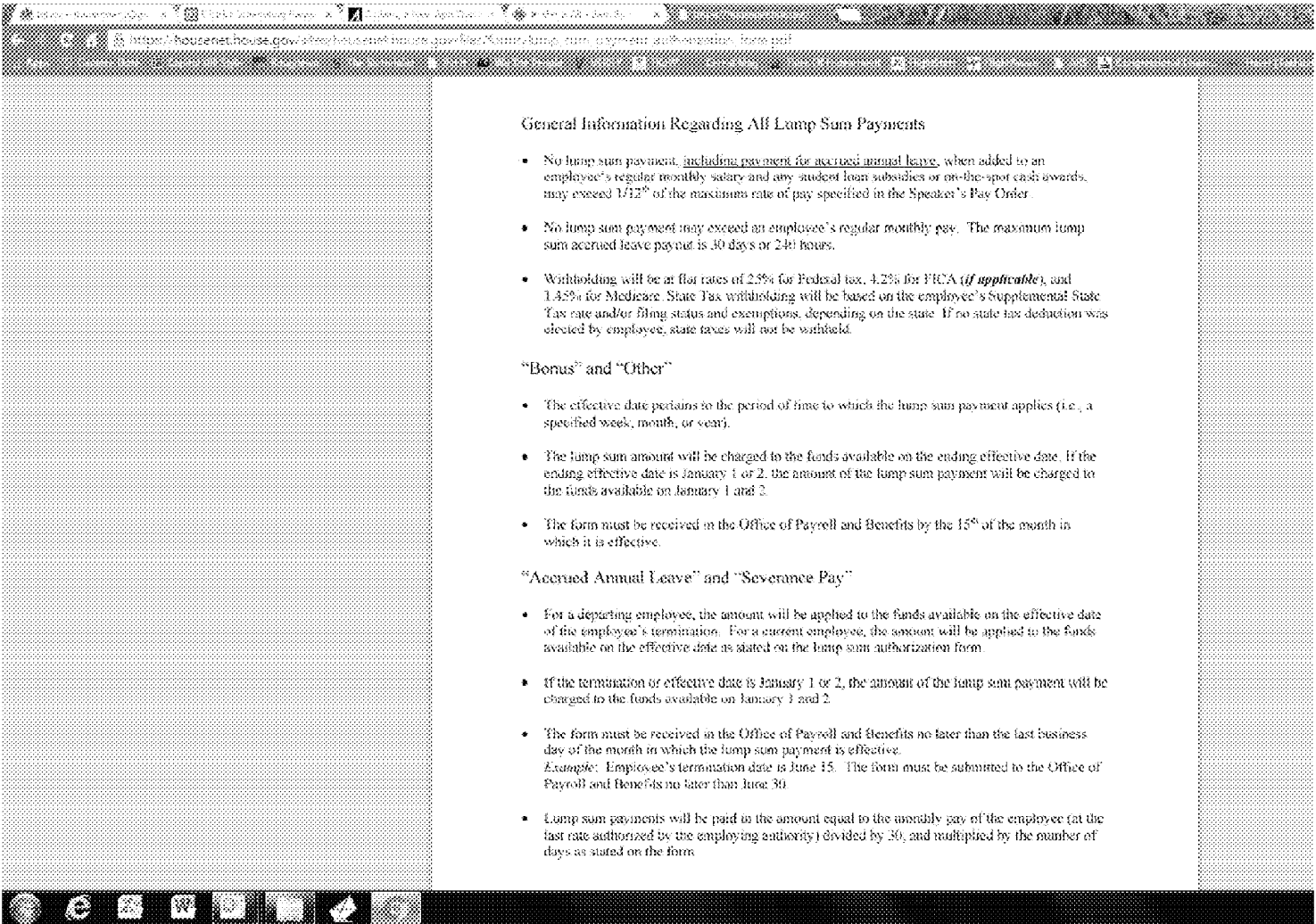
Should you wish to discuss the matter further, please feel free to contact my counsel.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark R. Meadows', written in a cursive style.

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 2.5% 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.

<input type="checkbox"/>	Accrued Annual Leave: _____ Number of Days _____ Termination or Effective Date _____
<input type="checkbox"/>	Severance Pay: _____ Number of Days _____ Termination Date _____
<input type="checkbox"/>	Bonus: _____ Amount* _____ Effective Date(s) _____
<input type="checkbox"/>	Other: _____ Amount* _____ Effective Date(s) _____ _____ (specify)

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

Signature of Authorizing Official _____ (Type or print name of authorizing official)	Date _____ (If appropriate, signature of Subcommittee Chairman or Ranking Member)
<i>(Title - if Member, District and State)</i> _____ <i>(Type or Print name and title of above official)</i>	
Office of Payroll and Benefits Use Only	
Appropriation Code _____	Processed By _____

MARK MEADOWS
11TH DISTRICT, NORTH CAROLINA

COMMITTEE ON OVERSIGHT AND
GOVERNMENT REFORM
CHAIRMAN, SUBCOMMITTEE ON
GOVERNMENT OPERATIONS

COMMITTEE ON TRANSPORTATION
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Congress of the United States
House of Representatives
Washington, DC 20515-3311

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

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,

A handwritten signature in black ink, appearing to read "Mark R. Meadows". The signature is stylized and cursive, with a large initial "M" and "R".

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.

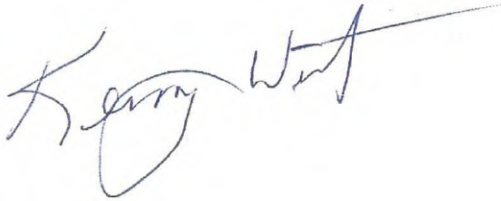
I would really like to be paid through August if possible or July minimum. I know that is three months out, but with this happening I am going to have to get insurance for myself through Wilma and give me time to start getting business back on track with whatever insurance company I decide to go with. 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



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	<input checked="" type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> 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.)

- 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.

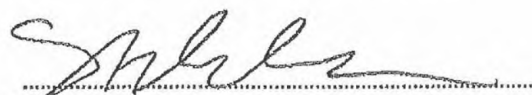
COPY

(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.....

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	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business) <small>(Specify date)</small>
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

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

(Specify one other employing authority)

(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)

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.....

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	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business) <small>(Specify date)</small>
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

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

(Specify one other employing authority)

(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.....

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

COPY

Employee Name (First-Middle-Last)	Effective Date
Kenneth West	10/01/2014
Employee Social Security Number	Type of Action
165239	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business) <small>(Specify date)</small>
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

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

(Specify one other employing authority)

(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)

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

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	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business <u>5</u> (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.

RECEIVED
2015 JAN - 8 PM 3:10
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.....

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	<input type="checkbox"/> Appointment <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business 5) <small>(Specify date)</small>
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 2-10
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.....

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	<input type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input checked="" type="checkbox"/> Title Change <input type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> 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

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

(Specify one other employing authority)

(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.....

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	05/31/2015
Employee Social Security Number	Type of Action
165239	<input type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> 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.

RECEIVED
 2015 APR 21 AM 10:50
 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 04/17/2015



(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.....

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	<input type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business) <small>(Specify date)</small>
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

COM

*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

supersedes

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

(Specify one other employing authority)

(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

HM

(Signature of Authorizing Official)

Honorable Mark Meadows

(Type or print name of Authorizing Official)

(Signature of Subcommittee Chairperson or Ranking Minority Member)

NC11

(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.....

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	<input type="checkbox"/> Appointment <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Title Change <input checked="" type="checkbox"/> Termination (At close of business on effective date) <input type="checkbox"/> Leave without pay (Beginning with effective date above and ending close of business) <small>(Specify date)</small>
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

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 **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

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

*Handwritten: *Super Sealed**

(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.....

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

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Sent from my iPhone

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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

RECEIVED
2015 SEP -8 PM 5:16
OFFICE OF FINANCE

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

REPRODUCTION OF THIS CHECK IS PROHIBITED BY FEDERAL LAW. THE FRONT OF THIS CHECK MUST BE SIGNED BY THE DRAWER OR AN AUTHORIZED SIGNATURE SERVICE COMPANY. THE SIGNATURE OF THE DRAWER OR COMPANY MUST BE VERIFIED BY THE FINANCIAL INSTITUTION.

MACON BANK
EMAU, OK 74421

OFFICIAL CHECK

928146982

REMITTER
MARK R. MENDOME

ISSUED BY: MONEYGRAM PAYMENT SYSTEMS, INC., P.O. BOX 9476, MINNEAPOLIS, MN 55409
DRAWER: BOX 114, EUFAULA, OK 74425

49-55
1031

DATE Aug 31, 2015

PAY TO THE ORDER OF US TREASURY

\$400.96

Four Hundred and 96/100

DRAWER: MACON BANK

Lacey J. Jones NP

⑈928146982⑈ ⑆103100551⑆0160061434759⑈

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,

A handwritten signature in black ink that reads "Elliot S. Berke". The signature is written in a cursive, flowing style with a large initial 'E'.

Elliot S. Berke