

The Select Committee on the

Modernization of Congress

Business Meeting – July 29, 2021
AGENDA

The following text is being provided in consonance with committee rule 5(c)(2).

Consideration of the following recommendations:

Improve Staff Recruitment, Diversity, Retention, and Compensation and Benefits

- 1. Personalized Job Training & Management Skills:** Supervisors should receive formal management training that includes management skills, cultural competency, and how to support an inclusive work environment.
- 2. Update and Align Staff Benefits to Increase Retention:** The House should establish and maintain a “Task Force on the House Workforce,” led by the Chief Administrative Officer and comprised of other House offices to make ongoing policy recommendations on updating staff benefits.
- 3. Real Time Payroll Information:** The House should create a searchable database of anonymized average staff compensation information, by position, using available information on staff salaries and payroll data.
- 4. Mentorship Match Program:** The House should initiate and facilitate a formal mentorship program for matching more experienced staff with less experienced staff.
- 5. Professional Certifications:** The House should allow Member, committee, and leadership offices to pay for certain professional development opportunities for staff that include a certification.
- 6. Onboarding Information:** The Chief Administrative Officer should provide offices with an expanded standard onboarding packet that includes comprehensive information on available resources and benefits for staff.
- 7. Assistance for Contract Employees:** Where feasible, the House should work with contractors to ensure they provide their Capitol campus employees assistance services comparable to those offered by the House through the Office of Employee Assistance.

- 8. Supporting the Office of Employee Assistance:** The Office of Employee Assistance should seek to retain a diverse workforce, offer access to bilingual services, and retain staff capable of providing various forms of trauma services.
- 9. Tuition Assistance:** The House should expand the Student Loan Repayment Program to include tuition assistance.
- 10. Talent Acquisition Software:** The Chief Administrative Officer should provide access to industry-leading talent acquisition software to assist House offices in managing their recruitment and hiring processes.
- 11. Collecting Demographic Data:** The Chief Administrative Officer should work with the Office of Diversity and Inclusion to improve the collection of anonymized demographic data through an optional form provided to staff at onboarding.

Professionalize Internships and Fellowships:

- 12. Assessing Intern Cost of Living:** The Chief Administrative Officer should provide information to congressional offices on the cost of living for interns to help inform intern stipend levels.
- 13. Intern & Fellowship Program Office or Coordinator:** The House should establish an Intern and Fellowship Program Office or Coordinator that helps with onboarding, developing educational curriculum, professional development, and training for office coordinators.
- 14. Fellows & Detailees Use of Equipment:** Congress should clarify rules to allow fellows and detailees to receive the same resources as professional staff.
- 15. Remote Internships:** The House should study the feasibility of permanently allowing remote internships.
- 16. Committee Internship Stipends:** Committees should be provided a program allowance, separate from their budget, for compensation of interns.

Improve Accessibility:

- 17. ADA Drop off/Pick up Zone:** The House should designate a drop off and pick up zone near an accessible entrance for members of the public with mobility impairments and develop a clear process for accessing the new drop-off point.
- 18. Security Screening for those with Disabilities:** Visitors and staff with disabilities should have access to information on the security screening techniques they will encounter upon entering the Capitol complex.

19. Doorway Accessibility: The House should prioritize the installation of additional automatic doors and replace door hardware that is difficult to grasp with one hand.

20. Accessible Websites: The House should promote awareness of accessibility requirements for Member and committee websites and provide training and tools for staff to help them properly maintain and update those sites.