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PHIL GINGREY, GEORGIA
AARON SCHOCK, ILLINOIS
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RICH NUGENT, FLORIDA

KELLY CRAVEN, STAFF DIRECTOR

Congress of the United States

House of Representatives COMMITTEE ON HOUSE ADMINISTRATION

1309 Longworth House Office Building
Washington, D.C. 20515-6157
(202) 225-8281
<http://cha.house.gov>

ROBERT A. BRADY, PENNSYLVANIA
RANKING MEMBER

ZOE LOFGREN, CALIFORNIA
JUAN VARGAS, CALIFORNIA

ONE HUNDRED THIRTEENTH
CONGRESS

KYLE ANDERSON, MINORITY STAFF DIRECTOR

November 18, 2013

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COMMITTEE
HOUSE ADMINISTRATION

October 2013 Monthly Report

The Committee on House Administration Monthly Report includes the following:

- Summary of studies, investigations, and activities of the Committee;
- Statement of Expenses for the month and year to date;
- Report of Travel performed during October 2013;
- List of Committee employees, job titles and gross monthly salaries (Payroll Certification attached).

This report is available to Members of the Committee for examination.

The October 2013 Committee on House Administration Monthly Report is available for public inspection at the Committee office in 1309 Longworth House Office Building.

Committee on House Administration

Activities Report – October 2013

Full Committee Hearings

none

Full Committee Meetings

none

Reports Filed

none

Polls

none

Floor Activity

None

Administrative and Oversight Activities

Lapse in Appropriations

- Issued guidance to Member and Committee offices and disseminated information regarding House services and campus access during the lapse in appropriations.
- Provided briefings, as well as verbal and written guidance, regarding lapse in appropriations circumstances and procedures.

Member Services

- Provided guidance to Member offices on compliance with Member handbook regulations.
- Provided briefings on the use of official resources and franking rules to district office staff at the CRS District Staff Institute.

Committee Funding and Oversight

- Provided guidance to committee offices on compliance with Committee handbook regulations.

Franking Commission

- Responded to 549 franking calls.
- Reviewed 882 franking requests.

Chief Administrative Officer

- Assisted with communications surrounding the food services survey and the subscription fair.
- Participated in discussions about the Housenet website to evaluate successes and discuss possible improvements.
- Reviewed quarterly House Purchase Card Program documentation to evaluate usage statistics and current program membership.
- Monitored CAO implementation of the Affordable Care Act
- Approved personnel appointment and termination actions, including participants in the House's Wounded Warrior Fellowship program.

Clerk of the House

- Approved personnel appointment and termination actions.

Sergeant-at-Arms

- Reviewed and approved personnel actions.
- Approved SAA reorganization plan.

Architect of the Capitol

- Approved rescheduling of the House Sustainability and Energy Showcase.
- Approved the use of Pay.gov for Electric Vehicle Program payment.

Government Printing Office

- Worked with GPO, the Clerk, and all Committee offices on a document reduction project to reduce excess copies of documents being delivered to Committees. The reductions take effect November 12.

Capitol Visitor Center

- Approved House and Senate events held in the CVC.
- Approved new resources available for teachers on the CVC website.
- Approved a change to the CVC room reservation policy.

House Fine Arts Board

- Approved portrait request forms for Chairman Darrell Issa and Chairman Harold Rogers. This step gives authorization for the formation of portrait fund committees, which raise the funds to commission these portraits.

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Authorization Year: 2013
113th Congress 1st Session
Month: October 2013

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	269,323.95	3,002,026.23
		1103 Overtime Compensation	0.00	162.26
		1104 Accrued Leave	0.00	11,020.83
		1108 Other Lump Sum	0.00	29,166.67
		Total	269,323.95	3,042,375.99
21 Travel		2101 Commercial Transportation	0.00	3,583.50
		2130 Private Auto Mileage	0.00	67.80
		2135 Taxi/Parking/Tolls	18.30	349.62
		2138 Travel Subsistence	29.30	7,465.68
	Total	47.60	11,466.60	
23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	216.00	2,339.00
		2321 DC Telecom Serv (TRANSFER)	624.50	5,537.47
		2322 DC Telecom Tolls (TRANSFER)	3,697.60	40,302.78
		2335 HIR Graphics (TRANSFER)	540.00	1,400.00
	Total	5,078.10	49,579.25	
EXPEN General Expenditures	24 Printing and Reproduction	2401 Printing & Reproduction	62.50	2,247.44
		2403 Photographic (TRANSFER)	0.00	7,391.40
		2404 Reproduction of Fed/Public Law	0.00	80.00
		Total	62.50	9,718.84
25 Other Services		2503 Consultant Contract Service	12,636.92	76,394.09
		2527 Training	0.00	4,134.00
		2540 Representational Expenses	0.00	186.45
		2571 Technology Service Contracts	5,465.00	53,290.00
	Total	18,101.92	134,004.54	
26 Supplies and Materials		2602 Water	277.50	1,969.18
		2603 Food & Beverage	0.00	2,104.83
		2610 Habitation Expense	0.00	375.58
		2620 Office Supplies (Outside)	390.25	5,680.43
		2621 Office Supply (TRANSFER)	288.53	2,546.07
		2623 Software < \$500	0.00	42.36
	2630 Publications/Reference Mat'l	0.00	698.05	
	2699 Misc. Supplies & Materials	0.00	2.11	
	Total	956.28	13,418.61	

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION Authorization Year: 2013
 113th Congress 1st Session
 Month: October 2013

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	31 Equipment	3115 Computer Softw Purch <\$10,000	0.00	1,800.00
		3118 Maintenance / Repairs	1,141.58	11,079.70
		3128 Warranties	0.00	81.00
		Total	1,141.58	12,960.70
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	1.84	98.83
		Total	1.84	98.83
		Total	294,713.77	3,273,623.36

REPORT ON TRAVEL PERFORMED

Committee on House Administration

113th Congress, 1st Session

October 2013

MAJORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Transportation	Reimbursement Claimed		Total
	From	To					Meals, Lodging & Incidentals	Other	
TOTAL									\$0

No travel performed for the Majority in the month of October.

REPORT ON TRAVEL PERFORMED
 Committee on House Administration
 113th Congress, 1st Session
 October 2013
 MINORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Reimbursement Claimed			Total
	From	To				Transportation	Meals, Lodging & Incidentals	Other	
TOTAL									\$0

No travel performed for the Minority in the month of October.

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

10/01/2013 to 10/31/2013

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

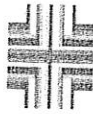
Employee and Job Title	Annual Salary	Gross Pay	Period	Employee No.
CLOCKER, JOHN C DIR OF POLICY & PLANNING	170,000.00	14,166.67	10/01/2013 to 10/31/2013	[REDACTED]
CRAVEN, KELLY F STAFF DIRECTOR	172,500.00	14,375.00	10/01/2013 to 10/31/2013	[REDACTED]

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Employee No.
BARASH, Yael LEGISLATIVE CLERK	56,000.00	4,666.67	10/01/2013 to 10/31/2013	[REDACTED]
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	60,000.00	5,000.00	10/01/2013 to 10/31/2013	[REDACTED]
CAPPETTO, RICHARD PROF STAFF, MEMBER SERVICES	60,000.00	5,000.00	10/01/2013 to 10/31/2013	[REDACTED]
DAIL, JACK L DIR FRANKING COMM	160,000.00	7,555.55	10/01/2013 to 10/31/2013	[REDACTED]
DUTTON, KENNETH STEVEN FRANKING COMMUNICATIONS DIR	37,500.00	3,125.00	10/01/2013 to 10/31/2013	[REDACTED]
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00	10/01/2013 to 10/31/2013	[REDACTED]
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	125,000.00	10,416.67	10/01/2013 to 10/31/2013	[REDACTED]
ETCHEPARE, MARC P INTERN	21,600.00	1,800.00	10/01/2013 to 10/31/2013	[REDACTED]
GERBO III, GEORGE N SENIOR STAFF ASSISTANT	38,000.00	3,166.67	10/01/2013 to 10/31/2013	[REDACTED]
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	140,000.00	11,666.67	10/01/2013 to 10/31/2013	[REDACTED]
HINMAN, ALYSSA R PROJECT COORDINATOR/STAFF ASS	36,000.00	3,000.00	10/01/2013 to 10/31/2013	[REDACTED]
KELLY, RYAN J SENIOR STAFF ASSISTANT	38,000.00	3,166.67	10/01/2013 to 10/31/2013	[REDACTED]
RICH, JOHN M SENIOR STAFF ASSISTANT	38,000.00	3,166.67	10/01/2013 to 10/31/2013	[REDACTED]
ROE, JAMIE A SHARED EMPLOYEE	15,000.00	1,250.00	10/01/2013 to 10/31/2013	[REDACTED]
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	80,000.00	6,666.67	10/01/2013 to 10/31/2013	[REDACTED]
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	142,000.00	11,833.33	10/01/2013 to 10/31/2013	[REDACTED]
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	10/01/2013 to 10/31/2013	[REDACTED]
SENSENBRENNER, ROBERT A SENIOR COUNSEL	100,000.00	8,333.33	10/01/2013 to 10/31/2013	[REDACTED]
WALVORT, BRADLEY D MEMBER LIAISON	20,000.00	1,666.67	10/01/2013 to 10/31/2013	[REDACTED]
WOOD, SALLEY MARIE DEPUTY STAFF DIRECTOR	142,000.00	11,833.33	10/01/2013 to 10/31/2013	[REDACTED]

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Employee No.
ABBOTT, GREGORY S PRESS SECRETARY	61,000.00	5,083.33	10/01/2013 to 10/31/2013	[REDACTED]
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	97,500.00	8,125.00	10/01/2013 to 10/31/2013	[REDACTED]
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	165,000.00	13,750.00	10/01/2013 to 10/31/2013	[REDACTED]
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33	10/01/2013 to 10/31/2013	[REDACTED]
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	122,500.00	10,208.33	10/01/2013 to 10/31/2013	[REDACTED]
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	10/01/2013 to 10/31/2013	[REDACTED]
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	10/01/2013 to 10/31/2013	[REDACTED]
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	10,246.17	10/01/2013 to 10/31/2013	[REDACTED]
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	10/01/2013 to 10/31/2013	[REDACTED]
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	10/01/2013 to 10/31/2013	[REDACTED]
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	10/01/2013 to 10/31/2013	[REDACTED]
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67	10/01/2013 to 10/31/2013	[REDACTED]
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	10/01/2013 to 10/31/2013	[REDACTED]
SUBBIO, RICHARD SHARED EMPLOYEE	70,000.00	5,565.39	10/01/2013 to 10/31/2013	[REDACTED]
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	10/01/2013 to 10/31/2013	[REDACTED]



House Postal Operations Pitney Bowes Management Services

HOUSE ADMINISTRATION

1309 LONGWORTH

113th Congress, 1st Session
Mail Accountability Report

October 2013

Date	Quantity	Total Cost
10/ 15/13	2	\$0.87
10/ 25/13	2	\$2.84
TOTAL	4	\$3.71

If you have any questions regarding this report, please contact House Postal Operations
Customer Service, 301-336-8820.