

CANDICE S. MILLER, MICHIGAN
CHAIRMAN

GREGG HARPER, MISSISSIPPI
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AARON SCHOCK, ILLINOIS
TODD ROKITA, INDIANA
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
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ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JUAN VARGAS, CALIFORNIA

ONE HUNDRED THIRTEENTH
CONGRESS

JAMIE FLEET, MINORITY STAFF DIRECTOR

May 18, 2013

April 2013 Monthly Report

2013 MAY 24 AM 9:30
COMMITTEE
HOUSE ADMINISTRATION

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 April 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 April 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 – April 2013

Full Committee Hearings

none

Full Committee Meetings

none

Reports Filed

none

Polls

none

Floor Activity

- **H. Res. 142** – 4/10/13 Electing Members to the Joint Committee of Congress on the Library and the Joint Committee on Printing, Passed/agreed to in House, without objection.

Administrative and Oversight Activities

Member Services

- Hosted a "Preparing for Summer Interns" briefing to discuss rules and best practices regarding paid and unpaid interns.
- Fielded Member office inquiries on MRA authorization breakdown.
- Provided guidance to Member offices on compliance with Committee handbook regulations.
- Provided briefing to Turkish Parliament delegation regarding House of Representatives structure and operations.
- Established June 3rd – July 26th as the 2013 Summer Session dates for the Congressional Internship Program for Individuals with Intellectual Disabilities. 18 offices and 9 interns are participating.
- Issued guidance to assist Member offices facilitate Capitol tours for constituents.

Committee Funding and Oversight

- Provided guidance to committee offices on compliance with Committee handbook regulations.
- Notified Committee Chairs and Ranking Members of requirement to submit one copy of monthly report, rather than three copies, effective immediately.

Franking Commission

- Issued 1st Quarter Mass Mail & Mass Communications Report reminder Dear Colleague on April 4.
- Issued GPO franked mailing labels Dear Colleague on April 18.

- Responded to 739 incoming franking calls.
- Reviewed 616 franking requests.

Chief Administrative Officer

- Approved a proposal to switch the Employee Express platform to the Employee Benefits Information System (EBIS). EBIS is a more cost-effective employee self-service tool that allows employees to access and make changes to their benefits.
- Approved the CAO's request to establish a Voluntary Separation Incentive Program (VSIP) for eligible employees in FY13.
- Monitored implementation of Phase 1 of the E-Voucher Process, which began April 8. Offices are currently required to use a new hard-copy E-Voucher form until the electronic submission phase is ready in mid-May.
- Approved a proposal to implement a new personal reimbursement vouchers guideline, whereby they must be submitted no later than 180 days from the purchase date.
- Approved personnel appointment and termination actions.

Clerk of the House

- Approved personnel appointment and termination actions.

Sergeant-at-Arms

- Clarified procedures for implementing electric vehicle charging stations and approved Dear Colleague notifying House community of procedures.
- Reviewed and approved personnel actions.

House Inspector General

- Reviewed and approved the Audit of the U.S. House of Representatives FY12 Financial Statements, which received an unqualified or "clean" opinion.

House Fine Arts Board

- Approved step 1 of the Portrait Authorization Request for Ways & Means Chairman Dave Camp and former Judiciary Chairman Lamar Smith.

Joint Committee on Printing

- Authorized the printing of the President's FY 2014 Budget for the legislative branch.
- Approved a new GPO-IBTGCC (International Brotherhood of Teamsters/Graphic Communications Conference, Local 1-C) wage agreement for 2012-2017.

Capitol Visitor Center

- Approved Member and Senator events hosted in the U.S. Capitol Visitor Center.
- Directed the CVC to include Congressional Accessibility Services' contact information under the prohibited items list on their website for constituents to make arrangements for items that are necessary and required for child care, medical, or other special needs.

Smithsonian Institution

- Reviewed recommendations from Smithsonian Inspector General regarding Smithsonian travel policies.
- Reviewed Smithsonian's FY2014 budget request.

Technology Use by the House

- Approved the addition of YouTube live streaming to the House's list of available video services. Member and Committee offices can stream official events live from their official websites for free and safely store archived video for re-use in other communications, such as e-mails and social media.

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	318,269.25	1,260,712.31
		1103 Overtime Compensation	162.26	162.26
		Total	318,431.51	1,260,874.57
21 Travel		2101 Commercial Transportation	0.00	697.60
		2130 Private Auto Mileage	0.00	67.80
		2135 Taxi/Parking/Tolls	14.00	123.17
		2138 Travel Subsistence	3,718.71	3,756.56
	Total	3,732.71	4,645.13	
23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	348.00	780.00
		2321 DC Telecom Serv (TRANSFER)	609.00	1,827.00
		2322 DC Telecom Tolls (TRANSFER)	4,512.26	14,678.53
		2335 HIR Graphics (TRANSFER)	280.00	280.00
		Total	5,749.26	17,565.53
24 Printing and Reproduction		2401 Printing & Reproduction	0.00	891.20
		2403 Photographic (TRANSFER)	0.00	8.00
		2404 Reproduction of Fed/Public Law	0.00	80.00
		Total	0.00	979.20
25 Other Services		2503 Consultant Contract Service	14,446.66	38,149.68
		2527 Training	1,850.00	1,850.00
		2571 Technology Service Contracts	5,125.00	20,500.00
		Total	21,421.66	60,499.68
26 Supplies and Materials		2602 Water	454.44	454.44
		2603 Food & Beverage	0.00	89.38
		2610 Habitation Expense	0.00	270.04
		2620 Office Supplies (Outside)	289.35	2,233.30
	2621 Office Supply (TRANSFER)	251.19	1,052.68	
	2630 Publications/Reference Mat'l	275.05	698.05	
	Total	1,270.03	4,797.89	
31 Equipment		3115 Computer Softw Purch <\$10,000	0.00	1,800.00
		3118 Maintenance / Repairs	1,141.58	4,230.22
		3128 Warranties	0.00	81.00
	Total	1,141.58	6,111.22	
	Total	351,746.75	1,355,473.22	

U.S. House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION Authorization Year: 2013
 113th Congress 1st Session
 Month: April 2013

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	0.00	13.76
	Total	Total	0.00	13.76
Total			351,746.75	1,355,486.98

REPORT ON TRAVEL PERFORMED

Committee on House Administration

113th Congress, 1st Session

April 2013

MAJORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Transportation	Reimbursement Claimed		Total
	From	To					Meals, Lodging & Incidentals	Other	
TOTAL									\$0.00

No travel performed for the Majority staff for the month of April, 2013.

REPORT ON TRAVEL PERFORMED

Committee on House Administration

113th Congress, 1st Session

April 2013

MINORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Reimbursement Claimed			Total
	From	To				Transportation	Meals, Lodging & Incidentals	Other	
TOTAL									\$0.00

No travel performed for the Minority staff in the month of April, 2013.

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

04/01/2013 to 04/30/2013

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	Remarks	Employee No.
CRAVEN, KELLY F STAFF DIRECTOR	172,500.00	14,375.00	04/01/2013 to 04/30/2013		[REDACTED]

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
BARASH, YAEL ASSISTANT LEGISLATIVE CLERK	50,000.00	4,166.67	04/01/2013 to 04/30/2013		[REDACTED]
BATH, GEORGE J AQUISITION PROGRAM MANAGER	115,000.00	9,583.33	04/01/2013 to 04/30/2013		[REDACTED]
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	60,000.00	5,000.00	04/01/2013 to 04/30/2013		[REDACTED]
BRATTON, PAIGE J EXECUTIVE ASSISTANT	40,000.00	3,333.33	04/01/2013 to 04/30/2013		[REDACTED]
BRINKER, BARRY C PROFESSIONAL OVERSIGHT STAFF	85,000.00	6,375.00	04/01/2013 to 04/30/2013	TERMINATED 04/27/13	[REDACTED]
CAPPETTO, RICHARD PROF STAFF, MEMBER SERVICES	50,000.00	4,166.67	04/01/2013 to 04/30/2013		[REDACTED]
DAIL, JACK L DIR FRANKING COMM (PERSONNEL)	160,000.00	13,333.33	04/01/2013 to 04/30/2013		[REDACTED]
DUTTON, KENNETH STEVEN FRANKING COMMUNICATIONS DIR	37,500.00	3,125.00	04/01/2013 to 04/30/2013		[REDACTED]
ENGLING, MAXIMILIAN T STAFF ASSISTANT	35,000.00	2,916.67	04/01/2013 to 04/30/2013		[REDACTED]
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	125,000.00	10,416.67	04/01/2013 to 04/30/2013		[REDACTED]
FIELD, MATTHEW PROFESSIONAL STAFF-OVERSIGHT	65,000.00	5,416.67	04/01/2013 to 04/30/2013		[REDACTED]
GERBO III, GEORGE N STAFF ASSISTANT	30,000.00	2,500.00	04/01/2013 to 04/30/2013		[REDACTED]
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	140,000.00	11,666.67	04/01/2013 to 04/30/2013		[REDACTED]
HINMAN, ALYSSA R STAFF ASSISTANT	28,000.00	2,333.33	04/01/2013 to 04/30/2013		[REDACTED]
HOWELL, JOSEPH B INTERN	21,600.00	2,160.00	04/01/2013 to 04/30/2013		[REDACTED]
KELLY, RYAN J SENIOR STAFF ASSISTANT	34,000.00	2,833.33	04/01/2013 to 04/30/2013		[REDACTED]
LITTLE, KIMANI PARLIAMEM & MEM SERV COUNSEL	90,000.00	7,500.00	04/01/2013 to 04/30/2013		[REDACTED]
MARSHALL, TYLER D INTERN	21,600.00	2,160.00	04/01/2013 to 04/30/2013		[REDACTED]
RICH, JOHN M SENIOR STAFF ASSISTANT	34,000.00	2,833.33	04/01/2013 to 04/30/2013		[REDACTED]
ROE, JAMIE A	15,000.00	1,250.00	04/01/2013 to 04/30/2013		[REDACTED]

SHARED EMPLOYEE RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	80,000.00	6,666.67	04/01/2013 to 04/30/2013		
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	142,000.00	11,833.33	04/01/2013 to 04/30/2013		
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	04/01/2013 to 04/30/2013		
SENSENBRENNER, ROBERT A ELECTION & OVERSIGHT COUNSEL	72,000.00	6,000.00	04/01/2013 to 04/30/2013		
STORELLI, DOMINIC A PROFESSIONAL STAFF	75,000.00	6,250.00	04/01/2013 to 04/30/2013		
SWEIGART, KARIN MOORE ELECTIONS COUNSEL	95,000.00	7,916.67	04/01/2013 to 04/30/2013		
ULRICH, LINDA A DIRECTOR OF OVERSIGHT	120,000.00	4,666.67	04/01/2013 to 04/30/2013	TERMINATED 04/14/13	
WALLACE, JOSEPH LEGISLATIVE CLERK	60,000.00	5,000.00	04/01/2013 to 04/30/2013		
WALVORT, BRADLEY D MEMBER LIAISON	20,000.00	1,666.67	04/01/2013 to 04/30/2013		
WOOD, SALLEY MARIE DEPUTY STAFF DIRECTOR	142,000.00	11,833.33	04/01/2013 to 04/30/2013		
SPECIAL & SELECT COMMITTEE - OVERTIME					

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
BARASH, YAEL ASSISTANT LEGISLATIVE CLERK	50,000.00	162.26			

Department	Employee Group	Expenditure	Active	Paid
HO000	SPECIAL & SELECT COMMITTEE -	\$14,375.00	1	1
HO000	SPECIAL & SELECT COMMITTEE -	\$178,236.67	28	30
HO000	SPECIAL & SELECT COMMITTEE -	\$162.26	0	1
HO000	Total	\$192,773.93	29	32

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED HEREON.

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	172,500.00	14,375.00	04/01/2013 to 04/30/2013		

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
ABBOTT, GREGORY S PRESS SECRETARY	61,000.00	5,083.33	04/01/2013 to 04/30/2013		
ABBOUD, KHALIL DEPUTY COUNSEL	79,754.00	6,646.17	04/01/2013 to 04/30/2013		
ANDERSON, KYLE DEM STAFF DIR-COMM MAILING	125,572.00	10,464.33	04/01/2013 to 04/30/2013		
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33	04/01/2013 to 04/30/2013		
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	107,550.00	8,962.50	04/01/2013 to 04/30/2013		
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	04/01/2013 to 04/30/2013		
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	04/01/2013 to 04/30/2013		
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSEL	122,954.00	10,246.17	04/01/2013 to 04/30/2013		
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	138,124.00	11,510.33	04/01/2013 to 04/30/2013		
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	72,000.00	6,000.00	04/01/2013 to 04/30/2013		
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	04/01/2013 to 04/30/2013		
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67	04/01/2013 to 04/30/2013		
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	90,678.00	7,556.50	04/01/2013 to 04/30/2013		
SUBBIO, RICHARD SHARED EMPLOYEE	56,220.00	4,685.00	04/01/2013 to 04/30/2013		
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	04/01/2013 to 04/30/2013		

Department	Employee Group	Expenditure	Active	Paid
HO090	SPECIAL & SELECT COMMITTEE -	\$14,375.00	1	1
HO090	SPECIAL & SELECT COMMITTEE -	\$111,282.58	15	15
HO090	Total	\$125,657.58	16	16

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED HEREON.

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Employee Group	Expenditure	Active	Paid
SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$28,750.00	2	2
SPECIAL & SELECT COMMITTEE - PERSONNEL	\$289,519.25	43	45
SPECIAL & SELECT COMMITTEE - OVERTIME	\$162.26	0	1
Total	\$318,431.51	45	48