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KELLY CRAVEN, STAFF DIRECTOR

Congress of the United States

House of Representatives COMMITTEE ON HOUSE ADMINISTRATION

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ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JUAN VARGAS, CALIFORNIA

ONE HUNDRED THIRTEENTH
CONGRESS

KYLE ANDERSON, MINORITY STAFF DIRECTOR

September 18, 2013

August 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 August 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 August 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 – August 2013

Full Committee Hearings

none

Full Committee Meetings

none

Reports Filed

none

Polls

none

Floor Activity

none

Administrative and Oversight Activities

Member Services

- Provided guidance to Member offices on compliance with Member handbook regulations.

Committee Funding and Oversight

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

Franking Commission

- Responded to 519 franking calls.
- Reviewed 679 franking requests.

Chief Administrative Officer

- Approved a series of HIR technology contracts, purchase orders, and requests for proposals.
- Reviewed and approved a new contract for the storage and delivery of House furniture, saving 40% in costs compared to the previous contract.
- Approved a modification to the House mail contract, saving the House \$2 Million over the remaining six years of the contract.
- Distributed a survey to the House community regarding their subscriptions in anticipation for the House Subscription Fair in November.
- Received the CAO's semi-annual report for January-June 2013.

- 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.
- Approved a purchase order for new server hardware and server maintenance.
- Received the Clerk's semi-annual report for January-June 2013.

Sergeant-at-Arms

- Reviewed and approved personnel actions.

United States Capitol Police

- Implemented recommendations to make Capitol entry more efficient.

Government Printing Office

- Approved the final draft of the 113th Congress Congressional Pictorial Directory and assisted with outreach to offices regarding their submissions for the 113th Congress Congressional Directory.
- Participated in Quarterly Legislative Branch Inspectors General meeting hosted at GPO.
- Site visit to view GPO facility on North Capitol Street.

Capitol Visitor Center

- Approved House and Senate events held in the CVC.
- Approved revision of the CVC staff severe weather policy.

Architect of the Capitol

- Discussed AVDFLM project progress. Site has been turned over to the memorial fund for construction. The AOC is finishing the last section of duct bank.
- Completed floor replacement and renovation in the LHOB snack bar.
- Completed August renovation of the House Chamber.
- Approved AOC Energy Showcase for October 2.

Smithsonian Institution

- Reviewed August 23, 2013, audit report, "National Museum of African American History And Culture Building Project: Smithsonian Needs Better Fundraising Reporting to Make Informed Project Management Decisions," and held bipartisan staff meeting with Inspector General staff to discuss the findings in detail. Smithsonian management concurs with the two recommendations from the audit.

Technology Use by the House

- In collaboration with House leadership, the Clerk, and the CAO, the House Office of Legislative Counsel and Law Revision Counsel rolled out its Modernization

Project which transformed the U.S. Code into XML. This transformation took place on July 30.

Oversight of Federal Election Law and Procedures

- Attended discussions of election issues by National Conference of State Legislatures and National Association of Election Officials.
- Sent letter to Attorney General Holder inquiring about remedies for violation of law by FEC employees.

113th Legislation - Additionally Referred

Bill No	Date	Sponsor	Bill Short Title	Bill Description	Other Comms of referral	CHA Primary
H.R. 2900	8/1/2013	Broun	Offering Patients True Individualized Options Now Act of 2013	To repeal the Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act of 2010; to amend the Internal Revenue Code of 1986 to repeal the percentage floor on medical expense deductions, expand the use of tax-preferred health care accounts, and establish a charity care credit; to amend the Social Security Act to create a Medicare Premium Assistance Program, reform EMTALA requirements, and to replace the Medicaid program and the Children's Health Insurance program with a block grant to the States; to amend the Public Health Service Act to provide for cooperative governing of individual and group health insurance coverage offered in interstate commerce; and for other purposes.	House Energy and Commerce; House Ways and Means; House Education and the Workforce; House Natural Resources; House Judiciary; House Appropriations; House Rules	<input type="checkbox"/>

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	275,361.88	2,455,172.62
		1103 Overtime Compensation	0.00	162.26
		1104 Accrued Leave	0.00	11,020.83
		1108 Other Lump Sum	5,000.00	29,166.67
		Total	280,361.88	2,495,522.38
21 Travel		2101 Commercial Transportation	1,239.30	1,936.90
		2130 Private Auto Mileage	0.00	67.80
		2135 Taxi/Parking/Tolls	4.65	331.32
		2138 Travel Subsistence	3,462.91	7,436.38
		Total	4,706.86	9,772.40
23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	390.00	1,907.00
		2321 DC Telecom Serv (TRANSFER)	616.75	4,288.47
		2322 DC Telecom Tolls (TRANSFER)	4,182.57	32,532.93
		2335 HIR Graphics (TRANSFER)	0.00	860.00
		Total	5,189.32	39,588.40
24 Printing and Reproduction		2401 Printing & Reproduction	464.21	2,149.99
		2403 Photographic (TRANSFER)	0.00	253.90
		2404 Reproduction of Fed/Public Law	0.00	80.00
		Total	464.21	2,483.89
		2503 Consultant Contract Service	0.00	46,279.63
25 Other Services		2527 Training	0.00	2,647.00
		2540 Representational Expenses	0.00	186.45
		2571 Technology Service Contracts	5,465.00	42,360.00
		Total	5,465.00	91,473.08
		2602 Water	154.86	1,422.43
26 Supplies and Materials		2603 Food & Beverage	0.00	1,622.38
		2610 Habitation Expense	0.00	375.58
		2620 Office Supplies (Outside)	488.99	4,513.78
		2621 Office Supply (TRANSFER)	269.84	2,072.40
		2623 Software < \$500	10.59	42.36
2630 Publications/Reference Mat'l	0.00	698.05		
2699 Misc. Supplies & Materials	0.00	2.11		
Total		924.28	10,749.09	

U.S. House of Representatives

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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	8,796.54
		3128 Warranties	0.00	81.00
	Total	1,141.58	10,677.54	
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	5.89	92.56
		Total	5.89	92.56
	Total		298,259.02	2,660,359.34

REPORT ON TRAVEL PERFORMED

Committee on House Administration

113th Congress, 1st Session

August 2013

MAJORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Transportation	Reimbursement Claimed		Total
	From	To					Meals, Lodging & Incidentals	Other	
Peter Schalestock	8/11	8/17		Annual conferences of state legislators and local election officials	DCA-ATL-SAV-DCA	\$785.59	\$1064.52	\$690.00	\$2,540.11
TOTAL									\$2,540.11

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

08/01/2013 to 08/31/2013

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

OTHER PAYROLL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
WALLACE, JOSEPH LEGISLATIVE CLERK	60,000.00	5,000.00			

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
CLOCKER, JOHN C DIR OF POLICY & PLANNING	170,000.00	8,972.22	08/01/2013 to 08/31/2013	APPOINTMENT 08/12/13	
CRAVEN, KELLY F STAFF DIRECTOR	172,500.00	14,375.00	08/01/2013 to 08/31/2013		

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
BARASH, YAEL LEGISLATIVE CLERK	56,000.00	4,666.67	08/01/2013 to 08/31/2013		
BEAUMONT, MELISSA M INTERN	21,600.00	1,140.00	08/01/2013 to 08/31/2013	APPOINTMENT 08/12/13	
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	60,000.00	5,000.00	08/01/2013 to 08/31/2013		
CAPPETTO, RICHARD PROF STAFF, MEMBER SERVICES	60,000.00	5,833.33	08/01/2013 to 08/31/2013		
DAIL, JACK L DIR FRANKING COMM (PERSONNEL)	160,000.00	13,333.33	08/01/2013 to 08/31/2013		
DEGEORGES, MADDIE INTERN	21,600.00	960.00	08/01/2013 to 08/31/2013	TERMINATED 08/16/13	
DUTTON, KENNETH STEVEN FRANKING COMMUNICATIONS DIR	37,500.00	3,125.00	08/01/2013 to 08/31/2013		
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00	08/01/2013 to 08/31/2013		
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	125,000.00	10,416.67	08/01/2013 to 08/31/2013		
GERBO III, GEORGE N SENIOR STAFF ASSISTANT	38,000.00	3,166.67	08/01/2013 to 08/31/2013		
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	140,000.00	11,666.67	08/01/2013 to 08/31/2013		
HINMAN, ALYSSA R PROJECT COORDINATOR/STAFF ASS	36,000.00	3,000.00	08/01/2013 to 08/31/2013		
KELLY, RYAN J SENIOR STAFF ASSISTANT	38,000.00	3,500.00	08/01/2013 to 08/31/2013		
ORSULAK, TYLER INTERN	21,600.00	1,260.00	08/01/2013 to 08/31/2013	TERMINATED 08/22/13	
RICH, JOHN M SENIOR STAFF ASSISTANT	38,000.00	3,500.00	08/01/2013 to 08/31/2013		
ROE, JAMIE A SHARED EMPLOYEE	15,000.00	1,250.00	08/01/2013 to 08/31/2013		
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	80,000.00	6,666.67	08/01/2013 to 08/31/2013		
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	142,000.00	11,833.33	08/01/2013 to 08/31/2013		

SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	08/01/2013 to 08/31/2013		
SENSENBRENNER, ROBERT A SENIOR COUNSEL	100,000.00	8,333.33	08/01/2013 to 08/31/2013		
VORBACH, DYLAN J INTERN	21,600.00	960.00	08/01/2013 to 08/31/2013	TERMINATED 08/16/13	
WALLACE, JOSEPH LEGISLATIVE CLERK	60,000.00	1,166.67	08/01/2013 to 08/31/2013	TERMINATED 08/07/13	
WALVORT, BRADLEY D MEMBER LIAISON	20,000.00	1,666.67	08/01/2013 to 08/31/2013		
WOOD, SALLEY MARIE DEPUTY STAFF DIRECTOR	142,000.00	11,833.33	08/01/2013 to 08/31/2013		

Department	Employee Group	Expenditure	Active	Paid
HO000	OTHER PAYROLL	\$5,000.00	0	1
HO000	SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$23,347.22	2	2
HO000	SPECIAL & SELECT COMMITTEE - PERSONNEL	\$131,651.67	20	23
HO000	Total	\$159,998.89	22	26

Department: HO090 HOUSE ADMIN-MINORITY STAFF

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	08/01/2013 to 08/31/2013		
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	97,500.00	8,125.00	08/01/2013 to 08/31/2013		
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	165,000.00	13,750.00	08/01/2013 to 08/31/2013		
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33	08/01/2013 to 08/31/2013		
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	122,500.00	10,208.33	08/01/2013 to 08/31/2013		
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	08/01/2013 to 08/31/2013		
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	08/01/2013 to 08/31/2013		
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	10,246.17	08/01/2013 to 08/31/2013		
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	08/01/2013 to 08/31/2013		
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	08/01/2013 to 08/31/2013		
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	08/01/2013 to 08/31/2013		
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67	08/01/2013 to 08/31/2013		
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	08/01/2013 to 08/31/2013		
SUBBIO, RICHARD SHARED EMPLOYEE	70,000.00	5,833.33	08/01/2013 to 08/31/2013		
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	08/01/2013 to 08/31/2013		

Department	Employee Group	Expenditure	Active	Paid
HO090	SPECIAL & SELECT COMMITTEE - PERSONNEL	\$119,402.99	15	15
HO090	Total	\$119,402.99	15	15

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Employee Group	Expenditure	Active	Paid
OTHER PAYROLL	\$5,000.00	0	1
SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$23,347.22	2	2
SPECIAL & SELECT COMMITTEE - PERSONNEL	\$251,054.66	35	38
Total	\$279,401.88	37	41