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SEAN MORAN, 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 FOURTEENTH  
CONGRESS

JAMIE FLEET, MINORITY STAFF DIRECTOR

March 18, 2016

February 2016 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 February 2016;
- List of Committee employees, job titles and gross monthly salaries.

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

The February 2016 Committee on House Administration Monthly Report is available for public inspection at the Committee office in 1309 Longworth House Office Building.

COMMITTEE  
HOUSE ADMINISTRATION  
2016 MAR 17 PM 3:21

## **Committee on House Administration Activities Report – February 2016**

### Full Committee Hearings

None

### Full Committee Meetings

None

### Reports Filed

None

### Polls

**Committee Poll #10:** To Approve of a Committee resolution to waive the hearing requirement of H.Res. 132 on committee funding for the second session of the 114<sup>th</sup> Congress

### Floor Activity

**H.Con.Res.109:** Authorizing the use of Emancipation Hall in the Capitol Visitor Center for a ceremony to present the Congressional Gold Medal to the foot soldiers who participated in the 1965 Selma to Montgomery marches. February 3, 2016- Passed/Agreed to in House: On agreeing to the resolution Agreed to without objection.

**H.Con.Res.111:** Authorizing the use of Emancipation Hall in the Capitol Visitor Center for a ceremony as part of the commemoration of the days of remembrance of victims of the Holocaust. February 10, 2016- Passed/Agreed to in House: On agreeing to the resolution Agreed to without objection.

**H.Con.Res.113:** Authorizing the use of Emancipation Hall in the Capitol Visitor Center for a ceremony to present the Congressional Gold Medal collectively to the 65th Infantry Regiment, known as the "Borinqueneers". February 23, 2016- Passed/Agreed to in House: On agreeing to the resolution Agreed to without objection.

### Franking and Member Services

- Provided guidance to Member offices to ensure compliance with Handbook regulations.
- Conducted oversight of processing of vouchers, direct payments and payroll actions.

- Continued to monitor migration to the electronic vouchering system.
- Provided guidance, advice, and counsel to Member offices through consultations or advisory opinions on the frankability of congressional mail
- Reviewed proposals to reform mass mailing practices of Members, and regulations governing such mailings.
- Provided training for Member and Committee offices.
- Issued the following Dear Colleagues:
  - 2/4/2016: Notice of 2016 Office of the Attending Physician (OAP) Medical Services Enrollment Fee
  - 2/9/2016: President's FY 2017 Budget
  - 2/11/2016: Increased Screening at Garage Entry Points into House Office Buildings

### **Intern Program**

- Continued the Congressional Internship Program for Individuals with Intellectual Disabilities.
- Prepared for the Intern Lecture Series.

### **Committee Funding and Oversight**

- Provided guidance to Committee offices to ensure compliance with Handbook regulations.
- Reviewed Monthly Reports on committee activities and expenditures including franked mail expenditures.
- Monitored continued implementation of the Committee broadcast program

### **House Officers and House Operations**

- Coordinated with House officers and officials to develop long term goals for the administrative and financial functions of the House.
- Worked with House officers to identify and reduce spending and create more cost effective and efficient operations within the House.
- Analyzed management improvement proposals and other initiatives submitted by the House Officers and the Architect of the Capitol
- Continued the review of functions and administrative operations assigned to the each House Officer.
- Oversaw compliance with the House Employee Position Classification Act.
- Ensured coordination among officers and joint entities on administrative and technology matters.
- Provided policy guidance and conducted oversight of security and safety issues and congressional entities charged with such roles.
- Reviewed financial and operational status reports and recommended changes in operations to improve services and increase efficiencies.

- Reviewed the printing needs of House Officers to identify the potential for eliminating duplication.
- Examined House Officer and Capitol Police roles in assuring accessibility to the House wing of the Capitol, House Office Buildings and other facilities consistent with the Americans with Disabilities Act.
- Reviewed and approved House procurements exceeding the threshold of \$350,000.
- Reviewed findings of financial and operational audits of the House, investigated any irregularities uncovered, and monitored necessary improvements.
- Directed the Inspector General to conduct management advisories to improve implementation and operation of key House functions.
- Monitored House parking facilities, regulations, and allocation of parking spaces.

### **Technology Use in the House and Legislative Branch**

- Conducted oversight of House Information Resources and other technology functions of the House to improve technology governance, services and the electronic dissemination of information including House technology assessment in both new media and cloud services.
- Reviewed cyber security measures.
- Reviewed technology standards for hearing rooms as they relate to the committee broadcast program.
- Oversaw and continued to implement an enterprise House Disaster Recovery Program for House offices, committees and Member offices.
- Oversaw implementation of the House Office of Legislative Counsel & Law Revision Counsel's Modernization Project.
- Oversaw implementation of House Rule XI 2(e)(4) requiring committee information to be made available electronically, to the maximum extent feasible.
- Oversaw, in conjunction with the Senate, forums for the sharing of technology plans and capabilities among the legislative branch agencies and proposals to reduce technology costs.
- Oversaw management of the Congress.gov website.
- Oversaw work of the Legislative Branch Telecommunications Group and Legislative Branch Financial Managers' Council.

### **Oversight of Legislative Branch and Other Entities**

#### ***Library of Congress***

- Continued oversight of Library of Congress operations, including inventory and cataloguing systems, Law Library and Congressional Research Service.
- Reviewed reports by Library of Congress Inspector General and the implementation of audit recommendations.

### ***United States Capitol Police***

- Monitored administrative operations of the agency.
- Reviewed reports by USCP Inspector General and implementation of audit recommendations.

### ***Government Publishing Office***

- Oversee operations of the Government Publishing Office, including the Superintendent of Documents and the Sales and Depository Library Programs.
- Examined proposals to reform government printing by eliminating redundancies and unnecessary printing, increasing efficiency, and enhancing public access to government publications.
- Monitored implementation of audit recommendations identified by the GPO Inspector General.
- Reviewed use of GPO facilities and other assets to identify possible alternatives enhancing value to the Congress and the public.

### ***Architect of the Capitol***

- Reviewed the operations of the office of the Architect.
- Conducted oversight of the Architect of the Capitol's maintenance of House buildings and the House side of the Capitol, including oversight over the Cannon House Office Building renovation.
- Oversaw operations of the Capitol Visitors Center, in conjunction with the Senate Committee on Rules and Administration.
- Reviewed reports by Architect of the Capitol Inspector General and the implementation of audit recommendations.

### ***Office of Congressional Accessibility Services***

- Oversaw management and operations of Office of Congressional Accessibility Services, in conjunction with Senate Committee on Rules and Administration.

### ***Office of Compliance***

- Conducted general oversight of the Office of Compliance.
- Monitored ongoing judicial proceedings to determine the impact on the CAA.

### ***Smithsonian Institution***

- Reviewed the Smithsonian Inspector General's reports on the status of the Smithsonian and the implementation of audit recommendations.
- Continued oversight of operations of the Smithsonian Institution.
- Reviewed proposed appointments of Citizen Regents to the Smithsonian Institution's Board of Regents.

## **Oversight of Federal Election Law and Procedures**

- Recommended disposition of House election contests pending before the Committee; monitor any disputed election counts.
- Reviewed operations of the Federal Election Commission (FEC) and evaluate possible changes to improve efficiency, improve enforcement of the Federal Election Campaign Act, and improve procedures for the disclosure of contributions and expenditures. Considered authorization issues and make recommendations on the FEC's budget.
- Reviewed federal campaign-finance laws and regulations, including Presidential public financing, and consider potential reforms.
- Examined the role and impact of political organizations on federal elections.
- Reviewed operations of the Election Assistance Commission (EAC) and evaluated possible changes to improve efficiency and improve implementation of the Help America Vote Act (HAVA). Consider authorization issues and make recommendations on the EAC's budget.
- Examined the impact of amendments made by HAVA and the Military and Overseas Voter Empowerment Act (MOVE Act) to the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA), and consider proposals to improve voting methods for those serving and living abroad.
- Reviewed state and federal activities under the National Voter Registration Act to identify potential for improvement to voter registration and education programs and reducing costs of compliance for state and local government.
- Reviewed all aspects of registration and voting practices in federal elections. Monitored allegations of fraud and misconduct during all phases of federal elections and evaluate measures to improve the integrity of the electoral process.

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Authorization Year: 2016  
 114th Congress 2nd Session  
 Month: February 2016

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	312,435.83	605,210.72
		1104 Accrued Leave	166.67	1,635.42
		<b>Total</b>	<b>312,602.50</b>	<b>606,846.14</b>
21 Travel		2130 Private Auto Mileage	311.04	537.30
		2135 Taxi/Parking/Tolls	72.25	150.75
		<b>Total</b>	<b>383.29</b>	<b>688.05</b>
23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	156.00	156.00
		2321 DC Telecom Serv (TRANSFER)	601.25	601.25
		2322 DC Telecom Tolls (TRANSFER)	6,193.76	6,193.76
		<b>Total</b>	<b>6,951.01</b>	<b>6,951.01</b>
24 Printing and Reproduction		2401 Printing & Reproduction	79.90	79.90
		2403 Photographic (TRANSFER)	12.80	66.30
		<b>Total</b>	<b>92.70</b>	<b>146.20</b>
25 Other Services		2571 Technology Service Contracts	360.00	720.00
		<b>Total</b>	<b>360.00</b>	<b>720.00</b>
		2603 Food & Beverage	0.00	46.62
26 Supplies and Materials		2620 Office Supplies (Outside)	2,085.97	2,127.60
		2621 Office Supply (TRANSFER)	106.36	211.04
		2630 Publications/Reference Mat'l	241.01	241.01
		<b>Total</b>	<b>2,433.34</b>	<b>2,626.27</b>
31 Equipment		3115 Computer Softw Purch <\$10,000	0.00	1,800.00
		3118 Maintenance / Repairs	980.00	1,960.00
		3131 Equipment Purchases	44.96	89.92
	<b>Total</b>	<b>1,024.96</b>	<b>3,849.92</b>	
<b>Total</b>			<b>323,847.80</b>	<b>621,827.59</b>
			<b>323,847.80</b>	<b>621,827.59</b>

**REPORT ON TRAVEL PERFORMED**

Committee on House Administration

114<sup>th</sup> Congress, 2<sup>nd</sup> Session

February 2016

MAJORITY

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

No travel performed for the month of February.





**U.S. House of Representatives**

**PAYROLL CERTIFICATION - FINAL**

02/01/2016 to 02/29/2016

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
CLOCKER, JOHN C DEP STAFF DIR/PLANNING & OVERS	172,000.00	14,666.67	02/01/2016 to 02/29/2016
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	02/01/2016 to 02/29/2016
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	02/01/2016 to 02/29/2016

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ANGER, AMANDA C SENIOR STAFF MEMBER	40,000.00	3,333.33	02/01/2016 to 02/29/2016
BANKS, JORDAN B TEMPORARY STAFF ASSISTANT	25,000.00	2,083.33	02/01/2016 to 02/29/2016
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	97,500.00	8,125.00	02/01/2016 to 02/29/2016
CAPPETTO, RICHARD FRANKING COMMISSION STAFF DIR	125,000.00	10,416.67	02/01/2016 to 02/29/2016
CRAVENS, MICHAEL J SHARED EMPLOYEE	40,000.00	3,333.33	02/01/2016 to 02/29/2016
DAULBY, JENNIFER A SHARED EMPLOYEE	30,000.00	2,500.00	02/01/2016 to 02/29/2016
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	70,000.00	5,833.33	02/01/2016 to 02/29/2016
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	147,000.00	12,250.00	02/01/2016 to 02/29/2016
FELDER, COLE M COUNSEL	87,500.00	7,291.67	02/01/2016 to 02/29/2016
GIANNETTI, ANTHONY V SHARED EMPLOYEE	30,000.00	1,250.00	02/01/2016 to 02/29/2016
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	147,000.00	12,250.00	02/01/2016 to 02/29/2016
HARRINGTON, MOLLY J STAFF ASSISTANT	35,000.00	2,916.67	02/01/2016 to 02/29/2016
HAWATMEH, NICOLA I COUNSEL	80,000.00	6,666.67	02/01/2016 to 02/29/2016
HINMAN, ALYSSA R PROFESSIONAL STAFF	49,000.00	4,083.33	02/01/2016 to 02/29/2016
JARVI, JEFFREY M INTERN	21,599.00	1,259.94	02/01/2016 to 02/29/2016
JOSEPH, COURTNEY E PROFESSIONAL STAFF	47,000.00	3,916.67	02/01/2016 to 02/29/2016
KELLY, RYAN J PROFESSIONAL STAFF	49,000.00	4,083.33	02/01/2016 to 02/29/2016
KIRK, JUSTIN J INTERN	21,599.00	899.96	02/01/2016 to 02/29/2016
LEBRYK, KRISTEN MICHELLE SHARED EMPLOYEE	30,000.00	1,250.00	02/01/2016 to 02/29/2016
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	97,000.00	8,083.33	02/01/2016 to 02/29/2016
MOORE, COLLEEN M LEGISLATIVE CLERK	47,000.00	3,916.67	02/01/2016 to 02/29/2016

PATRU, KATHRYN MAE DEP STAFF DIR/OUTREACH & COMM	150,000.00	12,500.00	02/01/2016 to 02/29/2016
PUC CERELLA, EDWARD J PROFESSIONAL STAFF	55,000.00	4,583.33	02/01/2016 to 02/29/2016
RYAN, CAITLIN MAUREEN MGR OF PLANNING & STRA INITIAT	110,000.00	9,166.67	02/01/2016 to 02/29/2016
SENSENBRENNER, ROBERT A GENERAL COUNSEL	150,000.00	12,500.00	02/01/2016 to 02/29/2016
SULLIVAN, TIMOTHY M STAFF ASSISTANT	35,000.00	2,916.67	02/01/2016 to 02/29/2016
WALVORT, BRADLEY D PROFESSIONAL STAFF MEMBER	70,000.00	5,833.33	02/01/2016 to 02/29/2016
WOOD, SALLEY MARIE SHARED EMPLOYEE	25,000.00	2,083.33	02/01/2016 to 02/29/2016

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>	<b>Period</b>
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	170,696.00	14,224.67	02/01/2016 to 02/29/2016
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	02/01/2016 to 02/29/2016
WHITE, STANLEY V SHARED EMPLOYEE	40,000.00	3,333.33	02/01/2016 to 02/29/2016

SPECIAL & SELECT COMMITTEE - PERSONNEL

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>	<b>Period</b>
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	97,500.00	8,125.00	02/01/2016 to 02/29/2016
ALLEN, AARON M SHARED EMPLOYEE	4,000.00	333.33	02/01/2016 to 02/29/2016
DEFREITAS, MATTHEW ALBERT FRANKING COMM DEMO STAFF DIR	80,000.00	6,666.67	02/01/2016 to 02/29/2016
EISENHOWER, CHRISTOPHER J RESEARCH ANALYST	39,000.00	325.00	02/01/2016 to 02/29/2016
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	140,000.00	11,666.67	02/01/2016 to 02/29/2016
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	02/01/2016 to 02/29/2016
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	02/01/2016 to 02/29/2016
HULL, GEORGE Z SHARED EMPLOYEE	10,000.00	777.78	02/01/2016 to 02/29/2016
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	02/01/2016 to 02/29/2016
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	02/01/2016 to 02/29/2016
SANDSTROM, THOMAS E STAFF ASSISTANT	40,000.00	3,333.33	02/01/2016 to 02/29/2016
SIMS, AISLAN E PROFESSIONAL STAFF	47,500.00	3,958.33	02/01/2016 to 02/29/2016
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	02/01/2016 to 02/29/2016
SUBBIO, RICHARD SHARED EMPLOYEE	70,000.00	5,833.33	02/01/2016 to 02/29/2016

House Postal Operations  
**NOVITEX ENTERPRISE SOLUTIONS**

House Administration  
1309 Longworth

Congress,      Session  
114th            2nd  
Mail Accountability Report  
January 2016

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NO TRANSACTIONS AVAILABLE

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House Postal Operations  
**NOVITEX ENTERPRISE SOLUTIONS**

House Administration  
1309 Longworth

114th Congress, 2nd Session  
Mail Accountability Report  
February 2016

<b>Date</b>	<b>Quantity</b>	<b>Total Cost</b>
2/1/2016	4	1.81
2/3/2016	3	1.32
2/8/2016	1	0.44
2/12/2016	4	1.76
2/17/2016	1	1.86
2/25/2016	1	0.44
2/26/2016	8	1.76
<b>Total</b>	<b>22</b>	<b>9.39</b>