

CANDICE S. MILLER, MICHIGAN  
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GREGG HARPER, MISSISSIPPI  
PHIL GINGREY, GEORGIA  
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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  
<http://cha.house.gov>

ROBERT A. BRADY, PENNSYLVANIA  
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA  
JUAN VARGAS, CALIFORNIA

ONE HUNDRED THIRTEENTH  
CONGRESS

JAMIE FLEET, MINORITY STAFF DIRECTOR

August 16, 2013

COMMITTEE  
HOUSE ADMINISTRATION  
2013 AUG 20 AM 9:18

### July 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 July 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 July 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 – July 2013

### Full Committee Hearings

- **July 17, 2013 – Collections Stewardship at the Smithsonian** — Received testimony from G. Wayne Clough, Secretary of the Smithsonian Institution; Dr. Scott Miller, Deputy Under Secretary for Collections and Interdisciplinary Support of the Smithsonian Institution; and Mr. Scott S. Dahl, Inspector General of the Smithsonian Institution.

### Full Committee Meetings

none

### Reports Filed

none

### Polls

none

### Floor Activity

- **H.Con.Res. 43 – Authorizing the use of Emancipation Hall in the Capitol Visitor Center for a ceremony honoring the life and legacy of Nelson Mandela on the occasion of the 95th anniversary of his birth – 7/9/13**  
– Passed/Agreed to in House: On agreeing to the resolution Agreed to without objection.

### Administrative and Oversight Activities

#### *Member Services*

- Provided guidance to Member offices on compliance with Member handbook regulations.
- Provided a briefing to offices participating in the advance travel purchase pilot program.
- Participated in a general briefing for Chiefs of Staff on best office practices.
- Participated in briefing to House offices on information technology security.
- Met with Members of the European Parliament to discuss administrative operations in the House.
- Met with GSA officials to discuss district office leasing.
- Continued to host, in coordination with the Senate Committee on Rules and Administration, the bicameral, bipartisan Summer Intern Lecture Series..

### *Committee Funding and Oversight*

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

### *Franking Commission*

- Responded to 867 franking calls.
- Reviewed 1,163 franking requests.

### *Chief Administrative Officer*

- Approved a series of HIR technology contracts, purchase orders, and requests for proposals.
- Approved a proposal to transition to a new online application offered by the Department of Transportation for streamlining the transit benefits request process.
- 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.

### *House Fine Arts Board*

- Approved Portrait Request Forms for Chairman Buyer and Chairman Ros-Lehtinen, providing authorization for the formation of portrait fund committees, which raise funds to commission the portraits.

### *United States Capitol Police*

- Created a task force to evaluate efficiencies at the Cannon tunnel entrance to the Capitol building.

### *Government Printing Office*

- Continued work on the 113<sup>th</sup> Congress Congressional Pictorial Directory.

### *Capitol Visitor Center*

- Approved Member and Senator events hosted in the CVC.
- Responded to inquiries regarding room reservations.

### *Architect of the Capitol*

- Discussed AVDFLM project progress. Construction of the memorial is set to begin in September.

### *Smithsonian Institution*

- Held hearing on collections stewardship at the Smithsonian. The purpose of this hearing was to discuss the Smithsonian's collections stewardship practices and plans. Between 2005 and 2011, five reports by the Inspector General and one internal policy document from the Smithsonian highlighted deficiencies in the Smithsonian's management of collections. More recently, the Smithsonian began taking steps to improve collections stewardship institution-wide. The hearing focused on these steps and their effectiveness.

### *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*

- Discussed election policies and the Election Assistance Commission with the National Association of Secretaries of State.
- Met with the chair and vice chair of the Federal Election Commission to urge consideration of an updated enforcement manual.

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

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

Disbursed Summary

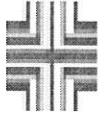
Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	295,889.94	2,179,810.74
		1103 Overtime Compensation	0.00	162.26
		1104 Accrued Leave	11,020.83	11,020.83
		1108 Other Lump Sum	22,416.67	24,166.67
		<b>Total</b>	<b>329,327.44</b>	<b>2,215,160.50</b>
21 Travel		2101 Commercial Transportation	0.00	697.60
		2130 Private Auto Mileage	0.00	67.80
		2135 Taxi/Parking/Tolls	98.50	326.67
		2138 Travel Subsistence	0.00	3,973.47
<b>Total</b>	<b>98.50</b>	<b>5,065.54</b>		
23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	216.00	1,517.00
		2321 DC Telecom Serv (TRANSFER)	626.72	3,671.72
		2322 DC Telecom Tolls (TRANSFER)	4,520.19	28,350.36
		2335 HIR Graphics (TRANSFER)	370.00	860.00
		<b>Total</b>	<b>5,732.91</b>	<b>34,399.08</b>
24 Printing and Reproduction		2401 Printing & Reproduction	289.80	1,685.78
		2403 Photographic (TRANSFER)	89.90	253.90
		2404 Reproduction of Fed/Public Law	0.00	80.00
		<b>Total</b>	<b>379.70</b>	<b>2,019.68</b>
25 Other Services		2503 Consultant Contract Service	4,636.34	46,279.63
		2527 Training	0.00	2,647.00
		2540 Representational Expenses	186.45	186.45
		2571 Technology Service Contracts	5,465.00	36,895.00
		<b>Total</b>	<b>10,287.79</b>	<b>86,008.08</b>
26 Supplies and Materials		2602 Water	375.78	1,267.57
		2603 Food & Beverage	0.00	1,622.38
		2610 Habitation Expense	0.00	375.58
		2620 Office Supplies (Outside)	334.70	4,024.79
		2621 Office Supply (TRANSFER)	298.99	1,802.56
		2623 Software < \$500	31.77	31.77
2630 Publications/Reference Mat'l	0.00	698.05		
2699 Misc. Supplies & Materials	0.00	2.11		
<b>Total</b>	<b>1,041.24</b>	<b>9,824.81</b>		



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

Office: 10HO000 HOUSE ADMINISTRATION Authorization Year: 2013  
 113th Congress 1st Session  
 Month: July 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	7,654.96
		3128 Warranties	0.00	81.00
	<b>Total</b>		<b>1,141.58</b>	<b>9,535.96</b>
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	6.66	86.67
		<b>Total</b>	<b>6.66</b>	<b>86.67</b>
<b>Total</b>			<b>348,015.82</b>	<b>2,362,100.32</b>



# House Postal Operations Pitney Bowes Management Services

## HOUSE ADMINISTRATION

1309 LONGWORTH

113th Congress, 1st Session  
Mail Accountability Report

July 2013

Date	Quantity	Total Cost
7/ 18/13	1	\$0.41
7/ 19/13	1	\$1.12
7/ 23/13	3	\$4.36
TOTAL	5	\$5.89

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

**REPORT ON TRAVEL PERFORMED**

Committee on House Administration

113<sup>th</sup> Congress, 1<sup>st</sup> Session

July 2013

MAJORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Reimbursement Claimed			Total
	From	To				Transportation	Meals, Lodging & Incidentals	Other	
Peter Schalestock	7/19	7/23		National Association of Secretaries of State - Summer Conference	DCA - ANC - DCA	\$1271.31	\$894.26	\$224.77	\$2,336.34
<b>TOTAL</b>									<b>\$2,336.34</b>



**REPORT ON TRAVEL PERFORMED**

Committee on House Administration

113<sup>th</sup> Congress, 1<sup>st</sup> Session

July 2013

MINORITY

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

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

**U.S. House of Representatives**

**PAYROLL CERTIFICATION - FINAL**

07/01/2013 to 07/31/2013

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.
BRATTON, PAIGE J EXECUTIVE ASSISTANT	40,000.00	3,333.33			
FIELD, MATTHEW PROFESSIONAL STAFF-OVERSIGHT	65,000.00	5,416.67			
LITTLE, KIMANI PARLIAMEM & MEM SERV COUNSEL	90,000.00	5,750.00			
SWEIGART, KARIN MOORE ELECTIONS COUNSEL	95,000.00	7,916.67			

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	07/01/2013 to 07/31/2013		

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	07/01/2013 to 07/31/2013	P/R CHANGE 07/01/13	
BATH, GEORGE J AQUISITION PROGRAM MANAGER	115,000.00	4,472.22	07/01/2013 to 07/31/2013	TERMINATED 07/14/13	
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	60,000.00	5,000.00	07/01/2013 to 07/31/2013		
BRATTON, PAIGE J EXECUTIVE ASSISTANT	40,000.00	2,888.89	07/01/2013 to 07/31/2013	TERMINATED 07/26/13	
CAPPETTO, RICHARD PROF STAFF, MEMBER SERVICES	60,000.00	4,166.67	07/01/2013 to 07/31/2013	P/R CHANGE 07/01/13	
DAIL, JACK L DIR FRANKING COMM (PERSONNEL)	160,000.00	13,333.33	07/01/2013 to 07/31/2013		
DEGEORGES, MADDIE INTERN	21,600.00	1,800.00	07/01/2013 to 07/31/2013		
DUTTON, KENNETH STEVEN FRANKING COMMUNICATIONS DIR	37,500.00	3,125.00	07/01/2013 to 07/31/2013		
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	60,000.00	5,902.78	07/01/2013 to 07/31/2013		
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	125,000.00	10,416.67	07/01/2013 to 07/31/2013		
FIELD, MATTHEW PROFESSIONAL STAFF-OVERSIGHT	65,000.00	2,708.33	07/01/2013 to 07/31/2013	TERMINATED 07/15/13	
FLORA, ANNA T INTERN	21,600.00	720.00	07/01/2013 to 07/31/2013	TERMINATED 07/12/13	
GERBO III, GEORGE N SENIOR STAFF ASSISTANT	38,000.00	3,300.00	07/01/2013 to 07/31/2013		
GORDON, TOMMY B INTERN	21,600.00	1,140.00	07/01/2013 to 07/31/2013	TERMINATED 07/19/13	

HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	140,000.00	11,666.67	07/01/2013 to 07/31/2013	
HINMAN, ALYSSA R PROJECT COORDINATOR/STAFF ASS	36,000.00	3,133.33	07/01/2013 to 07/31/2013	
KELLY, RYAN J SENIOR STAFF ASSISTANT	38,000.00	2,833.33	07/01/2013 to 07/31/2013	P/R CHANGE 07/01/13
LITTLE, KIMANI PARLIAMEM & MEM SERV COUNSEL	90,000.00	7,250.00	07/01/2013 to 07/31/2013	TERMINATED 07/29/13
ORSULAK, TYLER INTERN	21,600.00	2,220.00	07/01/2013 to 07/31/2013	
RICH, JOHN M SENIOR STAFF ASSISTANT	38,000.00	2,833.33	07/01/2013 to 07/31/2013	P/R CHANGE 07/01/13
ROE, JAMIE A SHARED EMPLOYEE	15,000.00	1,250.00	07/01/2013 to 07/31/2013	
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	80,000.00	6,666.67	07/01/2013 to 07/31/2013	
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	142,000.00	11,833.33	07/01/2013 to 07/31/2013	
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	07/01/2013 to 07/31/2013	
SENSENBRENNER, ROBERT A SENIOR COUNSEL	100,000.00	8,333.33	07/01/2013 to 07/31/2013	
STORELLI, DOMINIC A PROFESSIONAL STAFF	75,000.00	2,708.33	07/01/2013 to 07/31/2013	TERMINATED 07/13/13
SWEIGART, KARIN MOORE ELECTIONS COUNSEL	95,000.00	2,902.78	07/01/2013 to 07/31/2013	TERMINATED 07/11/13
VORBACH, DYLAN J INTERN	21,600.00	1,500.00	07/01/2013 to 07/31/2013	
WALLACE, JOSEPH LEGISLATIVE CLERK	60,000.00	5,000.00	07/01/2013 to 07/31/2013	
WALVORT, BRADLEY D MEMBER LIAISON	20,000.00	1,666.67	07/01/2013 to 07/31/2013	
WOOD, SALLEY MARIE DEPUTY STAFF DIRECTOR	142,000.00	11,833.33	07/01/2013 to 07/31/2013	

Department	Employee Group	Expenditure	Active	Paid
HO000	OTHER PAYROLL	\$22,416.67	0	4
HO000	SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$14,375.00	1	1
HO000	SPECIAL & SELECT COMMITTEE - PERSONNEL	\$160,604.99	23	31
HO000	<b>Total</b>	<b>\$197,396.66</b>	<b>24</b>	<b>36</b>

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	3,354.17	07/01/2013 to 07/31/2013	TERMINATED 07/07/13	

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	07/01/2013 to 07/31/2013		
ABBOUD, KHALIL DEPUTY COUNSEL	97,500.00	7,779.94	07/01/2013 to 07/31/2013	P/R CHANGE 07/08/13	
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	165,000.00	12,983.35	07/01/2013 to 07/31/2013	P/R CHANGE 07/08/13	
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33	07/01/2013 to 07/31/2013		
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	122,500.00	9,917.64	07/01/2013 to 07/31/2013	P/R CHANGE 07/08/13	
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	07/01/2013 to 07/31/2013		
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	07/01/2013 to 07/31/2013		
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	10,246.17	07/01/2013 to 07/31/2013		
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,077.41	07/01/2013 to 07/31/2013	P/R CHANGE 07/08/13	
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,575.00	07/01/2013 to 07/31/2013	P/R CHANGE 07/08/13	
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	07/01/2013 to 07/31/2013		
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67	07/01/2013 to 07/31/2013		
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	6,931.36	07/01/2013 to 07/31/2013	P/R CHANGE 07/08/13	
SUBBIO, RICHARD SHARED EMPLOYEE	70,000.00	5,833.33	07/01/2013 to 07/31/2013	P/R CHANGE 07/08/13	
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	07/01/2013 to 07/31/2013		

SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	172,500.00	11,020.83			

Department	Employee Group	Expenditure	Active	Paid
HO090	SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$3,354.17	0	1
HO090	SPECIAL & SELECT COMMITTEE - PERSONNEL	\$117,555.78	15	15
HO090	SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE	\$11,020.83	0	1
HO090	<b>Total</b>	<b>\$131,930.78</b>	<b>15</b>	<b>17</b>

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Employee Group	Expenditure	Active	Paid
OTHER PAYROLL	\$22,416.67	0	4
SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$17,729.17	1	2
SPECIAL & SELECT COMMITTEE - PERSONNEL	\$278,160.77	38	46
SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE	\$11,020.83	0	1
<b>Total</b>	<b>\$329,327.44</b>	<b>39</b>	<b>53</b>