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Congress of the United States
House of Representatives
COMMITTEE ON HOUSE ADMINISTRATION
1309 Longworth House Office Building
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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

January 18, 2017

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COMMITTEE
HOUSE ADMINISTRATION

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

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

The November 2016 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 – December 2016**

Full Committee Hearings

None

Full Committee Meetings

None

Reports Filed

None

Polls

None

Floor Activity

December 02, 2016 - H.Res. 933: Providing amounts for further expenses of the Committee on Energy and Commerce in the One Hundred Fourteenth Congress.

Passed/agreed to in House by recorded vote: 234-181.

December 05, 2016 – H.R. 6415: To provide for the appointment of members of the Board of Directors of the Office of Compliance to replace members whose terms expire during 2017, and for other purposes. Passed/agreed to in House through unanimous consent.

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:
 - 12/09/2016: End-of-Year Expenses: Policies and Best Practices

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.

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

Office: 10HO000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	344,403.83	3,861,305.27
		1103 Overtime Compensation	6,546.74	6,546.74
		1104 Accrued Leave	0.00	4,572.92
		Total	350,950.57	3,872,424.93
21 Travel		2101 Commercial Transportation	3,111.00	10,198.50
		2105 Lodging	1,337.81	12,578.33
		2110 Meals	229.18	2,675.97
		2120 Car Rental	99.41	1,551.20
		2125 Gasoline	30.00	243.81
		2130 Private Auto Mileage	158.76	5,359.72
		2135 Taxi/Parking/Tolls	295.21	3,329.49
	Total	5,261.37	35,937.02	
22 Transportation of Things		2201 Freight Charges	0.00	8.99
		Total	0.00	8.99
EXPEN General Expenditures		2310 TelecomSrv/Eq/Toll Charge	0.00	100.00
		2320 DC Telecom Equip (TRANSFER)	156.00	2,084.00
		2321 DC Telecom Serv (TRANSFER)	609.00	6,598.25
		2322 DC Telecom Tolls (TRANSFER)	4,739.03	53,010.12
		2335 HIR Graphics (TRANSFER)	0.00	2,972.00
		2345 Recording (Outside)	0.00	560.00
23 Rent, Communications, Utilities		2350 Postage / Courier / Box Rental	137.31	865.55
		2360 Utilities	0.00	6.95
		Total	5,641.34	66,196.87
24 Printing and Reproduction		2401 Printing & Reproduction	2,103.80	4,947.50
		2403 Photographic (TRANSFER)	192.15	765.05
		2404 Reproduction of Fed/Public Law	0.00	80.00
		Total	2,295.95	5,792.55
25 Other Services		2503 Consultant Contract Service	8,000.00	8,000.00
		2525 Stenographic Reporting	0.00	614.50



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

Office: 10HO000 HOUSE ADMINISTRATION

**Authorization Year: 2016
114th Congress 2nd Session
Month: December 2016**

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
		2527 Training	0.00	4,940.00
	25 Other Services	2540 Representational Expenses	0.00	65.99
		2571 Technology Service Contracts	360.00	4,320.00
		Total	8,360.00	17,940.49
		2602 Water	117.92	2,090.32
		2603 Food & Beverage	36,858.55	51,568.01
		2610 Habitation Expense	0.00	474.71
	26 Supplies and Materials	2620 Office Supplies (Outside)	476.72	16,131.53
		2621 Office Supply (TRANSFER)	242.84	3,957.25
		2630 Publications/Reference Mat'l	37.01	3,693.51
		Total	37,733.04	77,915.33
EXPEN General Expenditures		3112 Computer Hardw Purch <\$25,000	0.00	715.96
		3115 Computer Softw Purch <\$10,000	2,183.70	6,231.59
	31 Equipment	3118 Maintenance / Repairs	980.00	12,023.94
		3128 Warranties	0.00	349.00
		3131 Equipment Purchases	0.00	314.73
		Total	3,163.70	19,635.22
	Total		413,405.97	4,095,851.40
	23 Rent, Communications, Utilities	2350 Postage / Courier / Box Rental	3.30	3.30
		Total	3.30	3.30
AE200 Official Mail		2352 Franked Mail	14.49	208.58
		Total	14.49	208.58
	Total		17.79	211.88
Total			413,423.76	4,096,063.28

REPORT ON TRAVEL PERFORMED
Committee on House Administration
114th Congress, 2nd Session
December 2016
MAJORITY

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

REPORT ON TRAVEL PERFORMED
Committee on House Administration
114th Congress, 2nd Session
December 2016
MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed				
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total	
Robert Henline	12/6/2016	12/9/2016	New Member Conference at Harvard	DC-Boston-DC	\$ 146.95	\$ 1,026.60	\$ 94.21		\$1,267.76
Jamie Fleet	12/6/2016	12/8/2016	New Member Conference at Harvard	DC-Boston-DC	\$ 158.20	\$ 684.40	\$223.43		\$1,066.03
Jamie Fleet	12/22/2016	12/22/2016	Meeting with Ranking Member	DC-Philadelphia-DC	\$ 172.80	\$ -	\$ -		\$172.80
									\$2,506.59
									\$2,506.59

Committee on House Administration October Travel Total

Committee on House Administration
Detailees-December 2016

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2016 to 12/31/2016

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
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	12/01/2016 to 12/31/2016
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	12/01/2016 to 12/31/2016
SENSENBRENNER, ROBERT A GENERAL COUNSEL	170,696.00	14,224.67	12/01/2016 to 12/31/2016

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ANGER, AMANDA C PROFESSIONAL STAFF	47,000.00	3,916.67	12/01/2016 to 12/31/2016
ATTEBERY, ALEXANDER STEVEN TEMPORARY STAFF ASSISTANT	52,000.00	4,333.33	12/01/2016 to 12/31/2016
BETZ, KIMBERLY S SENIOR ADVISOR	155,000.00	12,055.56	12/01/2016 to 12/31/2016
BRYAN, CLAYTON FIERY INTERN	15,000.00	883.34	12/01/2016 to 12/31/2016
CAPPETTO, RICHARD FRANKING COMMISSION STAFF DIR	125,000.00	10,416.67	12/01/2016 to 12/31/2016
CRAVENS, MICHAEL J SHARED EMPLOYEE	86,667.00	7,222.25	12/01/2016 to 12/31/2016
DAULBY, JENNIFER A SHARED EMPLOYEE	30,000.00	2,500.00	12/01/2016 to 12/31/2016
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	70,000.00	5,833.33	12/01/2016 to 12/31/2016
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	167,000.00	13,916.67	12/01/2016 to 12/31/2016
FELDER, COLE M COUNSEL	92,500.00	7,708.33	12/01/2016 to 12/31/2016
GIANNETTI, ANTHONY V SHARED EMPLOYEE	30,000.00	2,500.00	12/01/2016 to 12/31/2016
HADJISKI, GEORGE DIR OF MEMBER & COMM SERVICES	147,000.00	12,250.00	12/01/2016 to 12/31/2016
HARRINGTON, MOLLY J SENIOR STAFF ASSISTANT	40,000.00	3,333.33	12/01/2016 to 12/31/2016
HAWATMEH, NICOLA I MEMBER SERVICES COUNSEL	85,000.00	7,083.33	12/01/2016 to 12/31/2016

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2016 to 12/31/2016

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
HINMAN, ALYSSA R OUTREACH COORDINATOR	58,000.00	4,833.33	12/01/2016 to 12/31/2016
JARRELL, DANIEL JOSEPH TEMPORARY STAFF ASSISTANT	42,599.00	3,549.92	12/01/2016 to 12/31/2016
KELLY, RYAN J PROFESSIONAL STAFF	61,000.00	5,083.33	12/01/2016 to 12/31/2016
KESSLER, MATTHEW J TEMPORARY STAFF ASSISTANT	40,000.00	3,333.33	12/01/2016 to 12/31/2016
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	97,000.00	8,083.33	12/01/2016 to 12/31/2016
MOORE, COLLEEN M LEG CLRK/FINANCE ADMINISTRATOR	65,000.00	5,416.67	12/01/2016 to 12/31/2016
ORZECZOWSKI, JEFFREY T SHARED EMPLOYEE	50,000.00	4,166.67	12/01/2016 to 12/31/2016
PATRU, KATHRYN MAE DEP STAFF DIR/OUTREACH & COMM	150,000.00	12,500.00	12/01/2016 to 12/31/2016
PUCCERELLA, EDWARD J PROFESSIONAL STAFF	60,000.00	5,000.00	12/01/2016 to 12/31/2016
RYAN, CAITLIN MAUREEN MGR OF PLANNING & STRA INITIAT	110,000.00	9,166.67	12/01/2016 to 12/31/2016
SULLIVAN, TIMOTHY M STAFF ASSISTANT	35,000.00	2,916.67	12/01/2016 to 12/31/2016
WHISENHUNT, KATHERINE TEMPORARY STAFF ASSISTANT	71,000.00	5,916.67	12/01/2016 to 12/31/2016

SPECIAL & SELECT COMMITTEE - OVERTIME

Employee and Job Title	Annual Salary	Gross Pay	Period
ATTEBERY, ALEXANDER STEVEN TEMPORARY STAFF ASSISTANT	28,000.00	686.53	
HARRINGTON, MOLLY J SENIOR STAFF ASSISTANT	76,000.00	1,781.23	
KESSLER, MATTHEW J TEMPORARY STAFF ASSISTANT	28,000.00	686.53	
SULLIVAN, TIMOTHY M STAFF ASSISTANT	71,000.00	2,521.67	
WHISENHUNT, KATHERINE TEMPORARY STAFF ASSISTANT	35,000.00	870.78	

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

12/01/2016 to 12/31/2016

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	170,696.00	14,224.67	12/01/2016 to 12/31/2016
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	165,000.00	13,750.00	12/01/2016 to 12/31/2016
WHITE, STANLEY V SHARED EMPLOYEE	80,000.00	6,666.67	12/01/2016 to 12/31/2016

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	115,500.00	9,625.00	12/01/2016 to 12/31/2016
ALLEN, AARON M SHARED EMPLOYEE	26,000.00	2,166.67	12/01/2016 to 12/31/2016
CONNOR, MEREDITH R DEMOCRATIC STAFF ASSISTANT	53,000.00	4,416.67	12/01/2016 to 12/31/2016
DEFREITAS, MATTHEW ALBERT FRANKING COMM DEMO STAFF DIR	108,000.00	9,000.00	12/01/2016 to 12/31/2016
EICHHORN, WILLIAM J INTERN	21,599.00	479.98	12/01/2016 to 12/31/2016
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	168,000.00	14,000.00	12/01/2016 to 12/31/2016
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	155,000.00	12,916.67	12/01/2016 to 12/31/2016
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	108,000.00	9,000.00	12/01/2016 to 12/31/2016
HULL, GEORGE Z SHARED EMPLOYEE	28,000.00	2,333.33	12/01/2016 to 12/31/2016
NICHOLAS, PAUL M INTERN	21,599.00	479.98	12/01/2016 to 12/31/2016
NIIRO, ANDREW Y INTERN	21,599.00	479.98	12/01/2016 to 12/31/2016
PARKER, NICHOLAS L INTERN	21,599.00	479.98	12/01/2016 to 12/31/2016
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	155,539.00	12,961.58	12/01/2016 to 12/31/2016
SIMS, AISLAN E PROFESSIONAL STAFF	65,500.00	5,458.33	12/01/2016 to 12/31/2016

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2016 to 12/31/2016

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
SMALL, KRISTIE E PROFESSIONAL STAFF	99,000.00	8,250.00	12/01/2016 to 12/31/2016
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	12/01/2016 to 12/31/2016
SUBBIO, RICHARD SHARED EMPLOYEE	48,000.00	4,000.00	12/01/2016 to 12/31/2016