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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
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ROBERT A. BRADY, PENNSYLVANIA
RANKING MEMBER

ZOE LOFGREN, CALIFORNIA
JUAN VARGAS, CALIFORNIA

ONE HUNDRED THIRTEENTH
CONGRESS

KYLE ANDERSON, MINORITY STAFF DIRECTOR

May 16, 2014

COMMITTEE
HOUSE ADMINISTRATION
2014 MAY 19 PM 12:00

April 2014 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 April 2014;
- List of Committee employees, job titles and gross monthly salaries.

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

The April 2014 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 2014

Full Committee Hearings

April 2, 2014 – The National Zoo of Today and Tomorrow – an Innovative Center Focused on the Care and Conservation of the World’s Species—Heard testimony from Mr. Dennis Kelly, Director, Smithsonian Institution, National Zoological Park; Dr. Steven Monfort, Smithsonian Conservation Biology Institute, Smithsonian Institution; and Mr. Jim Maddy, President and CEO, Association of Zoos and Aquariums.

Full Committee Meetings

April 2, 2014 – Markup – Markup of H.R. 863, Commission to Study the Potential Creation of a National Women's History Museum Act of 2013.

Reports Filed

House Report 113-411— To Accompany H.R. 863, Commission to Study the Potential Creation of a National Women's History Museum Act of 2013.

Polls

None

Floor Activity

H.Con.Res. 90 – 4/7/14 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. 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 briefing for the CRS District Staff Institute.
- Continued New Member Orientation and 114th Congress Transition planning.

Committee Funding and Oversight

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

Franking Commission

- Responded to 548 franking calls.
- Reviewed 556 franking requests.

- Added 16 Members to the paperless franking system pilot program
- Provided guidance on use of social media and franking rules at staff briefing

Chief Administrative Officer

- Responded to Member Office inquiries pertaining to a variety of issue areas within the CAO/HIR departments.
- Approved awards for new office supply contracts.
- 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.
- Coordinated Congressional publication distribution efforts with the Office of the Historian.

Sergeant-at-Arms

- Conducted oversight regarding House Security Manual preparation and review.
- Reviewed and approved personnel actions.

House Inspector General

- Reviewed and approved personnel actions and pending audits.

Office of Compliance

- Met with Board of Directors.

Information and Technology Coordination

- Assisted Member offices in the administration of House Student App Challenge competitions by providing logistical support and helping develop registration infrastructure and outreach methods for the promotion of the contest.

Government Printing Office

- Communicated the announcement and release of the Hispanic Americans in Congress publication on April 8.
- Approved and received the final version of the 113th Congressional Directory.
- Attended various seminars as part of the GPO-hosted Annual Federal Depository Library Conference.

House Fine Arts Board

- Approved the portrait acceptance and deed of gift for Chairman Lamar Smith's portraits.
- Approved the first step of the portrait process for Chairman Buck McKeon.

Library of Congress

- Conducted a site visit to the Packard Campus in Culpeper, Va. to view the Library's media collections and preservation efforts

Smithsonian

- Met with Inspector General to review recent reports and audits.
- Held oversight hearing on the National Zoo.
- Held markup of H.R. 863, Commission to Study the Potential Creation of a National Women's History Museum Act of 2013. The bill directs the commission to examine whether the museum should be part of the Smithsonian.

Architect of the Capitol

- Conducted oversight meetings with GAO to review Cannon House Office Building renewal project and toured current renovation work and maintenance efforts.
- Met with curator to discuss statue issues and availability.

Capitol Visitor Center

- Approved House and Senate events held in the CVC.
- Approved administrative process for approval of standardized events in the CVC Auditorium.
- Approved talks to be conducted in Exhibition Hall.
- Approved new items for sale in CVC gift shops.
- Conducted oversight on alternate tour routes during Rotunda closure.

Office of Congressional Accessibility Services

- Responded to Member Office inquiries pertaining to congressional accessibility issues.

U.S. House of Representatives

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Authorization Year: 2014
113th Congress 2nd Session
Month: April 2014

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	272,194.52	1,073,292.51
		Total	272,194.52	1,073,292.51
	21 Travel	2101 Commercial Transportation	370.00	1,236.49
		2130 Private Auto Mileage	0.00	25.34
		2135 Taxi/Parking/Tolls	19.20	143.55
		2138 Travel Subsistence	0.00	883.81
		Total	389.20	2,289.19
	23 Rent, Communications, Utilities	2310 TelecomSrv/Eq/Toll Charge	30.50	679.84
		2320 DC Telecom Equip (TRANSFER)	216.00	648.00
		2321 DC Telecom Serv (TRANSFER)	624.50	1,873.50
		2322 DC Telecom Tolls (TRANSFER)	4,416.99	12,658.58
		2335 HIR Graphics (TRANSFER)	76.00	76.00
		Total	5,363.99	15,935.92
	24 Printing and Reproduction	2401 Printing & Reproduction	39.95	309.70
		2403 Photographic (TRANSFER)	161.20	186.80
		2404 Reproduction of Fed/Public Law	120.00	210.00
		Total	321.15	706.50
EXPEN General Expenditures	25 Other Services	2503 Consultant Contract Service	0.00	35,475.43
		2527 Training	2,745.00	3,640.00
		2571 Technology Service Contracts	5,465.00	23,660.00
		Total	8,210.00	62,775.43
	26 Supplies and Materials	2602 Water	134.96	397.87
		2603 Food & Beverage	86.68	423.75
		2620 Office Supplies (Outside)	2,405.92	4,889.48
		2621 Office Supply (TRANSFER)	306.27	673.25
		2623 Software < \$500	0.00	2,002.95
		2630 Publications/Reference Mat'l	37.02	491.82
		Total	2,970.85	8,879.12
	31 Equipment	3112 Computer Hardw Purch <\$25,000	569.99	3,028.99
		3118 Maintenance / Repairs	945.58	4,370.32
		3128 Warranties	0.00	348.00
		Total	1,515.57	7,747.31
	Total		290,965.28	1,171,625.98

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

Office: 10H0000 HOUSE ADMINISTRATION
 Authorization Year: 2014
 113th Congress 2nd Session
 Month: April 2014

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	2.80	9.11
	Total	Total	2.80	9.11
Total			290,968.08	1,171,635.09

REPORT ON TRAVEL PERFORMED
 Committee on House Administration
 113th Congress, 2nd Session
 April 2014
 MINORITY

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

No travel performed for the month of April 2014.

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

04/01/2014 to 04/30/2014

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	170,000.00	14,166.67	04/01/2014 to 04/30/2014
DEP STAFF DIR/PLANNING & OVERS			
MORAN, SEAN P	172,500.00	14,375.00	04/01/2014 to 04/30/2014
STAFF DIRECTOR			

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
BARASH, Yael	56,000.00	4,666.67	04/01/2014 to 04/30/2014
LEGISLATIVE CLERK			
BINSTED, ANNE M	87,000.00	7,250.00	04/01/2014 to 04/30/2014
FINANCE & PERSONNEL ADMIN			
BREMER, JOHN P	25,000.00	2,083.33	04/01/2014 to 04/30/2014
MEMBER LIAISON			
CAPPETTO, RICHARD	100,000.00	8,333.33	04/01/2014 to 04/30/2014
FRANKING COMMISSION STAFF DIR			
DATOC, CHRISTIAN D	21,600.00	1,800.00	04/01/2014 to 04/30/2014
INTERN			
DICKHAUS, JOHN L	30,000.00	2,500.00	04/01/2014 to 04/30/2014
TEMPORARY STAFF ASSISTANT			
ENGLING, MAXIMILIAN T	60,000.00	5,000.00	04/01/2014 to 04/30/2014
PROFESSIONAL STAFF MEMBER			
ENGLUND, MARY S	140,000.00	11,666.67	04/01/2014 to 04/30/2014
DIRECTOR, ADMIN & OPERATIONS			
GERBO III, GEORGE N	38,000.00	3,166.67	04/01/2014 to 04/30/2014
SENIOR STAFF ASSISTANT			
HADIJSKI, GEORGE	147,000.00	12,250.00	04/01/2014 to 04/30/2014
DIR OF MEMBER & COMM SERVICES			
HINMAN, ALYSSA R	36,000.00	3,000.00	04/01/2014 to 04/30/2014
PROJECT COORDINATOR/STAFF ASS			
KELLY, RYAN J	38,000.00	3,166.67	04/01/2014 to 04/30/2014
SENIOR STAFF ASSISTANT			
LOEBER, CRAIG ALEXANDER	21,600.00	1,800.00	04/01/2014 to 04/30/2014
INTERN			
ROE, JAMIE A	25,000.00	2,083.33	04/01/2014 to 04/30/2014
SHARED EMPLOYEE			
RYAN, CAITLIN MAUREEN	90,000.00	7,500.00	04/01/2014 to 04/30/2014
PROFESSIONAL OVERSIGHT STAFF			
SAYAGO, ERIN CARMEN	87,000.00	7,250.00	04/01/2014 to 04/30/2014
COMMUNICATIONS DIRECTOR			
SCHALESTOCK, PETER K	142,000.00	11,833.33	04/01/2014 to 04/30/2014
DEPUTY GENERAL COUNSEL			
SCHWEICKHARDT, REYNOLD C	160,000.00	13,333.33	04/01/2014 to 04/30/2014
DIR OF TECHNOLOGY POLICY			
SENSENBRENNER, ROBERT A	100,000.00	8,333.33	04/01/2014 to 04/30/2014
SENIOR COUNSEL			
WALVORT, BRADLEY D	60,000.00	5,027.78	04/01/2014 to 04/30/2014
PROFESSIONAL STAFF MEMBER			
WOOD, SALLEY MARIE	26,465.00	2,205.42	04/01/2014 to 04/30/2014
DEPUTY STAFF DIRECTOR			

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	04/01/2014 to 04/30/2014

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ABBOTT, GREGORY S PRESS SECRETARY	61,000.00	5,083.33	04/01/2014 to 04/30/2014
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	97,500.00	8,125.00	04/01/2014 to 04/30/2014
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	165,000.00	13,750.00	04/01/2014 to 04/30/2014
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33	04/01/2014 to 04/30/2014
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	122,500.00	10,208.33	04/01/2014 to 04/30/2014
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	04/01/2014 to 04/30/2014
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	04/01/2014 to 04/30/2014
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	10,246.17	04/01/2014 to 04/30/2014
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	04/01/2014 to 04/30/2014
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	04/01/2014 to 04/30/2014
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67	04/01/2014 to 04/30/2014
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	04/01/2014 to 04/30/2014
SUBBIO, RICHARD SHARED EMPLOYEE	70,000.00	5,833.33	04/01/2014 to 04/30/2014
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	04/01/2014 to 04/30/2014



House Postal Operations
Pitney Bowes Management Services

House Administration
1309 Longworth

**113th Congress, 1st Session
Mail Accountability Report
March 2014**

Date	Quantity	Total Cost
3/26/2014	2	2.80
Total	2	2.80



House Postal Operations
Pitney Bowes Management Services

House Administration
1309 Longworth

**113th Congress, 2nd Session
Mail Accountability Report
April 2014**

Date	Quantity	Total Cost
4/17/2014	21	9.05
4/18/2014	101	43.43
4/23/2014	6	2.61
4/29/2014	1	0.41
Total	129	55.50