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Congress of the United States

House of Representatives

COMMITTEE ON HOUSE ADMINISTRATION

1309 Longworth House Office Building
Washington, D.C. 20515-6157
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ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JAMIE RASKIN, MARYLAND

ONE HUNDRED FIFTEENTH
CONGRESS

JAMIE FLEET, MINORITY STAFF DIRECTOR

May 18, 2018

April 2018 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 1 – 30, 2018;
- 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 April 2018 Committee on House Administration Monthly Report is available for public inspection at the Committee office in 1309 Longworth House Office Building.

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**Committee on House Administration
Activities Report – April 2018**

Full Committee Hearings

April 12, 2018: Examining the Role of Shared Employees in the House

Full Committee Meetings

April 12, 2018: Mark-up of H.R. 5305: Federal Depository Library Program Modernization Act

April 25, 2018: Mark-up of Committee Resolutions 115-10,11,12,13,14,15,16,17 and 18

Reports Filed

None

Polls

None

Floor Activity

April 25, 2018: Smithsonian National Zoological Park Central Parking Facility Authorization Act. Passed/ Agreed to in House.

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 and franking submission procedures.
- 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.
- Evaluate Handbook regulations for areas of improvement
- Issued the following Dear Colleagues:
 - 4/26/2018 – Sign up for the Congressional Internship Program for Individuals with Intellectual Disabilities
 - 4/25/2018 – Update to the Members' and Committees' Congressional Handbooks (Advertisements Regulations)
 - 4/16/2018 – 116th Congressional Transition Website & Briefing Available for Departing Members of Congress

Intern Program

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

Committee Funding and Oversight

- Provided operations guidance to Committee offices to ensure compliance with Handbook regulations.
- Evaluate Handbook regulations for areas of improvement.
- 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 each House Officer.
- Over saw 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 recommendations changes in operations to improve services and increase efficiencies.
- Reviewed the printing needs of the 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.
- Conducted oversight of Legislative Branch cyber security working group.
- 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 and 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 the Library of Congress operations, including inventory and cataloging 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 Printing Office, including the Superintendent of Documents and 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, and the O'Neil office building transfer.
- Oversaw operations of the Capitol Visitor 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 Congressional Accessibility services, in conjunction with Senate Committee on Rules and Administration.

Office of Compliance

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

Smithsonian Institution

- Revised 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 implementations 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 Act (UOCAVA), and consider proposals to improve voting methods for those serving and living abroad.
- Reviewed state and federal activities under the National 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: 10H0000 HOUSE ADMINISTRATION

Authorization Year: 2018
115th Congress 2nd Session
Month: April 2018

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	367,984.37	1,413,303.70
		1103 Overtime Compensation	0.00	230.77
		1106 Bonus	12,356.00	12,356.00
	Total	380,340.37	1,425,890.47	
21 Travel		2101 Commercial Transportation	4,548.00	4,548.00
		2105 Lodging	2,582.23	4,047.84
		2110 Meals	735.60	1,281.61
		2120 Car Rental	668.87	780.44
		2125 Gasoline	58.50	81.17
		2130 Private Auto Mileage	82.30	771.19
		2135 Taxi/Parking/Tolls	796.96	1,528.45
	Total	9,472.46	13,038.70	
23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	156.00	1,706.00
		2321 DC Telecom-Serv (TRANSFER)	578.00	1,718.50
		2322 DC Telecom-Tolis (TRANSFER)	4,640.43	13,979.04
		2335 HIR Graphics (TRANSFER)	0.00	610.00
		2350 Postage / Courier / Box Rental	0.00	36.12
	Total	5,374.43	18,049.66	
24 Printing and Reproduction		2401 Printing & Reproduction	0.00	149.75
		2403 Photographic (TRANSFER)	98.80	196.95
	Total	98.80	346.70	
25 Other Services		2571 Technology Service Contracts	3,210.00	5,070.00
		Total	3,210.00	5,070.00
26 Supplies and Materials		2602 Water	206.96	427.65
		2603 Food & Beverage	511.00	574.16
		2620 Office Supplies (Outside)	938.25	3,797.47
		2621 Office-Supply (TRANSFER)	99.47	853.50
	2623 Software < \$500	0.00	158.31	
	2630 Publications/Reference Matl	146.81	267.74	

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

Authorization Year: 2018
 115th Congress 2ndSession
 Month: April 2018

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	26 Supplies and Materials	Total	1,902.49	6,078.83
	31 Equipment	3118 Maintenance / Repairs	1,176.00	4,198.19
	Total	Total	1,176.00	4,198.19
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	90.42	96.83
	Total	Total	90.42	96.83
	Total	Total	401,664.97	1,472,769.38

REPORT ON TRAVEL PERFORMED
Committee on House Administration
115th Congress, 2nd Session
APRIL 2018

MAJORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
Reynold Schweickhardt	4/15/2018	4/18/2018	Attend RSA Cyber Conference	DC-CA-DC	\$594.60			\$594.60
Cole Felder	4/18/2018	4/20/2018	Attend EAC Board meeting	DC-CA-DC	\$532.40	\$817.88		\$1,350.28
Nicola Hawatmeh	4/18/2018	4/20/2018	Attend EAC Board meeting	DC-CA-DC	\$532.40	\$138.60		\$671.00
				Total				\$2,615.88

MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
James Fleet	4/18/2018	4/23/2018	Attend EAC Board meeting	DC-FL-DC	\$640.40	\$2,415.67		\$3,056.07
Khalil Aboud	4/17/2018	4/20/2018	Attend EAC Board meeting	DC-FL-DC	\$712.40	\$922.95		\$1,635.35
				Total Minority Travel Performed				\$0.00
				Total Minority Travel Performed				\$4,691.42

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

04/01/2018 to 04/30/2018

MAJORITY STAFF

Employee and Job Title	Annual Salary	Gross Pay	Period
BETZ, KIMBERLY S GENERAL COUNSEL/DEPUTY STAFF D	170,696.00	14,224.67	04/01/2018 to 04/30/2018
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	04/01/2018 to 04/30/2018
PATRU, KATHRYN MAE DEP STAFF DIR/MBR SERVICES, OU	170,696.00	14,224.67	04/01/2018 to 04/30/2018
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	04/01/2018 to 04/30/2018
AMIS, ANNA M STAFF ASSISTANT	40,000.00	3,333.33	04/01/2018 to 04/30/2018
ANGER, AMANDA C PROFESSIONAL STAFF	60,000.00	5,000.00	04/01/2018 to 04/30/2018
CHO, AUSTIN H ADMINISTRATIVE ASSISTANT	40,000.00	3,333.33	04/01/2018 to 04/30/2018
CRAVENS, MICHAEL J SHARED EMPLOYEE	115,078.00	3,196.61	04/01/2018 to 04/30/2018
DAULBY, JENNIFER A SHARED EMPLOYEE	75,000.00	6,250.00	04/01/2018 to 04/30/2018
DOWNS, JOEL J SHARED EMPLOYEE	90,000.00	7,500.00	04/01/2018 to 04/30/2018
ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR	120,000.00	10,000.00	04/01/2018 to 04/30/2018
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	157,000.00	13,083.33	04/01/2018 to 04/30/2018
FELDER, COLE M DEP GENERAL COUNSEL/CHIEF ELEC	150,000.00	12,500.00	04/01/2018 to 04/30/2018
FIELD, MATTHEW DIRECTOR OF OVERSIGHT	135,000.00	11,250.00	04/01/2018 to 04/30/2018
HADIJSKI, GEORGE SENIOR ADVISOR	147,000.00	12,250.00	04/01/2018 to 04/30/2018
HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF	60,000.00	5,000.00	04/01/2018 to 04/30/2018
HAWATMEH, NICOLA I FRANKING & MEMBER SERVICES COU	100,000.00	8,333.33	04/01/2018 to 04/30/2018
HEBERT, ASHLEY ANN STAFF ASSISTANT	50,000.00	4,166.67	04/01/2018 to 04/30/2018
HINMAN, ALYSSA R MEMBER SERVICES DIRECTOR	80,000.00	6,666.67	04/01/2018 to 04/30/2018
JARRELL, DANIEL JOSEPH LEGISLATIVE CLERK/OVERSIGHT	60,000.00	5,000.00	04/01/2018 to 04/30/2018
JOSEPH, ELIZABETH J PROFESSIONAL STAFF	90,000.00	7,500.00	04/01/2018 to 04/30/2018
MALVANEY, LUCIAN SCOT SHARED EMPLOYEE	105,000.00	8,750.00	04/01/2018 to 04/30/2018
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	120,000.00	10,000.00	04/01/2018 to 04/30/2018
ORZECZOWSKI, JEFFREY T PROFESSIONAL STAFF	75,000.00	0.00	
PARELLA, COURTNEY ELIZABETH	65,000.00	5,416.67	04/01/2018 to 04/30/2018

PROFESSIONAL STAFF PUCCERELLA, EDWARD J	60,000.00	5,000.00	04/01/2018 to 04/30/2018
PROFESSIONAL STAFF REED, RYAN DANIEL	40,000.00	3,333.33	04/01/2018 to 04/30/2018
STAFF ASSISTANT SCHWALB, JANET GIULIANI	80,000.00	6,666.67	04/01/2018 to 04/30/2018
FINANCE & PERSONNEL ADMINISTRATION STRINGER, JAMES W	41,666.67	925.93	04/01/2018 to 04/30/2018
SHARED STAFF SULLIVAN, TIMOTHY M	55,000.00	4,583.33	04/01/2018 to 04/30/2018
PROFESSIONAL STAFF TAPELLA, ROBERT C	90,000.00	7,500.00	04/01/2018 to 04/30/2018
PROFESSIONAL STAFF MEMBER WALKER, CAROLINE K	40,000.00	3,333.33	04/01/2018 to 04/30/2018
STAFF ASSISTANT			
SPECIAL & SELECT COMMITTEE - BONUS			
Cravens, Michael J	115,078.00	9,356.00	
SHARED EMPLOYEE STRINGER, JAMES W	41,666.67	3,000.00	
SHARED STAFF			

MINORITY STAFF

Employee and Job Title	Annual Salary	Gross Pay	Period
FLEET II, JAMES P.D.	170,696.00	14,224.67	04/01/2018 to 04/30/2018
DEMOCRATIC STAFF DIRECTOR MORGAN, TERI A	147,000.00	12,250.00	04/01/2018 to 04/30/2018
DEPUTY STAFF DIR/CHIEF COUNSEL WHITE, STANLEY V	80,000.00	6,666.67	04/01/2018 to 04/30/2018
SHARED EMPLOYEE ABBOUD, KHALIL	134,500.00	11,208.33	04/01/2018 to 04/30/2018
DPTY STAFF DIR/DIR OF LEG OPER BURNS, SYDNEY O	45,000.00	3,750.00	04/01/2018 to 04/30/2018
DEMOCRATIC STAFF ASSISTANT CONNOR, MEREDITH R	52,000.00	4,333.33	04/01/2018 to 04/30/2018
DEMOCRATIC PROFESSIONAL STAFF DEFREITAS, MATTHEW ALBERT	102,000.00	8,500.00	04/01/2018 to 04/30/2018
FRANKING COMM DEMO STAFF DIR FLAHERTY JR, EDWARD	168,411.00	14,034.25	04/01/2018 to 04/30/2018
DEMOCRATIC CHIEF CLERK HENDRIX, KEMBA A	125,000.00	10,416.67	04/01/2018 to 04/30/2018
DEMOCRATIC DIVERSITY DIRECTOR HENLINE, ROBERT A	102,000.00	8,500.00	04/01/2018 to 04/30/2018
DEM. DIR OF MEMBER & COMM SVCS HULL, GEORGE Z	12,000.00	1,000.00	04/01/2018 to 04/30/2018
SHARED EMPLOYEE SEHGAL, TANYA	120,000.00	10,000.00	04/01/2018 to 04/30/2018
ELECTION COUNSEL SMALL, KRISTIE E	81,000.00	6,750.00	04/01/2018 to 04/30/2018
PROFESSIONAL STAFF STEVENS, KIMBERLY	84,343.00	7,028.58	04/01/2018 to 04/30/2018
DEMOCRATIC FINANCE DIRECTOR SUBBIO, RICHARD	37,500.00	3,125.00	04/01/2018 to 04/30/2018
SHARED EMPLOYEE TAGEN, JULIE S	15,000.00	1,250.00	04/01/2018 to 04/30/2018
SHARED EMPLOYEE WHIPPY, PETER N	25,000.00	8,083.33	04/01/2018 to 04/30/2018

SHARED EMPLOYEE

Committee on House Administration
Detailees - April 2018
115th Congress 2nd Session

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report