

CANDICE S. MILLER, MICHIGAN
CHAIRMAN

GREGG HARPER, MISSISSIPPI
AARON SCHOCK, ILLINOIS
RICH NUGENT, FLORIDA
RODNEY DAVIS, ILLINOIS
BARBARA COMSTOCK, VIRGINIA

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
<http://cha.house.gov>

ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JUAN VARGAS, CALIFORNIA

ONE HUNDRED FOURTEENTH
CONGRESS

KYLE ANDERSON, MINORITY STAFF DIRECTOR

February 18, 2015

2015 FEB 13 AM 10
COMMITTEE
HOUSE ADMINISTRATION

January 2015 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 January 2015;
- List of Committee employees, job titles and gross monthly salaries.

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

The January 2015 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 – January 2015

Full Committee Hearings

None.

Full Committee Meetings

January 27, 2015 – Organizational Meeting for the 114th Congress - Four Committee Resolutions were adopted: the Committee Rules, the Committee Oversight Plan, the House Parking Policy for the 114th Congress, and the Designation of the Electronic Repository.

Reports Filed

None

Polls

Committee Poll #1: To approve a consulting contract for the Committee on the Budget. January 27, 2015.

Floor Activity

None

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:
 - 1/7/2015: Enhancing Cybersecurity
 - 1/9/2015: Conference and Caucus Retreats
 - 1/12/2015: Fourth Quarter Mass Mailings and Mass Communications Report
Due January 14th
 - 1/13/2015: Reminder: Support Students with Intellectual Disabilities by
Participating in the 2015 Spring Internship Program
 - 1/14/2015: 2015 Mileage Reimbursement Rates

- 1/21/2015: Notice of 2015: OAP Medical Services Enrollment Fee
1/22/2015: Reminder: Support Students with Intellectual Disabilities by Participating in the 2015 Spring Internship Program
1/28/2015: Hispanic Americans in Congress, 1822-2012 Congressional Publication Now Available as an eBook

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: 10H0000 HOUSE ADMINISTRATION

Authorization Year: 2015
 114th Congress 1st Session
 Month: January 2015

Disbursed Summary

| Program | Object Class | Budget Object Class | MTD Disbursed | YTD Disbursed |
|------------------------------------|--------------|-------------------------------------|-------------------|-------------------|
| 11 Personnel Compensation | | 1101 Non-Statutory Compensation | 277,563.92 | 277,563.92 |
| | | 1104 Accrued Leave | 2,800.00 | 2,800.00 |
| | | Total | 280,363.92 | 280,363.92 |
| 21 Travel | | 2130 Private Auto Mileage | 342.22 | 342.22 |
| | | Total | 342.22 | 342.22 |
| 23 Rent, Communications, Utilities | | 2335 HIR Graphics (TRANSFER) | 440.00 | 440.00 |
| | | 2350 Postage / Courier / Box Rental | 3.30 | 3.30 |
| | | Total | 443.30 | 443.30 |
| 24 Printing and Reproduction | | 2401 Printing & Reproduction | 305.05 | 305.05 |
| | | 2403 Photographic (TRANSFER) | 6.50 | 6.50 |
| | | Total | 311.55 | 311.55 |
| 25 Other Services | | 2571 Technology Service Contracts | 7,785.00 | 7,785.00 |
| | | Total | 7,785.00 | 7,785.00 |
| 26 Supplies and Materials | | 2603 Food & Beverage | 66.82 | 66.82 |
| | | 2621 Office Supply (TRANSFER) | 225.15 | 225.15 |
| | | 2630 Publications/Reference Mat'l | 219.00 | 219.00 |
| | | Total | 510.97 | 510.97 |
| 31 Equipment | | 3118 Maintenance / Repairs | 945.58 | 945.58 |
| | | 3131 Equipment Purchases | 44.96 | 44.96 |
| | Total | 990.54 | 990.54 | |
| Total | | | 290,747.50 | 290,747.50 |

REPORT ON TRAVEL PERFORMED
 Committee on House Administration
 114th Congress, 1st Session
 January 2015
 MAJORITY

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

No travel performed for the month of January.

REPORT ON TRAVEL PERFORMED
 Committee on House Administration
 114th Congress, 1st Session
 January 2015
 MINORITY

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

No travel performed for the month of January.

**U.S. House of
PAYROLL CERTIFICATION - FINAL**

01/01/2015 to 01/31/2015

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

| Employee and Job Title | Annual Salary | Gross Pay |
|---|----------------------|------------------|
| CLOCKER, JOHN C DEP STAFF DIR/PLANNING & OVERS | 172,000.00 | 14,333.33 |
| MORAN, SEAN P STAFF DIRECTOR | 172,500.00 | 14,375.00 |

SPECIAL & SELECT COMMITTEE - PERSONNEL

| Employee and Job Title | Annual Salary | Gross Pay |
|---|----------------------|------------------|
| ANGER, AMANDA C STAFF ASSISTANT | 35,000.00 | 2,246.67 |
| BARASH, YAEL LEGISLATIVE CLERK | 56,000.00 | 2,022.22 |
| BINSTED, ANNE M FINANCE & PERSONNEL ADMIN | 97,500.00 | 7,250.00 |
| CAPPETTO, RICHARD FRANKING COMMISSION STAFF DIR | 125,000.00 | 8,333.33 |
| DICKHAUS, JOHN L LEGISLATIVE CLERK | 47,000.00 | 3,683.34 |
| ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER | 60,000.00 | 5,000.00 |
| ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS | 158,000.00 | 13,166.67 |
| FELDER, COLE M COUNSEL | 80,000.00 | 6,666.67 |
| FRANKE, ANDREW JAMES TEMPORARY STAFF ASSISTANT | 25,000.00 | 277.78 |
| HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES | 165,000.00 | 13,750.00 |
| HARRINGTON, MOLLY J STAFF ASSISTANT | 35,000.00 | 1,069.44 |
| HAWALMEH, NICOLA I COUNSEL | 70,000.00 | 0.00 |
| HINMAN, ALYSSA R PROFESSIONAL STAFF | 49,000.00 | 4,083.33 |
| KELLY, RYAN J SENIOR STAFF ASSISTANT | 40,000.00 | 3,333.33 |
| LEBRYK, KRISTEN MICHELLE SHARED EMPLOYEE | 20,000.00 | 1,666.67 |
| LOUIS-CHARLES, NADGEY H INTERN | 21,600.00 | 0.00 |
| MALM, JAMES R STAFF ASSISTANT | 35,000.00 | 2,916.67 |
| MATHENY, HARRISON W TEMPORARY STAFF ASSISTANT | 25,000.00 | 1,111.11 |
| MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR | 87,000.00 | 7,250.00 |
| PATRU, KATHRYN MAE DEP STAFF DIR/OUTREACH & COMM | 168,000.00 | 14,000.00 |
| PUCCERELLA, EDWARD J PROFESSIONAL STAFF | 55,000.00 | 4,500.00 |
| ROE, JAMIE A SHARED EMPLOYEE | 25,000.00 | 2,083.33 |

| | | |
|------------------------------|------------|-----------|
| ROTHSCHILD, BERNARD | 125,000.00 | 10,416.67 |
| DIRECTOR OF MEMBER OUTREACH | | |
| RYAN, CAITLIN MAUREEN | 110,000.00 | 7,500.00 |
| PROFESSIONAL OVERSIGHT STAFF | | |
| SAHLHOFF, SHAUN A | 21,600.00 | 540.00 |
| TEMPORARY STAFF ASSISTANT | | |
| SCHWEICKHARDT, REYNOLD C | 168,000.00 | 14,000.00 |
| DIR OF TECHNOLOGY POLICY | | |
| SENSENBRENNER, ROBERT A | 150,000.00 | 10,000.00 |
| DEPUTY GENERAL COUNSEL | | |
| STROCKO, LEAH S | 25,000.00 | 625.00 |
| TEMPORARY STAFF ASSISTANT | | |
| WALVORT, BRADLEY D | 60,000.00 | 5,000.00 |
| PROFESSIONAL STAFF MEMBER | | |

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

| Employee and Job Title | Annual Salary | Gross Pay |
|--|----------------------|------------------|
| ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR | 171,500.00 | 25,541.67 |
| MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL | 147,000.00 | 12,250.00 |

SPECIAL & SELECT COMMITTEE - PERSONNEL

| Employee and Job Title | Annual Salary | Gross Pay |
|---|----------------------|------------------|
| ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER | 97,500.00 | 8,125.00 |
| DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF | 80,000.00 | 6,666.67 |
| FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK | 168,411.00 | 13,515.30 |
| HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL | 137,000.00 | 11,416.67 |
| HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS | 81,000.00 | 6,750.00 |
| MUCHNOK, KRISTIE E PROFESSIONAL STAFF | 81,000.00 | 6,750.00 |
| PINKUS, MATTHEW A SENIOR POLICY ADVISOR | 137,539.00 | 11,461.58 |
| SANDSTROM, THOMAS E STAFF ASSISTANT | 35,000.00 | 2,916.67 |
| SIMS, AISLAN E PROFESSIONAL STAFF | 47,500.00 | 3,958.33 |
| STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR | 84,343.00 | 7,028.58 |
| SUBBIO, RICHARD SHARED EMPLOYEE | 70,000.00 | 5,833.33 |
| WHERRITY, KYLE PATRICK SHARED EMPLOYEE | 30,000.00 | 2,500.00 |