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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
(202) 225-8281
<https://cha.house.gov>

ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JAMIE RASKIN, MARYLAND

ONE HUNDRED FIFTEENTH
CONGRESS

JAMIE FLEET, MINORITY STAFF DIRECTOR

November 18, 2017

COMMITTEE
HOUSE ADMINISTRATION
2017 NOV 17 PM 2:23

October 2017 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 October 1- October 31, 2017;
- 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 August 2017 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 – October 2017

Full Committee Hearings

October 11, 2017: Transforming GPO for the 21st Century and Beyond: Part 4

October 25, 2017: State Voter Registration List Maintenance

Full Committee Meetings

None

Reports Filed

None

Polls

None

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 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:
 - 10/03/17 – Third Quarter mass mailing and communications report due
 - 10/06/17 – Official House photo for the 115th Congress
 - 10/26/17 – Official House photo for the 115th 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.

- 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.

REPORT ON TRAVEL PERFORMED
Committee on House Administration
115th Congress, 1st Session
October 2017

MAJORITY - NO TRAVEL PERFORMED IN OCTOBER

MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Transportation	Reimbursement Claimed			Total
	From	To				Meals, Lodging & Incidentals	Other		
Jamie Fleet	10/23/17	10/23/17	Meeting with Ranking Member	DC - PA - DC	\$155.15	\$27.11			\$182.26
						Minority Total			\$182.26
						COMMITTEE TOTAL			\$182.26

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Authorization Year: 2017
115th Congress 1st Session
Month: October 2017

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	351,261.52	3,379,236.60
		1104 Accrued Leave	0.00	12,298.61
		1106 Bonus	0.00	4,083.33
		Total	351,261.52	3,395,618.54
21 Travel		2101 Commercial Transportation	1,528.80	8,356.70
		2105 Lodging	225.50	8,122.80
		2110 Meals	15.88	1,817.33
		2120 Car Rental	0.00	630.57
		2130 Private Auto Mileage	163.71	3,393.68
		2135 Taxi/Parking/Tolls	43.74	2,296.59
		Total	1,977.63	24,617.67
EXPEN General Expenditures		2310 TelecomSrv/Eq/Toll Charge	0.00	886.82
		2320 DC Telecom Equip (TRANSFER)	288.00	2,394.00
		2321 DC Telecom Serv (TRANSFER)	593.50	5,504.25
		2322 DC Telecom Tolls (TRANSFER)	4,858.46	50,527.13
		2335 HIR Graphics (TRANSFER)	0.00	840.00
		2350 Postage / Courier / Box Rental	172.13	250.18
		Total	5,912.09	60,402.38
		2401 Printing & Reproduction	0.00	7,331.43
		2403 Photographic (TRANSFER)	26.00	333.00
		2404 Reproduction of Fed/Public Law	0.00	80.00
Total	26.00	7,744.43		
25 Other Services		2502 Non-Technology Service Contr	1,071.00	1,071.00
		2503 Consultant Contract Service	14,000.00	14,000.00
		2527 Training	0.00	1,025.00
Total	5,125.00	53,367.00		
26 Supplies and Materials		2602 Water	122.92	1,471.68
		2603 Food & Beverage	392.77	3,759.33
		Total	20,196.00	69,463.00

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

10/01/2017 to 10/31/2017

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	10/01/2017 to 10/31/2017
PATRU, KATHRYN MAE DEP STAFF DIR/MBR SERVICES, OU	170,696.00	14,224.67	10/01/2017 to 10/31/2017
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	10/01/2017 to 10/31/2017
SENSENBRENNER, ROBERT A GENERAL COUNSEL	170,696.00	14,224.67	10/01/2017 to 10/31/2017

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ANGER, AMANDA C PROFESSIONAL STAFF	60,000.00	5,000.00	10/01/2017 to 10/31/2017
BETZ, KIMBERLY S DEP STAFF DIR/POL & OVERSIGHT	165,000.00	13,750.00	10/01/2017 to 10/31/2017
CHO, AUSTIN H ADMINISTRATIVE ASSISTANT	35,000.00	2,916.67	10/01/2017 to 10/31/2017
CRAVENS, MICHAEL J SHARED EMPLOYEE	115,078.00	9,589.83	10/01/2017 to 10/31/2017
DAULBY, JENNIFER A SHARED EMPLOYEE	50,000.00	4,166.67	10/01/2017 to 10/31/2017
ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR	100,000.00	8,333.33	10/01/2017 to 10/31/2017
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	158,400.00	13,200.00	10/01/2017 to 10/31/2017
FELDER, COLE M DEPUTY GENERAL COUNSEL	100,000.00	8,333.33	10/01/2017 to 10/31/2017
FIELD, MATTHEW DIRECTOR OF OVERSIGHT	125,000.00	10,416.67	10/01/2017 to 10/31/2017
HADIJSKI, GEORGE SENIOR ADVISOR	147,000.00	12,250.00	10/01/2017 to 10/31/2017
HALFORD, WILLIAM K INTERN	21,599.00	1,799.92	10/01/2017 to 10/31/2017
HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF	55,000.00	4,583.33	10/01/2017 to 10/31/2017
HAWATMEH, NICOLA I FRANKING & MEMBER SERVICES COU	85,000.00	7,083.33	10/01/2017 to 10/31/2017
HEBERT, ASHLEY ANN STAFF ASSISTANT	40,000.00	3,333.33	10/01/2017 to 10/31/2017
HINMAN, ALYSSA R OUTREACH COORDINATOR	58,000.00	4,833.33	10/01/2017 to 10/31/2017
JARRELL, DANIEL JOSEPH LEGISLATIVE CLERK/OVERSIGHT	50,000.00	4,166.67	10/01/2017 to 10/31/2017
MALVANEY, LUCIAN SCOT SHARED EMPLOYEE	70,000.00	5,833.33	10/01/2017 to 10/31/2017
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	97,000.00	8,083.33	10/01/2017 to 10/31/2017
ORZECZOWSKI, JEFFREY T	75,000.00	0.00	

Committee on House Administration
Detailees - October 2017
115th Congress 1st Session

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report