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Congress of the United States

House of Representatives COMMITTEE ON HOUSE ADMINISTRATION

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ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JUAN VARGAS, CALIFORNIA

ONE HUNDRED THIRTEENTH
CONGRESS

KYLE ANDERSON, MINORITY STAFF
DIRECTOR

January 17, 2014

December 2013 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 2013;
- List of Committee employees, job titles and gross monthly salaries (Payroll Certification attached).

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

The December 2013 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 – November 2013

Full Committee Hearings

December 4, 2013 – GPO in 2023: Keeping America Informed in a Post-Print World—Heard testimony from The Honorable Davita Vance-Cooks, Public Printer of the United States.

December 11, 2013 – Establishing a Commission to Study the Potential Creation of a National Women’s History Museum – Heard testimony from The Honorable Marsha Blackburn, Member of Congress; The Honorable Carolyn B. Maloney, Member of Congress; and Ms. Joan Bradley Wages, President and CEO, National Women’s History Museum.

Full Committee Meetings

none

Reports Filed

House Report 113-291 – To Accompany H.R. 94, To Amend the Internal Revenue Act Code of 1986 to Prohibit the Use of Public Funds for Political Party Conventions.

House Report 113-292 – To Accompany H.R. 95, To Reduce the Federal Spending and the Deficit by Terminating Taxpayer Financing of Presidential Election Campaigns and Party Conventions.

House Report 113-293 – To Accompany H.R. 1994, Election Assistance Commission Termination Act.

House Report 113-312 – First Annual Report on the Activities of the Committee on House Administration of the House of Representatives During the One Hundred Thirteenth Congress Together with Minority Views.

Polls

Committee Poll #4: To approve a Committee Resolution. December 12, 2013.

Floor Activity

H.R. 2019 – 12/11/13 To eliminate taxpayer financing of political party conventions and reprogram savings to provide for a 10-year pediatric research initiative through the Common Fund administered by the National Institutes of Health, and for other purposes, Passed/agreed to in House: On motion to suspend the rules and pass the bill, as amended Agreed to by the Yeas and Nays: (2/3 required): 295 - 103 (Roll no. 632).

Administrative and Oversight Activities

Member Services

- Provided guidance to Member offices on compliance with Member handbook regulations.
- Developed and distributed to Member offices a comprehensive calendar of 2014 due dates in Outlook and Excel format for items of interest to office managers. The calendar includes dates for specific tasks, such as mass mail reports and purchase card vouchers, as well as entries for "as-needed" items, such as financial disclosure reports for departing senior staff. Long-term, the potential also exists to integrate the calendar into HouseNet.

Committee Funding and Oversight

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

Franking Commission

- The Franking Commission met on December 4, and Members voted to allow incidental holiday greetings and to a photo policy that simplifies the photo review process.
- Responded to 674 franking calls.
- Reviewed 854 franking requests.

Chief Administrative Officer

- Began discussions on the 114th Congress transition and New Member Orientation.
- Approved a series of HIR technology contracts, purchase orders, and requests for proposals.
- 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.

Sergeant-at-Arms

- Reviewed and approved personnel actions.

Information and Technology Coordination

- Held Member office briefings/webinars for the House Student App Challenge (STEM Competition.)

Government Printing Office

- Contacted Member offices to update biographical and district information for Member entries in the 113th Congressional Directory.

Library of Congress

- Approved resolution to accept donation for the John Y. Cole and Nancy E. Gwinn Trust Fund.

Architect of the Capitol

- Accepted a bronze high-relief female head, formerly located above the visitors' gallery, into the AOC collection.

Capitol Visitor Center

- Approved House and Senate events held in the CVC.
- Approved Capitol Dome restoration outreach to the congressional community.
- Approved expanded exhibit schedule during dome restoration.

Smithsonian Institution

- The Committee held a hearing on "Establishing a Commission to Study the Potential Creation of a National Women's History Museum" to assess the need for a museum dedicated to women's history and contributions to society and to identify issues a commission studying the creation of such a museum should consider.
- Committee staff met with Smithsonian representatives to discuss an internal review of several incidents at the National Zoo, including an attack on a zoo employee by a zebra and several animal deaths. The Smithsonian assured Committee staff that problems identified in the report would be corrected and that the cause of the problems were related to management rather than insufficient funding, as had been reported in several media articles.

Oversight of Federal Election Law and Procedures

- Met with South Dakota Secretary of State Jason Gant regarding implementation of system using DOD ID cards to facilitate voter registration and ballot requests for military voters.
- Spoke to elections task force of National Conference of State Legislators regarding federal legislative activity in elections.
- Met separately with Ways and Means Committee staff group of campaign finance lawyers regarding IRS rulemaking notice on nonprofit organizations and political activity.
- Completed planned interviews of FEC employees regarding communications with IRS.
- Met with Military Postal Service Agency, US Postal Service, and Federal Voting Assistance Program officials regarding mail delivery process for service members.

113th Legislation - Solely Referred

Bill Number	Date	Sponsor	Short Title	Official Title/Bill Description
H.Res. 444	12/12/2013	Jackson Lee	N/A	Honoring the accomplishments of Nicarsia "Nikki" Mayes, a Capitol Hill trailblazer and the first African-American woman to serve as a Doorkeeper of the House of Representatives.

113th Legislation - Additionally Referred

Bill No	Date	Sponsor	Bill Short Title	Bill Description	Other Comms of referral	CHA Primary
H.R. 3639	12/3/2013	Bridenstine	Provide for the Common Defense Act of 2013	To eliminate sequestration for the security-related functions, to be offset through reductions in payments under Medicare, agricultural subsidies, federal retirement, and the application of chained CPI, and for other purposes.	House Budget; House Ways and Means; House Energy and Commerce; House Agriculture; House Oversight and Government Reform	<input type="checkbox"/>
H.R. 3658	12/5/2013	Granger	Monuments Men Recognition Act of 2013	To grant the Congressional Gold Medal, collectively, to the Monuments Men, in recognition of their heroic role in the preservation, protection, and restitution of monuments, works of art, and artifacts of cultural importance during and following World War II.	House Financial Services	<input type="checkbox"/>
H.Res. 442	12/12/2013	Rice	N/A	Directing the House of Representatives to bring a civil action for declaratory or injunctive relief to challenge certain policies and actions taken by the executive branch.	House Rules	<input type="checkbox"/>
H.R. 2019	12/12/2013	Harper	Gabriella Miller Kids First Research Act	To eliminate taxpayer financing of presidential campaigns and party conventions and reprogram savings to provide for a 10-year pediatric research initiative through the Common Fund administered by the National Institutes of Health, and for other purposes.	House Energy and Commerce; House Ways and Means	<input type="checkbox"/>
H.R. 3784	12/16/2013	Yoho	Nullifying Unconstitutional Mandate By Evaluating Results Act	To repeal the Affordable Care Act unless the initial enrollment target for Exchanges has been met, and for other purposes.	House Energy and Commerce; House Ways and Means; House Education and the Workforce; House Judiciary; House Natural Resources; House Rules; House Appropriations	<input type="checkbox"/>
H.R. 3787	12/19/2013	Lankford	N/A	To repeal of annual adjustment of retired pay and retainer pay amounts for retired members of the Armed Forces under age 62, and for other purposes.	House Armed Services; House Veterans' Affairs; House Oversight and Government Reform	<input type="checkbox"/>
H.R. 3803	12/19/2013	Yoho	Nullifying Unconstitutional Mandate By Evaluating Results Act	To repeal the Affordable Care Act unless the initial enrollment target for Exchanges has been met, and for other purposes.	House Energy and Commerce; House Ways and Means; House Education and the Workforce; House Judiciary; House Natural Resources; House Rules; House Appropriations	<input type="checkbox"/>

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Authorization Year: 2013
113th Congress 1st Session
Month: December 2013

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed		
11 Personnel Compensation		1101 Non-Statutory Compensation	311,459.12	3,588,347.79		
		1103 Overtime Compensation	0.00	162.26		
		1104 Accrued Leave	444.44	13,681.94		
		1106 Bonus	506.00	506.00		
		1108 Other Lump Sum	0.00	29,166.67		
		Total	312,409.56	3,631,864.66		
		21 Travel		2101 Commercial Transportation	0.00	3,583.50
				2130 Private Auto Mileage	0.00	67.80
				2135 Taxi/Parking/Tolls	0.00	381.62
				2138 Travel Subsistence	715.88	8,181.56
Total	715.88	12,214.48				
23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	216.00	2,771.00		
		2321 DC Telecom Serv (TRANSFER)	624.50	6,786.47		
		2322 DC Telecom Tolls (TRANSFER)	4,153.37	48,279.19		
		2335 HIR Graphics (TRANSFER)	50.00	1,450.00		
		Total	5,043.87	59,286.66		
EXPEN General Expenditures		2401 Printing & Reproduction	33.50	3,498.86		
		2403 Photographic (TRANSFER)	0.00	7,561.70		
		2404 Reproduction of Fed/Public Law	0.00	80.00		
		Total	33.50	11,140.56		
25 Other Services		2503 Consultant Contract Service	4,356.90	86,414.96		
		2527 Training	0.00	5,826.00		
		2540 Representational Expenses	0.00	186.45		
		2571 Technology Service Contracts	5,465.00	64,220.00		
Total	9,821.90	156,647.41				
26 Supplies and Materials		2602 Water	261.76	2,331.89		
		2603 Food & Beverage	0.00	2,104.83		
		2610 Habitation Expense	0.00	375.58		
		2620 Office Supplies (Outside)	399.92	6,980.09		
		2621 Office Supply (TRANSFER)	187.84	2,856.06		
		2623 Software < \$500	0.00	42.36		
2630 Publications/Reference Mat'l	2,815.90	5,947.43				
2699 Misc. Supplies & Materials	0.00	2.11				

U.S. House of Representatives

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

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Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	26 Supplies and Materials	Total	3,665.42	20,640.35
		3112 Computer Hardw Purch <\$25,000	589.00	589.00
		3115 Computer Softw Purch <\$10,000	0.00	1,800.00
EXPEN General Expenditures	31 Equipment	3118 Maintenance / Repairs	1,141.58	13,362.86
		3128 Warranties	0.00	81.00
	Total	Total	1,730.58	15,832.86
			333,420.71	3,907,626.98
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	3.90	106.44
	Total	Total	3.90	106.44
Total			333,424.61	3,907,733.42

REPORT ON TRAVEL PERFORMED

Committee on House Administration

113th Congress, 1st Session

December 2013

MAJORITY

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

No travel performed for the Majority in the month of December.

REPORT ON TRAVEL PERFORMED
 Committee on House Administration
 113th Congress, 1st Session
 December 2013
 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 Minority in the month of December.

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2013 to 12/31/2013

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 DIR OF POLICY & PLANNING	170,000.00	14,166.67	12/01/2013 to 12/31/2013
CRAVEN, KELLY F STAFF DIRECTOR	172,500.00	14,375.00	12/01/2013 to 12/31/2013
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.08	15,833.35	12/01/2013 to 12/31/2013

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
BARASH, YAEL LEGISLATIVE CLERK	86,000.00	7,166.67	12/01/2013 to 12/31/2013
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	65,000.00	5,416.67	12/01/2013 to 12/31/2013
BREMER, JOHN P MEMBER LIAISON	20,000.00	1,666.67	12/01/2013 to 12/31/2013
CAPPETTO, RICHARD FRANKING COMMISSION STAFF DIR	100,000.00	8,333.33	12/01/2013 to 12/31/2013
DAIL, JACK L DIR FRANKING COMM (PERSONNEL)	160,000.00	444.44	12/01/2013 to 12/31/2013
DICKHAUS, JOHN L INTERN	21,600.00	1,800.00	12/01/2013 to 12/31/2013
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	90,000.00	7,500.00	12/01/2013 to 12/31/2013
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	140,000.00	11,666.67	12/01/2013 to 12/31/2013
ETCHEPARE, MARC P INTERN	21,600.00	1,020.00	12/01/2013 to 12/31/2013
GERBO III, GEORGE N SENIOR STAFF ASSISTANT	68,000.00	5,666.67	12/01/2013 to 12/31/2013
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	147,000.00	12,250.00	12/01/2013 to 12/31/2013
HINMAN, ALYSSA R PROJECT COORDINATOR/STAFF ASS	66,000.00	5,500.00	12/01/2013 to 12/31/2013
KELLY, RYAN J SENIOR STAFF ASSISTANT	68,000.00	5,666.67	12/01/2013 to 12/31/2013
ROE, JAMIE A SHARED EMPLOYEE	25,000.00	2,083.33	12/01/2013 to 12/31/2013
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	90,000.00	7,500.00	12/01/2013 to 12/31/2013
SAYAGO, ERIN CARMEN SHARED EMPLOYEE	40,000.00	3,333.33	12/01/2013 to 12/31/2013
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	155,584.96	14,333.33	12/01/2013 to 12/31/2013
SENSENBRENNER, ROBERT A SENIOR COUNSEL	130,000.00	10,833.33	12/01/2013 to 12/31/2013
WALVORT, BRADLEY D PROFESSIONAL STAFF MEMBER	50,000.00	4,166.67	12/01/2013 to 12/31/2013
WOOD, SALLEY MARIE DEPUTY STAFF DIRECTOR	145,588.96	14,333.33	12/01/2013 to 12/31/2013

SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period
DAIL, JACK L DIR FRANKING COMM (PERSONNEL)	160,000.00	444.44	

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	0.00	12/01/2013 to 12/31/2013
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	171,000.00	14,250.00	12/01/2013 to 12/31/2013

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ABBOTT, GREGORY S PRESS SECRETARY	73,000.00	6,083.33	12/01/2013 to 12/31/2013
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	109,500.00	9,125.00	12/01/2013 to 12/31/2013
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	165,000.00	13,750.00	12/01/2013 to 12/31/2013
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	73,000.00	6,083.33	12/01/2013 to 12/31/2013
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	134,500.00	11,208.33	12/01/2013 to 12/31/2013
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	161,000.00	13,416.67	12/01/2013 to 12/31/2013
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	93,000.00	7,750.00	12/01/2013 to 12/31/2013
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	134,954.00	11,246.17	12/01/2013 to 12/31/2013
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	105,000.00	8,750.00	12/01/2013 to 12/31/2013
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	161,539.00	13,461.58	12/01/2013 to 12/31/2013
SIMS, AISLAN E STAFF ASSISTANT	47,000.00	3,916.67	12/01/2013 to 12/31/2013
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	12/01/2013 to 12/31/2013
SUBBIO, RICHARD SHARED EMPLOYEE	82,000.00	6,833.33	12/01/2013 to 12/31/2013
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	42,000.00	3,500.00	12/01/2013 to 12/31/2013

SPECIAL & SELECT COMMITTEE - BONUS

Employee and Job Title	Annual Salary	Gross Pay	Period
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	506.00	