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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 FOURTEENTH
CONGRESS

JAMIE FLEET, MINORITY STAFF DIRECTOR

January 15, 2016

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COMMITTEE
HOUSE OF REPRESENTATIVES

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

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

The December 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 – December 2015

Full Committee Hearings

December 2, 2015 – Hearing - Improving Customer Service for the Copyright Community

Full Committee Meetings

December 2, 2015 – Markup – H.R. 1670 - The National POW/MIA Remembrance Act of 2015

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.
- 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:
 - 12/09/2015: Reminder on Incidental Use of Holiday Greetings in Official Communications is Permissible
 - 12/11/15: End-of-Year Expenses

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: December 2015

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed	
	11 Personnel Compensation	1101 Non-Statutory Compensation	338,356.33	3,813,387.12	
		1104 Accrued Leave	0.00	18,525.00	
		Total	338,356.33	3,831,912.12	
	21 Travel	2101 Commercial Transportation	685.20	6,259.18	
		2105 Lodging	877.55	5,560.34	
		2110 Meals	144.04	1,164.40	
		2120 Car Rental	0.00	888.22	
		2125 Gasoline	0.00	106.00	
		2130 Private Auto Mileage	180.55	3,047.94	
		2135 Taxi/Parking/Tolls	191.01	1,426.27	
2138 Travel Subsistence		0.00	62.47		
	Total	2,078.35	18,514.82		
EXPEN General Expenditures	23 Rent, Communications, Utilities	2310 TelecomSrv/Eq/Toll Charge	0.00	525.59	
		2320 DC Telecom Equip (TRANSFER)	156.00	3,648.00	
		2321 DC Telecom Serv (TRANSFER)	601.25	6,606.00	
		2322 DC Telecom Tolls (TRANSFER)	5,755.60	56,949.14	
		2335 HIR Graphics (TRANSFER)	10.00	688.00	
		2350 Postage / Courier / Box Rental	0.00	61.80	
		Total	6,522.85	68,478.53	
		24 Printing and Reproduction	2401 Printing & Reproduction	523.85	3,745.26
			2403 Photographic (TRANSFER)	0.00	7,367.10
			2404 Reproduction of Fed/Public Law	0.00	100.00
	Total	523.85	11,212.36		
25 Other Services	2527 Training	0.00	2,668.00		
	2571 Technology Service Contracts	5,985.00	73,620.00		
	Total	5,985.00	76,288.00		
26 Supplies and Materials	2602 Water	264.69	1,582.27		
	2603 Food & Beverage	31.54	3,631.77		
	2610 Habitation Expense	0.00	2,898.88		

U.S. House of Representatives

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

**Authorization Year: 2015
114th Congress 1st Session
Month: December 2015**

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	26 Supplies and Materials	2620 Office Supplies (Outside)	813.37	8,901.91
		2621 Office Supply (TRANSFER)	838.28	3,864.45
		2630 Publications/Reference Mat'l	13,295.81	25,059.21
	Total		15,243.69	45,938.49
EXPEN General Expenditures		3105 Office Equip Purch<\$25,000	0.00	735.16
		3112 Computer Hardw Purch <\$25,000	0.00	3,389.37
		3115 Computer Softw Purch <\$10,000	0.00	9,147.97
	31 Equipment	3118 Maintenance / Repairs	980.00	12,282.08
		3128 Warranties	0.00	900.51
		3131 Equipment Purchases	44.96	539.52
	Total		1,024.96	26,994.61
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	0.00	82.21
	Total		0.00	82.21
Total			369,735.03	4,079,338.93
			0.00	82.21
			0.00	82.21
			0.00	82.21
			369,735.03	4,079,421.14

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

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

No travel performed for the month of December 2015

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2015 to 12/31/2015

Process Level: HO000 COMM ON HOUSE ADMINISTRATION
 Department: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization:
 10HO000

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
CLOCKER, JOHN C DEP STAFF DIR/PLANNING & OVERS	170,000.00	14,166.67	12/01/2015 to 12/31/2015
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	12/01/2015 to 12/31/2015
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	12/01/2015 to 12/31/2015

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ANGER, AMANDA C SENIOR STAFF MEMBER	40,000.00	3,333.33	12/01/2015 to 12/31/2015
BANKS, JORDAN B INTERN	21,599.00	1,799.92	12/01/2015 to 12/31/2015
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	97,500.00	8,125.00	12/01/2015 to 12/31/2015
CAPPETTO, RICHARD FRANKING COMMISSION STAFF DIR	155,000.00	12,916.67	12/01/2015 to 12/31/2015
CRAVENS, MICHAEL J SHARED EMPLOYEE	40,000.00	3,333.33	12/01/2015 to 12/31/2015
DAULBY, JENNIFER A SHARED EMPLOYEE	30,000.00	2,500.00	12/01/2015 to 12/31/2015
DICKHAUS, JOHN L LEGISLATIVE CLERK	47,000.00	3,916.67	12/01/2015 to 12/31/2015
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	70,000.00	5,833.33	12/01/2015 to 12/31/2015
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	165,000.00	13,750.00	12/01/2015 to 12/31/2015
FELDER, COLE M COUNSEL	87,500.00	7,291.67	12/01/2015 to 12/31/2015
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	165,000.00	13,750.00	12/01/2015 to 12/31/2015
HARRINGTON, MOLLY J STAFF ASSISTANT	35,000.00	2,916.67	12/01/2015 to 12/31/2015
HAWATMEH, NICOLA I COUNSEL	80,000.00	6,666.67	12/01/2015 to 12/31/2015
HINMAN, ALYSSA R PROFESSIONAL STAFF	49,000.00	4,083.33	12/01/2015 to 12/31/2015
JOSEPH, COURTNEY E PROFESSIONAL STAFF	47,000.00	3,916.67	12/01/2015 to 12/31/2015
KELLY, RYAN J PROFESSIONAL STAFF	49,000.00	4,083.33	12/01/2015 to 12/31/2015
LEBRYK, KRISTEN MICHELLE SHARED EMPLOYEE	30,000.00	2,500.00	12/01/2015 to 12/31/2015
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	97,000.00	8,083.33	12/01/2015 to 12/31/2015
MOORE, COLLEEN M STAFF ASSISTANT	35,000.00	2,916.67	12/01/2015 to 12/31/2015
PATRU, KATHRYN MAE DEP STAFF DIR/OUTREACH & COMM	165,000.00	13,750.00	12/01/2015 to 12/31/2015

PUC CERELLA, EDWARD J PROFESSIONAL STAFF	55,000.00	4,583.33	12/01/2015 to 12/31/2015
RYAN, CAITLIN MAUREEN MGR OF PLANNING & STRA INITIAT	110,000.00	9,166.67	12/01/2015 to 12/31/2015
SENSENBRENNER, ROBERT A GENERAL COUNSEL	168,000.00	14,000.00	12/01/2015 to 12/31/2015
SULLIVAN, TIMOTHY M INTERN	21,599.00	1,799.92	12/01/2015 to 12/31/2015
WALVORT, BRADLEY D PROFESSIONAL STAFF MEMBER	70,000.00	5,833.33	12/01/2015 to 12/31/2015
WOOD, SALLEY MARIE SHARED EMPLOYEE	25,000.00	2,083.33	12/01/2015 to 12/31/2015

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	170,696.00	14,224.67	12/01/2015 to 12/31/2015
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	159,000.00	13,250.00	12/01/2015 to 12/31/2015
WHITE, STANLEY V SHARED EMPLOYEE	40,000.00	3,333.33	12/01/2015 to 12/31/2015

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	109,500.00	9,125.00	12/01/2015 to 12/31/2015
ALLEN, AARON M SHARED EMPLOYEE	4,000.00	333.33	12/01/2015 to 12/31/2015
DEFREITAS, MATTHEW ALBERT FRANKING COMM DEMO STAFF DIR	152,000.00	12,666.67	12/01/2015 to 12/31/2015
DOUGHERTY, ROBERT J SHARED EMPLOYEE	4,000.00	333.33	12/01/2015 to 12/31/2015
EISENHOWER, CHRISTOPHER J RESEARCH ANALYST	39,000.00	3,250.00	12/01/2015 to 12/31/2015
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	152,000.00	12,666.67	12/01/2015 to 12/31/2015
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	149,000.00	12,416.67	12/01/2015 to 12/31/2015
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	93,000.00	7,750.00	12/01/2015 to 12/31/2015
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	93,000.00	7,750.00	12/01/2015 to 12/31/2015
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	149,539.00	12,461.58	12/01/2015 to 12/31/2015
SANDSTROM, THOMAS E STAFF ASSISTANT	52,000.00	4,333.33	12/01/2015 to 12/31/2015
SIMS, AISLAN E PROFESSIONAL STAFF	59,500.00	4,958.33	12/01/2015 to 12/31/2015
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	12/01/2015 to 12/31/2015
SUBBIO, RICHARD SHARED EMPLOYEE	82,000.00	6,833.33	12/01/2015 to 12/31/2015