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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

<http://cha.house.gov>

ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JUAN VARGAS, CALIFORNIA

ONE HUNDRED THIRTEENTH
CONGRESS

KYLE ANDERSON, MINORITY STAFF DIRECTOR

December 18, 2013

COMMITTEE
HOUSE ADMINISTRATION
2013 DEC 17 PM 5:35

November 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 November 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 November 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

November 20, 2013 – Military and Overseas Voting in 2012 – Heard testimony from The Honorable Ross Miller, Nevada Secretary of State, and Mr. Matt Boehmer, Director of the Federal Voting Assistance Program.

Full Committee Meetings

November 20, 2013 – Markup – Approved a Committee resolution to establish regulations for the Academic Competition.

Reports Filed

none

Polls

none

Floor Activity

H.R. 3487 – To amend the Federal Election Campaign Act to extend through 2018 the authority of the Federal Election Commission to impose civil money penalties on the basis of a schedule of penalties established and published by the Commission, to expand such authority to certain other violations, and for other purposes, 11/18/13 – Passed/agreed to in House: On motion to suspend the rules and pass the bill: Agreed to by voice vote.

S.Con.Res. 25 – A concurrent resolution authorizing the use of Emancipation Hall in the Capitol Visitor Center for activities associated with the ceremony to award the Congressional Gold Medal to Native American code talkers, 11/13/13 – Passed/agreed to in House: On motion to suspend the rules and agree to the resolution: Agreed to by voice vote.

Administrative and Oversight Activities

Member Services

- Provided guidance to Member offices on compliance with Member handbook regulations.
- In conjunction with the Committee on Ethics, issued a Dear Colleague letter regarding the use of official resources to help those affected by Typhoon Haiyan.

Committee Funding and Oversight

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

Franking Commission

- Responded to 532 franking calls.
- Reviewed 794 franking requests.
- Created a map of state primary election blackout dates available on cha.house.gov, and issued a Dear Colleague letter notifying offices about it.

Chief Administrative Officer

- Approved a new policy for the classification of standard, non-standard, and historic furniture, as well as a standard complement of furniture for Member offices.
- Approved the rollout of the Self-Service Request system to all House offices, enabling them to place online service requests that are accurately entered and routed to the appropriate CAO unit for fulfillment.
- Coordinated communication plans for the CAO-hosted Subscription Fair and Technology Fair on November 20 and 21, respectively.
- 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.

Office of Congressional Accessibility Services

- Worked with the OCAS director on a variety of Member office requests concerning accessibility.
- Received and reviewed semi-annual report.

Sergeant-at-Arms

- Reviewed and approved personnel actions.

Government Printing Office

- Reminded offices to update biographical and district information for Member entries in the 113th Congressional Directory.
- Provided approval to commence production of the Hispanic Americans in Congress book with the lowest qualified bidder.
- Received and reviewed semi-annual report.

Library of Congress

- Approved resolution to accept donation for the Knowledge Navigators Trust Fund.

United States Capitol Police

- Received and reviewed semi-annual report.

Architect of the Capitol

- Approved final placement of Winston Churchill bust in the Capitol.
- Received and reviewed semi-annual report.

Capitol Visitor Center

- Approved House and Senate events held in the CVC.
- Approved new prohibited items signage.
- Reviewed dome restoration outreach efforts.

Smithsonian Institution

- Committee staff met with Smithsonian representatives to review the construction status of the National Museum of African American History and Culture, scheduled to open in late 2015. Participants discussed financing, construction, and timing issues.

Oversight of Federal Election Law and Procedures

- Conducted first two interviews of FEC employees in investigation of communications between FEC and IRS.
- Held meetings with vendors and election officials regarding use of electronic transmission systems for voting materials as a follow-up from hearing testimony about Nevada's program.

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	274,862.44	3,276,888.67
		1103 Overtime Compensation	0.00	162.26
		1104 Accrued Leave	2,216.67	13,237.50
		1108 Other Lump Sum	0.00	29,166.67
		Total	277,079.11	3,319,455.10
21 Travel		2101 Commercial Transportation	0.00	3,583.50
		2130 Private Auto Mileage	0.00	67.80
		2135 Taxi/Parking/Tolls	32.00	381.62
		2138 Travel Subsistence	0.00	7,465.68
	Total	32.00	11,498.60	
23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	216.00	2,555.00
		2321 DC Telecom Serv (TRANSFER)	624.50	6,161.97
		2322 DC Telecom Tolls (TRANSFER)	3,823.04	44,125.82
		2335 HIR Graphics (TRANSFER)	0.00	1,400.00
		Total	4,663.54	54,242.79
24 Printing and Reproduction		2401 Printing & Reproduction	1,217.92	3,465.36
		2403 Photographic (TRANSFER)	170.30	7,561.70
		2404 Reproduction of Fed/Public Law	0.00	80.00
		Total	1,388.22	11,107.06
25 Other Services		2503 Consultant Contract Service	5,663.97	82,058.06
		2527 Training	1,692.00	5,826.00
		2540 Representational Expenses	0.00	186.45
		2571 Technology Service Contracts	5,465.00	58,755.00
		Total	12,820.97	146,825.51
26 Supplies and Materials		2602 Water	100.95	2,070.13
		2603 Food & Beverage	0.00	2,104.83
		2610 Habitation Expense	0.00	375.58
		2620 Office Supplies (Outside)	899.74	6,580.17
	2621 Office Supply (TRANSFER)	122.15	2,668.22	
	2623 Software < \$500	0.00	42.36	
	2630 Publications/Reference Mat'l	2,433.48	3,131.53	
	2699 Misc. Supplies & Materials	0.00	2.11	
	Total	3,556.32	16,974.93	

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION Authorization Year: 2013
 113th Congress 1st Session
 Month: November 2013

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	31 Equipment	3115 Computer Softw Purch <\$10,000	0.00	1,800.00
		3118 Maintenance / Repairs	1,141.58	12,221.28
		3128 Warranties	0.00	81.00
		Total	1,141.58	14,102.28
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	3.71	102.54
		Total	3.71	102.54
		Total	300,685.45	3,574,308.81

REPORT ON TRAVEL PERFORMED

Committee on House Administration

113th Congress, 1st Session

November 2013

MAJORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Reimbursement Claimed			
	From	To				Transportation	Meals, Lodging & Incidentals	Other	Total
Reynold Schweickhardt	11/19/13	11/22/13		Research alternative solution(s) for current CRM vendors	DC-San Francisco, CA-DC	\$369.80	\$715.88	\$0.00	\$1085.68
Peter Schalestock	11/24/13	11/26/13		Meet with election officials regarding recent use of electronic ballot system	DC-AZ-DC	\$470.00	\$0.00	\$0.00	\$470.00
TOTAL									\$1,555.68

REPORT ON TRAVEL PERFORMED
 Committee on House Administration
 113th Congress, 1st Session
 November 2013
 MINORITY

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

No travel performed for the Minority in the month of November.

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

11/01/2013 to 11/30/2013

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	Remarks
CLOCKER, JOHN C DIR OF POLICY & PLANNING	170,000.00	14,166.67	11/01/2013 to 11/30/2013	
CRAVEN, KELLY F STAFF DIRECTOR	172,500.00	14,375.00	11/01/2013 to 11/30/2013	

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
BARASH, YAEL LEGISLATIVE CLERK	56,000.00	4,666.67	11/01/2013 to 11/30/2013	
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	60,000.00	5,000.00	11/01/2013 to 11/30/2013	
CAPPETTO, RICHARD PROF STAFF, MEMBER SERVICES	60,000.00	5,000.00	11/01/2013 to 11/30/2013	
DAIL, JACK L DIR FRANKING COMM (PERSONNEL)	160,000.00	13,333.33	11/01/2013 to 11/30/2013	
DICKHAUS, JOHN L INTERN	21,600.00	2,400.00	11/01/2013 to 11/30/2013	
DUTTON, KENNETH STEVEN FRANKING COMMUNICATIONS DIR	37,500.00	416.67	11/01/2013 to 11/30/2013	TERMINATED 11/04/13
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00	11/01/2013 to 11/30/2013	
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	125,000.00	10,416.67	11/01/2013 to 11/30/2013	
ETCHEPARE, MARC P INTERN	21,600.00	1,800.00	11/01/2013 to 11/30/2013	
GERBO III, GEORGE N SENIOR STAFF ASSISTANT	38,000.00	3,166.67	11/01/2013 to 11/30/2013	
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	140,000.00	11,666.67	11/01/2013 to 11/30/2013	
HINMAN, ALYSSA R PROJECT COORDINATOR/STAFF ASS	36,000.00	3,000.00	11/01/2013 to 11/30/2013	
KELLY, RYAN J SENIOR STAFF ASSISTANT	38,000.00	3,166.67	11/01/2013 to 11/30/2013	
ORSULAK, TYLER INTERN	21,600.00	-60.00	11/01/2013 to 11/30/2013	TERMINATED EMPLOYEE
RICH, JOHN M SENIOR STAFF ASSISTANT	38,000.00	1,583.33	11/01/2013 to 11/30/2013	TERMINATED 11/15/13
ROE, JAMIE A SHARED EMPLOYEE	15,000.00	1,250.00	11/01/2013 to 11/30/2013	
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	80,000.00	6,666.67	11/01/2013 to 11/30/2013	
SAYAGO, ERIN CARMEN SHARED EMPLOYEE	40,000.00	1,444.44	11/01/2013 to 11/30/2013	APPOINTMENT 11/18/13
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	142,000.00	11,833.33	11/01/2013 to 11/30/2013	
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	11/01/2013 to 11/30/2013	
SENSENBRENNER, ROBERT A SENIOR COUNSEL	100,000.00	8,333.33	11/01/2013 to 11/30/2013	

WALVORT, BRADLEY D MEMBER LIAISON	20,000.00	1,666.67	11/01/2013 to 11/30/2013
WOOD, SALLEY MARIE DEPUTY STAFF DIRECTOR	142,000.00	11,833.33	11/01/2013 to 11/30/2013

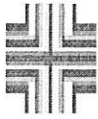
SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
RICH, JOHN M SENIOR STAFF ASSISTANT	38,000.00	2,216.67		

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ABBOTT, GREGORY S PRESS SECRETARY	61,000.00	5,083.33	11/01/2013 to 11/30/2013	
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	97,500.00	8,125.00	11/01/2013 to 11/30/2013	
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	165,000.00	13,750.00	11/01/2013 to 11/30/2013	
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33	11/01/2013 to 11/30/2013	
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	122,500.00	10,208.33	11/01/2013 to 11/30/2013	
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	11/01/2013 to 11/30/2013	
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	11/01/2013 to 11/30/2013	
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	10,246.17	11/01/2013 to 11/30/2013	
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	11/01/2013 to 11/30/2013	
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	11/01/2013 to 11/30/2013	
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	11/01/2013 to 11/30/2013	
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67	11/01/2013 to 11/30/2013	
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	11/01/2013 to 11/30/2013	
SUBBIO, RICHARD SHARED EMPLOYEE	70,000.00	5,833.33	11/01/2013 to 11/30/2013	
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	11/01/2013 to 11/30/2013	



House Postal Operations Pitney Bowes Management Services

HOUSE ADMINISTRATION

1309 LONGWORTH

113th Congress, 1st Session

Mail Accountability Report

November 2013

Date	Quantity	Total Cost
11/ 25/13	2	\$3.44
11/ 27/13	1	\$0.46
TOTAL	3	\$3.90

If you have any questions regarding this report, please contact House Postal Operations
Customer Service, 301-336-8820.