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# Congress of the United States

## House of Representatives

### COMMITTEE ON HOUSE ADMINISTRATION

1309 Longworth House Office Building  
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(202) 225-8281  
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ROBERT A. BRADY, PENNSYLVANIA  
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA  
JUAN VARGAS, CALIFORNIA

ONE HUNDRED FOURTEENTH  
CONGRESS

KYLE ANDERSON, MINORITY STAFF  
DIRECTOR

April 17, 2015

### March 2015 Monthly Report

COMMITTEE  
HOUSE ADMINISTRATION  
2015 APR 17 AM 11:52

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

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

The March 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 – March 2015**

Full Committee Hearings

None.

Full Committee Meetings

**March 4, 2015 – Markup** - H.Res. 132 – Omnibus Resolution for Committee Funding in the 114th Congress; Committee Res. 6 – Limitation on Allocation of Franked Mail; H.R. 195 – Election Assistance Commission Termination Act; H.R. 412 - To reduce Federal spending and the deficit by terminating taxpayer financing of presidential election campaigns.

Reports Filed

None

Polls

None

Floor Activity

**H.R. 1213** – Office of Compliance Administrative and Technical Corrections Act of 2015. March 4, 2015.

**H. Res. 132** – Providing for the expenses of certain committees of the House of Representatives in the One Hundred Fourteenth Congress. March 19, 2015.

**H. Res. 171** – Electing Members to the Joint Committee of Congress on the Library and the Joint Committee on Printing. March 26, 2015.

**H.J.Res.10** - Providing for the reappointment of David M. Rubenstein as a citizen regent of the Board of Regents of the Smithsonian Institution. March 26, 2015.

**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:
  - 03/09/2015: Staff Briefing on Preparing for Spring Constituent Visits
  - 03/26/2015: Congressional Pictorial Directory Photos

### **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: 10HO000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	303,883.85	895,420.08
		1104 Accrued Leave	1,909.72	4,709.72
		<b>Total</b>	<b>305,793.57</b>	<b>900,129.80</b>
		2101 Commercial Transportation	512.20	512.20
	21 Travel	2120 Car Rental	225.65	225.65
		2130 Private Auto Mileage	62.10	404.32
		2135 Taxi/Parking/Tolls	0.00	49.02
		<b>Total</b>	<b>799.95</b>	<b>1,191.19</b>
	23 Rent, Communications, Utilities	2310 TelecomSrv/Eq/Toll Charge	83.03	83.03
		2320 DC Telecom Equip (TRANSFER)	208.00	412.00
		2321 DC Telecom Serv (TRANSFER)	609.00	1,218.00
		2322 DC Telecom Tolls (TRANSFER)	1,907.87	9,192.07
		2335 HIR Graphics (TRANSFER)	0.00	440.00
		2350 Postage / Courier / Box Rental	0.00	3.30
<b>Total</b>	<b>2,807.90</b>	<b>11,348.40</b>		
EXPEN General Expenditures	24 Printing and Reproduction	2401 Printing & Reproduction	260.86	805.61
		2403 Photographic (TRANSFER)	0.00	6.50
<b>Total</b>	<b>260.86</b>	<b>812.11</b>		
25 Other Services	2571 Technology Service Contracts	<b>Total</b>	<b>5,485.00</b>	<b>19,255.00</b>
		2602 Water	253.71	253.71
		2603 Food & Beverage	573.37	1,265.00
26 Supplies and Materials	2620 Office Supplies (Outside)	2621 Office Supply (TRANSFER)	61.79	1,735.40
		2630 Publications/Reference Mat'l	135.79	405.68
		<b>Total</b>	<b>37.01</b>	<b>497.02</b>
		3105 Office Equip Purch<\$25,000	735.16	735.16
31 Equipment	3115 Computer Softw Purch <\$10,000	3118 Maintenance / Repairs	0.00	2,525.40
		<b>Total</b>	<b>945.58</b>	<b>2,836.74</b>
		3118 Maintenance / Repairs	945.58	2,836.74

**U.S. House of Representatives**  
**Monthly Financial Statement by Legislative Year**

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Authorization Year: 2015  
 114th Congress 1st Session  
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Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	31 Equipment	3128 Warranties	101.51	101.51
		3131 Equipment Purchases	44.96	134.88
	<b>Total</b>	<b>318,036.16</b>	<b>6,333.69</b>	
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	21.39	21.83
		<b>Total</b>	<b>21.39</b>	<b>21.83</b>
<b>Total</b>			<b>318,057.55</b>	<b>943,248.83</b>





**REPORT ON TRAVEL PERFORMED**

Committee on House Administration

114<sup>th</sup> Congress, 1<sup>st</sup> Session

March 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 March.

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

03/01/2015 to 03/31/2015

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>
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

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>
ANGER, AMANDA C STAFF ASSISTANT	35,000.00	2,916.67
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	97,500.00	8,125.00
CAPPETTO, RICHARD FRANKING COMMISSION STAFF DIR	125,000.00	10,416.67
DICKHAUS, JOHN L LEGISLATIVE CLERK	47,000.00	3,916.67
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	147,000.00	12,250.00
FELDER, COLE M COUNSEL	80,000.00	6,666.67
GANCIO, MICHAEL J INTERN	21,600.00	1,740.00
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	147,000.00	12,250.00
HARRINGTON, MOLLY J STAFF ASSISTANT	35,000.00	2,916.67
HAWATMEH, NICOLA I COUNSEL	70,000.00	5,833.33
HINMAN, ALYSSA R PROFESSIONAL STAFF	49,000.00	4,083.33
HODGKINS, SARAH E INTERN	21,600.00	1,800.00
JOSEPH, COURTNEY E PROFESSIONAL STAFF	47,000.00	0.00
KELLY, RYAN J PROFESSIONAL STAFF	49,000.00	4,083.33
LEBRYK, KRISTEN MICHELLE SHARED EMPLOYEE	30,000.00	2,500.00
MALM, JAMES R STAFF ASSISTANT	35,000.00	2,916.67
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	87,000.00	7,250.00
PATRU, KATHRYN MAE DEP STAFF DIR/OUTREACH & COMM	150,000.00	12,500.00
PUCCERELLA, EDWARD J PROFESSIONAL STAFF	55,000.00	4,583.33
ROE, JAMIE A SHARED EMPLOYEE	25,000.00	2,083.33
ROTHSCHILD, BERNARD DIRECTOR OF MEMBER OUTREACH	125,000.00	6,944.44

RYAN, CAITLIN MAUREEN	110,000.00	9,166.67
MGR OF PLANNING & STRA INITIAT		
SCHWEICKHARDT, REYNOLD C	160,000.00	13,333.33
DIR OF TECHNOLOGY POLICY		
SENSENBRENNER, ROBERT A	150,000.00	12,500.00
GENERAL COUNSEL		
WALVORT, BRADLEY D	60,000.00	5,000.00
PROFESSIONAL STAFF MEMBER		

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	171,500.00	14,291.67
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00

SPECIAL & SELECT COMMITTEE - PERSONNEL

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>
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	14,034.25
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	40,000.00	3,333.33
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



House Postal Operations  
**NOVITEX ENTERPRISE SOLUTIONS**

House Administration  
1309 Longworth

114th Congress, 1st Session  
Mail Accountability Report  
February 2015

<b>Date</b>	<b>Quantity</b>	<b>Total Cost</b>
2/11/2015	1	0.44
2/20/2015	5	20.95
<b>Total</b>	<b>6</b>	<b>21.39</b>