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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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ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JUAN VARGAS, CALIFORNIA

ONE HUNDRED FOURTEENTH
CONGRESS

JAMIE FLEET, MINORITY STAFF DIRECTOR

October 16, 2015

September 2015 Monthly Report

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COMMITTEE
HOUSE ADMINISTRATION

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

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

The September 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 – September 2015

Full Committee Hearings

None

Full Committee Meetings

None

Reports Filed

None

Polls

None

Floor Activity

H. Con. Res. 79 - Directing the Clerk of the House of Representatives to make corrections in the enrollment of H.R. 719. September 30, 2015 passed/agreed to in the House: On passage: agreed to by the Yeas and Nays, 241-185, 1 Present. Motion to reconsider laid on the table, Agreed to without objection. Received in the Senate and referred to the Committee on Finance.

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:
 - 9/30/15: Third Quarter Mass Mailings and Mass Communications Report Due October 14th

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: September 2015

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	307,468.74	2,787,711.73
		1104 Accrued Leave	0.00	18,525.00
		Total	307,468.74	2,806,236.73
	21 Travel	2101 Commercial Transportation	50.00	4,162.98
		2105 Lodging	1,755.12	3,810.33
		2110 Meals	150.95	604.44
		2120 Car Rental	395.53	888.22
		2125 Gasoline	96.00	106.00
		2130 Private Auto Mileage	157.55	1,809.39
		2135 Taxi/Parking/Tolls	139.15	604.87
2138 Travel Subsistence		0.00	62.47	
Total	2,744.30	12,048.70		
23 Rent, Communications, Utilities	2310 TelecomSrv/Eq/Toll Charge	124.23	525.59	
	2320 DC Telecom Equip (TRANSFER)	292.00	3,096.00	
	2321 DC Telecom Serv (TRANSFER)	601.25	4,802.25	
	2322 DC Telecom Tolls (TRANSFER)	5,599.77	38,656.83	
	2335 HIR Graphics (TRANSFER)	0.00	648.00	
Total	6,617.25	47,731.97		
24 Printing and Reproduction	2401 Printing & Reproduction	111.24	3,120.03	
	2403 Photographic (TRANSFER)	7,137.50	7,226.90	
	2404 Reproduction of Fed/Public Law	0.00	100.00	
	Total	7,248.74	10,446.93	
25 Other Services	2527 Training	0.00	2,209.00	
	2571 Technology Service Contracts	5,485.00	55,665.00	
	Total	5,485.00	57,874.00	
26 Supplies and Materials	2602 Water	274.69	1,229.61	
	2603 Food & Beverage	0.00	3,600.23	
	2610 Habitation Expense	0.00	2,898.88	

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

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

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	26 Supplies and Materials	2620 Office Supplies (Outside)	356.06	7,741.79
		2621 Office Supply (TRANSFER)	175.77	2,269.93
		2630 Publications/Reference Mat'l	37.01	3,766.44
		Total	843.53	21,506.88
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	8,986.13
		3128 Warranties	0.00	900.51
		3131 Equipment Purchases	44.96	404.64
		Total	1,024.96	23,563.78
		Total	331,432.52	2,979,408.99
AE200 Official Mail		2352 Franked Mail	3.60	80.79
		Total	3.60	80.79
Total			331,436.12	2,979,489.78

REPORT ON TRAVEL PERFORMED

Committee on House Administration
 114th Congress, 1st Session
 September 2015
 MAJORITY

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

No travel performed for the month of September 2015.

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

09/01/2015 to 09/30/2015

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay
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

Employee and Job Title	Annual Salary	Gross Pay
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
CRAVENS, MICHAEL J SHARED EMPLOYEE	40,000.00	3,333.33
DAULBY, JENNIFER A SHARED EMPLOYEE	30,000.00	2,500.00
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
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
JOSEPH, COURTNEY E PROFESSIONAL STAFF	47,000.00	3,916.67
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	2,625.00
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	97,000.00	8,083.33
MOORE, COLLEEN M STAFF ASSISTANT	35,000.00	2,250.00
PATRU, KATHRYN MAE DEP STAFF DIR/OUTREACH & COMM	150,000.00	12,500.00
PUC CERELLA, EDWARD J PROFESSIONAL STAFF	55,000.00	4,583.33

RYAN, CAITLIN MAUREEN MGR OF PLANNING & STRA INITIAT	110,000.00	9,166.67
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33
SENSENBRENNER, ROBERT A GENERAL COUNSEL	150,000.00	12,500.00
SULLIVAN, TIMOTHY M INTERN	21,599.00	1,799.92
WALVORT, BRADLEY D PROFESSIONAL STAFF MEMBER	70,000.00	5,833.33
WOOD, SALLEY MARIE SHARED EMPLOYEE	25,000.00	2,083.33

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	170,696.00	14,224.67
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00
WHITE, STANLEY V SHARED EMPLOYEE	40,000.00	3,333.33

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay
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	140,000.00	11,666.67
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	90,291.00	7,524.25
SUBBIO, RICHARD SHARED EMPLOYEE	70,000.00	5,833.33

House Postal Operations
NOVITEX ENTERPRISE SOLUTIONS

House Administration
1309 Longworth

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

Date	Quantity	Total Cost
9/17/2015	1	0.44
Total	1	0.44