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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  
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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

August 18, 2014

COMMITTEE  
HOUSE ADMINISTRATION  
2014 AUG 18 PM 2:

### July 2014 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 July 2014;
- List of Committee employees, job titles and gross monthly salaries.

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

The July 2014 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 – July 2014

### Full Committee Hearings

**July 23, 2014 - Examining the Voting Process – How States Can Build on Recommendations from the Bauer-Ginsberg Commission** – Heard testimony from Mr. Benjamin L. Ginsberg, Co-Chair, Presidential Commission on Election Administration; and Mr. Robert F. Bauer, Co-Chair, Presidential Commission on Election Administration.

### Full Committee Meetings

None

### Reports Filed

None

### Polls

**Committee Poll #12:** To approve a contract for legal services. July 31, 2014.

### Floor Activity

None

### Administrative and Oversight Activities

#### *Member Services*

- Provided guidance to Member offices on compliance with Member Handbook regulations.
- Continued New Member Orientation and 114<sup>th</sup> Congress Transition planning.

#### *Committee Funding and Oversight*

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

#### *Franking Commission*

- Responded to 903 franking calls.
- Reviewed 1,182 franking requests.
- Hosted staff briefings to cover best practices related to the general election blackout.

#### *House Student App Challenge*

- Continuing to assist offices as they conclude their individual competitions and collect information on the winners.

#### *Chief Administrative Officer*

- Responded to Member Office inquiries pertaining to a variety of issue areas within the CAO/HIR departments.

- Approved a series of HIR technology contracts, purchase orders and RFPs (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*

- Conducted oversight regarding House Security Manual preparation and review.
- Reviewed and approved personnel actions.

#### *House Inspector General*

- Reviewed and approved personnel actions and pending audits.

#### *Government Printing Office*

- Approved GPO's request to conduct a Voluntary Separation Incentive Payment Program targeted at 110 employees for early Fiscal Year 2015.
- In coordination with the House Historian and Art and Archives staff, increased Member Office outreach regarding the availability of "in Congress" publications.

#### *Architect of the Capitol*

- Conducted Member and staff briefings on the upcoming renovations to the Cannon building.
- Approved event requests for the Botanic Garden.
- Facilitated process approvals for the National Statuary Hall Collection.

#### *Capitol Visitor Center*

- Approved House and Senate events held in the CVC.
- Approved new exhibit ideas for Exhibition Hall.

#### *Office of Congressional Accessibility Services*

- Responded to Member Office inquiries pertaining to congressional accessibility issues.

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Authorization Year: 2014  
 113th Congress 2nd Session  
 Month: July 2014

Disbursed Summary

Program	Object Class	Budget Object Class	S-BOC	MTD Disbursed	YTD Disbursed
EXPEN	11 Personnel Compensation	1101 Non-Statutory Compensation		279,091.32	1,906,547.04
		1104 Accrued Leave		0.00	8,677.78
		<b>Total</b>		<b>279,091.32</b>	<b>1,915,224.82</b>
	21 Travel	2101 Commercial Transportation		31.00	1,267.49
		2105 Lodging		0.00	435.18
		2130 Private Auto Mileage		775.04	2,216.14
		2135 Taxi/Parking/Tolls		165.10	445.55
		2138 Travel Subsistence		0.00	1,794.92
		<b>Total</b>		<b>971.14</b>	<b>6,159.28</b>
	General Expenditures	23 Rent, Communications, Utilities	2310 TelecomSrv/Eq/Toll Charge		0.00
2320 DC Telecom Equip (TRANSFER)				204.00	3,240.00
2321 DC Telecom Serv (TRANSFER)				601.25	3,723.75
2322 DC Telecom Tolls (TRANSFER)			3,960.90	24,677.91	
2335 HIR Graphics (TRANSFER)			0.00	406.00	
<b>Total</b>			<b>4,766.15</b>	<b>32,727.50</b>	
24 Printing and Reproduction		2401 Printing & Reproduction		139.80	744.05
		2403 Photographic (TRANSFER)		46.80	266.65

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

Office: 10HO000 HOUSE ADMINISTRATION Authorization Year: 2014  
 113th Congress 2nd Session  
 Month: July 2014

Program	Object Class	Budget Object Class	S-BOC	MTD Disbursed	YTD Disbursed	
EXPEN	24 Printing and Reproduction	2404 Reproduction of Fed/Public Law		0.00	210.00	
		<b>Total</b>		<b>186.60</b>	<b>1,220.70</b>	
	25 Other Services	2503 Consultant Contract Service		0.00	35,475.43	
		2527 Training		0.00	3,640.00	
		2571 Technology Service Contracts		6,465.00	41,055.00	
		<b>Total</b>		<b>6,465.00</b>	<b>80,170.43</b>	
			2602 Water		109.96	894.35
			2603 Food & Beverage		1,797.59	2,844.73
			2620 Office Supplies (Outside)		2,490.43	6,920.19
		26 Supplies and Materials	2621 Office Supply (TRANSFER)		122.14	1,056.71
		2623 Software <\$500		0.00	2,002.95	
		2630 Publications/Reference Mat'l		37.01	599.36	
	<b>Total</b>		<b>4,557.13</b>	<b>14,318.29</b>		
		3112 Computer Hardw Purch <\$25,000		0.00	3,028.99	
	31 Equipment	3118 Maintenance / Repairs		1,533.58	7,795.06	
		3128 Warranties		0.00	348.00	
	<b>Total</b>		<b>1,533.58</b>	<b>1,533.58</b>	<b>11,172.05</b>	
		<b>Total</b>	<b>297,570.92</b>	<b>2,060,993.07</b>		
AE200	Official Mail	2352 Franked Mail		1.60	67.94	
		<b>Total</b>		<b>1.60</b>	<b>67.94</b>	
	<b>Total</b>			<b>297,572.52</b>	<b>2,061,061.01</b>	

## REPORT ON TRAVEL PERFORMED

Committee on House Administration

113<sup>th</sup> Congress, 2<sup>nd</sup> Session

July 2014

MAJORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Reimbursement Claimed			
	From	To				Transportation	Meals, Lodging & Incidentals	Other	Total
Sean Moran	7/2/14	7/3/14		District Office Visits	DC - Cinn., OH - DC	\$731.26	\$297.82		\$1029.08
Bob Sensenbrenner	7/14/14	7/14/14		National Association of Secretary of States Conference	DC - Baltimore, MD - DC	\$43.68	\$14.00		\$57.68
Max Engling	7/29/14	7/29/14		CRS Williamsburg site visit	DC - Williamsburg, VA - DC	\$0.			\$0.
<b>TOTAL</b>									<b>\$1,086.76</b>



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	170,000.00	14,166.67
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>
BARASH, YAEL LEGISLATIVE CLERK	56,000.00	4,666.67
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	87,000.00	7,250.00
BREMER, JOHN P MEMBER LIAISON	25,000.00	2,083.33
BRYAN, CLAYTON FIERY INTERN	21,600.00	2,220.00
CAPPETTO, RICHARD FRANKING COMMISSION STAFF DIR	100,000.00	8,333.33
COLLINS, CASSANDRA ROSE INTERN	21,600.00	1,800.00
CUCCIAS, MICHAEL A INTERN	21,600.00	1,860.00
DICKHAUS, JOHN L STAFF ASSISTANT	30,000.00	2,500.00
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	140,000.00	11,666.67
GERBO III, GEORGE N SENIOR STAFF ASSISTANT	41,000.00	3,416.67
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	147,000.00	12,250.00
HINMAN, ALYSSA R PROFESSIONAL STAFF	49,000.00	4,083.33
KELLY, RYAN J SENIOR STAFF ASSISTANT	40,000.00	3,333.33
MALM, JAMES R INTERN	21,600.00	1,800.00
ROE, JAMIE A SHARED EMPLOYEE	25,000.00	2,083.33
ROTHSCHILD, BERNARD DIRECTOR OF MEMBER OUTREACH	125,000.00	10,416.67
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	90,000.00	7,500.00
SANQUIST, CHRISTINE N INTERN	21,600.00	1,500.00
SAYAGO, ERIN CARMEN COMMUNICATIONS DIRECTOR	87,000.00	7,250.00
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33



SENSENBRENNER, ROBERT A DEPUTY GENERAL COUNSEL	120,000.00	10,000.00
TERWILLIGER, KATHARINE KELLY INTERN	21,600.00	1,800.00
WALVORT, BRADLEY D PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00

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>
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>
ABBOTT, GREGORY S PRESS SECRETARY	61,000.00	5,083.33
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	97,500.00	8,125.00
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	165,000.00	13,750.00
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	122,500.00	10,208.33
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
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	10,246.17
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67
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