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SEAN MORAN, STAFF DIRECTOR

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
<https://cha.house.gov>

ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JAMIE RASKIN, MARYLAND

ONE HUNDRED FIFTEENTH
CONGRESS

JAMIE FLEET, MINORITY STAFF DIRECTOR

October 18, 2017

September 2017 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 September 1 – September 30, 2017;
- List of Committee employees, job titles and gross monthly salaries.
- List of Committee Detailees

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

The August 2017 Committee on House Administration Monthly Report is available for public inspection at the Committee office in 1309 Longworth House Office Building.

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COMMITTEE
HOUSE ADMINISTRATION

**Committee on House Administration
Activities Report – September 2017**

Full Committee Hearings

September 26, 2017: Transforming GPO for the 21st Century and Beyond: Part 3 – Federal Depository Library Program

Full Committee Meetings

None

Reports Filed

None

Polls

None

Floor Activity

September 12, 2017: S. Con. Res. 23 – A concurrent resolution authorizing the use of Emancipation Hall in the Capitol Visitor Center for an event to celebrate the birthday of King Kamehameha I. Passed/agreed to in House: On agreeing to the resolution Agreed to without objection.

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 and franking submission procedures.
- 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.
- Evaluate Handbook regulations for areas of improvement
- Issued the following Dear Colleagues:
 - 09/07/17 – Online Portal Rollout

Intern Program

- Continued the Congressional Internship Program for Individuals with Intellectual Disabilities.
- Prepared for the Intern Lecture series

- 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 and 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 the Library of Congress operations, including inventory and cataloging 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 Printing Office, including the Superintendent of Documents and 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, and the O'Neil office building transfer.
- Oversaw operations of the Capitol Visitor 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.

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Authorization Year: 2017
 115th Congress 1st Session
 Month: September 2017

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	338,233.16	3,027,975.08
		1104 Accrued Leave	3,958.33	12,298.61
		1106 Bonus	0.00	4,083.33
		Total	342,191.49	3,044,357.02
21 Travel		2101 Commercial Transportation	3,561.90	6,827.90
		2105 Lodging	2,085.61	7,897.30
		2110 Meals	355.42	1,801.45
		2120 Car Rental	0.00	630.57
		2130 Private Auto Mileage	79.72	3,229.97
		2135 Taxi/Parking/Tolls	444.34	2,252.85
		Total	6,526.99	22,640.04
EXPEN General Expenditures		2310 TelecomSrv/Eq/Toll Charge	0.00	886.82
		2320 DC Telecom Equip (TRANSFER)	250.00	2,106.00
		2321 DC Telecom Serv (TRANSFER)	593.50	4,910.75
		2322 DC Telecom Tolls (TRANSFER)	4,915.88	45,668.67
		2335 HIR Graphics (TRANSFER)	0.00	840.00
		2350 Postage / Courier / Box Rental	30.00	78.05
	Total	5,789.38	54,490.29	
24 Printing and Reproduction		2401 Printing & Reproduction	3,342.39	7,331.43
		2403 Photographic (TRANSFER)	0.00	307.00
		2404 Reproduction of Fed/Public Law	0.00	80.00
	Total	3,342.39	7,718.43	
25 Other Services		2527 Training	55.00	1,025.00
		2571 Technology Service Contracts	5,125.00	48,242.00
	Total	5,180.00	49,267.00	
26 Supplies and Materials		2602 Water	424.17	1,348.76
		2603 Food & Beverage	87.89	3,366.56
		2605 Framing (TRANSFER)	0.00	200.00
		2620 Office Supplies (Outside)	0.00	4,864.09

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Authorization Year: 2017
 115th Congress 1st Session
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Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN/General Expenditures	26 Supplies and Materials	2621 Office Supply (TRANSFER)	200.91	2,410.05
		2623 Software < \$500	0.00	5,400.00
		2630 Publications/Reference Matl	37.01	6,228.72
		Total	749.98	23,818.13
31 Equipment		3105 Office Equip Purch<\$25,000	0.00	741.98
		3115 Computer Softw Purch <\$10,000	0.00	2,434.37
		3118 Maintenance / Repairs	980.00	8,975.32
		Total	980.00	12,151.67
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	364,760.23	3,214,442.63
		Total	2.28	36.45
Total			364,762.51	3,214,479.08

REPORT ON TRAVEL PERFORMED
Committee on House Administration
115th Congress, 1st Session
September 2017

MAJORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
Robert Tapella	9/11/2017	9/12/2017	Attend Print 17	DC - IL -DC	\$596.60	\$360.74	\$55.00	\$1,012.34
Kimberly Betz	9/19/2017	9/19/2017	Meetings with New York Public Library	DC - NY -DC	\$431.00			\$431.00
Robert Tapella	9/19/2017	9/19/2017	Meetings with New York Public Library	DC - NY -DC	\$431.00			\$431.00
								Majority Total: \$1,874.34

MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
Jamie Fleet	9/18/17	9/19/17	Meetings with New York Public Library	DC - NY -DC	\$374.20	\$622.37		\$996.57
Eddie Flaherty	9/19/17	9/19/17	Meetings with New York Public Library	DC - NY -DC	\$483.00	\$24.00		\$507.00
Khalil Abboud	9/19/17	9/19/17	Meetings with New York Public Library	DC - NY -DC	\$566.00	\$33.07		\$599.07
Meredith Connor	9/19/17	9/20/17	Darby Library event with Librarian of Congress	DC - PA - DC	\$163.71	\$27.88		\$191.59
								Minority Total \$2,294.23
								COMMITTEE TOTAL \$4,168.57

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

09/01/2017 to 09/30/2017

Process Level: HO000 COMM ON HOUSE ADMINISTRATION Accounting Organization: 10H0000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	09/01/2017 to 09/30/2017
PATRU, KATHRYN MAE DEP STAFF DIR/MBR SERVICES, OU	170,696.00	14,224.67	09/01/2017 to 09/30/2017
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	09/01/2017 to 09/30/2017
SENSENBRENNER, ROBERT A GENERAL COUNSEL	170,696.00	14,224.67	09/01/2017 to 09/30/2017

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SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ANGER, AMANDA C PROFESSIONAL STAFF	60,000.00	5,000.00	09/01/2017 to 09/30/2017
BETZ, KIMBERLY S DEP STAFF DIR/POL & OVERSIGHT	165,000.00	13,750.00	09/01/2017 to 09/30/2017
CHO, AUSTIN H ADMINISTRATIVE ASSISTANT	35,000.00	2,916.67	09/01/2017 to 09/30/2017
CRÄVENS, MICHAEL J SHARED EMPLOYEE	115,078.00	9,589.83	09/01/2017 to 09/30/2017
DAULBY, JENNIFER A SHARED EMPLOYEE	50,000.00	4,166.67	09/01/2017 to 09/30/2017
ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR	100,000.00	8,333.33	09/01/2017 to 09/30/2017
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	147,000.00	12,250.00	09/01/2017 to 09/30/2017
FELDER, COLE M DEPUTY GENERAL COUNSEL	100,000.00	8,333.33	09/01/2017 to 09/30/2017
FIELD, MATTHEW DIRECTOR OF OVERSIGHT	125,000.00	10,416.67	09/01/2017 to 09/30/2017
HADIJSKI, GEORGE SENIOR ADVISOR	147,000.00	12,250.00	09/01/2017 to 09/30/2017
HALFORD, WILLIAM K INTERN	21,599.00	1,799.92	09/01/2017 to 09/30/2017
HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF	55,000.00	4,583.33	09/01/2017 to 09/30/2017
HAWATMEH, NICOLA I FRANKING & MEMBER SERVICES COU	85,000.00	7,083.33	09/01/2017 to 09/30/2017

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

09/01/2017 to 09/30/2017

Process Level: HO000 COMM ON HOUSE ADMINISTRATION Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
HEBERT, ASHLEY ANN STAFF ASSISTANT	40,000.00	3,333.33	09/01/2017 to 09/30/2017
HINMAN, ALYSSA R OUTREACH COORDINATOR	58,000.00	4,833.33	09/01/2017 to 09/30/2017
JARRELL, DANIEL JOSEPH LEGISLATIVE CLERK/OVERSIGHT	50,000.00	4,555.56	09/01/2017 to 09/30/2017
MALVANÉY, LUCIAN SCOT SHARED EMPLOYEE	70,000.00	5,833.33	09/01/2017 to 09/30/2017
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	97,000.00	8,083.33	09/01/2017 to 09/30/2017
ORZECZOWSKI, JEFFREY T PROFESSIONAL STAFF	75,000.00	0.00	
PARELLA, COURTNEY ELIZABETH PROFESSIONAL STAFF	55,000.00	4,583.33	09/01/2017 to 09/30/2017
PUGGERELLA, EDWARD J PROFESSIONAL STAFF	60,000.00	5,000.00	09/01/2017 to 09/30/2017
REED, RYAN DANIEL STAFF ASSISTANT	40,000.00	1,777.78	09/01/2017 to 09/30/2017
RYAN, CAITLIN MAUREEN DIR OF MBR AND COMMITTEE SERV	125,000.00	10,416.67	09/01/2017 to 09/30/2017
SCHWALB, JANET GIULIANI FINANCE & PERSONNEL ADMINISTRA	65,000.00	5,416.67	09/01/2017 to 09/30/2017
SULLIVAN, TIMOTHY M PROFESSIONAL STAFF	50,000.00	4,166.67	09/01/2017 to 09/30/2017
TAPPELLA, ROBERT C PROFESSIONAL STAFF MEMBER	80,000.00	6,666.67	09/01/2017 to 09/30/2017
WALKER, CAROLINE K STAFF ASSISTANT	40,000.00	3,333.33	09/01/2017 to 09/30/2017

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

09/01/2017 to 09/30/2017

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

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	09/01/2017 to 09/30/2017
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	09/01/2017 to 09/30/2017
WHITE, STANLEY V SHARED EMPLOYEE	80,000.00	6,666.67	09/01/2017 to 09/30/2017

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ABBOUD, KHALIL DPT STAFF DIR/DIR OF LEG OPER	134,500.00	11,208.33	09/01/2017 to 09/30/2017
CONNOR, MEREDITH R DEMOCRATIC PROFESSIONAL STAFF	52,000.00	4,333.33	09/01/2017 to 09/30/2017
DEFREITAS, MATTHEW ALBERT FRANKING COMM DEMO STAFF DIR	114,000.00	9,500.00	09/01/2017 to 09/30/2017
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	150,000.00	12,500.00	09/01/2017 to 09/30/2017
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	102,000.00	8,500.00	09/01/2017 to 09/30/2017
HULL, GEORGE Z SHARED EMPLOYEE	12,000.00	1,000.00	09/01/2017 to 09/30/2017
NICHOLAS, PAUL M INTERN	21,599.00	1,439.93	09/01/2017 to 09/30/2017
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	168,411.00	935.62	09/01/2017 to 09/30/2017
SEHGAL, TANYA ELECTION COUNSEL	97,000.00	8,083.33	09/01/2017 to 09/30/2017
SIMS, AISLAN E PROFESSIONAL STAFF	47,500.00	2,506.94	09/01/2017 to 09/30/2017
SMALL, KRISTIE E PROFESSIONAL STAFF	93,000.00	7,750.00	09/01/2017 to 09/30/2017
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	09/01/2017 to 09/30/2017
SUBBIO, RICHARD SHARED EMPLOYEE	37,500.00	3,125.00	09/01/2017 to 09/30/2017
TAGEN, JULIE S SHARED EMPLOYEE	20,600.00	1,716.67	09/01/2017 to 09/30/2017

Committee on House Administration
Detailees - September 2017
115th Congress 1st Session

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report