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MARK WALKER, NORTH CAROLINA
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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

April 18, 2018

March 2018 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 March 1 – 31, 2018;
- List of Committee employees, job titles and gross monthly salaries.
- List of Committee Detailees

2018 APR 18 PM 4:19
COMMITTEE

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

The March 2018 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 2018**

Full Committee Hearings

None

Full Committee Meetings

March 7, 2018: Mark-up of **Committee Resolution 115-9:** Resolution to Allocate Funds from the Reserve Fund

Reports Filed

None

Polls

None

Floor Activity

None

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:
 - 3/5/2018 - Updates to the Members' and Committees' Congressional Handbooks
 - 3/1/2018 - Staff Training: Preparing for Spring Constituents

Intern Program

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

Committee Funding and Oversight

- Provided operations guidance to Committee offices to ensure compliance with Handbook regulations.

- 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.

Office of Congressional Accessibility Services

- Oversaw management and operations of office Congressional Accessibility services, in conjunction with Senate Committee on Rules and Administration.

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Authorization Year: 2018
 115th Congress 2nd Session
 Month: March 2018

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	362,229.43	1,045,319.33
		1103 Overtime Compensation	0.00	230.77
		Total	362,229.43	1,045,550.10
21 Travel		2110 Lodging	1,293.39	1,465.61
		2110 Meals	438.20	546.01
		2120 Car Rental	111.57	111.57
		2125 Gasoline	22.67	22.67
		2130 Private Auto Mileage	518.30	688.89
		2135 Taxi/Parking/Tolls	546.46	731.49
		Total	2,930.59	3,566.24
23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	1,102.00	1,550.00
		2321 DC Telecom Serv (TRANSFER)	570.25	1,140.50
		2322 DC Telecom Tolls (TRANSFER)	4,554.05	9,338.61
		2335 HIR Graphics (TRANSFER)	0.00	610.00
		2350 Postage / Courier / Box Rental	0.00	36.12
		Total	6,226.30	12,675.23
24 Printing and Reproduction		2401 Printing & Reproduction	59.90	149.75
		2403 Photographic (TRANSFER)	70.85	98.15
		Total	130.75	247.90
25 Other Services		2571 Technology Service Contracts	1,860.00	1,860.00
		Total	1,860.00	1,860.00
26 Supplies and Materials		2602 Water	67.97	220.69
		2603 Food & Beverage	63.16	63.16
		2620 Office Supplies (Outside)	186.45	2,859.22
		2621 Office Supply (TRANSFER)	225.84	754.03
		2623 Software < \$500	158.31	158.31
		2630 Publications/Reference Matl	74.02	120.93
		Total	775.75	4,176.34
31 Equipment		3118 Maintenance / Repairs	1,062.19	3,022.19

U.S. House of Representatives

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Authorization Year: 2018
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Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	31 Equipment	Total	1,062.19	3,022.19
	Total		375,215.01	1,071,098.00
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	5.56	6.41
	Total	Total	5.56	6.41
Total			375,220.57	1,071,104.41

REPORT ON TRAVEL PERFORMED
Committee on House Administration
115th Congress, 2nd Session
March 2018

MAJORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
Reynold Schweickhardt	3/9/2018	3/9/2018	Speak at Republican Chief of Staff Retreat	DC-MD-DC	\$109.00	\$174.20		\$283.20
Nick Hawatmeh	3/15/2018	3/20/2018	Election Observer	DC-PA-DC	\$1,101.20	\$872.20		\$1,973.40
Cole Felder	3/15/2017	3/20/2018	Election Observer	DC-PA-DC	\$840.90	\$947.27		\$1,788.17
Total Majority Travel Performed								\$4,044.77

MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
Colleen Carlos	3/15/2018	3/20/2018	Election Observer	DC-PA-DC	\$335.30	\$126.50		\$461.80
Tanya Seghal	3/15/2018	3/20/2018	Election Observer	DC-PA-DC	\$855.90	\$1,332.76		\$2,188.66
Jamie Fleet	3/15/2018	3/16/2018	Election Observer	DC-PA-DC	\$315.56	\$274.10		\$589.66
Jamie Fleet	3/24/2018	3/29/2018	Legislative Planning with Rep. Lofgren/District Office visits	DC-CA-DC	\$686.00	\$2,566.39		\$3,252.39
Meredith Connor	3/25/2018	3/28/2018	Legislative Planning with Rep. Lofgren/District Office visits	DC-CA-DC	\$624.60	\$523.78		\$1,148.38
Total Minority Travel Performed								\$4,990.43

COMMITTEE ON HOUSE ADMINISTRATION

03/01/2018 to 03/31/2018

MAJORITY STAFF

Employee and Job Title	Annual Salary	Gross Pay	Period
BETZ, KIMBERLY S GENERAL COUNSEL/DEPUTY STAFF D	170,696.00	14,224.67	03/01/2018 to 03/31/2018
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	03/01/2018 to 03/31/2018
PATRU, KATHRYN MAE DEP STAFF DIR/MBR SERVICES, OU	170,696.00	14,224.67	03/01/2018 to 03/31/2018
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	03/01/2018 to 03/31/2018
AMIS, ANNA M STAFF ASSISTANT	40,000.00	3,333.33	03/01/2018 to 03/31/2018
ANGER, AMANDA C PROFESSIONAL STAFF	60,000.00	5,000.00	03/01/2018 to 03/31/2018
CHO, AUSTIN H ADMINISTRATIVE ASSISTANT	40,000.00	3,333.33	03/01/2018 to 03/31/2018
CRAVENS, MICHAEL J SHARED EMPLOYEE	115,078.00	9,589.83	03/01/2018 to 03/31/2018
DAULBY, JENNIFER A SHARED EMPLOYEE	75,000.00	6,250.00	03/01/2018 to 03/31/2018
ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR	120,000.00	10,000.00	03/01/2018 to 03/31/2018
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	157,000.00	13,083.33	03/01/2018 to 03/31/2018
FELDER, COLE M DEP GENERAL COUNSEL/CHIEF ELEC	150,000.00	12,500.00	03/01/2018 to 03/31/2018
FIELD, MATTHEW DIRECTOR OF OVERSIGHT	135,000.00	11,250.00	03/01/2018 to 03/31/2018
HADJISKI, GEORGE SENIOR ADVISOR	147,000.00	12,250.00	03/01/2018 to 03/31/2018
HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF	60,000.00	5,000.00	03/01/2018 to 03/31/2018
HAWATMEH, NICOLA I FRANKING & MEMBER SERVICES COU	100,000.00	8,333.33	03/01/2018 to 03/31/2018
HEBERT, ASHLEY ANN STAFF ASSISTANT	50,000.00	4,166.67	03/01/2018 to 03/31/2018
HINMAN, ALYSSA R MEMBER SERVICES DIRECTOR	80,000.00	6,666.67	03/01/2018 to 03/31/2018
JARRELL, DANIEL JOSEPH LEGISLATIVE CLERK/OVERSIGHT	60,000.00	5,833.33	03/01/2018 to 03/31/2018
JOSEPH, ELIZABETH J PROFESSIONAL STAFF	90,000.00	8,750.00	03/01/2018 to 03/31/2018
MALVANEY, LUCIAN SCOT SHARED EMPLOYEE	85,000.00	7,083.33	03/01/2018 to 03/31/2018
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	120,000.00	10,000.00	03/01/2018 to 03/31/2018
ORZECZOWSKI, JEFFREY T PROFESSIONAL STAFF	75,000.00	0.00	
PARELLA, COURTNEY ELIZABETH PROFESSIONAL STAFF	65,000.00	5,416.67	03/01/2018 to 03/31/2018
PUCCERELLA, EDWARD J	60,000.00	5,000.00	03/01/2018 to 03/31/2018

PROFESSIONAL STAFF			
REED, RYAN DANIEL	40,000.00	3,333.33	03/01/2018 to 03/31/2018
STAFF ASSISTANT			
SCHWALB, JANET GIULIANI	80,000.00	6,666.67	03/01/2018 to 03/31/2018
FINANCE & PERSONNEL ADMINISTRATION			
STRINGER, JAMES W	35,000.00	2,916.67	03/01/2018 to 03/31/2018
SHARED STAFF			
SULLIVAN, TIMOTHY M	55,000.00	4,583.33	03/01/2018 to 03/31/2018
PROFESSIONAL STAFF			
TAPELLA, ROBERT C	90,000.00	7,500.00	03/01/2018 to 03/31/2018
PROFESSIONAL STAFF MEMBER			
WALKER, CAROLINE K	40,000.00	3,333.33	03/01/2018 to 03/31/2018
STAFF ASSISTANT			

MINORITY STAFF

FLEET II, JAMES P.D.	170,696.00	14,224.67	03/01/2018 to 03/31/2018
DEMOCRATIC STAFF DIRECTOR			
MORGAN, TERI A	147,000.00	12,250.00	03/01/2018 to 03/31/2018
DEPUTY STAFF DIR/CHIEF COUNSEL			
WHITE, STANLEY V	80,000.00	6,666.67	03/01/2018 to 03/31/2018
SHARED EMPLOYEE			
ABBOUD, KHALIL	134,500.00	11,208.33	03/01/2018 to 03/31/2018
DPTY STAFF DIR/DIR OF LEG OPER			
BURNS, SYDNEY O	45,000.00	3,750.00	03/01/2018 to 03/31/2018
DEMOCRATIC STAFF ASSISTANT			
CARLOS, COLLEEN MARIE	20,000.00	666.67	03/01/2018 to 03/31/2018
SHARED EMPLOYEE			
CONNOR, MEREDITH R	52,000.00	4,333.33	03/01/2018 to 03/31/2018
DEMOCRATIC PROFESSIONAL STAFF			
DEFREITAS, MATTHEW ALBERT	102,000.00	8,500.00	03/01/2018 to 03/31/2018
FRANKING COMM DEMO STAFF DIR			
FLAHERTY JR, EDWARD	168,411.00	14,034.25	03/01/2018 to 03/31/2018
DEMOCRATIC CHIEF CLERK			
HENDRIX, KEMBA A	125,000.00	10,416.67	03/01/2018 to 03/31/2018
DEMOCRATIC DIVERSITY DIRECTOR			
HENLINE, ROBERT A	102,000.00	8,500.00	03/01/2018 to 03/31/2018
DEM. DIR OF MEMBER & COMM SVCS			
HULL, GEORGE Z	12,000.00	1,000.00	03/01/2018 to 03/31/2018
SHARED EMPLOYEE			
SEHGAL, TANYA	100,000.00	8,333.33	03/01/2018 to 03/31/2018
ELECTION COUNSEL			
SMALL, KRISTIE E	81,000.00	6,750.00	03/01/2018 to 03/31/2018
PROFESSIONAL STAFF			
STEVENS, KIMBERLY	84,343.00	7,028.58	03/01/2018 to 03/31/2018
DEMOCRATIC FINANCE DIRECTOR			
SUBBIO, RICHARD	37,500.00	3,125.00	03/01/2018 to 03/31/2018
SHARED EMPLOYEE			
TAGEN, JULIE S	15,000.00	1,250.00	03/01/2018 to 03/31/2018
SHARED EMPLOYEE			
WHIPPY, PETER N	97,000.00	2,083.33	03/01/2018 to 03/31/2018
SHARED EMPLOYEE			

Committee on House Administration
Detailees – March 2018
115th Congress 2nd Session

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report