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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

August 18, 2017

### July 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 July 1-July 31, 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 July 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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U.S. HOUSE OF REPRESENTATIVES  
CLERK OF THE HOUSE

## **Committee on House Administration Activities Report – July 2017**

### Full Committee Hearings

**July 18, 2017:** Transforming GPO for the 21<sup>st</sup> Century and Beyond: Part 2

**July 26, 2017:** Oversight of the Library of Congress' Strategic Plan

### Full Committee Meetings

**None**

### Reports Filed

**None**

### Polls

**Poll #4:** Approval of the proposed changes to the Members' Congressional Handbook – Security Language Update and Certificates-Public Distinction Update

### Floor Activity

**July 24, 2017: H.R. 3298** – Wounded Officers Recovery Act of 2017. Passed/agreed to in House by voice vote.

**July 27, 2017: HR. 3298** – Wounded Officers Recovery Act of 2017. House agreed to Senate amendment by unanimous consent.

### 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:
  - 07/06/17 – 2017 Second Quarter Mass Mailing and Communications Report Due
  - 07/10/17 – Official House Photo for the 115<sup>th</sup> Congress
  - 07/11/17 – Postponed: Official House Photo for the 115<sup>th</sup> Congress

### **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.
- Evaluate Handbook regulations for areas of improvement.
- 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 each House Officer.
- Over saw 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 recommendations changes in operations to improve services and increase efficiencies.
- Reviewed the printing needs of the 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.
- Conducted oversight of Legislative Branch cyber security working group.
- 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.

### ***Office of Congressional Accessibility Services***

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

### ***Office of Compliance***

- Conduct general oversight of the Office of Compliance
- Monitored ongoing judicial proceedings to determine the impact of the CAA.

### ***Smithsonian Institution***

- Revised 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 implementations 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 Act (UOCAVA), and consider proposals to improve voting methods for those serving and living abroad.
- Reviewed state and federal activities under the National 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: 2017  
 115th Congress 1st Session  
 Month: July 2017

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	350,541.15	2,330,282.85
		1104 Accrued Leave	5,416.67	7,784.72
		<b>Total</b>	<b>355,957.82</b>	<b>2,338,067.57</b>
		2101 Commercial Transportation	0.00	2,134.20
21 Travel	2105 Lodging	1,533.27	3,534.40	
	2110 Meals	341.60	948.83	
	2120 Car Rental	0.00	418.58	
	2130 Private Auto Mileage	392.69	2,054.03	
	2135 Taxi/Parking/Tolls	45.00	1,289.20	
	<b>Total</b>	<b>2,312.56</b>	<b>10,379.24</b>	
	2310 TelecomSrv/Eq/Toll Charge	886.82	886.82	
23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	160.00	1,696.00	
	2321 DC Telecom Serv (TRANSFER)	616.75	3,700.50	
	2322 DC Telecom Tolls (TRANSFER)	5,593.36	36,007.49	
	2335 HIR Graphics (TRANSFER)	210.00	840.00	
	2350 Postage / Courier / Box Rental	0.00	48.05	
	<b>Total</b>	<b>7,466.93</b>	<b>43,178.86</b>	
	2401 Printing & Reproduction	0.00	3,989.04	
24 Printing and Reproduction	2403 Photographic (TRANSFER)	0.00	272.80	
	2404 Reproduction of Fed/Public Law	0.00	80.00	
	<b>Total</b>	<b>0.00</b>	<b>4,341.84</b>	
25 Other Services	2527 Training	0.00	970.00	
	2571 Technology Service Contracts	6,538.00	37,992.00	
	<b>Total</b>	<b>6,538.00</b>	<b>38,962.00</b>	
26 Supplies and Materials	2602 Water	102.92	738.86	
	2603 Food & Beverage	0.00	725.39	
	2605 Framing (TRANSFER)	0.00	200.00	
	2620 Office Supplies (Outside)	1,072.53	4,203.32	
	2621 Office Supply (TRANSFER)	299.03	1,878.90	
	<b>Total</b>	<b>1,474.48</b>	<b>7,446.57</b>	

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION  
 Authorization Year: 2017  
 115th Congress 1st Session  
 Month: July 2017

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	26 Supplies and Materials	2623 Software < \$500	0.00	5,400.00
		2630 Publications/Reference Mat'l	37.01	6,154.70
	<b>Total</b>		<b>1,511.49</b>	<b>19,301.17</b>
EXPEN General Expenditures	31 Equipment	3105 Office Equip Purch<\$25,000	741.98	741.98
		3115 Computer Softw Purch <\$10,000	0.00	1,800.00
		3118 Maintenance / Repairs	980.00	7,015.32
	<b>Total</b>		<b>1,721.98</b>	<b>9,557.30</b>
			<b>375,508.78</b>	<b>2,463,787.98</b>
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	0.42	32.48
	<b>Total</b>		<b>0.42</b>	<b>32.48</b>
<b>Total</b>			<b>375,509.20</b>	<b>2,463,820.46</b>

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

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Meals, Lodging & Incidentals	Other	
Amanda Anger	07/24/17	07/25/17	Accompany Sergeant at Arms District Security Training	DC - TX - DC	\$702.10	\$285.93		\$988.03

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

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Meals, Lodging & Incidentals	Other	
Tanya Sehgal	07/07/17	07/09/17		DC - IN-DC	\$477.40	\$519.51		\$996.91

**Committee on House Administration July Travel Total \$2,803.91**



**U.S. House of Representatives**

**PAYROLL CERTIFICATION - FINAL**

07/01/2017 to 07/31/2017

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

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>	<b>Period</b>
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	07/01/2017 to 07/31/2017
PATRU, KATHRYN MAE DEP STAFF DIR/MBR SERVICES, OU	170,696.00	14,224.67	07/01/2017 to 07/31/2017
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	07/01/2017 to 07/31/2017
SENSENBRENNER, ROBERT A GENERAL COUNSEL	170,696.00	14,224.67	07/01/2017 to 07/31/2017

**SPECIAL & SELECT COMMITTEE - PERSONNEL**

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>	<b>Period</b>
ANGER, AMANDA C PROFESSIONAL STAFF	60,000.00	5,000.00	07/01/2017 to 07/31/2017
BETZ, KIMBERLY S DEP STAFF DIR/POL & OVERSIGHT	165,000.00	13,750.00	07/01/2017 to 07/31/2017
CHO, AUSTIN H ADMINISTRATIVE ASSISTANT	35,000.00	2,916.67	07/01/2017 to 07/31/2017
CRAVENS, MICHAEL J SHARED EMPLOYEE	115,078.00	9,589.83	07/01/2017 to 07/31/2017
DAULBY, JENNIFER A SHARED EMPLOYEE	50,000.00	4,166.67	07/01/2017 to 07/31/2017
ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR	100,000.00	8,333.33	07/01/2017 to 07/31/2017
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	147,000.00	12,250.00	07/01/2017 to 07/31/2017
FELDER, COLE M DEPUTY GENERAL COUNSEL	100,000.00	8,333.33	07/01/2017 to 07/31/2017
FIELD, MATTHEW DIRECTOR OF OVERSIGHT	125,000.00	7,291.67	07/01/2017 to 07/31/2017
FOREHAND, MEREDITH A INTERN	21,599.00	1,799.92	07/01/2017 to 07/31/2017
HADJISKI, GEORGE SENIOR ADVISOR	147,000.00	12,250.00	07/01/2017 to 07/31/2017
HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF	55,000.00	4,583.33	07/01/2017 to 07/31/2017
HAWATMEH, NICOLA I FRANKING & MEMBER SERVICES COU	85,000.00	7,083.33	07/01/2017 to 07/31/2017

**U.S. House of Representatives**

**PAYROLL CERTIFICATION - FINAL**

07/01/2017 to 07/31/2017

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

**SPECIAL & SELECT COMMITTEE - PERSONNEL**

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>	<b>Period</b>
HEBERT, ASHLEY ANN STAFF ASSISTANT	40,000.00	3,333.33	07/01/2017 to 07/31/2017
HINMAN, ALYSSA R OUTREACH COORDINATOR	58,000.00	4,833.33	07/01/2017 to 07/31/2017
JARRELL, DANIEL JOSEPH STAFF ASSISTANT	40,000.00	3,333.33	07/01/2017 to 07/31/2017
JONES, DREW D INTERN	21,599.00	1,799.92	07/01/2017 to 07/31/2017
MALVANEY, LUCIAN SCOT SHARED EMPLOYEE	70,000.00	5,833.33	07/01/2017 to 07/31/2017
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	97,000.00	8,083.33	07/01/2017 to 07/31/2017
MOORE, COLLEEN M LEG CLRK/FINANCE ADMINISTRATOR	65,000.00	2,888.89	07/01/2017 to 07/31/2017
ORZECZOWSKI, JEFFREY T PROFESSIONAL STAFF	75,000.00	0.00	
PARELLA, COURTNEY ELIZABETH PROFESSIONAL STAFF	55,000.00	4,583.33	07/01/2017 to 07/31/2017
PUC CERELLA, EDWARD J PROFESSIONAL STAFF	60,000.00	5,000.00	07/01/2017 to 07/31/2017
RYAN, CAITLIN MAUREEN DIR OF MBR AND COMMITTEE SERV	125,000.00	10,416.67	07/01/2017 to 07/31/2017
SCHWALB, JANET GIULIANI FINANCE & PERSONNEL ADMINISTRA	65,000.00	3,791.67	07/01/2017 to 07/31/2017
SULLIVAN, TIMOTHY M PROFESSIONAL STAFF	50,000.00	4,166.67	07/01/2017 to 07/31/2017
TAGGART, ROBERT L LEGISLATIVE CLERK / OVERSIGHT	50,000.00	4,166.67	07/01/2017 to 07/31/2017
TAPELLA, ROBERT C PROFESSIONAL STAFF MEMBER	80,000.00	6,666.67	07/01/2017 to 07/31/2017
WELLS, EMILY INTERN	21,599.00	1,799.92	07/01/2017 to 07/31/2017

**SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE**

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>	<b>Period</b>
MOORE, COLLEEN M LEG CLRK/FINANCE ADMINISTRATOR	65,000.00	5,416.67	

**U.S. House of Representatives**

**PAYROLL CERTIFICATION - FINAL**

07/01/2017 to 07/31/2017

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

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>	<b>Period</b>
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	170,696.00	14,224.67	07/01/2017 to 07/31/2017
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	07/01/2017 to 07/31/2017
WHITE, STANLEY V SHARED EMPLOYEE	80,000.00	6,666.67	07/01/2017 to 07/31/2017

**SPECIAL & SELECT COMMITTEE - PERSONNEL**

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>	<b>Period</b>
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	168,411.00	14,034.25	07/01/2017 to 07/31/2017
CONNOR, MEREDITH R DEMOCRATIC STAFF ASSISTANT	40,000.00	3,333.33	07/01/2017 to 07/31/2017
DEFREITAS, MATTHEW ALBERT FRANKING COMM DEMO STAFF DIR	102,000.00	8,500.00	07/01/2017 to 07/31/2017
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	150,000.00	12,500.00	07/01/2017 to 07/31/2017
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	90,000.00	7,500.00	07/01/2017 to 07/31/2017
HULL, GEORGE Z SHARED EMPLOYEE	12,000.00	1,000.00	07/01/2017 to 07/31/2017
NICHOLAS, PAUL M INTERN	21,599.00	1,799.92	07/01/2017 to 07/31/2017
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	168,411.00	14,034.25	07/01/2017 to 07/31/2017
SEHGAL, TANYA ELECTION COUNSEL	85,000.00	7,083.33	07/01/2017 to 07/31/2017
SIMS, AISLAN E PROFESSIONAL STAFF	47,500.00	3,958.33	07/01/2017 to 07/31/2017
SMALL, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	07/01/2017 to 07/31/2017
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	07/01/2017 to 07/31/2017
SUBBIO, RICHARD SHARED EMPLOYEE	37,500.00	3,125.00	07/01/2017 to 07/31/2017
TAGEN, JULIE S SHARED EMPLOYEE	20,600.00	1,716.67	07/01/2017 to 07/31/2017

Committee on House Administration  
Detailees - July 2017  
115<sup>th</sup> Congress 1<sup>st</sup> Session

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report