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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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<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

July 18, 2018

June 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 June 1 – 30, 2018;
- 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 June 2018 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
COMMITTEE ON HOUSE ADMINISTRATION

Committee on House Administration Activities Report – June 2018

Full Committee Hearings

June 26, 2018: United States Capitol Police: Operations and Workforce

Full Committee Meetings

June 26, 2018: Mark-up of Committee Resolution 115-19 – Resolution to allocate funds from the reserve fund to Committee on Veterans' Affairs

Reports Filed

None

Polls

Poll #7 – June 7, 2018: Technical changes to Committee Resolution 115-12. The changes include extending the deadline for offices to comply with establishing a universal policy in regards to anti-harassment, anti-discrimination and the minimum requirements that must be included in such policy. In addition, adding “employing” before office in the last bullet point.

Poll #8 – June 25, 2018: Approval of a Committee Consultant Contract Agreement regarding election matters with Baker Hostetler to the Majority Office of the Committee on House Administration.

Floor Activity

June 28, 2018: H.R. 6160 - To amend title 5, United States Code, to clarify the sources of the authority to issue regulations regarding certifications and other criteria applicable to legislative branch employees under Wounded Warriors Federal Leave Act. Passed/ Agreed to in House without objection.

June 28, 2018: S.J.Res.60 - A joint resolution providing for the reappointment of Barbara M. Barrett as a citizen regent of the Board of Regents of the Smithsonian Institution. Committee on House Administration discharged. Passed/ Agreed to in House 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:
 - 5/17/2018 - Asian and Pacific Islander Americans in Congress, 1900-2017 Congressional Publication Now Available
 - 5/17/2018 – Information on the 2018 Congressional Summer Intern Lecture Series

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: 10HO000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed		
11 Personnel Compensation		1101 Non-Statutory Compensation	374,032.94	2,153,980.74		
		1103 Overtime Compensation	0.00	230.77		
		1104 Accrued Leave	0.00	2,685.87		
		1106 Bonus	0.00	12,356.00		
		Total	374,032.94	2,169,253.38		
		2101 Commercial Transportation	620.00	9,067.60		
21 Travel		2105 Lodging	0.00	7,982.17		
		2110 Meals	105.67	2,082.45		
		2120 Car Rental	0.00	868.70		
		2125 Gasoline	0.00	81.17		
		2130 Private Auto Mileage	289.94	1,061.13		
		2135 Taxi/Parking/Tolls	170.51	2,464.21		
		Total	1,186.12	23,607.83		
		EXPEN General Expenditures		2303 Temporary Space Rental	0.00	471.00
				2320 DC Telecom Equip (TRANSFER)	160.00	2,206.00
				2321 DC Telecom Serv (TRANSFER)	593.50	2,905.50
2322 DC Telecom Tolls (TRANSFER)	4,675.32			23,342.19		
2335 HIR Graphics (TRANSFER)	3,180.00			3,790.00		
Total	8,608.82	32,770.86				
24 Printing and Reproduction		2401 Printing & Reproduction	149.75	1,958.85		
		2403 Photographic (TRANSFER)	0.00	246.15		
Total	149.75	2,205.00				
25 Other Services		2525 Stenographic Reporting	663.00	663.00		
		2527 Training	4,275.00	6,724.00		
		2571 Technology Service Contracts	1,860.00	8,790.00		
Total	6,798.00	16,177.00				
26 Supplies and Materials		2602 Water	175.66	691.23		
		2603 Food & Beverage	723.83	1,523.99		

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

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

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures		2610 Habitation Expense	824.00	824.00
		2620 Office Supplies (Outside)	1,748.01	5,587.46
		2621 Office Supply (TRANSFER)	327.36	1,854.87
		2623 Software < \$500	0.00	208.26
		2630 Publications/Reference Matl	37.01	341.76
	Total		3,835.87	11,031.57
	31 Equipment	3118 Maintenance / Repairs	1,176.00	6,550.19
		Total	1,176.00	6,550.19
AE200 Official Mail	FM Franked Mail		395,787.50	2,261,595.43
			8.37	105.20
		Total	8.37	105.20
Total			395,795.87	2,261,700.63

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

MAJORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
NO TRAVEL PERFORMED IN June 2018								

MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
Tanya Seghal	6/11/2018	6/11/2018	Meeting with Constituents on Voting Issues	DC-PA-DC	\$264.00	\$20.61		\$284.61
Jamie Fleet	6/11/2018	6/11/2018	Meeting with Constituents on Voting Issues	DC-PA-DC	\$331.00	\$56.66		\$387.66
Jamie Fleet	6/18/2018	6/18/2018	Member meeting in District Office	DC-PA-DC	\$289.94	\$45.56		\$335.50
Total Minority Travel Performed								\$1,007.77

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

06/01/2018 to 06/30/2018

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization:
10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
BETZ, KIMBERLY S GENERAL COUNSEL/DEPUTY STAFF D	170,696.00	14,224.67	06/01/2018 to 06/30/2018
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	06/01/2018 to 06/30/2018
PATRU, KATHRYN MAE DEP STAFF DIR/MBR SERVICES, OU	170,696.00	14,224.67	06/01/2018 to 06/30/2018
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	06/01/2018 to 06/30/2018
ANGER, AMANDA C PROFESSIONAL STAFF	75,000.00	6,250.00	06/01/2018 to 06/30/2018
BLOUNT, SUSANNA LAMAR INTERN	21,599.99	2,400.00	06/01/2018 to 06/30/2018
BONNER, JENNIFER L STAFF ASSISTANT	40,000.00	2,222.22	06/01/2018 to 06/30/2018
CHO, AUSTIN H ADMINISTRATIVE ASSISTANT	40,000.00	3,333.33	06/01/2018 to 06/30/2018
COLLINS, RACHEL E SHARED EMPLOYEE	1,200.00	100.00	06/01/2018 to 06/30/2018
DAULBY, JENNIFER A SHARED EMPLOYEE	100,000.00	8,333.33	06/01/2018 to 06/30/2018
DOWNES, JOEL J SHARED EMPLOYEE	90,000.00	7,500.00	06/01/2018 to 06/30/2018
ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR	120,000.00	10,000.00	06/01/2018 to 06/30/2018
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	157,000.00	13,083.33	06/01/2018 to 06/30/2018
FIELD, MATTHEW DIRECTOR OF OVERSIGHT	135,000.00	11,250.00	06/01/2018 to 06/30/2018
FOX, NICHOLAS J INTERN	21,599.99	1,440.00	06/01/2018 to 06/30/2018
GOSS, WALTER ANTONIO INTERN	21,599.99	1,920.00	06/01/2018 to 06/30/2018
HADIJSKI, GEORGE SENIOR ADVISOR	147,000.00	12,250.00	06/01/2018 to 06/30/2018
HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF	60,000.00	5,000.00	06/01/2018 to 06/30/2018
HAWATMEH, NICOLA I FRANKING & MEMBER SERVICES COU	100,000.00	8,333.33	06/01/2018 to 06/30/2018
HEBERT, ASHLEY ANN STAFF ASSISTANT	50,000.00	4,166.67	06/01/2018 to 06/30/2018
HINMAN, ALYSSA R MEMBER SERVICES DIRECTOR	80,000.00	6,666.67	06/01/2018 to 06/30/2018
HURLEY, MARY A INTERN	21,599.99	1,800.00	06/01/2018 to 06/30/2018
IVY, MARY EVAN INTERN	21,599.99	2,400.00	06/01/2018 to 06/30/2018

JARRELL, DANIEL JOSEPH LEGISLATIVE CLERK/OVERSIGHT	60,000.00	5,000.00	06/01/2018 to 06/30/2018
JOSEPH, ELIZABETH J PROFESSIONAL STAFF	78,000.00	6,500.00	06/01/2018 to 06/30/2018
JOSEPH, SARA C STAFF ASSISTANT	40,000.00	3,000.00	06/01/2018 to 06/30/2018
MALVANEY, LUCIAN SCOT SHARED EMPLOYEE	105,000.00	8,750.00	06/01/2018 to 06/30/2018
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	120,000.00	10,000.00	06/01/2018 to 06/30/2018
ORZECZOWSKI, JEFFREY T PROFESSIONAL STAFF	75,000.00	0.00	
PARELLA, COURTNEY ELIZABETH PROFESSIONAL STAFF	80,000.00	6,666.67	06/01/2018 to 06/30/2018
PUCERELLA, EDWARD J PROFESSIONAL STAFF	72,000.00	6,000.00	06/01/2018 to 06/30/2018
REED, RYAN DANIEL STAFF ASSISTANT	40,000.00	3,333.33	06/01/2018 to 06/30/2018
SCHWALB, JANET GIULIANI FINANCE & PERSONNEL ADMINISTRA	140,000.00	11,666.67	06/01/2018 to 06/30/2018
SULLIVAN, TIMOTHY M PROFESSIONAL STAFF	55,000.00	4,583.33	06/01/2018 to 06/30/2018
TAPPELLA, ROBERT C PROFESSIONAL STAFF MEMBER	90,000.00	7,500.00	06/01/2018 to 06/30/2018
WALKER, CAROLINE K STAFF ASSISTANT	40,000.00	3,222.22	06/01/2018 to 06/30/2018
WALL, STEVEN W DEPUTY GENERAL COUNSEL	150,000.00	12,500.00	06/01/2018 to 06/30/2018

MINORITY STAFF SALARIES

Employee and Job Title	Annual Salary	Gross Pay	Period
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	170,696.00	14,224.67	06/01/2018 to 06/30/2018
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	06/01/2018 to 06/30/2018
WHITE, STANLEY V SHARED EMPLOYEE	80,000.00	6,666.67	06/01/2018 to 06/30/2018
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	134,500.00	11,208.33	06/01/2018 to 06/30/2018
BURNS, SYDNEY O DEMOCRATIC STAFF ASSISTANT	45,000.00	3,750.00	06/01/2018 to 06/30/2018
CONNOR, MEREDITH R DEMOCRATIC PROFESSIONAL STAFF	52,000.00	4,333.33	06/01/2018 to 06/30/2018
DEFREITAS, MATTHEW ALBERT FRANKING COMM DEMO STAFF DIR	120,000.00	10,000.00	06/01/2018 to 06/30/2018
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	168,411.00	14,034.25	06/01/2018 to 06/30/2018
HENDRIX, KEMBA A DEMOCRATIC DIVERSITY DIRECTOR	125,000.00	10,416.67	06/01/2018 to 06/30/2018
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	102,000.00	8,500.00	06/01/2018 to 06/30/2018
HULL, GEORGE Z SHARED EMPLOYEE	12,000.00	1,000.00	06/01/2018 to 06/30/2018
SEHGAL, TANYA ELECTION COUNSEL	120,000.00	10,000.00	06/01/2018 to 06/30/2018

SMALL, KRISTIE E PROFESSIONAL STAFF	162,000.00	0.00	06/01/2018 to 06/30/2018
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	06/01/2018 to 06/30/2018
SUBBIO, RICHARD SHARED EMPLOYEE	37,500.00	3,125.00	06/01/2018 to 06/30/2018
TAGEN, JULIE S SHARED EMPLOYEE	15,000.00	1,250.00	06/01/2018 to 06/30/2018
WHIPPY, PETER N SHARED EMPLOYEE	25,000.00	2,083.33	06/01/2018 to 06/30/2018

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

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report