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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

(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

January 18, 2017

COMMITTEE
ON HOUSE
ADMINISTRATION
2017 JAN 18 PM 8:33

December 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 December 1 – December 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 December 2017 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 – December 2017**

Full Committee Hearings

December 7, 2017: Preventing Sexual Harassment in the Congressional Workplace: Examining Reforms to the Congressional Accountability Act

Full Committee Meetings

December 13, 2017: Mark-up of H.R. 4009: To authorize the Board of Regents of the Smithsonian Institution to plan, design, and construct a central parking facility on National Zoological Park property in the District of Columbia. & Committee Resolution. 115-2: Update to Franking Regulations regarding Advertisements.

December 19, 2017: Mark-up of Regulations implementing H.Res. 630: Requiring each Member, officer, and employee of the House of Representatives to complete a program of training in workplace rights and responsibilities each session of each Congress

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:
 - 12/1/2017 – End of Year Expenses: Policies and Best Practices
 - 12/1/2017 – Updates to the Members' and Committees Congressional Handbooks (Publications and Advance Payments)

- 12/13/2017 – Update to the Members' Congressional Handbook (Advertisement Regulations)
- 12/14/2017 – Sign up for the Congressional Internship Program for Individuals with Intellectual Disabilities

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.

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

MAJORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Meals, Lodging & Incidentals	Other	
NO TRAVEL PERFORMED IN DECEMBER 2017								

MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Meals, Lodging & Incidentals	Other	
NO TRAVEL PERFORMED IN DECEMBER 2017								

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	401,466.71	4,234,454.54
		1104 Accrued Leave	0.00	12,298.61
		1106 Bonus	0.00	4,083.33
	Total	401,466.71	4,250,836.48	
21 Travel		2101 Commercial Transportation	1,968.06	10,811.76
		2105 Lodging	173.53	8,414.65
		2110 Meals	440.87	2,358.58
		2120 Car Rental	505.13	1,135.70
		2125 Gasoline	22.04	22.04
		2130 Private Auto Mileage	0.00	3,782.63
		2135 Taxi/Parking/Tolls	290.10	2,843.75
	Total	3,599.73	29,369.11	
23 Rent, Communications, Utilities		2310 TelecomSrv/Eq/Toll Charge	0.00	886.82
		2320 DC Telecom Equip (TRANSFER)	152.00	3,278.00
		2321 DC Telecom Serv (TRANSFER)	578.00	6,675.75
		2322 DC Telecom Tolls (TRANSFER)	5,524.34	62,029.96
		2335 HIR Graphics (TRANSFER)	20.00	880.00
	2350 Postage / Courier / Box Rental	0.00	332.18	
	Total	6,274.34	74,082.71	
24 Printing and Reproduction		2401 Printing & Reproduction	799.50	10,541.69
		2403 Photographic (TRANSFER)	6,970.20	7,303.20
		2404 Reproduction of Fed/Public Law	0.00	80.00
		Total	7,769.70	17,924.89
25 Other Services		2502 Non-Technology Service Contr	2,000.00	3,071.00
		2503 Consultant Contract Service	0.00	16,000.00
		2527 Training	0.00	1,025.00
	2571 Technology Service Contracts	5,125.00	63,617.00	
	Total	7,125.00	83,713.00	
26 Supplies and Materials		2602 Water	112.92	1,687.52

U.S. House of Representatives

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

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

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
		2603 Food & Beverage	131.60	5,972.56
		2605 Framing (TRANSFER)	0.00	200.00
		2620 Office Supplies (Outside)	477.13	6,605.00
	26 Supplies and Materials	2621 Office Supply (TRANSFER)	448.16	3,672.15
		2623 Software < \$500	104.73	5,504.73
		2630 Publications/Reference Matl	26,123.05	32,425.79
		Total	27,597.59	56,067.75
EXPEN	General Expenditures	3105 Office Equip Purch<\$25,000	0.00	741.98
		3112 Computer Hardw Purch <\$25,000	25,470.58	25,470.58
		3115 Computer Softw Purch <\$10,000	1,800.00	4,234.37
	31 Equipment	3118 Maintenance / Repairs	1,484.49	12,419.81
		3128 Warranties	230.50	230.50
		Total	28,985.57	43,097.24
		Total	482,418.64	4,555,091.18
AE200	Official Mail	2352 Franked Mail	7.86	53.87
		Total	7.86	53.87
		Total	482,426.50	4,555,145.05

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

12/01/2017 to 12/31/2017

Department: **HO000 COMM ON HOUSE ADMINISTRATION -- MAJORITY**

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
BETZ, KIMBERLY S DEP STAFF DIR/POL & OVERSIGHT	170,696.00	14,224.67	12/01/2017 to 12/31/2017
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	12/01/2017 to 12/31/2017
PATRU, KATHRYN MAE DEP STAFF DIR/MBR SERVICES, OU	170,696.00	14,224.67	12/01/2017 to 12/31/2017
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	12/01/2017 to 12/31/2017
SENSENBRENNER, ROBERT A GENERAL COUNSEL	170,696.00	14,224.67	12/01/2017 to 12/31/2017
ANGER, AMANDA C PROFESSIONAL STAFF	60,000.00	5,000.00	12/01/2017 to 12/31/2017
CHO, AUSTIN H ADMINISTRATIVE ASSISTANT	35,000.00	2,916.67	12/01/2017 to 12/31/2017
CRAVENS, MICHAEL J SHARED EMPLOYEE	115,078.00	9,589.83	12/01/2017 to 12/31/2017
DAULBY, JENNIFER A SHARED EMPLOYEE	60,000.00	5,833.33	12/01/2017 to 12/31/2017
ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR	100,000.00	8,333.33	12/01/2017 to 12/31/2017
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	147,000.00	12,250.00	12/01/2017 to 12/31/2017
FELDER, COLE M DEPUTY GENERAL COUNSEL	136,000.00	11,333.33	12/01/2017 to 12/31/2017
FIELD, MATTHEW DIRECTOR OF OVERSIGHT	155,000.00	12,916.67	12/01/2017 to 12/31/2017
HADIJSKI, GEORGE SENIOR ADVISOR	159,000.00	13,250.00	12/01/2017 to 12/31/2017
HALFORD, WILLIAM K STAFF ASSISTANT	86,039.00	3,345.96	12/01/2017 to 12/31/2017
HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF	55,000.00	4,583.33	12/01/2017 to 12/31/2017
HAWATMEH, NICOLA I FRANKING & MEMBER SERVICES COU	85,000.00	7,083.33	12/01/2017 to 12/31/2017
HEBERT, ASHLEY ANN STAFF ASSISTANT	40,000.00	3,333.33	12/01/2017 to 12/31/2017
HINMAN, ALYSSA R OUTREACH COORDINATOR	58,000.00	4,833.33	12/01/2017 to 12/31/2017
JARRELL, DANIEL JOSEPH LEGISLATIVE CLERK/OVERSIGHT	50,000.00	4,166.67	12/01/2017 to 12/31/2017
MALVANEY, LUCIAN SCOT SHARED EMPLOYEE	85,000.00	7,083.33	12/01/2017 to 12/31/2017
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	97,000.00	8,083.33	12/01/2017 to 12/31/2017
ORZECZOWSKI, JEFFREY T PROFESSIONAL STAFF	75,000.00	0.00	
PARELLA, COURTNEY ELIZABETH	55,000.00	4,583.33	12/01/2017 to 12/31/2017

PROFESSIONAL STAFF PUCCERELLA, EDWARD J	60,000.00	5,000.00	12/01/2017 to 12/31/2017
PROFESSIONAL STAFF REED, RYAN DANIEL	40,000.00	3,333.33	12/01/2017 to 12/31/2017
STAFF ASSISTANT RYAN, CAITLIN MAUREEN	155,000.00	12,916.67	12/01/2017 to 12/31/2017
DIR OF MBR AND COMMITTEE SERV SCHWALB, JANET GIULIANI	65,000.00	5,416.67	12/01/2017 to 12/31/2017
FINANCE & PERSONNEL ADMINISTRA STRINGER, JAMES W	35,000.00	2,916.67	12/01/2017 to 12/31/2017
SHARED STAFF SULLIVAN, TIMOTHY M	50,000.00	4,166.67	12/01/2017 to 12/31/2017
PROFESSIONAL STAFF TAPELLA, ROBERT C	80,000.00	6,666.67	12/01/2017 to 12/31/2017
PROFESSIONAL STAFF MEMBER WALKER, CAROLINE K	40,000.00	3,333.33	12/01/2017 to 12/31/2017
STAFF ASSISTANT			

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.	170,696.00	14,224.67	12/01/2017 to 12/31/2017
DEMOCRATIC STAFF DIRECTOR MORGAN, TERI A	168,411.00	14,034.25	12/01/2017 to 12/31/2017
DEPUTY STAFF DIR/CHIEF COUNSEL WHITE, STANLEY V	80,000.00	6,666.67	12/01/2017 to 12/31/2017
SHARED EMPLOYEE ABBOUD, KHALIL	168,411.00	14,034.25	12/01/2017 to 12/31/2017
DPTY STAFF DIR/DIR OF LEG OPER BURNS, SYDNEY O	35,000.00	2,916.67	12/01/2017 to 12/31/2017
DEMOCRATIC STAFF ASSISTANT CONNOR, MEREDITH R	88,000.00	7,333.33	12/01/2017 to 12/31/2017
DEMOCRATIC PROFESSIONAL STAFF DEFREITAS, MATTHEW ALBERT	150,000.00	12,500.00	12/01/2017 to 12/31/2017
FRANKING COMM DEMO STAFF DIR FLAHERTY JR, EDWARD	168,411.00	14,034.25	12/01/2017 to 12/31/2017
DEMOCRATIC CHIEF CLERK HENDRIX, KEMBA A	125,000.00	10,416.67	12/01/2017 to 12/31/2017
DEMOCRATIC DIVERSITY DIRECTOR HENLINE, ROBERT A	138,000.00	11,500.00	12/01/2017 to 12/31/2017
DEM. DIR OF MEMBER & COMM SVCS LEAVANDOSKY, STACEY E	156,411.00	13,034.25	12/01/2017 to 12/31/2017
SHARED EMPLOYEE SEHGAL, TANYA	133,000.00	11,083.33	12/01/2017 to 12/31/2017
ELECTION COUNSEL SMALL, KRISTIE E	129,000.00	10,750.00	12/01/2017 to 12/31/2017
PROFESSIONAL STAFF STEVENS, KIMBERLY	84,343.00	7,028.58	12/01/2017 to 12/31/2017
DEMOCRATIC FINANCE DIRECTOR SUBBIO, RICHARD	55,500.00	4,625.00	12/01/2017 to 12/31/2017
SHARED EMPLOYEE TAGEN, JULIE S	20,600.00	1,716.67	12/01/2017 to 12/31/2017
SHARED EMPLOYEE WHIPPY, PETER N	25,000.00	2,083.33	12/01/2017 to 12/31/2017
SHARED EMPLOYEE			