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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, 2018

### September 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 September 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 September 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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COMMITTEE  
HOUSE ADMINISTRATION



## **Committee on House Administration Activities Report – September 2018**

### **Full Committee Hearings**

None

### **Full Committee Meetings**

**September 26, 2018:** Mark-up of **Committee Resolution 115-21:** Revised CAO Standards for Shared IT & Financial Employees.

### **Reports Filed**

None

### **Polls**

None

### **Floor Activity**

None

### **Dear Colleagues**

9/12/18 – Important Information Relating to Hurricane Florence

9/25/18 – 116<sup>th</sup> Congressional Transition Website & Briefing Available for Returning Member Offices

### **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

### **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***

- Reviewed 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: 2018  
 2018:115th Congress 2ndSession  
 Month: September 2018

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed	
11 Personnel Compensation		1101 Non-Statutory Compensation	359,009.61	3,248,337.35	
		1103 Overtime Compensation	0.00	230.77	
		1104 Accrued Leave	0.00	15,158.09	
		1106 Bonus	0.00	12,356.00	
		<b>Total</b>	<b>359,009.61</b>	<b>3,276,082.21</b>	
	21 Travel		2101 Commercial Transportation	2,346.10	13,361.90
		2105 Lodging	2,890.29	15,920.75	
		2110 Meals	1,110.74	4,588.28	
		2120 Car Rental	185.81	1,207.93	
		2125 Gasoline	0.00	114.13	
		2130 Private Auto Mileage	1,319.45	2,860.19	
		2135 Taxi/Parking/Tolls	720.26	4,297.12	
		<b>Total</b>	<b>8,572.65</b>	<b>42,350.30</b>	
EXPEN General Expenditures			2303 Temporary Space Rental	0.00	471.00
			2320 DC Telecom Equip (TRANSFER)	172.00	2,714.00
		2321 DC Telecom Serv (TRANSFER)	609.00	4,732.50	
		2322 DC Telecom Tolls (TRANSFER)	4,312.75	36,673.64	
		2335 HIR Graphics (TRANSFER)	0.00	4,560.00	
23 Rent, Communications, Utilities		2350 Postage / Courier / Box Rental	0.00	56.17	
		<b>Total</b>	<b>5,093.75</b>	<b>49,207.31</b>	
		2401 Printing & Reproduction	238.92	3,020.97	
24 Printing and Reproduction		2403 Photographic (TRANSFER)	6.50	332.15	
		<b>Total</b>	<b>245.42</b>	<b>3,353.12</b>	
25 Other Services		2503 Consultant Contract Service	7,500.00	7,500.00	
		2525 Stenographic Reporting	0.00	663.00	
		2527 Training	1,878.00	9,162.00	
		2571 Technology Service Contracts	1,860.00	14,370.00	
	<b>Total</b>	<b>11,238.00</b>	<b>31,695.00</b>		
26 Supplies and Materials		2602 Water	150.65	1,198.81	





Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

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 2018:115th Congress 2ndSession  
 Month: September 2018

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed	
EXPEN General Expenditures	26 Supplies and Materials	2603 Food & Beverage	576.67	6,719.37	
		2605 Framing (TRANSFER)	50.00	50.00	
		2610 Habitation Expense	0.00	824.00	
		2620 Office Supplies (Outside)	76.19	6,089.04	
		2621 Office Supply (TRANSFER)	570.57	5,064.16	
		2623 Software < \$500	0.00	208.26	
		2630 Publications/Reference Mat'l	37.01	1,396.31	
		<b>Total</b>	<b>1,461.09</b>	<b>21,549.95</b>	
		31 Equipment	3115 Computer Softw Purch <\$10,000	0.00	1,268.74
			3118 Maintenance / Repairs	980.00	8,838.96
<b>Total</b>	<b>980.00</b>		<b>10,107.70</b>		
AE200 Official Mail	FM Franked Mail	<b>Total</b>	<b>386,600.52</b>	<b>3,434,345.59</b>	
		2352 Franked Mail	0.47	222.03	
		<b>Total</b>	<b>0.47</b>	<b>222.03</b>	
<b>Total</b>			<b>386,600.99</b>	<b>3,434,567.62</b>	



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

**MAJORITY**

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
Alex Hammond	9/27/2018	9/28/2018	Visit Presidential Library	DC-MS-DC	\$324.40	\$185.95	\$35.74	\$546.09
								\$0.00
							Total	\$546.09

**MINORITY**

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
Jamie Fleet	9/17/2018	9/18/2018	Sexual Harassment Policy Workshop	DC-MA-DC	\$178.40	\$846.54	\$132.21	\$1,157.15
								\$0.00
							Total Minority Travel Performed	\$1,157.15



# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

09/01/2018 to 09/30/2018

Employee and Job Title	Annual Salary	Gross Pay	Period
BETZ, KIMBERLY S GENERAL COUNSEL/DEPUTY STAFF D	170,696.00	14,224.67	09/01/2018 to 09/30/2018
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	09/01/2018 to 09/30/2018
PATRU, KATHRYN MAE DEP STAFF DIR/MBR SERVICES, OU	170,696.00	14,224.67	09/01/2018 to 09/30/2018
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	09/01/2018 to 09/30/2018
ANGER, AMANDA C PROFESSIONAL STAFF	75,000.00	6,250.00	09/01/2018 to 09/30/2018
BONNER, JENNIFER L STAFF ASSISTANT	40,000.00	3,333.33	09/01/2018 to 09/30/2018
CHO, AUSTIN H ADMINISTRATIVE ASSISTANT	40,000.00	3,333.33	09/01/2018 to 09/30/2018
DAULBY, JENNIFER A SHARED EMPLOYEE	100,000.00	8,333.33	09/01/2018 to 09/30/2018
DOWNS, JOEL J SHARED EMPLOYEE	90,000.00	7,500.00	09/01/2018 to 09/30/2018
ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR	120,000.00	10,000.00	09/01/2018 to 09/30/2018
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	157,000.00	13,083.33	09/01/2018 to 09/30/2018
FIELD, MATTHEW DIRECTOR OF OVERSIGHT	135,000.00	11,250.00	09/01/2018 to 09/30/2018
HADIJSKI, GEORGE SENIOR ADVISOR	147,000.00	12,250.00	09/01/2018 to 09/30/2018
HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF	60,000.00	5,000.00	09/01/2018 to 09/30/2018
HEBERT, ASHLEY ANN STAFF ASSISTANT	50,000.00	4,166.67	09/01/2018 to 09/30/2018
HINMAN, ALYSSA R MEMBER SERVICES DIRECTOR	80,000.00	6,666.67	09/01/2018 to 09/30/2018
JARRELL, DANIEL JOSEPH LEGISLATIVE CLERK/OVERSIGHT	60,000.00	5,000.00	09/01/2018 to 09/30/2018
JOSEPH, ELIZABETH J PROFESSIONAL STAFF	78,000.00	6,500.00	09/01/2018 to 09/30/2018
JOSEPH, SARA C STAFF ASSISTANT	40,000.00	3,333.33	09/01/2018 to 09/30/2018
KELLEY, DILLON M INTERN	21,599.99	1,620.00	09/01/2018 to 09/30/2018
MALVANAY, LUCIAN SCOT SHARED EMPLOYEE	105,000.00	8,750.00	09/01/2018 to 09/30/2018
ORZECZOWSKI, JEFFREY T PROFESSIONAL STAFF	75,000.00	6,250.00	09/01/2018 to 09/30/2018
PARILLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR	95,000.00	7,916.67	09/01/2018 to 09/30/2018
PRITCHARD, MARGARET L STAFF ASSISTANT	40,000.00	3,333.33	09/01/2018 to 09/30/2018
PUCCERELLA, EDWARD J PROFESSIONAL STAFF	72,000.00	6,000.00	09/01/2018 to 09/30/2018

SCHWALB, JANET GIULIANI FINANCE & PERSONNEL ADMINISTRA	120,000.00	10,000.00	09/01/2018 to 09/30/2018
SULLIVAN, TIMOTHY M PROFESSIONAL STAFF	55,000.00	4,583.33	09/01/2018 to 09/30/2018
TAPELLA, ROBERT C PROFESSIONAL STAFF MEMBER	90,000.00	7,500.00	09/01/2018 to 09/30/2018
WALL, STEVEN W DEPUTY GENERAL COUNSEL	150,000.00	12,500.00	09/01/2018 to 09/30/2018

Department: HO090 HOUSE ADMIN-MINORITY STAFF

Employee and Job Title	Annual Salary	Gross Pay	Period
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	170,696.00	14,224.67	09/01/2018 to 09/30/2018
LEAVANDOSKY, STACEY E SHARED EMPLOYEE	14,000.00	1,166.67	09/01/2018 to 09/30/2018
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	09/01/2018 to 09/30/2018
WHITE, STANLEY V SHARED EMPLOYEE	140,000.00	11,666.67	09/01/2018 to 09/30/2018
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	134,500.00	11,208.33	09/01/2018 to 09/30/2018
BURNS, SYDNEY O DEMOCRATIC STAFF ASSISTANT	45,000.00	3,750.00	09/01/2018 to 09/30/2018
CONNOR, MEREDITH R DEMOCRATIC PROFESSIONAL STAFF	52,000.00	4,333.33	09/01/2018 to 09/30/2018
DEFREITAS, MATTHEW ALBERT FRANKING COMM DEMO STAFF DIR	120,000.00	10,000.00	09/01/2018 to 09/30/2018
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	168,411.00	14,034.25	09/01/2018 to 09/30/2018
FRY, IAN A RESEARCHER	50,000.00	1,527.78	09/01/2018 to 09/30/2018
HENDRIX, KEMBA A DEMOCRATIC DIVERSITY DIRECTOR	125,000.00	10,416.67	09/01/2018 to 09/30/2018
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	102,000.00	8,500.00	09/01/2018 to 09/30/2018
HULL, GEORGE Z SHARED EMPLOYEE	12,000.00	1,000.00	09/01/2018 to 09/30/2018
SEHGAL, TANYA ELECTION COUNSEL	120,000.00	10,000.00	09/01/2018 to 09/30/2018
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	09/01/2018 to 09/30/2018
SUBBIO, RICHARD SHARED EMPLOYEE	37,500.00	3,125.00	09/01/2018 to 09/30/2018
TAGEN, JULIE S SHARED EMPLOYEE	15,000.00	1,250.00	09/01/2018 to 09/30/2018
WHIPPY, PETER N SHARED EMPLOYEE	25,000.00	2,083.33	09/01/2018 to 09/30/2018

Committee on House Administration  
Detailees – September 2018  
115<sup>th</sup> Congress 2<sup>nd</sup> Session

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report

