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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

December 18, 2017



### November 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 November 1 – November 30, 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 November 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 – November 2017**

### Full Committee Hearings

**November 14, 2017:** Preventing Sexual Harassment in the Congressional Workplace

### Full Committee Meetings

**None**

### Reports Filed

**None**

### Polls

**Poll #5:** Proposed changes to the Members' and Committees' Congressional Handbooks – Publications Revision and Advance Payments Revision

### Floor Activity

**November 14, 2017: H.Res. 615:** Designating the Democratic Cloakroom in the Hall of the House of Representatives as the "Gabrielle Giffords-Leo J. Ryan Cloakroom.

Passed/agreed to in House

**November 29, 2017: 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, and for other purposes. Passed/agreed to in House

### 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 no Dear Colleagues

- 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.

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	453,751.23	3,832,987.83
		1104 Accrued Leave	0.00	12,298.61
		1106 Bonus	0.00	4,083.33
		<b>Total</b>	<b>453,751.23</b>	<b>3,849,369.77</b>
21 Travel		2101 Commercial Transportation	487.00	8,843.70
		2105 Lodging	118.32	8,241.12
		2110 Meals	100.38	1,917.71
		2120 Car Rental	0.00	630.57
		2130 Private Auto Mileage	388.95	3,782.63
		2135 Taxi/Parking/Tolls	257.06	2,553.65
		<b>Total</b>	<b>1,351.71</b>	<b>25,969.38</b>
EXPEN General Expenditures	23 Rent, Communications, Utilities	2310 TelecomSrv/Eq/Toll Charge	0.00	886.82
		2320 DC Telecom Equip (TRANSFER)	732.00	3,126.00
		2321 DC Telecom Serv (TRANSFER)	593.50	6,097.75
		2322 DC Telecom Tolls (TRANSFER)	5,978.49	56,505.62
		2335 HIR Graphics (TRANSFER)	20.00	860.00
		2350 Postage / Courier / Box Rental	82.00	332.18
		<b>Total</b>	<b>7,405.99</b>	<b>67,808.37</b>
24 Printing and Reproduction		2401 Printing & Reproduction	2,410.76	9,742.19
		2403 Photographic (TRANSFER)	0.00	333.00
		2404 Reproduction of Fed/Public Law	0.00	80.00
	<b>Total</b>	<b>2,410.76</b>	<b>10,155.19</b>	
25 Other Services		2502 Non-Technology Service Contr	0.00	1,071.00
		2503 Consultant Contract Service	2,000.00	16,000.00
		2527 Training	0.00	1,025.00
		2571 Technology Service Contracts	5,125.00	58,492.00
	<b>Total</b>	<b>7,125.00</b>	<b>76,588.00</b>	
26 Supplies and Materials		2602 Water	102.92	1,574.60
		2603 Food & Beverage	2,081.63	5,840.96

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

**MAJORITY**

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
Sean Moran	11/18/2017	11/20/2017	Attend 2017 Inclusion Summit with Chairman	DC - MA - DC	\$442.39	\$326.13	\$383.77	\$1,152.29
Alyssa Hinman	11/19/2017	11/19/2017	Attend 2017 Inclusion Summit with Chairman	DC - MA - DC	\$203.20	\$5.42	\$37.28	\$245.90
Courtney Parella	11/29/2017	12/1/2017	Library of Congress Event at opening of Grant Presidential Library at Mississippi State	DC - MS - DC	\$393.60	\$249.34	\$18.56	\$661.50
Alex Hammond	11/29/2017	11/29/2017	Library of Congress Event at opening of Grant Presidential Library at Mississippi State	DC - MS	\$196.80	\$218.00		\$414.80
								\$1,398.19

**MINORITY**

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			
	From	To			Transportation	Meals, Lodging & Incidentals	Other	Total
Tanya Sehgal	11/7/2017	11/7/2017	Briefings on Election Administration	DC - NY - DC	\$487.00	\$5.25	\$28.45	\$520.70
Jamie Fleet	11/7/2017	11/8/2017	Briefings on Election Administration	PA - NY - DC	\$233.80	\$199.34	\$94.56	\$527.70
								\$0.00
							Minority Total	\$1,048.40
							<b>COMMITTEE TOTAL</b>	<b>\$1,048.40</b>

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

11/01/2017 to 11/30/2017

### 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	11/01/2017 to 11/30/2017
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	11/01/2017 to 11/30/2017
PATRU, KATHRYN MAE DEP STAFF DIR/MBR SERVICES, OU	170,696.00	14,224.67	11/01/2017 to 11/30/2017
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	11/01/2017 to 11/30/2017
SENSENBRENNER, ROBERT A GENERAL COUNSEL	170,696.00	14,224.67	11/01/2017 to 11/30/2017
ANGER, AMANDA C PROFESSIONAL STAFF	84,000.00	7,000.00	11/01/2017 to 11/30/2017
BETZ, KIMBERLY S DEP STAFF DIR/POL & OVERSIGHT	165,000.00	0.00	11/01/2017 to 11/30/2017
CHO, AUSTIN H ADMINISTRATIVE ASSISTANT	59,000.00	4,916.67	11/01/2017 to 11/30/2017
CRAVENS, MICHAEL J SHARED EMPLOYEE	115,078.00	9,589.83	11/01/2017 to 11/30/2017
DAULBY, JENNIFER A SHARED EMPLOYEE	50,000.00	4,166.67	11/01/2017 to 11/30/2017
ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR	160,000.00	13,333.33	11/01/2017 to 11/30/2017
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	158,400.00	13,200.00	11/01/2017 to 11/30/2017
FELDER, COLE M DEPUTY GENERAL COUNSEL	136,000.00	11,333.33	11/01/2017 to 11/30/2017
FIELD, MATTHEW DIRECTOR OF OVERSIGHT	155,000.00	12,916.67	11/01/2017 to 11/30/2017
HADIJSKI, GEORGE SENIOR ADVISOR	159,000.00	13,250.00	11/01/2017 to 11/30/2017
HALFORD, WILLIAM K INTERN	21,599.00	1,799.92	11/01/2017 to 11/30/2017
HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF	115,000.00	9,583.33	11/01/2017 to 11/30/2017
HAWATMEH, NICOLA I FRANKING & MEMBER SERVICES COU	109,000.00	9,083.33	11/01/2017 to 11/30/2017
HEBERT, ASHLEY ANN STAFF ASSISTANT	64,000.00	5,333.33	11/01/2017 to 11/30/2017
HINMAN, ALYSSA R OUTREACH COORDINATOR	118,000.00	9,833.33	11/01/2017 to 11/30/2017
JARRELL, DANIEL JOSEPH LEGISLATIVE CLERK/OVERSIGHT	110,000.00	9,166.67	11/01/2017 to 11/30/2017
MALVANEY, LUCIAN SCOT SHARED EMPLOYEE	85,000.00	7,083.33	11/01/2017 to 11/30/2017
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	157,000.00	13,083.33	11/01/2017 to 11/30/2017
ORZECZOWSKI, JEFFREY T PROFESSIONAL STAFF	75,000.00	0.00	11/01/2017 to 11/30/2017
PARELLA, COURTNEY ELIZABETH	115,000.00	9,583.33	11/01/2017 to 11/30/2017

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

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report