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MARK WALKER, NORTH CAROLINA
ADRIAN SMITH, NEBRASKA
BARRY LOUDERMILK, GEORGIA

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

COMMITTEE
ON HOUSE
ADMINISTRATION
2017 SEP 15 AM 10:03

September 18, 2017

August 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 August 1-August 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 August 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 – August 2017

Full Committee Hearings

None

Full Committee Meetings

None

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:
 - 08/10/17 – Sign-up – Congressional Internship Program for Individuals with Intellectual Disabilities
 - 08/15/17 – Updates to the Members’ Congressional Handbook (Public Distinctions and Security)

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.

- 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.

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

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

Disbursed Summary

| Program | Object Class | Budget Object Class | MTD Disbursed | YTD Disbursed |
|---|--------------|-------------------------------------|-------------------|---------------------|
| 11 Personnel Compensation | | 1101 Non-Statutory Compensation | 359,459.07 | 2,689,741.92 |
| | | 1104 Accrued Leave | 555.56 | 8,340.28 |
| | | 1106 Bonus | 4,083.33 | 4,083.33 |
| | | Total | 364,097.96 | 2,702,165.53 |
| 21 Travel | | 2101 Commercial Transportation | 1,131.80 | 3,266.00 |
| | | 2105 Lodging | 2,277.29 | 5,811.69 |
| | | 2110 Meals | 497.20 | 1,446.03 |
| | | 2120 Car Rental | 211.99 | 630.57 |
| | | 2130 Private Auto Mileage | 1,096.22 | 3,150.25 |
| | | 2135 Taxi/Parking/Tolls | 519.31 | 1,808.51 |
| | | Total | 5,733.81 | 16,113.05 |
| | | 2310 TelecomSrv/Eq/Toll Charge | 0.00 | 886.82 |
| EXPEN General Expenditures 23 Rent, Communications, Utilities | | 2320 DC Telecom Equip (TRANSFER) | 160.00 | 1,856.00 |
| | | 2321 DC Telecom Serv (TRANSFER) | 616.75 | 4,317.25 |
| | | 2322 DC Telecom Tolls (TRANSFER) | 4,745.30 | 40,752.79 |
| | | 2335 HIR Graphics (TRANSFER) | 0.00 | 840.00 |
| | | 2350 Postage / Courier / Box Rental | 0.00 | 48.05 |
| | | Total | 5,522.05 | 48,700.91 |
| | | 2401 Printing & Reproduction | 0.00 | 3,989.04 |
| | | 2403 Photographic (TRANSFER) | 34.20 | 307.00 |
| | | 2404 Reproduction of Fed/Public Law | 0.00 | 80.00 |
| | | Total | 34.20 | 4,376.04 |
| 25 Other Services | | 2527 Training | 0.00 | 970.00 |
| | | 2571 Technology Service Contracts | 5,125.00 | 43,117.00 |
| Total | | 5,125.00 | 44,087.00 | |
| 26 Supplies and Materials | | 2602 Water | 185.73 | 924.59 |
| | | 2603 Food & Beverage | 2,553.28 | 3,278.67 |
| | | 2605 Framing (TRANSFER) | 0.00 | 200.00 |
| | | 2620 Office Supplies (Outside) | 660.77 | 4,864.09 |

U.S. House of Representatives

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

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

| Program | Object Class | Budget Object Class | MTD Disbursed | YTD Disbursed |
|----------------------------|---------------------------|-------------------------------------|-------------------|---------------------|
| | 26 Supplies and Materials | 2621 Office Supply (TRANSFER) | 330.24 | 2,209.14 |
| | | 2623 Software < \$500 | 0.00 | 5,400.00 |
| | | 2630 Publications/Reference Mat'l | 37.01 | 6,191.71 |
| | | Total | 3,767.03 | 23,068.20 |
| EXPEN General Expenditures | 31 Equipment | 3105 Office Equip Purch<\$25,000 | 0.00 | 741.98 |
| | | 3115 Computer Softw Purch <\$10,000 | 634.37 | 2,434.37 |
| | | 3118 Maintenance / Repairs | 980.00 | 7,995.32 |
| | | Total | 1,614.37 | 11,171.67 |
| | Total | | 385,894.42 | 2,849,682.40 |
| AE200 Official Mail | FM Franked Mail | 2352 Franked Mail | 1.69 | 34.17 |
| | | Total | 1.69 | 34.17 |
| Total | | | 385,896.11 | 2,849,716.57 |

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

| Traveler | Dates of Travel | | Purpose | Itinerary | Reimbursement Claimed | | | |
|-----------------------|-----------------|----------|---|--------------|-----------------------|------------------------------|-------|------------|
| | From | To | | | Transportation | Meals, Lodging & Incidentals | Other | Total |
| Reynold Schweickhardt | 8/9/17 | 8/12/17 | Participate in Leg Branch CIO mtg at Microsoft HQ | DC - WA - DC | \$508 | \$1,090.17 | | \$1,598.17 |
| Sean Moran | 8/16/17 | 8/20/17 | Visit Chairman's District for Dr. Hayden Reading | DC - MS - DC | \$1,096.22 | \$843.97 | | \$1,935.91 |
| Kim Betz | 8/16/17 | 8/18/17 | Meeting with Smithsonian & GPO regional office | DC - CA - DC | \$484.40 | \$745.46 | | \$1,229.86 |
| Bob Tapella | 8/16/17 | 8/118/17 | Meeting with Smithsonian & GPO regional office | DC - CA - DC | \$484.40 | \$824.96 | | \$1,309.36 |
| | | | | | | | | \$6,073.30 |

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

| Traveler | Dates of Travel | | Purpose | Itinerary | Reimbursement Claimed | | | |
|-------------|-----------------|---------|--|--------------|-----------------------|------------------------------|-------|------------|
| | From | To | | | Transportation | Meals, Lodging & Incidentals | Other | Total |
| James Fleet | 8/16/17 | 8/18/17 | Meeting with Smithsonian & GPO regional office | DC - CA - DC | \$654.40 | \$1,261.97 | | \$1,916.37 |
| | | | | | | | | \$1,916.37 |

Committee on House Administration July Travel Total

\$7,989.67

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

08/01/2017 to 08/31/2017

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 |
|--|----------------------|------------------|--------------------------|
| MORAN, SEAN P STAFF DIRECTOR | 172,500.00 | 14,375.00 | 08/01/2017 to 08/31/2017 |
| PATRU, KATHRYN MAE DEP STAFF DIR/MBR SERVICES, OU | 170,696.00 | 14,224.67 | 08/01/2017 to 08/31/2017 |
| SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY | 170,000.00 | 14,166.67 | 08/01/2017 to 08/31/2017 |
| SENSENBRENNER, ROBERT A GENERAL COUNSEL | 170,696.00 | 14,224.67 | 08/01/2017 to 08/31/2017 |

SPECIAL & SELECT COMMITTEE - PERSONNEL

| Employee and Job Title | Annual Salary | Gross Pay | Period |
|--|----------------------|------------------|--------------------------|
| ANGER, AMANDA C PROFESSIONAL STAFF | 60,000.00 | 5,000.00 | 08/01/2017 to 08/31/2017 |
| BETZ, KIMBERLY S DEP STAFF DIR/POL & OVERSIGHT | 165,000.00 | 13,750.00 | 08/01/2017 to 08/31/2017 |
| CHO, AUSTIN H ADMINISTRATIVE ASSISTANT | 35,000.00 | 2,916.67 | 08/01/2017 to 08/31/2017 |
| CRAVENS, MICHAEL J SHARED EMPLOYEE | 115,078.00 | 9,589.83 | 08/01/2017 to 08/31/2017 |
| DAULBY, JENNIFER A SHARED EMPLOYEE | 50,000.00 | 4,166.67 | 08/01/2017 to 08/31/2017 |
| ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR | 100,000.00 | 8,333.33 | 08/01/2017 to 08/31/2017 |
| ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS | 147,000.00 | 12,250.00 | 08/01/2017 to 08/31/2017 |
| FELDER, COLE M DEPUTY GENERAL COUNSEL | 100,000.00 | 8,333.33 | 08/01/2017 to 08/31/2017 |
| FIELD, MATTHEW DIRECTOR OF OVERSIGHT | 125,000.00 | 10,416.67 | 08/01/2017 to 08/31/2017 |
| FOREHAND, MEREDITH A INTERN | 21,599.00 | 659.97 | 08/01/2017 to 08/31/2017 |
| HADIJSKI, GEORGE SENIOR ADVISOR | 147,000.00 | 12,250.00 | 08/01/2017 to 08/31/2017 |
| HALFORD, WILLIAM K INTERN | 21,599.00 | 599.97 | 08/01/2017 to 08/31/2017 |
| HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF | 55,000.00 | 4,583.33 | 08/01/2017 to 08/31/2017 |

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

08/01/2017 to 08/31/2017

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - PERSONNEL

| Employee and Job Title | Annual Salary | Gross Pay | Period |
|---|----------------------|------------------|--------------------------|
| HAWATMEH, NICOLA I FRANKING & MEMBER SERVICES COU | 85,000.00 | 7,083.33 | 08/01/2017 to 08/31/2017 |
| HEBERT, ASHLEY ANN STAFF ASSISTANT | 40,000.00 | 3,333.33 | 08/01/2017 to 08/31/2017 |
| HINMAN, ALYSSA R OUTREACH COORDINATOR | 58,000.00 | 4,833.33 | 08/01/2017 to 08/31/2017 |
| JARRELL, DANIEL JOSEPH STAFF ASSISTANT | 40,000.00 | 3,333.33 | 08/01/2017 to 08/31/2017 |
| JONES, DREW D INTERN | 21,599.00 | 119.99 | 08/01/2017 to 08/31/2017 |
| MALVANEY, LUCIAN SCOT SHARED EMPLOYEE | 70,000.00 | 5,833.33 | 08/01/2017 to 08/31/2017 |
| MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR | 97,000.00 | 8,083.33 | 08/01/2017 to 08/31/2017 |
| ORZECZOWSKI, JEFFREY T PROFESSIONAL STAFF | 75,000.00 | 0.00 | |
| PARELLA, COURTNEY ELIZABETH PROFESSIONAL STAFF | 55,000.00 | 4,583.33 | 08/01/2017 to 08/31/2017 |
| PUCCERELLA, EDWARD J PROFESSIONAL STAFF | 60,000.00 | 5,000.00 | 08/01/2017 to 08/31/2017 |
| RYAN, CAITLIN MAUREEN DIR OF MBR AND COMMITTEE SERV | 125,000.00 | 10,416.67 | 08/01/2017 to 08/31/2017 |
| SCHWALB, JANET GIULIANI FINANCE & PERSONNEL ADMINISTRA | 65,000.00 | 5,416.67 | 08/01/2017 to 08/31/2017 |
| SULLIVAN, TIMOTHY M PROFESSIONAL STAFF | 50,000.00 | 4,166.67 | 08/01/2017 to 08/31/2017 |
| TAGGART, ROBERT L LEGISLATIVE CLERK / OVERSIGHT | 50,000.00 | 2,777.78 | 08/01/2017 to 08/31/2017 |
| TAPPELLA, ROBERT C PROFESSIONAL STAFF MEMBER | 80,000.00 | 6,666.67 | 08/01/2017 to 08/31/2017 |
| WALKER, CAROLINE K STAFF ASSISTANT | 40,000.00 | 1,888.89 | 08/01/2017 to 08/31/2017 |
| WELLS, EMILY INTERN | 21,599.00 | 659.97 | 08/01/2017 to 08/31/2017 |

SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

| Employee and Job Title | Annual Salary | Gross Pay | Period |
|-------------------------------|----------------------|------------------|---------------|
|-------------------------------|----------------------|------------------|---------------|

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

08/01/2017 to 08/31/2017

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

Department: 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. DEMOCRATIC STAFF DIRECTOR | 170,696.00 | 14,224.67 | 08/01/2017 to 08/31/2017 |
| MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL | 159,000.00 | 14,250.00 | 08/01/2017 to 08/31/2017 |
| WHITE, STANLEY V SHARED EMPLOYEE | 80,000.00 | 6,666.67 | 08/01/2017 to 08/31/2017 |

SPECIAL & SELECT COMMITTEE - PERSONNEL

| Employee and Job Title | Annual Salary | Gross Pay | Period |
|---|---------------|-----------|--------------------------|
| ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER | 168,411.00 | 14,034.25 | 08/01/2017 to 08/31/2017 |
| CONNOR, MEREDITH R DEMOCRATIC STAFF ASSISTANT | 52,000.00 | 5,333.33 | 08/01/2017 to 08/31/2017 |
| DEFREITAS, MATTHEW ALBERT FRANKING COMM DEMO STAFF DIR | 102,000.00 | 8,500.00 | 08/01/2017 to 08/31/2017 |
| FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK | 162,000.00 | 14,500.00 | 08/01/2017 to 08/31/2017 |
| HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS | 102,000.00 | 9,500.00 | 08/01/2017 to 08/31/2017 |
| HULL, GEORGE Z SHARED EMPLOYEE | 12,000.00 | 1,000.00 | 08/01/2017 to 08/31/2017 |
| NICHOLAS, PAUL M INTERN | 21,599.00 | 1,799.92 | 08/01/2017 to 08/31/2017 |
| PINKUS, MATTHEW A SENIOR POLICY ADVISOR | 168,411.00 | 14,034.25 | 08/01/2017 to 08/31/2017 |
| SEHGAL, TANYA ELECTION COUNSEL | 97,000.00 | 9,083.33 | 08/01/2017 to 08/31/2017 |
| SIMS, AISLAN E PROFESSIONAL STAFF | 59,500.00 | 5,958.33 | 08/01/2017 to 08/31/2017 |
| SMALL, KRISTIE E PROFESSIONAL STAFF | 93,000.00 | 8,750.00 | 08/01/2017 to 08/31/2017 |
| STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR | 84,343.00 | 7,028.58 | 08/01/2017 to 08/31/2017 |
| SUBBIO, RICHARD SHARED EMPLOYEE | 37,500.00 | 3,125.00 | 08/01/2017 to 08/31/2017 |
| TAGEN, JULIE S SHARED EMPLOYEE | 20,600.00 | 1,716.67 | 08/01/2017 to 08/31/2017 |

Committee on House Administration
Detailees - July 2017
115th Congress 1st Session

| NAME | AGENCY | Start Date | End Date | Majority/Minority |
|------|--------|------------|----------|-------------------|
| | | | | |

No Detailees to Report