

CANDICE S. MILLER, MICHIGAN
CHAIRMAN

GREGG HARPER, MISSISSIPPI
PHIL GINGREY, GEORGIA
AARON SCHOCK, ILLINOIS
TODD ROKITA, INDIANA
RICH NUGENT, FLORIDA

KELLY CRAVEN, 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

<http://cha.house.gov>

ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JUAN VARGAS, CALIFORNIA

ONE HUNDRED THIRTEENTH
CONGRESS

JAMIE FLEET, MINORITY STAFF DIRECTOR

April 18, 2013

COMMITTEE
HOUSE ADMINISTRATION
2013 APR 17 AM 10:10

March 2013 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 March 2013;
- List of Committee employees, job titles and gross monthly salaries (Payroll Certification attached).

This report is available to Members of the Committee for examination.

The March 2013 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 – March 2013

Full Committee Hearings

- **March 5-6, 2013 – Committee Funding for the 113th Congress** – Heard testimony from 19 committee chairmen and ranking members on their proposed budgets.

Full Committee Meetings

- **March 14, 2013 – Markup** – Reported out H. Res. 115, Providing for the expenses of certain committees of the House of Representatives in the One Hundred Thirteenth Congress; reported out H. Res. 127, Dismissing the election contest relating to the office of Representative from the Twenty-Eighth District of Texas; adopted Committee Resolution 113-5, approving franked mail allowances for committees for the 113th Congress.

Reports Filed

- **House Report 113-020** – To Accompany H. Res. 115, Providing for the expenses of certain committees of the House of Representatives in the One Hundred Thirteenth Congress.
- **House Report 113-022** – To Accompany H. Res. 127, Dismissing the election contest relating to the office of Representative from the Twenty-Eighth District of Texas.

Polls

- **Committee Poll #2:** To approve the budget views and estimates of the Committee on House Administration for fiscal year 2014. March 4, 2013.
- **Committee Poll #3:** To approve a contract for legal services for the Committee on House Administration. March 19, 2013.

Floor Activity

- **H. Con. Res. 14** – 3/6/2013 Permitting the use of the rotunda of the Capitol for a ceremony as part of the commemoration of the days of remembrance of victims of the Holocaust, agreed to by unanimous consent.
- **H. Con. Res. 20** – 3/6/2013 Permitting the use of the rotunda of the Capitol for a ceremony to award the Congressional Gold Medal to Professor Muhamad Yunus, agreed to by unanimous consent.
- **H. Res. 115 – Providing for the expenses of certain committees of the House of Representatives in the One Hundred Thirteenth Congress.** – 3/19/2013 Passed/agreed to in House. Status: On agreeing to the resolution Agreed to by the Yeas and Nays: 272 - 136 (Roll no. 82).
- **H. Res. 127 – Dismissing the election contest relating to the office of Representative from the Twenty Eighth District of Texas.** – 3/19/2013 Passed/agreed to in House. Status: On agreeing to the resolution Agreed to without objection.

Administrative and Oversight Activities

Member Services

- The Committee hosted a "Preparing for Spring Constituent Visits" briefing on March 8 for Member offices. Representatives from the AOC, CVC, LOC, Smithsonian, Botanic Garden, and OCAS presented on tour booking procedures, tips, and spring exhibits to over 200 attendees.
- Issued Dear Colleague and revised notices to Members related to the additional 8.2% reduction to each Member's MRA as a result of sequestration.
- Fielded Member office inquiries on MRA authorization breakdown.
- Provided guidance to Member offices on compliance with committee handbook regulations.
- Issued Dear Colleague on the new electronic voucher process.

Franking Commission

- Issued 1st Quarter Mass Mail & Mass Communications Report Dear Colleague on March 19.
- Responded to 587 incoming franking calls.
- Reviewed 602 franking requests.

Committee Funding and Oversight

- Held two days of hearings and received testimony from chairmen and ranking members related to proposed budgets for the 113th Congress.
- Held committee markup and managed floor consideration of H. Res. 115, the Omnibus Committee Funding Resolution.
- Provided guidance to committee offices on compliance with committee handbook regulations.

Chief Administrative Officer

- On March 27, the new HouseNet beta site was launched. The Committee was involved in the planning and preparation of the site and is assisting the CAO in requesting feedback from the House community prior to the launch of the final site in May.
- The Committee approved the Pay.gov flag purchase process to be rolled out to all Member offices, enabling constituents to purchase flags through credit card transactions rather than manual checks.
- Approved a contract award and a request for proposal for services pertaining to the House's IT infrastructure and approved the renegotiated contracts with Gold's Gym and the Sport & Health fitness centers.
- Approved CAO personnel appointment and termination actions.

Clerk of the House

- Approved Clerk personnel appointment and termination actions.

Sergeant-at-Arms

- Reviewed and approved personnel actions.

House Fine Arts Board

- Approved step 1 of the portrait authorization request for Chairman Frank Lucas and Chairman Bennie Thompson.

Government Printing Office

- Eliminated 192 unused daily copies of the Congressional Record and Congressional Record Index for the House for an annual savings of \$110,592.
- Authorized copies of the Constitution of the United States of America: Analysis and Interpretation (U.S. Constitution Annotated) 2012 Edition to be printed for the House. Compared to the 2002 Edition, the House will save \$146,400.
- Assisted GPO in the collection of Member photographs and biographical information for the 113th Congress Congressional Pictorial Directory.
- The Joint Committee on Printing approved a new GPO-IBTGCC (International Brotherhood of Teamsters/Graphic Communications Conference, Local 4-B) wage agreement for the period of 2013-2017.

Capitol Visitor Center

- Approved Member and Senator events hosted in the U.S. Capitol Visitor Center.
- Approved and toured the newly installed "Conflict and Compromise" rotation of historical Congressional items in Exhibition Hall.

Office of Congressional Accessibility Services

- Added a new accessibility transportation map on House.gov for visitors that allows visitors to more easily access the House campus via public transportation.

Smithsonian Institution

- Participated in site visit to view construction of facilities at Smithsonian Conservation Biology Institute.

Technology Use by the House

- The Committee approved the expansion of the House Cloud File Services (storage) to committee offices in early March. It would provide 1000 GBs of storage per committee, with 500 GBs for majority offices and 500 GBs for minority offices.

U.S. House of Representatives

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION Authorization Year: 2013
 113th Congress 1st Session
 Month: March 2013

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	320,768.69	942,443.06
		Total	320,768.69	942,443.06
	21 Travel	2101 Commercial Transportation	697.60	697.60
		2130 Private Auto Mileage	67.80	67.80
2135 Taxi/Parking/Tolls		44.38	109.17	
	Total	809.78	912.42	
23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	216.00	432.00	
	2321 DC Telecom Serv (TRANSFER)	609.00	1,218.00	
	2322 DC Telecom Tolls (TRANSFER)	4,861.97	10,166.27	
	Total	5,686.97	11,816.27	
24 Printing and Reproduction	2401 Printing & Reproduction	50.00	891.20	
	2403 Photographic (TRANSFER)	0.00	8.00	
	2404 Reproduction of Fed/Public Law	0.00	80.00	
	Total	50.00	979.20	
EXPEN General Expenditures	2503 Consultant Contract Service	23,703.02	23,703.02	
	2571 Technology Service Contracts	5,125.00	15,375.00	
	Total	28,828.02	39,078.02	
26 Supplies and Materials	2603 Food & Beverage	89.38	89.38	
	2610 Habitation Expense	270.04	270.04	
	2620 Office Supplies (Outside)	923.85	1,943.95	
	2621 Office Supply (TRANSFER)	458.22	801.49	
	2630 Publications/Reference Mat'l	0.00	423.00	
	Total	1,741.49	3,527.86	
31 Equipment	3115 Computer Softw Purch <\$10,000	0.00	1,800.00	
	3118 Maintenance / Repairs	1,111.48	3,088.64	
	3128 Warranties	81.00	81.00	
	Total	1,192.48	4,969.64	
FM Franked Mail	2352 Franked Mail	(13.76)	0.00	
	Total	(13.76)	0.00	
AE200 Official Mail	Total	359,063.67	1,003,726.47	
		13.76	13.76	
	Total	13.76	13.76	

U.S. House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION Authorization Year: 2013
 113th Congress 1st Session
 Month: March 2013

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
AE200	Official Mail		13.76	13.76
Total			359,077.43	1,003,740.23

REPORT ON TRAVEL PERFORMED

Committee on House Administration

113th Congress, 1st Session

March 2013

MAJORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Reimbursement Claimed			Total
	From	To				Transportation	Meals, Lodging & Incidentals	Other	
Jack Dail	3/17/13	3/21/13		National Postal Forum	IAD - San Francisco, CA	\$348.80	\$1,803.09		\$2,151.89
Rich Cappetto	3/17/13	3/21/13		National Postal Forum	IAD - San Francisco, CA	\$348.80	\$1,915.62		\$2,264.42
TOTAL									\$4,416.31

REPORT ON TRAVEL PERFORMED
 Committee on House Administration
 113th Congress, 1st Session
 March 2013
 MINORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Transportation	Reimbursement Claimed			
	From	To					Meals, Lodging & Incidentals	Other	Total	
TOTAL										\$0.00

No travel performed for the Minority staff in the month of March.

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

03/01/2013 to 03/31/2013

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	Remarks	Employee No.
CRAVEN, KELLY F STAFF DIRECTOR	172,500.00	14,375.00	03/01/2013 to 03/31/2013		██████████

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
AUGUSTYN, MATTHEW JOSEPH TEMPORARY STAFF COUNSEL	28,000.00	777.78	03/01/2013 to 03/31/2013	TERMINATED 03/10/13	██████████
BARASH, YAEL ASSISTANT LEGISLATIVE CLERK	50,000.00	4,166.67	03/01/2013 to 03/31/2013		██████████
BATH, GEORGE J AQUISITION PROGRAM MANAGER	115,000.00	9,583.33	03/01/2013 to 03/31/2013		██████████
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	60,000.00	5,000.00	03/01/2013 to 03/31/2013		██████████
BRATTON, PAIGE J EXECUTIVE ASSISTANT	40,000.00	3,333.33	03/01/2013 to 03/31/2013		██████████
BRINKER, BARRY C PROFESSIONAL OVERSIGHT STAFF	85,000.00	7,083.33	03/01/2013 to 03/31/2013		██████████
CAPPETTO, RICHARD PROF STAFF, MEMBER SERVICES	50,000.00	4,166.67	03/01/2013 to 03/31/2013		██████████
DAIL, JACK L STAFF DIR-FRANKING COMMISSION	160,000.00	13,333.33	03/01/2013 to 03/31/2013		██████████
DUTTON, KENNETH STEVEN FRANKING COMMUNICATIONS DIR	37,500.00	3,125.00	03/01/2013 to 03/31/2013		██████████
ENGLING, MAXIMILIAN T STAFF ASSISTANT	35,000.00	2,916.67	03/01/2013 to 03/31/2013		██████████
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	125,000.00	10,416.67	03/01/2013 to 03/31/2013		██████████
FIELD, MATTHEW PROFESSIONAL STAFF-OVERSIGHT	65,000.00	5,416.67	03/01/2013 to 03/31/2013		██████████
GERBO III, GEORGE N STAFF ASSISTANT	30,000.00	2,500.00	03/01/2013 to 03/31/2013		██████████
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	140,000.00	11,666.67	03/01/2013 to 03/31/2013		██████████
HINMAN, ALYSSA R STAFF ASSISTANT	28,000.00	2,333.33	03/01/2013 to 03/31/2013		██████████
KELLY, RYAN J SENIOR STAFF ASSISTANT	34,000.00	2,833.33	03/01/2013 to 03/31/2013		██████████

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

03/01/2013 to 03/31/2013

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	Remarks	Employee No.
LITTLE, KIMANI PARLIAMEM & MEM SERV COUNSEL	90,000.00	7,500.00	03/01/2013 to 03/31/2013		██████████
MARSHALL, TYLER D INTERN	21,600.00	0.00	03/01/2013 to 03/31/2013	APPOINTMENT 03/25/13	██████████
RICH, JOHN M SENIOR STAFF ASSISTANT	34,000.00	2,833.33	03/01/2013 to 03/31/2013		██████████
ROE, JAMIE A SHARED EMPLOYEE	15,000.00	1,250.00	03/01/2013 to 03/31/2013		██████████
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	80,000.00	6,666.67	03/01/2013 to 03/31/2013		██████████
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	142,000.00	11,833.33	03/01/2013 to 03/31/2013		██████████
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	03/01/2013 to 03/31/2013		██████████
SENSENBRENNER, ROBERT A ELECTION & OVERSIGHT COUNSEL	72,000.00	6,000.00	03/01/2013 to 03/31/2013		██████████
STORELLI, DOMINIC A PROFESSIONAL STAFF	75,000.00	6,250.00	03/01/2013 to 03/31/2013		██████████
SWEIGART, KARIN MOORE ELECTIONS COUNSEL	95,000.00	7,916.67	03/01/2013 to 03/31/2013		██████████
ULRICH, LINDA A DIRECTOR OF OVERSIGHT	120,000.00	10,000.00	03/01/2013 to 03/31/2013		██████████
WALLACE, JOSEPH LEGISLATIVE CLERK	60,000.00	5,000.00	03/01/2013 to 03/31/2013		██████████
WALVORT, BRADLEY D MEMBER LIAISON	20,000.00	1,666.67	03/01/2013 to 03/31/2013		██████████
WOOD, SALLEY MARIE DEPUTY STAFF DIRECTOR	142,000.00	11,833.33	03/01/2013 to 03/31/2013		██████████

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

03/01/2013 to 03/31/2013

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

Department	Employee Group	Expenditure	Active	Paid
HO000	SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$14,375.00	1	1
HO000	SPECIAL & SELECT COMMITTEE - PERSONNEL	\$180,736.11	29	29
HO000	Total	\$195,111.11	30	30

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED HEREON.

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

03/01/2013 to 03/31/2013

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	Remarks	Employee No.
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	172,500.00	14,375.00	03/01/2013 to 03/31/2013		██████████

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
ABBOTT, GREGORY S PRESS SECRETARY	61,000.00	5,083.33	03/01/2013 to 03/31/2013		██████████
ABBOUD, KHALIL DEPUTY COUNSEL	79,754.00	6,646.17	03/01/2013 to 03/31/2013		██████████
ANDERSON, KYLE DEM STAFF DIR-COMM MAILING	125,572.00	10,464.33	03/01/2013 to 03/31/2013		██████████
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33	03/01/2013 to 03/31/2013		██████████
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	107,550.00	8,962.50	03/01/2013 to 03/31/2013		██████████
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	03/01/2013 to 03/31/2013		██████████
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	03/01/2013 to 03/31/2013		██████████
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	10,246.17	03/01/2013 to 03/31/2013		██████████
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	138,124.00	11,510.33	03/01/2013 to 03/31/2013		██████████
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	72,000.00	6,000.00	03/01/2013 to 03/31/2013		██████████
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	03/01/2013 to 03/31/2013		██████████
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67	03/01/2013 to 03/31/2013		██████████
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	90,678.00	7,556.50	03/01/2013 to 03/31/2013		██████████
SUBBIO, RICHARD SHARED EMPLOYEE	56,220.00	4,685.00	03/01/2013 to 03/31/2013	P/R CHANGE 03/01/13	██████████
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	03/01/2013 to 03/31/2013		██████████

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

03/01/2013 to 03/31/2013

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

Department	Employee Group	Expenditure	Active	Paid
HO090	SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$14,375.00	1	1
HO090	SPECIAL & SELECT COMMITTEE - PERSONNEL	\$111,282.58	15	15
HO090	Total	\$125,657.58	16	16

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED HEREON.

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

03/01/2013 to 03/31/2013

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

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

Employee Group	Expenditure	Active	Paid
SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$28,750.00	2	2
SPECIAL & SELECT COMMITTEE - PERSONNEL	\$292,018.69	44	44
Total	\$320,768.69	46	46

COMMENTS: (EXCEPTIONS MUST BE LISTED WITHIN THIS BOX)

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED HEREON.