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AARON SCHOCK, ILLINOIS
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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
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ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JUAN VARGAS, CALIFORNIA

ONE HUNDRED THIRTEENTH
CONGRESS

JAMIE FLEET, MINORITY STAFF DIRECTOR

June 18, 2013

May 2013 Monthly Report

COMMITTEE
HOUSE ADMINISTRATION
2013 JUN 19 PM 1:15

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 May 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 May 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 – May 2013

Full Committee Hearings

none

Full Committee Meetings

none

Reports Filed

none

Polls

none

Floor Activity

- **S. Con. Res. 10** - A concurrent resolution authorizing the use of Emancipation Hall in the Capitol Visitor Center for an event to celebrate the birthday of King Kamehameha, 5/14/2013 - Passed/agreed to in House: (agreed to by the Yeas and Nays, 2/3 required: 411 – 0).
- **S. Con. Res. 16** - A concurrent resolution authorizing the use of Emancipation Hall in the Capitol Visitor Center for the unveiling of a statue of Frederick Douglass, 5/21/2013 - Passed/agreed to in House (agreed to by voice vote).

Administrative and Oversight Activities

Member Services

- Promoted and hosted two Intern 101 training courses in the Committee hearing room on May 24 and May 28. House Learning Center staff taught the course, and the Committee provided an intern guidance manual and a few additions to the course agenda. There were approximately 160 attendees.
- Provided guidance on MRA authorization breakdown.
- Provided guidance to Member offices on compliance with Member handbook regulations.
- Provided separate briefings on use of official resources and budgeting tips to various groups of chiefs of staff and district staff.

Committee Funding and Oversight

- Provided guidance to committee offices on compliance with Committee handbook regulations.

Franking Commission

- Responded to 526 incoming franking calls.
- Reviewed 755 franking requests.

Chief Administrative Officer

- Approved both the launch of the new redesigned HouseNet as well as a steering committee, comprised of staff of House Officers and representatives from the Committee, to provide governance over HouseNet content and design.
- Initiated a pilot program allowing offices to place furniture requests through an online portal that routes directly to the CAO Logistics Office instead of going through First Call. The new system is intended to reduce errors and streamline the way requests are generated and fulfilled.
- Approved the proposal for phase II of the E-Voucher process, which allows offices to submit vouchers via email to Financial Counseling.
- Approved the Indefinite Delivery Indefinite Quantity contracts for procuring HP and Apple computer products, which will allow deeper discounts on those products than the House has received in the past.
- Approved personnel appointment and termination actions.

Clerk of the House

- Approved a proposal to modify the Office of Official Reporters' voucher process for outside transcription service vendor payments, eliminating the need for committee chairmen to sign off on these vouchers. This change will be reflected in the Committee Handbook when it is updated later this Congress.
- Approved personnel appointment and termination actions.

Sergeant-at-Arms

- Reviewed and approved personnel actions.

United States Capitol Police

- Received a status update briefing on the Radio Modernization Project from the USCP, AOC, NAVAIR, and GAO.
- Approved the USCP's new definition of "deployment" for when the USCP operates outside of its jurisdiction.

Joint Committee on the Library

- JCL held its organizational meeting on May 7. Representative Gregg Harper will serve as Chairman and Senator Charles Schumer will serve as Vice-Chairman for the 113th Congress.

Joint Committee on Printing

- JCP Chairman Harper sent a letter on May 2 to the GPO directing the agency to work with House committees to test and pilot alternative hearing production and format innovations for the purposes of cost savings and process improvements.
- JCP held its organizational meeting on May 7. Senator Charles Schumer will serve as Chairman and House Member Gregg Harper will serve as Vice-Chairman for the 113th Congress.

Government Printing Office

- Committee members sent a letter to the Acting Public Printer reaffirming Congress' commitment to ensuring government and congressional information remains available in perpetuity for free on FDsys to end users.
- Contacted Member offices to ensure each Member's official photograph is included in the 113th Congress Congressional Pictorial Directory.

Capitol Visitor Center

- Approved Member and Senator events hosted in the U.S. Capitol Visitor Center.

Technology Use by the House

- The Committee hosted its second annual Legislative Data Standards Conference in the Capitol Visitor Center on May 22. Approximately 100 Legislative Branch agency representatives joined data users and transparency advocates to discuss the use and future of legislative data.

Oversight of Federal Election Law and Procedures

- Sent letter to Federal Election Commission chair Ellen Weintraub regarding approval and public release of updated agency enforcement manual.

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

Authorization Year: 2013
113th Congress 1st Session
Month: May 2013

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	1101 Non-Statutory Compensation	306,507.58	1,567,219.89
		1103 Overtime Compensation	0.00	162.26
		Total	306,507.58	1,567,382.15
		2101 Commercial Transportation	0.00	697.60
21 Travel	2101 Commercial Transportation	2130 Private Auto Mileage	0.00	67.80
		2135 Taxi/Parking/Tolls	82.00	205.17
		2138 Travel Subsistence	216.91	3,973.47
		Total	298.91	4,944.04
23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	2320 DC Telecom Equip (TRANSFER)	216.00	996.00
		2321 DC Telecom Serv (TRANSFER)	609.00	2,436.00
		2322 DC Telecom Tolls (TRANSFER)	4,724.98	19,403.51
		2335 HIR Graphics (TRANSFER)	210.00	490.00
		Total	5,759.98	23,325.51
24 Printing and Reproduction	2401 Printing & Reproduction	2401 Printing & Reproduction	504.78	1,395.98
		2403 Photographic (TRANSFER)	156.00	164.00
		2404 Reproduction of Fed/Public Law	0.00	80.00
		Total	660.78	1,639.98
25 Other Services	2503 Consultant Contract Service	2503 Consultant Contract Service	3,493.61	41,643.29
		2527 Training	0.00	1,850.00
		2571 Technology Service Contracts	5,465.00	25,965.00
		Total	8,958.61	69,458.29
		2602 Water	403.44	857.88
26 Supplies and Materials	2603 Food & Beverage	2603 Food & Beverage	12.99	102.37
		2610 Habitation Expense	105.54	375.58
		2620 Office Supplies (Outside)	1,490.25	3,723.55
		2621 Office Supply (TRANSFER)	146.45	1,199.13
		2630 Publications/Reference Mat'l	0.00	698.05
		2699 Misc. Supplies & Materials	2.11	2.11
		Total	2,160.78	6,958.67
31 Equipment	3115 Computer Softw Purch <\$10,000	3115 Computer Softw Purch <\$10,000	0.00	1,800.00
		3118 Maintenance / Repairs	1,141.58	5,371.80
		3128 Warranties	0.00	81.00
		Total	1,141.58	7,252.80

REPORT ON TRAVEL PERFORMED

Committee on House Administration

113th Congress, 1st Session

May 2013

MINORITY

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

No travel performed for the Minority staff in the month of May, 2013.



House Postal Operations Pitney Bowes Management Services

HOUSE ADMINISTRATION

1309 LONGWORTH

113th Congress, 1st Session

Mail Accountability Report

May 2013

Date	Quantity	Total Cost
TOTAL:	0	\$0.00

If you have any questions regarding this report, please contact House Postal Operations
Customer Service, 301-336-8820.

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

05/01/2013 to 05/31/2013

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	05/01/2013 to 05/31/2013		

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
BARASH, Yael ASSISTANT LEGISLATIVE CLERK	50,000.00	4,166.67	05/01/2013 to 05/31/2013		
BATH, GEORGE J AQUISITION PROGRAM MANAGER	115,000.00	9,583.33	05/01/2013 to 05/31/2013		
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	60,000.00	5,000.00	05/01/2013 to 05/31/2013		
BRATTON, PAIGE J EXECUTIVE ASSISTANT	40,000.00	3,333.33	05/01/2013 to 05/31/2013		
CAPPETTO, RICHARD PROF STAFF, MEMBER SERVICES	50,000.00	4,166.67	05/01/2013 to 05/31/2013		
DAIL, JACK L DIR FRANKING COMM (PERSONNEL)	160,000.00	13,333.33	05/01/2013 to 05/31/2013		
DUTTON, KENNETH STEVEN FRANKING COMMUNICATIONS DIR	37,500.00	3,125.00	05/01/2013 to 05/31/2013		
ENGLING, MAXIMILIAN T STAFF ASSISTANT	35,000.00	2,916.67	05/01/2013 to 05/31/2013		
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	125,000.00	10,416.67	05/01/2013 to 05/31/2013		
FIELD, MATTHEW PROFESSIONAL STAFF-OVERSIGHT	65,000.00	5,416.67	05/01/2013 to 05/31/2013		
FLORA, ANNA T INTERN	21,600.00	0.00	05/01/2013 to 05/31/2013	APPOINTMENT 05/06/13	
GERBO III, GEORGE N STAFF ASSISTANT	30,000.00	2,500.00	05/01/2013 to 05/31/2013		
GORDON, TOMMY B INTERN	21,600.00	0.00	05/01/2013 to 05/31/2013	APPOINTMENT 05/15/13	
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	140,000.00	11,666.67	05/01/2013 to 05/31/2013		
HINMAN, ALYSSA R STAFF ASSISTANT	28,000.00	2,333.33	05/01/2013 to 05/31/2013		
HOWELL, JOSEPH B INTERN	21,600.00	1,800.00	05/01/2013 to 05/31/2013		
KELLY, RYAN J SENIOR STAFF ASSISTANT	34,000.00	2,833.33	05/01/2013 to 05/31/2013		
LITTLE, KIMANI PARLIAMEM & MEM SERV COUNSEL	90,000.00	7,500.00	05/01/2013 to 05/31/2013		
MARSHALL, TYLER D INTERN	21,600.00	1,800.00	05/01/2013 to 05/31/2013		

RICH, JOHN M SENIOR STAFF ASSISTANT	34,000.00	2,833.33	05/01/2013 to 05/31/2013	
ROE, JAMIE A SHARED EMPLOYEE	15,000.00	1,250.00	05/01/2013 to 05/31/2013	
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	80,000.00	6,666.67	05/01/2013 to 05/31/2013	
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	142,000.00	11,833.33	05/01/2013 to 05/31/2013	
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	05/01/2013 to 05/31/2013	
SENSENBRENNER, ROBERT A ELECTION & OVERSIGHT COUNSEL	72,000.00	6,000.00	05/01/2013 to 05/31/2013	
STORELLI, DOMINIC A PROFESSIONAL STAFF	75,000.00	6,250.00	05/01/2013 to 05/31/2013	
SWEIGART, KARIN MOORE ELECTIONS COUNSEL	95,000.00	7,916.67	05/01/2013 to 05/31/2013	
VORBACH, DYLAN J INTERN	21,600.00	0.00	05/01/2013 to 05/31/2013	
WALLACE, JOSEPH LEGISLATIVE CLERK	60,000.00	5,000.00	05/01/2013 to 05/31/2013	
WALVORT, BRADLEY D MEMBER LIAISON	20,000.00	1,666.67	05/01/2013 to 05/31/2013	
WOOD, SALLEY MARIE DEPUTY STAFF DIRECTOR	142,000.00	11,833.33	05/01/2013 to 05/31/2013	

Department	Employee Group	Expenditure	Active	Paid
HO000	SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$14,375.00	1	1
HO000	SPECIAL & SELECT COMMITTEE - PERSONNEL	\$166,475.00	31	28
HO000	Total	\$180,850.00	32	29

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	05/01/2013 to 05/31/2013		

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	05/01/2013 to 05/31/2013		
ABBOUD, KHALIL DEPUTY COUNSEL	79,754.00	6,646.17	05/01/2013 to 05/31/2013		
ANDERSON, KYLE DEM STAFF DIR-COMM MAILING	125,572.00	10,464.33	05/01/2013 to 05/31/2013		
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33	05/01/2013 to 05/31/2013		
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	107,550.00	8,962.50	05/01/2013 to 05/31/2013		
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	05/01/2013 to 05/31/2013		
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	05/01/2013 to 05/31/2013		
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	10,246.17	05/01/2013 to 05/31/2013		
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	138,124.00	11,510.33	05/01/2013 to 05/31/2013		
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	72,000.00	6,000.00	05/01/2013 to 05/31/2013		
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	05/01/2013 to 05/31/2013		
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67	05/01/2013 to 05/31/2013		
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	90,678.00	7,556.50	05/01/2013 to 05/31/2013		
SUBBIO, RICHARD SHARED EMPLOYEE	56,220.00	4,685.00	05/01/2013 to 05/31/2013		
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	05/01/2013 to 05/31/2013		

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

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	\$277,757.58	46	43
Total	\$306,507.58	48	45