

GREGG HARPER, MISSISSIPPI
CHAIRMAN

RODNEY DAVIS, ILLINOIS
VICE CHAIRMAN

BARBARA COMSTOCK, VIRGINIA
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

June 16, 2017

May 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 May 1-May 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 May 2017 Committee on House Administration Monthly Report is available for public inspection at the Committee office in 1309 Longworth House Office Building.

2017 JUN 16 AM 8:37
COMMITTEE ON HOUSE ADMINISTRATION

**Committee on House Administration
Activities Report – May 2017**

Full Committee Hearings

May 17, 2017: Transforming GPO for the 21st Century and Beyond

May 24, 2017: Oversight of the Architect of the Capitol's Office of the Inspector General

Full Committee Meetings

None

Reports Filed

None

Polls

None

Floor Activity

May 24, 2017: H.Res.350 – Permitting official photographs of the House of Representatives to be taken while the House is in actual session on a date designated by the Speaker. Passed/agreed to in House by unanimous consent.

May 24, 2017: S.Con.Res. 14 - A concurrent resolution authorizing the use of Emancipation Hall in the Capitol Visitor Center for an event to celebrate the birthday of King Kamehameha I. Passed/agreed to in House by unanimous consent.

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:
 - 05/22/2017: Information on the 2017 Congressional Summer Intern Lecture Series
 - 05/24/2017: President's FY 2018 Budget

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

- Revised 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.

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

Office: 10H0000 HOUSE ADMINISTRATION

**Authorization Year: 2017
115th Congress 1st Session
Month: May 2017**

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed	
EXPEN General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	333,062.95	1,624,676.81	
		1104 Accrued Leave	1,118.05	2,368.05	
		Total	334,181.00	1,627,044.86	
		21 Travel	2101 Commercial Transportation	359.00	2,134.20
			2105 Lodging	0.00	1,808.47
			2110 Meals	20.44	424.01
			2120 Car Rental	0.00	418.58
			2130 Private Auto Mileage	468.13	1,194.81
		23 Rent, Communications, Utilities	2135 Taxi/Parking/Tolls	66.81	1,099.87
			Total	914.38	7,079.94
2320 DC Telecom Equip (TRANSFER)	160.00		1,376.00		
2321 DC Telecom Serv (TRANSFER)	616.75		2,467.00		
2322 DC Telecom Tolls (TRANSFER)	5,174.94		24,705.76		
24 Printing and Reproduction	2335 HIR Graphics (TRANSFER)	0.00	560.00		
	2350 Postage / Courier / Box Rental	24.30	48.05		
	Total	5,975.99	29,156.81		
	2401 Printing & Reproduction	1,781.31	3,504.58		
	2403 Photographic (TRANSFER)	6.50	266.30		
25 Other Services	2404 Reproduction of Fed/Public Law	0.00	80.00		
	Total	1,787.81	3,850.88		
	2527 Training	60.00	970.00		
	2571 Technology Service Contracts	5,125.00	26,329.00		
	Total	5,185.00	27,299.00		
26 Supplies and Materials	2602 Water	112.92	446.73		
	2603 Food & Beverage	639.96	659.92		
	2620 Office Supplies (Outside)	1,280.97	2,789.22		
	2621 Office Supply (TRANSFER)	293.79	1,229.52		
	2623 Software < \$500	0.00	5,400.00		
	2630 Publications/Reference Matl	224.65	6,080.68		
	Total	2,241.39	16,596.25		

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

Office: 10H0000 HOUSE ADMINISTRATION

**Authorization Year: 2017
115th Congress 1st Session
Month: May 2017**

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	26 Supplies and Materials	Total	2,552.29	16,606.07
		3115 Computer Softw Purch <\$10,000	0.00	1,800.00
		3118 Maintenance / Repairs	1,232.90	5,055.32
	Total	Total	1,232.90	6,855.32
AEZ00 Official Mail		2352 Franked Mail	351,829.37	1,717,892.88
		FM Franked Mail	0.00	3.71
		Total	0.00	3.71
Total	Total	Total	351,829.37	1,717,896.59

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

Dates of Travel		Reimbursement Claimed						
Traveler	From	To	Purpose	Itinerary	Transportation	Meals, Lodging & Incidentals	Other	Total
No Travel								
Reynold Schweickhardt	5/12/2017	5/13/2017	Presenting at GOP LD/Communicators Retreat	DC-MD-DC	60.99	224.79	119.5	405.28
								\$405.28

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

Dates of Travel		Reimbursement Claimed						
Traveler	From	To	Purpose	Itinerary	Transportation	Meals, Lodging & Incidentals	Other	Total
Jamie Fleet	5/4/2017	5/5/2017	LOC in PA Planning Meeting	DC-PA-DC	\$183.33	\$7.40	\$0.00	\$190.73
Meredith Conner	5/5/2017	5/5/2017	LOC in PA Planning Meeting	DC-PA-DC	\$163.94	\$13.04	\$0.00	\$176.98
								\$190.73
Committee on House Administration May Travel Total								\$596.01

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

05/01/2017 to 05/31/2017

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	Remarks
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	05/01/2017 to 05/31/2017	
PATRU, KATHRYN MAE DEP STAFF DIR/OUTREACH & COMM	170,696.00	14,224.67	05/01/2017 to 05/31/2017	
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	05/01/2017 to 05/31/2017	
SENSENBRENNER, ROBERT A GENERAL COUNSEL	170,696.00	13,333.33	05/01/2017 to 05/31/2017	P/R CHANGE 05/01/17

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ANGER, AMANDA C PROFESSIONAL STAFF	60,000.00	5,000.00	05/01/2017 to 05/31/2017	
BETZ, KIMBERLY S DEP STAFF DIR/POL & OVERSIGHT	165,000.00	13,750.00	05/01/2017 to 05/31/2017	
CHO, AUSTIN H ADMINISTRATIVE ASSISTANT	35,000.00	2,916.67	05/01/2017 to 05/31/2017	
CRAVENS, MICHAEL J SHARED EMPLOYEE	86,667.00	7,222.25	05/01/2017 to 05/31/2017	
DAULBY, JENNIFER A SHARED EMPLOYEE	50,000.00	4,166.67	05/01/2017 to 05/31/2017	
ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR	100,000.00	8,333.33	05/01/2017 to 05/31/2017	
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	147,000.00	12,250.00	05/01/2017 to 05/31/2017	
FELDER, COLE M DEPUTY GENERAL COUNSEL	100,000.00	8,333.33	05/01/2017 to 05/31/2017	
FOREHAND, MEREDITH A INTERN	21,599.00	1,379.94	05/01/2017 to 05/31/2017	APPOINTMENT 05/08/17
HADJISKI, GEORGE SENIOR ADVISOR	147,000.00	12,250.00	05/01/2017 to 05/31/2017	
HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF	55,000.00	4,583.33	05/01/2017 to 05/31/2017	
HAWATMEH, NICOLA I MEMBER SERVICES COUNSEL	85,000.00	7,083.33	05/01/2017 to 05/31/2017	
HERBERT, ASHLEY ANN STAFF ASSISTANT	40,000.00	3,333.33	05/01/2017 to 05/31/2017	APPOINTMENT 05/01/17

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

05/01/2017 to 05/31/2017

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	Remarks
HINMAN, ALYSSA R OUTREACH COORDINATOR	58,000.00	4,833.33	05/01/2017 to 05/31/2017	
JARRELL, DANIEL JOSEPH STAFF ASSISTANT	35,000.00	2,916.67	05/01/2017 to 05/31/2017	
JONES, DREW D INTERN	21,599.00	959.96	05/01/2017 to 05/31/2017	APPOINTMENT 05/15/17
KING, ERICKA S INTERN	21,599.00	299.99	05/01/2017 to 05/31/2017	TERMINATED 05/05/17
MALVANEY, LUCIAN SCOT SHARED EMPLOYEE	70,000.00	5,833.33	05/01/2017 to 05/31/2017	
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	97,000.00	8,083.33	05/01/2017 to 05/31/2017	
MOORE, COLLEEN M LEG CLRK/FINANCE ADMINISTRATOR	65,000.00	5,416.67	05/01/2017 to 05/31/2017	
ORZECZOWSKI, JEFFREY T PROFESSIONAL STAFF	75,000.00	6,250.00	05/01/2017 to 05/31/2017	
PARELLA, COURTNEY ELIZABETH PROFESSIONAL STAFF	55,000.00	4,583.33	05/01/2017 to 05/31/2017	
PUCCERELLA, EDWARD J PROFESSIONAL STAFF	60,000.00	5,000.00	05/01/2017 to 05/31/2017	
RYAN, CAITLIN MAUREEN DIR OF MBR AND COMMITTEE SERV	125,000.00	10,416.67	05/01/2017 to 05/31/2017	
SULLIVAN, TIMOTHY M PROFESSIONAL STAFF	50,000.00	4,166.67	05/01/2017 to 05/31/2017	
TAGGART, ROBERT L DEP LEGISLATIVE CLK/OVERSIGHT	45,000.00	3,750.00	05/01/2017 to 05/31/2017	P/R CHANGE 05/08/17
WELLS, EMILY INTERN	21,599.00	959.96	05/01/2017 to 05/31/2017	APPOINTMENT 05/15/17
WHISENHUNT, KATHERINE TEMPORARY STAFF ASSISTANT	35,000.00	2,527.78	05/01/2017 to 05/31/2017	TERMINATED 05/26/17

SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ATTEBERY, ALEXANDER STEVEN STAFF ASSISTANT	35,000.00	486.11		
WHISENHUNT, KATHERINE TEMPORARY STAFF ASSISTANT	35,000.00	631.94		

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

05/01/2017 to 05/31/2017

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	Remarks
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	170,696.00	14,224.67	05/01/2017 to 05/31/2017	
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	05/01/2017 to 05/31/2017	
WHITE, STANLEY V SHARED EMPLOYEE	80,000.00	6,666.67	05/01/2017 to 05/31/2017	

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	168,411.00	14,034.25	05/01/2017 to 05/31/2017	P/R CHANGE 05/01/17
ALLEN, AARON M SHARED EMPLOYEE	8,000.00	0.00	05/01/2017 to 05/31/2017	TERMINATED 04/30/17
CONNOR, MEREDITH R DEMOCRATIC STAFF ASSISTANT	40,000.00	3,333.33	05/01/2017 to 05/31/2017	
DEFREITAS, MATTHEW ALBERT FRANKING COMM DEMO STAFF DIR	90,000.00	7,500.00	05/01/2017 to 05/31/2017	
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	150,000.00	12,500.00	05/01/2017 to 05/31/2017	
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	90,000.00	7,500.00	05/01/2017 to 05/31/2017	
HULL, GEORGE Z SHARED EMPLOYEE	12,000.00	1,000.00	05/01/2017 to 05/31/2017	P/R CHANGE 05/01/17
NIIRO, ANDREW Y INTERN	21,599.00	0.00	05/01/2017 to 05/31/2017	
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	168,411.00	14,034.25	05/01/2017 to 05/31/2017	P/R CHANGE 05/01/17
SEHGAL, TANYA ELECTION COUNSEL	85,000.00	7,083.33	05/01/2017 to 05/31/2017	
SIMS, AISLAN E PROFESSIONAL STAFF	47,500.00	3,958.33	05/01/2017 to 05/31/2017	
SMALL, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	05/01/2017 to 05/31/2017	
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	05/01/2017 to 05/31/2017	
SUBBIO, RICHARD SHARED EMPLOYEE	30,000.00	2,500.00	05/01/2017 to 05/31/2017	