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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

March 17, 2017

COMMITTEE
HOUSE ADMINISTRATION
2017 MAR 16 PM 12:02

February 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 February 1-February 28, 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 February 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 – February 2017

Full Committee Hearings

February 6, 2018-February 7, 2017: Priorities of the House Officers and Legislative Branch Entities for FY 2018 and Beyond

February 15, 2017-February 16, 2017: Committee Funding for the 115th Congress

Full Committee Meetings

February 7, 2018: Committee Business Meeting considering H.R. 634, H.R. 133, Committee Resolution 115-4

Reports Filed

None

Polls

Poll #2: Approval of a Committee Consultant Contract Agreement on behalf of the Committee on Financial Services with Dennis Teti.

Floor Activity

February 6, 2017: H.Con.Res.18 – 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. Passed/agreed to in House through unanimous consent.

February 2, 2017: H.Res. 82 – Electing Members to the Joint Committee of Congress on the Library and the Joint Committee on Printing. Passed/agreed to in House through 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:
 - None

- 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.

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

Office: 10H0000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed	
EXPEN	11 Personnel Compensation	1101 Non-Statutory Compensation	335,461.95	641,871.27	
		Total	335,461.95	641,871.27	
	21 Travel		2101 Commercial Transportation	608.40	608.40
			2110 Meals	0.00	72.45
			2130 Private Auto Mileage	0.00	154.76
			2135 Taxi/Parking/Tolls	134.74	150.58
			Total	743.14	986.19
	23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	156.00	156.00
			2321 DC Telecom Serv (TRANSFER)	616.75	616.75
			2322 DC Telecom Tolls (TRANSFER)	7,725.15	7,725.15
			2335 HIR Graphics (TRANSFER)	560.00	560.00
		Total	9,057.90	9,057.90	
	24 Printing and Reproduction		2401 Printing & Reproduction	0.00	619.00
			2403 Photographic (TRANSFER)	0.00	6.50
		Total	0.00	625.50	
	25 Other Services		2527 Training	910.00	910.00
			2571 Technology Service Contracts	5,329.00	10,954.00
			Total	6,239.00	11,864.00
	26 Supplies and Materials		2602 Water	147.92	147.92
			2620 Office Supplies (Outside)	689.68	689.68
			2621 Office Supply (TRANSFER)	227.13	644.56
			2623 Software < \$500	0.00	5,400.00
			2630 Publications/Reference Mat'l	0.00	5,745.00
		Total	1,064.73	12,627.16	
	31 Equipment		3115 Computer Softw Purch <\$10,000	0.00	1,800.00
			3118 Maintenance / Repairs	980.00	1,960.00
		Total	980.00	3,760.00	
	Total		353,546.72	680,792.02	
Total			353,546.72	680,792.02	

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

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Meals, Lodging & Incidentals	Other	
Reynold Schweickhardt	2/12/2017	2/16/2017	RSA Cyber Conference	DC-CA-DC	\$ 645.45	\$ 909.41	\$ -	\$ 1,554.86
Reynold Schweickhardt	2/23/2017	2/25/2017	Johns Hopkins Applied Physics Lab	VA-MD-VA	\$ 89.88	\$ -	\$ -	\$ 89.88
					\$ -			\$ 1,644.74

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

Traveler	Dates of Travel		Purpose	Itinerary	Reimbursement Claimed			Total
	From	To			Transportation	Meals, Lodging & Incidentals	Other	
Jamie Fleet	2/23/2017	2/25/2017	D.O. Visits	DC-NYC-DC	\$ 447.43	\$ 497.63	\$ -	\$ 945.06
Khalil Abboud	2/23/2017	2/25/2017	D.O. Visits	DC-NYC-DC	\$ 165.00	\$ -	\$ -	\$ 165.00
								\$ 1,110.06
								\$ 2,754.80

Committee on House Administration October Travel Total

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

02/01/2017 to 02/28/2017

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	02/01/2017 to 02/28/2017	
PATRU, KATHRYN MAE DEP STAFF DIR/OUTREACH & COMM	170,696.00	14,640.63	02/01/2017 to 02/28/2017	
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	02/01/2017 to 02/28/2017	
SENSENBRENNER, ROBERT A GENERAL COUNSEL	160,000.00	13,333.33	02/01/2017 to 02/28/2017	

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ANGER, AMANDA C PROFESSIONAL STAFF	47,000.00	3,916.67	02/01/2017 to 02/28/2017	
ATTEBERY, ALEXANDER STEVEN STAFF ASSISTANT	35,000.00	2,916.67	02/01/2017 to 02/28/2017	
BETZ, KIMBERLY S SENIOR ADVISOR	155,000.00	12,916.67	02/01/2017 to 02/28/2017	
CRAVENS, MICHAEL J SHARED EMPLOYEE	86,667.00	7,222.25	02/01/2017 to 02/28/2017	
DAULBY, JENNIFER A SHARED EMPLOYEE	50,000.00	4,555.56	02/01/2017 to 02/28/2017	P/R CHANGE 02/01/17
ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR	100,000.00	8,416.66	02/01/2017 to 02/28/2017	P/R CHANGE 01/30/17
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	147,000.00	12,250.00	02/01/2017 to 02/28/2017	
FELDER, COLE M COUNSEL	92,500.00	7,708.33	02/01/2017 to 02/28/2017	
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	147,000.00	12,250.00	02/01/2017 to 02/28/2017	
HAMMOND, ALEXANDER STEVEN SENIOR STAFF ASSISTANT	45,000.00	3,750.00	02/01/2017 to 02/28/2017	
HAWATMEH, NICOLA I MEMBER SERVICES COUNSEL	85,000.00	7,083.33	02/01/2017 to 02/28/2017	
HINMAN, ALYSSA R OUTREACH COORDINATOR	58,000.00	4,833.33	02/01/2017 to 02/28/2017	
JARRELL, DANIEL JOSEPH STAFF ASSISTANT	35,000.00	2,916.67	02/01/2017 to 02/28/2017	

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

02/01/2017 to 02/28/2017

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	02/01/2017 to 02/28/2017	
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	02/01/2017 to 02/28/2017	
WHITE, STANLEY V SHARED EMPLOYEE	80,000.00	6,666.67	02/01/2017 to 02/28/2017	

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ABBOUD, KHALIL DPT STAFF DIR/DIR OF LEG OPER	134,500.00	11,208.33	02/01/2017 to 02/28/2017	
ALLEN, AARON M SHARED EMPLOYEE	8,000.00	666.67	02/01/2017 to 02/28/2017	
CONNOR, MEREDITH R DEMOCRATIC STAFF ASSISTANT	40,000.00	3,750.00	02/01/2017 to 02/28/2017	
DEFREITAS, MATTHEW ALBERT FRANKING COMM DEMO STAFF DIR	90,000.00	7,500.00	02/01/2017 to 02/28/2017	
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	150,000.00	12,500.00	02/01/2017 to 02/28/2017	
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	168,411.00	14,034.25	02/01/2017 to 02/28/2017	
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	90,000.00	7,500.00	02/01/2017 to 02/28/2017	
HULL, GEORGE Z SHARED EMPLOYEE	10,000.00	833.33	02/01/2017 to 02/28/2017	
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	02/01/2017 to 02/28/2017	
SIMS, AISLAN E PROFESSIONAL STAFF	47,500.00	3,958.33	02/01/2017 to 02/28/2017	
SMALL, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	02/01/2017 to 02/28/2017	
STEELE, ALEXANDRA COLL ELECTION COUNSEL	52,000.00	4,911.11	02/01/2017 to 02/28/2017	
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	02/01/2017 to 02/28/2017	
SUBBIO, RICHARD SHARED EMPLOYEE	30,000.00	2,500.00	02/01/2017 to 02/28/2017	

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

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report