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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 18, 2018

February 2018 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 – 28, 2018;
- 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 2018 Committee on House Administration Monthly Report is available for public inspection at the Committee office in 1309 Longworth House Office Building.

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Committee on House Administration Activities Report – February 2018

Full Committee Hearings

None

Full Committee Meetings

February 27, 2018: Mark-up of **Committee Resolution 115-6:** Views and Estimates for Fiscal Year 2019. **Committee Resolution 115-7:** Changes to the Congressional Member Handbook. **Committee Resolution 115-8:** Changes to the Congressional Committee Handbook.

Reports Filed

None

Polls

None

Floor Activity

February 6, 2018: H.R.4924: Congressional Accountability Act of 1995 Reform Act.

February 6, 2018: H.Con.Res.102: Authorizing the use of Emancipation Hall in the Capitol Visitor Center for an event to celebrate the 200th anniversary of the birth of Frederick Douglass.

February 6, 2018: 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.

February 14, 2018: H.Con.Res.103: Authorizing the use of Emancipation Hall for a ceremony as part of the commemoration of the days of remembrance of victims of the Holocaust.

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

- 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.

- 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.

House of Representatives
Monthly Financial Statement by Legislative Year

Authorization Year: 2018
 115th Congress 2ndSession
 Month: February 2018

Office: 10H0000 HOUSE ADMINISTRATION

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN	General Expenditures	1101 Non-Statutory Compensation	362,490.53	683,089.90
		1103 Overtime Compensation	230.77	230.77
		Total	362,721.30	683,320.67
		2105 Lodging	172.22	172.22
		2110 Meals	107.81	107.81
		2130 Private Auto Mileage	170.59	170.59
		2135 Taxi/Parking/Tolls	185.03	185.03
		Total	635.65	635.65
		2320 DC Telecom Equip (TRANSFER)	448.00	448.00
		2321 DC Telecom Serv (TRANSFER)	570.25	570.25
		2322 DC Telecom Tolls (TRANSFER)	4,784.56	4,784.56
2335 HIR Graphics (TRANSFER)	0.00	610.00		
2350 Postage / Courier / Box Rental	36.12	36.12		
Total	5,838.93	6,448.93		
EXPEN	Printing and Reproduction	2401 Printing & Reproduction	89.85	89.85
		2403 Photographic (TRANSFER)	27.30	27.30
		Total	117.15	117.15
		2602 Water	152.72	152.72
EXPEN	Supplies and Materials	2620 Office Supplies (Outside)	790.92	2,672.77
		2621 Office Supply (TRANSFER)	249.88	528.19
		2630 Publications/Reference Matl	46.91	46.91
Total	1,240.43	3,400.59		
EXPEN	Equipment	3118 Maintenance / Repairs	980.00	1,960.00
		Total	980.00	1,960.00
EXPEN	Official Mail	2352 Franked Mail	0.85	0.85
		Total	0.85	0.85
Total	Total	371,534.31	695,883.84	

House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

Authorization Year: 2018
 115th Congress 2ndSession
 Month: February 2018

Disbursed Detail

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT #	Voucher	MTD Disbursed
EXPEN	11 Personnel Compensation	1101	2018-02-28	INT_PAY	PR18022800	3022			ABBOUD,KHALL	Dpty Staff Dir/Dir of Leg Oper	02/01/2018 to 02/28/2018			11,208.33
						10795			AMIS,ANNA M	Staff Assistant	02/01/2018 to 02/28/2018			3,333.33
						6236			ANGER,AMANDA C	Professional Staff	02/01/2018 to 02/28/2018			5,000.00
						1408			BETZ, KIMBERLY S.	General Counsel/Dep Uty Staff D	02/01/2018 to 02/28/2018			14,224.67
						10390			BURNS,SYDNEY O	Democratic Staff Assistant	02/01/2018 to 02/28/2018			3,750.00
						9204			CHO,AUSTIN H	Administrative Assistant	01/03/2018 to 01/30/2018			388.89
						9205			CHO,AUSTIN H	Administrative Assistant	02/01/2018 to 02/28/2018			3,333.33
						8034			CONNOR,MEREDITH R	Democratic Professional Staff	02/01/2018 to 02/28/2018			4,333.33
						3400			CRAVENS,MICHAEL J	Shared Employee	02/01/2018 to 02/28/2018			9,589.83
						1508			DAULBY,JENNIFER A	Shared Employee	02/01/2018 to 02/28/2018			6,250.00
						3035			DEFREITAS,MATTHE W A	Franking Comm Demo Staff Dir	02/01/2018 to 02/28/2018			8,500.00

House of Representatives
Monthly Financial Statement by Legislative Year

Authorization Year: 2017
 115th Congress 1st Session
 Month: February 2018

Office: 10H0000 HOUSE ADMINISTRATION

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	1,794.47	4,262,573.68
		1104 Accrued Leave	0.00	12,298.61
		1106 Bonus	0.00	4,083.33
		Total	1,794.47	4,278,955.62
	21 Travel	2101 Commercial Transportation	0.00	10,811.76
		2105 Lodging	0.00	8,741.65
		2110 Meals	0.00	2,358.58
		2120 Car Rental	0.00	1,135.70
		2125 Gasoline	0.00	22.04
		2130 Private Auto Mileage	0.00	3,782.63
2135 Taxi/Parking/Tolls		0.00	2,843.75	
	Total	0.00	29,696.11	
23 Rent, Communications, Utilities	2310 TelecomSrv/Equip/Toll Charge	0.00	886.82	
	2320 DC Telecom Equip (TRANSFER)	0.00	10,230.00	
	2321 DC Telecom Serv (TRANSFER)	0.00	7,246.00	
	2322 DC Telecom Tolls (TRANSFER)	0.00	70,647.75	
	2335 HIR Graphics (TRANSFER)	0.00	880.00	
	2350 Postage / Courier / Box Rental	0.00	332.18	
		Total	0.00	90,222.75
	24 Printing and Reproduction	2401 Printing & Reproduction	0.00	11,916.51
		2403 Photographic (TRANSFER)	0.00	7,303.20
		2404 Reproduction of Fed/Public Law	0.00	80.00
		Total	0.00	19,299.71
2502 Non-Technology Service Contr		0.00	3,071.00	
25 Other Services	2503 Consultant Contract Service	0.00	20,000.00	
	2515 Laundry Services	104.95	104.95	
	2525 Stenographic Reporting	0.00	454.85	
	2527 Training	0.00	1,025.00	
	2571 Technology Service Contracts	0.00	128,501.00	

House of Representatives
Monthly Financial Statement by Legislative Year

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Office: 10H0000 HOUSE ADMINISTRATION

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	26 Supplies and Materials	2602 Water	0.00	1,791.57
		2603 Food & Beverage	0.00	6,821.74
		2605 Framing (TRANSFER)	0.00	200.00
		2620 Office Supplies (Outside)	1,410.29	12,961.31
		2621 Office Supply (TRANSFER)	0.00	4,184.82
		2623 Software < \$500	0.00	5,504.73
		2630 Publications/Reference Matl	711.20	33,643.41
		Total	2,121.49	65,107.58
		3105 Office Equip Purch <\$25,000	0.00	741.98
		3112 Computer Hardw Purch <\$25,000	0.00	25,470.58
3115 Computer Softw Purch <\$10,000	0.00	4,234.37		
3118 Maintenance / Repairs	0.00	12,419.81		
3128 Warranties	0.00	230.50		
Total	0.00	43,097.24		
	Total		4,020.91	4,679,535.81
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	0.00	54.29
Total	Total	Total	0.00	54.29
			4,020.91	4,679,590.10

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

MAJORITY STAFF

Employee and Job Title	Annual Salary	Gross Pay	Period
BETZ, KIMBERLY S GENERAL COUNSEL/DEPUTY STAFF D	170,696.00	14,224.67	02/01/2018 to 02/28/2018
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	02/01/2018 to 02/28/2018
PATRU, KATHRYN MAE DEP STAFF DIR/MBR SERVICES, OU	170,696.00	14,224.67	02/01/2018 to 02/28/2018
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	02/01/2018 to 02/28/2018
AMIS, ANNA M STAFF ASSISTANT	40,000.00	3,333.33	02/01/2018 to 02/28/2018
ANGER, AMANDA C PROFESSIONAL STAFF	60,000.00	5,000.00	02/01/2018 to 02/28/2018
CHO, AUSTIN H ADMINISTRATIVE ASSISTANT	40,000.00	3,750.00	02/01/2018 to 02/28/2018
CRAVENS, MICHAEL J SHARED EMPLOYEE	115,078.00	9,589.83	02/01/2018 to 02/28/2018
DAULBY, JENNIFER A SHARED EMPLOYEE	75,000.00	6,250.00	02/01/2018 to 02/28/2018
ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR	120,000.00	11,666.67	02/01/2018 to 02/28/2018
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	159,000.00	14,250.00	02/01/2018 to 02/28/2018
FELDER, COLE M DEP GENERAL COUNSEL/CHIEF ELEC	150,000.00	12,500.00	02/01/2018 to 02/28/2018
FIELD, MATTHEW DIRECTOR OF OVERSIGHT	135,000.00	12,083.33	02/01/2018 to 02/28/2018
HADIJSKI, GEORGE SENIOR ADVISOR	147,000.00	12,250.00	02/01/2018 to 02/28/2018
HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF	60,000.00	5,416.67	02/01/2018 to 02/28/2018
HAWATMEH, NICOLA I FRANKING & MEMBER SERVICES COU	100,000.00	9,583.33	02/01/2018 to 02/28/2018
HEBERT, ASHLEY ANN STAFF ASSISTANT	50,000.00	5,000.00	02/01/2018 to 02/28/2018
HINMAN, ALYSSA R OUTREACH COORDINATOR	80,000.00	7,083.34	02/01/2018 to 02/28/2018
JARRELL, DANIEL JOSEPH LEGISLATIVE CLERK/OVERSIGHT	50,000.00	5,000.00	02/01/2018 to 02/28/2018
JOSEPH, ELIZABETH J PROFESSIONAL STAFF	90,000.00	0.00	02/01/2018 to 02/28/2018
MALVANEY, LUCIAN SCOT SHARED EMPLOYEE	85,000.00	7,083.33	02/01/2018 to 02/28/2018
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	120,000.00	11,916.67	02/01/2018 to 02/28/2018
ORZECZOWSKI, JEFFREY T PROFESSIONAL STAFF	75,000.00	0.00	
PERELLA, COURTNEY ELIZABETH PROFESSIONAL STAFF	65,000.00	6,250.00	02/01/2018 to 02/28/2018
PUCCELLA, EDWARD J PROFESSIONAL STAFF	60,000.00	5,000.00	02/01/2018 to 02/28/2018

REED, RYAN DANIEL STAFF ASSISTANT	40,000.00	3,333.33	02/01/2018 to 02/28/2018
SCHWALB, JANET GIULIANI FINANCE & PERSONNEL ADMINISTRA	80,000.00	7,916.67	02/01/2018 to 02/28/2018
STRINGER, JAMES W SHARED STAFF	35,000.00	2,916.67	02/01/2018 to 02/28/2018
SULLIVAN, TIMOTHY M PROFESSIONAL STAFF	55,000.00	5,000.00	02/01/2018 to 02/28/2018
TAPELLA, ROBERT C PROFESSIONAL STAFF MEMBER	90,000.00	8,333.33	02/01/2018 to 02/28/2018
WALKER, CAROLINE K STAFF ASSISTANT	40,000.00	3,333.33	02/01/2018 to 02/28/2018
OVERTIME			
REED, RYAN DANIEL STAFF ASSISTANT	40,000.00	230.77	

MINORITY STAFF

Employee and Job Title	Annual Salary	Gross Pay	Period
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	170,696.00	14,224.67	02/01/2018 to 02/28/2018
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	02/01/2018 to 02/28/2018
WHITE, STANLEY V SHARED EMPLOYEE	80,000.00	6,666.67	02/01/2018 to 02/28/2018
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	134,500.00	11,208.33	02/01/2018 to 02/28/2018
BURNS, SYDNEY O DEMOCRATIC STAFF ASSISTANT	45,000.00	3,750.00	02/01/2018 to 02/28/2018
CONNOR, MEREDITH R DEMOCRATIC PROFESSIONAL STAFF	52,000.00	4,333.33	02/01/2018 to 02/28/2018
DEFREITAS, MATTHEW ALBERT FRANKING COMM DEMO STAFF DIR	102,000.00	8,500.00	02/01/2018 to 02/28/2018
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	168,411.00	14,034.25	02/01/2018 to 02/28/2018
HENDRIX, KEMBA A DEMOCRATIC DIVERSITY DIRECTOR	125,000.00	10,416.67	02/01/2018 to 02/28/2018
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	102,000.00	8,500.00	02/01/2018 to 02/28/2018
HULL, GEORGE Z SHARED EMPLOYEE	12,000.00	1,000.00	02/01/2018 to 02/28/2018
SEHGAL, TANYA ELECTION COUNSEL	100,000.00	8,333.33	02/01/2018 to 02/28/2018
SMALL, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	02/01/2018 to 02/28/2018
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	02/01/2018 to 02/28/2018
SUBBIO, RICHARD SHARED EMPLOYEE	37,500.00	3,125.00	02/01/2018 to 02/28/2018
TAGEN, JULIE S SHARED EMPLOYEE	15,000.00	1,250.00	02/01/2018 to 02/28/2018
WHIPPY, PETER N SHARED EMPLOYEE	25,000.00	2,083.33	02/01/2018 to 02/28/2018

REPORT ON TRAVEL PERFORMED
Committee on House Administration
115th Congress, 2nd Session
February 2018

MAJORITY

Traveler	Dates of Travel		Purpose	Itinerary	Transportation	Reimbursement Claimed			Total
	From	To				Meals, Lodging & Incidentals	Other		

NO TRAVEL PERFORMED IN February 2018

MINORITY

Traveler	Dates of Travel		Purpose	Itinerary	Transportation	Reimbursement Claimed			Total
	From	To				Meals, Lodging & Incidentals	Other		

NO TRAVEL PERFORMED IN February 2018

Committee on House Administration
Detailees – February 2018
115th Congress 2nd Session

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report