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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

May 17, 2017

April 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 April 1-April 30, 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 April 2017 Committee on House Administration Monthly Report is available for public inspection at the Committee office in 1309 Longworth House Office Building.

2017 MAY 17 AM 8:31
COMMITTEE
HOUSE ADMINISTRATION

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

Full Committee Hearings

None

Full Committee Meetings

None

Reports Filed

None

Polls

None

Floor Activity

April 6, 2017: S.J.Res.30 - A joint resolution providing for the reappointment of Steve Case as a citizen regent of the Board of Regents of the Smithsonian Institution. Passed/agreed to in House by unanimous consent.

April 6, 2017: S.J.Res. 35 - A joint resolution providing for the appointment of Michael Govan as a citizen regent of the Board of Regents of the Smithsonian Institution. Passed/agreed to in House by unanimous consent.

April 6, 2017: S.J.Res. 36 - A joint resolution providing for the appointment of Roger W. Ferguson as a citizen regent of the Board of Regents of the Smithsonian Institution. 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:
 - 04/03/2017: 2017 First Quarter Mass Mailing and Communications Report

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.

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

Traveler	Dates of Travel		Purpose	Itinerary	Transportation	Reimbursement Claimed			Total
	From	To				Meals, Lodging & Incidentals	Other	Total	
				No Travel	\$0.00				\$0.00

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

Traveler	Dates of Travel		Purpose	Itinerary	Transportation	Reimbursement Claimed			Total
	From	To				Meals, Lodging & Incidentals	Other	Total	
Jamie Fleet	4/11/2017	4/12/2017	Ranking Member Meeting	DC-PA-DC	\$172.99	\$0.00	\$0.00		\$172.99
									\$172.99
	Committee on House Administration March Travel Total								\$172.99

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

Office: 10H0000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	328,095.23	1,291,613.86
		1104 Accrued Leave	1,250.00	1,250.00
		Total	329,345.23	1,292,863.86
	21 Travel	2101 Commercial Transportation	1,166.80	1,775.20
		2105 Lodging	0.00	1,808.47
		2110 Meals	42.68	403.57
		2120 Car Rental	141.56	418.58
		2130 Private Auto Mileage	0.00	726.68
		2135 Taxi/Parking/Tolls	203.96	1,033.06
		Total	1,555.00	6,165.56
	23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	483.00	1,216.00
2321 DC Telecom Serv (TRANSFER)		616.75	1,850.25	
2322 DC Telecom Tolls (TRANSFER)		5,025.97	19,530.82	
2335 HIR Graphics (TRANSFER)		0.00	560.00	
2350 Postage / Courier / Box Rental		0.00	23.75	
	Total	6,125.72	23,180.82	
24 Printing and Reproduction	2401 Printing & Reproduction	837.07	1,723.27	
	2403 Photographic (TRANSFER)	201.40	259.80	
	2404 Reproduction of Fed/Public Law	80.00	80.00	
	Total	1,118.47	2,063.07	
25 Other Services	2527 Training	0.00	910.00	
	2571 Technology Service Contracts	5,125.00	21,204.00	
	Total	5,125.00	22,114.00	
26 Supplies and Materials	2602 Water	117.92	333.81	
	2603 Food & Beverage	19.96	19.96	
	2620 Office Supplies (Outside)	659.10	1,508.25	
	2621 Office Supply (TRANSFER)	116.76	935.73	
	2623 Software < \$500	0.00	5,400.00	
	2630 Publications/Reference Matl	37.01	5,856.03	
		Total	930.65	13,053.82

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

Office: 10HO000 HOUSE ADMINISTRATION

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

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	26 Supplies and Materials	3115 Computer Softw Purch <\$10,000	950.75	14,053.78
	31 Equipment	3118 Maintenance / Repairs	0.00	1,800.00
		Total	Total	784.00
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	345,004.17	1,366,063.51
		Total	2.02	3.71
	Total	Total	2.02	3.71
Total	Total	Total	345,006.19	1,366,067.22

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

04/01/2017 to 04/30/2017

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	04/01/2017 to 04/30/2017	
PATRU, KATHRYN MAE DEP STAFF DIR/OUTREACH & COMM	170,696.00	14,224.67	04/01/2017 to 04/30/2017	
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	170,000.00	14,166.67	04/01/2017 to 04/30/2017	
SENSENBRENNER, ROBERT A GENERAL COUNSEL	160,000.00	13,333.33	04/01/2017 to 04/30/2017	

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ANGER, AMANDA C PROFESSIONAL STAFF	60,000.00	4,675.00	04/01/2017 to 04/30/2017	P/R CHANGE 04/10/17
ATTEBERY, ALEXANDER STEVEN STAFF ASSISTANT	35,000.00	1,847.22	04/01/2017 to 04/30/2017	TERMINATED 04/19/17
BETZ, KIMBERLY S DEP STAFF DIR/POL & OVERSIGHT	165,000.00	13,750.00	04/01/2017 to 04/30/2017	
CHO, AUSTIN H ADMINISTRATIVE ASSISTANT	35,000.00	2,916.67	04/01/2017 to 04/30/2017	
CRAVENS, MICHAEL J SHARED EMPLOYEE	86,667.00	7,222.25	04/01/2017 to 04/30/2017	
DAULBY, JENNIFER A SHARED EMPLOYEE	50,000.00	4,166.67	04/01/2017 to 04/30/2017	
ENGLING, MAXIMILIAN T FRANKING COMMISSION STAFF DIR	100,000.00	8,333.33	04/01/2017 to 04/30/2017	
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	147,000.00	12,250.00	04/01/2017 to 04/30/2017	
FELDER, COLE M DEPUTY GENERAL COUNSEL	100,000.00	8,479.16	04/01/2017 to 04/30/2017	
HADJISKI, GEORGE SENIOR ADVISOR	147,000.00	12,250.00	04/01/2017 to 04/30/2017	P/R CHANGE 04/10/17
HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF	55,000.00	4,333.33	04/01/2017 to 04/30/2017	P/R CHANGE 04/10/17
HAWATMEH, NICOLA I MEMBER SERVICES COUNSEL	85,000.00	7,083.33	04/01/2017 to 04/30/2017	
HINMAN, ALYSSA R OUTREACH COORDINATOR	58,000.00	4,833.33	04/01/2017 to 04/30/2017	

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

04/01/2017 to 04/30/2017

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
JARRELL, DANIEL JOSEPH STAFF ASSISTANT	35,000.00	2,916.67	04/01/2017 to 04/30/2017	
KESSLER, MATTHEW J TEMPORARY STAFF ASSISTANT	30,000.00	750.00	04/01/2017 to 04/30/2017	TERMINATED 04/09/17
KING, ERICKA S INTERN	21,599.00	2,459.89	04/01/2017 to 04/30/2017	
MALVANEY, LUCIAN SCOT SHARED EMPLOYEE	70,000.00	5,833.33	04/01/2017 to 04/30/2017	
MCCRACKEN, ERIN SAYAGO COMMUNICATIONS DIRECTOR	97,000.00	8,083.33	04/01/2017 to 04/30/2017	
MOORE, COLLEEN M LEG CLRK/FINANCE ADMINISTRATOR	65,000.00	5,416.67	04/01/2017 to 04/30/2017	
ORZECZOWSKI, JEFFREY T PROFESSIONAL STAFF	75,000.00	6,250.00	04/01/2017 to 04/30/2017	
PARELLA, COURTNEY ELIZABETH PROFESSIONAL STAFF	55,000.00	4,583.33	04/01/2017 to 04/30/2017	
PUC CERELLA, EDWARD J PROFESSIONAL STAFF	60,000.00	5,000.00	04/01/2017 to 04/30/2017	
RYAN, CAITLIN MAUREEN DIR OF MBR AND COMMITTEE SERV	125,000.00	10,041.67	04/01/2017 to 04/30/2017	P/R CHANGE 04/10/17
SULLIVAN, TIMOTHY M PROFESSIONAL STAFF	50,000.00	3,791.67	04/01/2017 to 04/30/2017	P/R CHANGE 04/10/17
TAGGART, ROBERT L DEP LEGISLATIVE CLK/OVERNIGHT	45,000.00	3,750.00	04/01/2017 to 04/30/2017	
WHISENHUNT, KATHERINE TEMPORARY STAFF ASSISTANT	35,000.00	2,916.67	04/01/2017 to 04/30/2017	

SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
KESSLER, MATTHEW J TEMPORARY STAFF ASSISTANT	30,000.00	1,250.00		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

04/01/2017 to 04/30/2017

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	04/01/2017 to 04/30/2017	
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	04/01/2017 to 04/30/2017	
WHITE, STANLEY V SHARED EMPLOYEE	80,000.00	6,666.67	04/01/2017 to 04/30/2017	

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	134,500.00	11,208.33	04/01/2017 to 04/30/2017	
ALLEN, AARON M SHARED EMPLOYEE	8,000.00	666.67	04/01/2017 to 04/30/2017	
CONNOR, MEREDITH R DEMOCRATIC STAFF ASSISTANT	40,000.00	3,333.33	04/01/2017 to 04/30/2017	
DEFREITAS, MATTHEW ALBERT FRANKING COMM DEMO STAFF DIR	90,000.00	7,500.00	04/01/2017 to 04/30/2017	
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	150,000.00	12,500.00	04/01/2017 to 04/30/2017	
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	90,000.00	7,500.00	04/01/2017 to 04/30/2017	
HULL, GEORGE Z SHARED EMPLOYEE	10,000.00	833.33	04/01/2017 to 04/30/2017	
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	04/01/2017 to 04/30/2017	
SEHGAL, TANYA ELECTION COUNSEL	85,000.00	9,680.55	04/01/2017 to 04/30/2017	
SIMS, AISLAN E PROFESSIONAL STAFF	47,500.00	3,958.33	04/01/2017 to 04/30/2017	
SMALL, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	04/01/2017 to 04/30/2017	
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	04/01/2017 to 04/30/2017	
SUBBIO, RICHARD SHARED EMPLOYEE	30,000.00	2,500.00	04/01/2017 to 04/30/2017	

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

NAME	AGENCY	Start Date	End Date	Majority/Minority

No Detailees to Report