

CANDICE S. MILLER, MICHIGAN
CHAIRMAN

GREGG HARPER, MISSISSIPPI
PHIL GINGREY, GEORGIA
AARON SCHOCK, ILLINOIS
TODD ROKITA, INDIANA
RICH NUGENT, FLORIDA

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
<http://cha.house.gov>

ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JUAN VARGAS, CALIFORNIA

ONE HUNDRED THIRTEENTH
CONGRESS

KYLE ANDERSON, MINORITY STAFF DIRECTOR

February 18, 2014

COMMITTEE
HOUSE ADMINISTRATION
2014 FEB 18 PM 5:12

January 2014 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 January 2014;
- List of Committee employees, job titles and gross monthly salaries.

This report is available to Members of the Committee for examination.

The January 2014 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 – January 2014

Full Committee Hearings

none

Full Committee Meetings

none

Reports Filed

none

Polls

Committee Poll #5: To approve a contract for legal services. January 15, 2014.

Committee Poll #6: To approve a Committee Resolution. January 29, 2014.

Floor Activity

none

Administrative and Oversight Activities

Member Services

- Set the annual Office of Attending Physician Fee for 2014 and communicated it to all Members on January 28. Worked with the CAO Office of Members' Services, the Office of Attending Physician, and the HouseNet team to coordinate the effort.
- Distributed a Dear Colleague on 2014 Mileage Reimbursement Rates for government travel via privately owned or leased vehicles in support of official business.
- Distributed a Dear Colleague reminding the House community that the use of official resources is prohibited in support of attendance at the 2014 Republican Conference and Democratic Caucus retreats.
- Provided guidance to Member offices on compliance with Member Handbook regulations.

Committee Funding and Oversight

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

Franking Commission

- Responded to 805 franking calls.
- Reviewed 837 franking requests.
- Distributed a Dear Colleague informing the House community of the USPS postal rate increase that occurred on January 26.

Chief Administrative Officer

- Approved two new Budget Object Classification codes for use in the Finance Office's systems.
- Reviewed and approved a 1% pay comparability adjustment for House Employees Position Classification Act employees.
- Reviewed and approved a new transit benefit limit for participating employees.
- Approved personnel appointment and termination actions, including participants in the House's Wounded Warrior Fellowship program.

Clerk of the House

- Approved personnel appointment and termination actions.
- Participated in the Clerk's online survey requesting website feedback in order to plan the design for the new website.

Sergeant-at-Arms

- Reviewed and approved personnel actions.

House Inspector General

- Reviewed and approved personnel actions.

Information and Technology Coordination

- Opened registration for the House Student App Challenge (STEM Competition) and assisted Member offices in the administration of their competitions through logistical and technical support, resource guidance, and organizational advice.

Government Printing Office

- Contacted Member offices to update biographical and district information for Member entries in the 113th Congressional Directory.
- Monitored progress to date for the printing of the Hispanic Americans in Congress publication.

House Fine Arts Board

- Approved a Portrait Request Form for Chairman Doc Hastings on January 27, giving authorization for the formation of portrait fund committees, which raise the funds to commission these portraits.

Architect of the Capitol

- Approved extended hours for the Botanic Garden during the Orchid Symphony event.

Capitol Visitor Center

- Approved House and Senate events held in the CVC.
- Approved modified Capitol tour routes during Dome closure dates.

Smithsonian Institution

- On January 16, Committee Members met with Mr. John Fahey, who was nominated to serve as a citizen regent of the Smithsonian Board of Regents. On November 13, 2013, Rep. Sam Johnson introduced H.J. Res. 103, providing for the appointment of Mr. Fahey as a citizen regent. The legislation was referred to the Committee. The Committee's practice has been to invite candidates for citizen regent positions to meet informally for a private discussion with all Committee Members prior to action on the legislation.

Oversight of Federal Election Law and Procedures

- Participated in panel discussion with House and Senate staff at meeting of National Association of Election Officials.
- Held briefing with FEC Information Technology and Information Security staff regarding security breaches of FEC computer systems.
- Held briefing with Ben Ginsberg regarding report of the Presidential Commission on Election Administration.

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

Authorization Year: 2013
 113th Congress 1st Session
 Month: January 2014

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	17,853.00	3,606,200.79
		1103 Overtime Compensation	0.00	162.26
		1104 Accrued Leave	0.00	13,681.94
		1106 Bonus	1,001.34	1,507.34
		1108 Other Lump Sum	0.00	29,166.67
		Total	18,854.34	3,650,719.00
		2101 Commercial Transportation	839.80	4,423.30
21 Travel		2130 Private Auto Mileage	0.00	67.80
		2135 Taxi/Parking/Tolls	0.00	381.62
		2138 Travel Subsistence	0.00	8,181.56
		Total	839.80	13,054.28
23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	216.00	2,987.00
		2321 DC Telecom Serv (TRANSFER)	624.50	7,410.97
		2322 DC Telecom Tolls (TRANSFER)	3,858.39	52,137.58
		2335 HIR Graphics (TRANSFER)	0.00	1,450.00
		2346 Recording - (TRANSFER)	140.00	140.00
		Total	4,838.89	64,125.55
24 Printing and Reproduction		2401 Printing & Reproduction	69.95	3,568.81
		2403 Photographic (TRANSFER)	0.00	7,561.70
		2404 Reproduction of Fed/Public Law	0.00	80.00
		Total	69.95	11,210.51
25 Other Services		2502 Non-Technology Service Contr	5,350.00	5,350.00
		2503 Consultant Contract Service	9,421.21	95,836.17
		2527 Training	1,995.00	7,821.00
		2540 Representational Expenses	0.00	186.45
		2571 Technology Service Contracts	0.00	64,220.00
26 Supplies and Materials		2572 Web Dev Hst,Email & Rltd Serv	1,000.00	1,000.00
		Total	17,766.21	174,413.62
		2602 Water	147.05	2,478.94
26 Supplies and Materials		2603 Food & Beverage	1,073.33	3,178.16
		2610 Habitation Expense	0.00	375.58
		2620 Office Supplies (Outside)	4,986.27	11,966.36
		2621 Office Supply (TRANSFER)	207.55	3,063.61
		Total	7,217.15	18,603.71
EXPEN General Expenditures			64,125.55	

U.S. House of Representatives

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Authorization Year: 2013
113th Congress 1st Session
Month: January 2014

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	26 Supplies and Materials	2623 Software < \$500	0.00	42.36
		2630 Publications/Reference Mat'l	632.31	6,579.74
		2699 Misc. Supplies & Materials	0.00	2.11
		Total	7,046.51	27,686.86
EXPEN General Expenditures		3105 Office Equip Purch <\$25,000	707.99	707.99
		3112 Computer Hardw Purch <\$25,000	1,744.05	2,333.05
	31 Equipment	3115 Computer Softw Purch <\$10,000	663.99	2,463.99
		3118 Maintenance / Repairs	0.00	13,362.86
		3128 Warranties	169.00	250.00
	Total	Total	3,285.03	19,117.89
AE200 Official Mail		2352 Franked Mail	5.31	111.75
	Total	Total	5.31	111.75
Total			52,700.73	3,960,327.71
			5.31	111.75
			52,706.04	3,960,439.46

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION Authorization Year: 2014
113th Congress 2nd Session
Month: January 2014

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	11 Personnel Compensation	1101 Non-Statutory Compensation	252,461.66	252,461.66
		Total	252,461.66	252,461.66
	24 Printing and Reproduction	2401 Printing & Reproduction	84.85	84.85
		2403 Photographic (TRANSFER)	6.40	6.40
	Total	Total	91.25	91.25
EXPEN General Expenditures	25 Other Services	2571 Technology Service Contracts	7,265.00	7,265.00
		Total	7,265.00	7,265.00
	26 Supplies and Materials	2620 Office Supplies (Outside)	76.01	76.01
		2621 Office Supply (TRANSFER)	230.89	230.89
	Total	Total	306.90	306.90
EXPEN General Expenditures	31 Equipment	3118 Maintenance / Repairs	1,141.58	1,141.58
		Total	1,141.58	1,141.58
	Total		261,266.39	261,266.39

REPORT ON TRAVEL PERFORMED

Committee on House Administration

113th Congress, 2nd Session

January 2014

MAJORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Transportation	Reimbursement Claimed		Total
	From	To					Meals, Lodging & Incidentals	Other	
TOTAL									\$0

No travel performed for the Majority in the month of January.

REPORT ON TRAVEL PERFORMED

Committee on House Administration

113th Congress, 2nd Session

January 2014

MINORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Transportation	Reimbursement Claimed		Total
	From	To					Meals, Lodging & Incidentals	Other	
TOTAL									\$0

No travel performed for the Minority in the month of January.

**U.S. House of
PAYROLL CERTIFICATION - FINAL**

01/01/2014 to 01/31/2014

Process Level: H0000 COMM ON HOUSE ADMINISTRATION

Department: H0000 COMM ON HOUSE ADMINISTRATION

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay
CLOCKER, JOHN C DIR OF POLICY & PLANNING	170,000.00	14,166.67
CRAVEN, KELLY F STAFF DIRECTOR	172,500.00	9,104.17
MORAN, SEAN P STAFF DIRECTOR	172,500.00	5,270.83

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay
BARASH, YAEL LEGISLATIVE CLERK	56,000.00	4,666.67
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	65,000.00	5,416.67
BREMER, JOHN P MEMBER LIAISON	20,000.00	1,666.67
CAPPETTO, RICHARD FRANKING COMMISSION STAFF DIR	100,000.00	8,333.33
DATOC, CHRISTIAN D INTERN	21,600.00	0.00
DICKHAUS, JOHN L INTERN	21,600.00	1,800.00
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	140,000.00	11,666.67
GERBO III, GEORGE N SENIOR STAFF ASSISTANT	38,000.00	3,166.67
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	147,000.00	12,250.00
HINMAN, ALYSSA R PROJECT COORDINATOR/STAFF ASS	36,000.00	3,000.00
KELLY, RYAN J SENIOR STAFF ASSISTANT	38,000.00	3,166.67
ROE, JAMIE A SHARED EMPLOYEE	25,000.00	2,083.33
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	90,000.00	7,500.00
SAYAGO, ERIN CARMEN SHARED EMPLOYEE	40,000.00	3,333.33
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	142,000.00	11,833.33
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33
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SENSENBRENNER, ROBERT A SENIOR COUNSEL	100,000.00	8,333.33
WALVORT, BRADLEY D PROFESSIONAL STAFF MEMBER	50,000.00	4,166.67
WOOD, SALLEY MARIE DEPUTY STAFF DIRECTOR	142,000.00	11,833.33

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay
ABBOTT, GREGORY S PRESS SECRETARY	61,000.00	5,083.33
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	97,500.00	8,125.00
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	165,000.00	13,750.00
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	122,500.00	10,208.33
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	10,246.17
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58
SUBBIO, RICHARD SHARED EMPLOYEE	70,000.00	5,833.33
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00

SPECIAL & SELECT COMMITTEE - BONUS

Employee and Job Title	Annual Salary	Gross Pay
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	495.67
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	505.67