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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

<http://cha.house.gov>

ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JUAN VARGAS, CALIFORNIA

ONE HUNDRED THIRTEENTH
CONGRESS

JAMIE FLEET, MINORITY STAFF DIRECTOR

March 18, 2013

February 2013 Monthly Report

COMMITTEE
HOUSE ADMINISTRATION
2013 MAR 18 PM 7:20

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 2013;
- List of Committee employees, job titles and gross monthly salaries (Payroll Certification attached).

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

The February 2013 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 2013

Full Committee Hearings

None

Full Committee Meetings

- **February 5, 2013 – Organizational Meeting for the 113th Congress** – Three Committee Resolutions were adopted: The Committee Rules, The Committee Oversight Plan, and the House Parking Policy for the 113th Congress

Reports Filed

None

Polls

- **Committee Poll #1:** To approve a contract for legal services for the Committee on House Administration and a contract for consulting services for the Committee on Energy and Commerce. February 11, 2013.

Floor Activity

- **H.Res. 77 – Academic Competition Resolution of 2013** – 2/26/2013 Passed/agreed to in the House. Status: On motion to suspend the rules and agree to the resolution agreed to by the Yeas and Nays: (2/3 required): 411-3 (Roll no. 49).

Administrative and Oversight Activities

Member Services

- Issued authorized Members' Representational Allowance (MRA) amounts for all Member offices with the understanding that sequestration taking effect would compel a revised MRA total in the future
- Fielded Member office inquiries on MRA authorization breakdown
- Provided guidance to Member offices on compliance with regulations
- Supported D.C. and district office technology start up for freshmen Members
- Issued informational Dear Colleague on digital mail program
- Issued Dear Colleague on co-sponsoring House resolution establishing a Congressional Academic Competition for students
- Issued Dear Colleague on sequestration guidance and frequently asked questions

Committee Funding and Oversight

- Held briefing for financial administrators to explain and field questions on the committee funding process.
- Compiled budget submissions for all House committees (except Appropriations) for preparations leading to a committee funding hearing in March

Franking Commission

- Reviewed 580 franking requests from Member offices and responded to 604 incoming franking calls
- Issued two Dear Colleagues on new postal regulations regarding the use of mailing labels
- Met with 8 freshman offices to discuss franking process, procedures, rules, and regulations

Chief Administrative Officer

- Distributed 113th Congress transition surveys to all Chiefs of Staff to solicit feedback from the House community
- Reviewed CAO Semi-Annual Report distributed in mid-February
- Approved CAO personnel appointment and termination actions.
- Approved renewal of various contracts pertaining to House IT infrastructure and other services, including the blanket purchase agreement for Dell and HP products
- Approved revisions to the House's hardware standards and supported software list
- Set the Office of Attending Physician fee at \$576 for 2013 and announced the fee to Member offices so they can enroll through CAO Member Services

Clerk of the House

- Approved Clerk personnel appointment and termination actions
- Continued to work on the next version of the Hispanic Americans in Congress book
- Received and reviewed the Clerk's semi-annual report

Sergeant-at-Arms

- Reviewed procedures and schedule for application of 113th Congress parking permits with House Parking Security office
- Issued Dear Colleague on assigning a Law Enforcement Coordinator for district offices

Library of Congress/Joint Committee on the Library

- Initiated planning for LOC involvement in a spring tourism season briefing to House staff
- Issued final letter regarding permanent placement of Rosa Parks statue
- Continued planning process for JCL Organizational Meeting

Government Printing Office

- Analyzed recommendations for GPO in the digital age
- Oversaw the launch of the Congressional Pictorial Directory web portal for Members to update their photographs and information for the 113th Congress
- The Joint Committee on Printing began preparations to notify federal departments about their need update their agency's information for the 113th Congress Congressional Directory

Architect of the Capitol

- Continued monitoring the American Veterans Disabled for Life Memorial and AOC renovation projects
- Initiated planning for AOC involvement in a spring tourism season briefing to House staff

Capitol Visitor Center

- Agreed to the CVC proceeding with the purchase of uniforms for Gift Shop employees that meet the standards of the Buy American Act
- Monitored CVC's involvement with the dedication activities for the Rosa Parks statue
- Approved Member and Senator events hosted in the CVC

Information and Technology Coordination

- Planning Legislative Data Standards Conference involving internal and external stakeholders to continue to improve legislative efficiency and transparency

Technology Use by the House

- The Committee and House Information Resources held a cyber-security briefing for new staff supporting social media tools for Members.

Oversight of Federal Election Law and Procedures

- Attended conference at the National Institutes of Standards and Technology regarding the future of voting systems

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION
 Authorization Year: 2013
 113th Congress 1st Session
 Month: February 2013

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	324,739.24	621,674.37
		1104 Accrued Leave	(12,046.40)	0.00
		Total	312,692.84	621,674.37
21 Travel		2135 Taxi/Parking/Tolls	64.79	64.79
		Total	64.79	102.64
23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	216.00	216.00
		2321 DC Telecom Serv (TRANSFER)	609.00	609.00
		2322 DC Telecom Tolls (TRANSFER)	5,304.30	5,304.30
		Total	6,129.30	6,129.30
24 Printing and Reproduction		2401 Printing & Reproduction	683.75	841.20
		2403 Photographic (TRANSFER)	0.00	8.00
		2404 Reproduction of Fed/Public Law	0.00	80.00
		Total	683.75	929.20
25 Other Services		2571 Technology Service Contracts	5,125.00	10,250.00
		Total	5,125.00	10,250.00
26 Supplies and Materials		2620 Office Supplies (Outside)	122.64	1,020.10
		2621 Office Supply (TRANSFER)	229.90	343.27
		2630 Publications/Reference Mat'l	204.00	423.00
		Total	556.54	1,786.37
31 Equipment		3115 Computer Softw Purch <\$10,000	1,800.00	1,800.00
		Total	1,800.00	1,800.00
FM Franked Mail		3118 Maintenance / Repairs	988.58	1,977.16
		2352 Franked Mail	13.76	13.76
		Total	1002.34	1990.92
Total			328,054.56	644,662.80



House Postal Operations Pitney Bowes Management Services

HOUSE ADMINISTRATION

1309 LONGWORTH

113th Congress, 1st Session

Mail Accountability Report

Feb 2013

Date	Quantity	Total Cost
TOTAL:	0	\$0.00

If you have any questions regarding this report, please contact House Postal Operations
Customer Service, 301-336-8820.

REPORT ON TRAVEL PERFORMED
 Committee on House Administration
 113th Congress, 1st Session
 February 2013
 MAJORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Reimbursement Claimed			Total
	From	To				Transportation	Meals, Lodging & Incidentals	Other	
TOTAL									\$0.00

No travel performed for the Majority staff in the month of February.

REPORT ON TRAVEL PERFORMED
 Committee on House Administration
 113th Congress, 1st Session
 February 2013
 MINORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Reimbursement Claimed			Total
	From	To				Transportation	Meals, Lodging & Incidentals	Other	
TOTAL									\$0.00

No travel performed for the Minority staff in the month of February.

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

02/01/2013 to 02/28/2013

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	Employee No.
CRAVEN, KELLY F STAFF DIRECTOR	172,500.00	14,375.00	02/01/2013 to 02/28/2013		██████████

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
AUGUSTYN, MATTHEW JOSEPH TEMPORARY STAFF COUNSEL	28,000.00	2,333.33	02/01/2013 to 02/28/2013		██████████
BARASH, YAEL ASSISTANT LEGISLATIVE CLERK	50,000.00	4,166.67	02/01/2013 to 02/28/2013		██████████
BATH, GEORGE J AQUISITION PROGRAM MANAGER	115,000.00	9,583.33	02/01/2013 to 02/28/2013		██████████
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	60,000.00	5,000.00	02/01/2013 to 02/28/2013		██████████
BRATTON, PAIGE J EXECUTIVE ASSISTANT	40,000.00	3,333.33	02/01/2013 to 02/28/2013		██████████
BRINKER, BARRY C PROFESSIONAL OVERSIGHT STAFF	85,000.00	7,083.33	02/01/2013 to 02/28/2013		██████████
CAPPETTO, RICHARD PROF STAFF, MEMBER SERVICES	50,000.00	4,166.67	02/01/2013 to 02/28/2013		██████████
DAIL, JACK L STAFF DIR-FRANKING COMMISSION	160,000.00	13,333.33	02/01/2013 to 02/28/2013		██████████
DUTTON, KENNETH STEVEN FRANKING COMMUNICATIONS DIR	37,500.00	3,125.00	02/01/2013 to 02/28/2013		██████████
ENGLING, MAXIMILIAN T STAFF ASSISTANT	35,000.00	2,916.67	02/01/2013 to 02/28/2013		██████████
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	125,000.00	10,416.67	02/01/2013 to 02/28/2013		██████████
FIELD, MATTHEW PROFESSIONAL STAFF-OVERSIGHT	65,000.00	5,416.67	02/01/2013 to 02/28/2013		██████████
GERBO III, GEORGE N STAFF ASSISTANT	30,000.00	2,500.00	02/01/2013 to 02/28/2013		██████████
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	140,000.00	11,666.67	02/01/2013 to 02/28/2013		██████████
HINMAN, ALYSSA R STAFF ASSISTANT	28,000.00	2,333.33	02/01/2013 to 02/28/2013		██████████
KELLY, RYAN J SENIOR STAFF ASSISTANT	34,000.00	2,833.33	02/01/2013 to 02/28/2013		██████████

U.S. House of Representatives

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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	Employee No.
LITTLE, KIMANI PARLIAMEM & MEM SERV COUNSEL	90,000.00	7,500.00	02/01/2013 to 02/28/2013		██████
RICH, JOHN M SENIOR STAFF ASSISTANT	34,000.00	2,833.33	02/01/2013 to 02/28/2013		██████
ROE, JAMIE A SHARED EMPLOYEE	15,000.00	1,250.00	02/01/2013 to 02/28/2013		██████
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	80,000.00	6,666.67	02/01/2013 to 02/28/2013		██████
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	142,000.00	11,833.33	02/01/2013 to 02/28/2013		██████
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	02/01/2013 to 02/28/2013		██████
SENSENBRENNER, ROBERT A ELECTION & OVERSIGHT COUNSEL	72,000.00	6,000.00	02/01/2013 to 02/28/2013		██████
STORELLI, DOMINIC A PROFESSIONAL STAFF	75,000.00	6,250.00	02/01/2013 to 02/28/2013		██████
SWEIGART, KARIN MOORE ELECTIONS COUNSEL	95,000.00	7,916.67	02/01/2013 to 02/28/2013		██████
ULRICH, LINDA A DIRECTOR OF OVERSIGHT	120,000.00	10,000.00	02/01/2013 to 02/28/2013		██████
WALLACE, JOSEPH LEGISLATIVE CLERK	60,000.00	5,000.00	02/01/2013 to 02/28/2013		██████
WALVORT, BRADLEY D MEMBER LIAISON	20,000.00	1,666.67	02/01/2013 to 02/28/2013		██████
WOOD, SALLEY MARIE DEPUTY STAFF DIRECTOR	142,000.00	11,833.33	02/01/2013 to 02/28/2013		██████

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

02/01/2013 to 02/28/2013

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

Department	Employee Group	Expenditure	Active	Paid
HO000	SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$14,375.00	1	1
HO000	SPECIAL & SELECT COMMITTEE - PERSONNEL	\$182,291.66	29	29
HO000	Total	\$196,666.66	30	30

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED HEREON.

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

02/01/2013 to 02/28/2013

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	Employee No.
FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR	172,500.00	14,375.00	02/01/2013 to 02/28/2013		██████████

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
ABBOTT, GREGORY S PRESS SECRETARY	61,000.00	5,861.11	02/01/2013 to 02/28/2013		██████████
ABBOUD, KHALIL DEPUTY COUNSEL	79,754.00	6,646.17	02/01/2013 to 02/28/2013		██████████
ANDERSON, KYLE DEM STAFF DIR-COMM MAILING	125,572.00	10,464.33	02/01/2013 to 02/28/2013		██████████
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,861.11	02/01/2013 to 02/28/2013		██████████
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	107,550.00	8,962.50	02/01/2013 to 02/28/2013		██████████
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	02/01/2013 to 02/28/2013		██████████
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	02/01/2013 to 02/28/2013		██████████
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSEL	122,954.00	10,246.17	02/01/2013 to 02/28/2013		██████████
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	138,124.00	11,510.33	02/01/2013 to 02/28/2013		██████████
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	72,000.00	6,000.00	02/01/2013 to 02/28/2013		██████████
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	02/01/2013 to 02/28/2013		██████████
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	3,461.11	02/01/2013 to 02/28/2013		██████████
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	90,678.00	7,556.50	02/01/2013 to 02/28/2013		██████████
SUBBIO, RICHARD SHARED EMPLOYEE	60,000.00	5,000.00	02/01/2013 to 02/28/2013		██████████
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	02/01/2013 to 02/28/2013		██████████

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

02/01/2013 to 02/28/2013

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO090 HOUSE ADMIN-MINORITY STAFF

Department	Employee Group	Expenditure	Active	Paid
HO090	SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$14,375.00	1	1
HO090	SPECIAL & SELECT COMMITTEE - PERSONNEL	\$113,697.58	15	15
HO090	Total	\$128,072.58	16	16

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U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

02/01/2013 to 02/28/2013

Process Level: HO000 COMM ON HOUSE ADMINISTRATION Accounting Organization: 10HO000

Process Level: HO000 COMM ON HOUSE ADMINISTRATION Accounting Organization: 10HO000

Employee Group	Expenditure	Active	Paid
SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$28,750.00	2	2
SPECIAL & SELECT COMMITTEE - PERSONNEL	\$295,989.24	44	44
Total	\$324,739.24	46	46

COMMENTS: (EXCEPTIONS MUST BE LISTED WITHIN THIS BOX)

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED HEREON.