

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

April 17, 2014

### March 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 March 2014;
- 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 March 2014 Committee on House Administration Monthly Report is available for public inspection at the Committee office in 1309 Longworth House Office Building.

COMMITTEE  
HOUSE ADMINISTRATION  
2014 APR 17 PM 1:12

# Committee on House Administration

## Activities Report – March 2014

### Full Committee Hearings

none

### Full Committee Meetings

none

### Reports Filed

none

### Polls

**Committee Poll #8:** To approve the views and estimates of the Committee on House Administration for fiscal year 2015. March 14, 2014.

### Floor Activity

**H.Res. 506.** Honoring the life and legacy of Vaclav Havel by directing the House of Representatives Fine Arts Board to provide for the display of a bust of Vaclav Havel in the United States Capitol. 3/11/2014 Passed/agreed to in House: On motion to suspend the rules and agree to the resolution: Agreed to by voice vote.

**S.J.Res. 32.** A joint resolution providing for the appointment of John W. McCarter as a citizen regent of the Board of Regents of the Smithsonian Institution. 3/13/2014 Passed/agreed to in House: On passage: Passed without objection. 3/21/2014 Became Public Law No: 113-91.

### Administrative and Oversight Activities

#### *Member Services*

- The Committee hosted its second annual Preparing for Spring Constituent Visits briefing on March 7 for Member offices. Representatives from the Architect of the Capitol, Capitol Visitor Center, Library of Congress, Smithsonian Institution, United States Botanic Garden, and the Office of Congressional Accessibility Services presented on tour booking procedures, tips and spring exhibits. There were approximately 150 attendees, and the briefing was well-received based on comments from the audience.
- 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 740 franking calls.
- Reviewed 647 franking requests.
- Notified the Alabama, California, Iowa, Montana, New Jersey, New Mexico, South Dakota, Maine, Nevada, North Dakota, South Carolina, Virginia, Colorado, Maryland, Mississippi, New York, Oklahoma and Utah delegations about their 90-day pre-election franking blackout period.

### *Chief Administrative Officer*

- Approved a series of HIR technology contracts, purchase orders, and requests for proposals.
- Approved personnel appointment and termination actions, including participants in the House's Wounded Warrior Fellowship program.

### *Clerk of the House*

- Previewed the Clerk's updated online financial disclosure system and discussed ways to communicate the new functionality to the House community.
- Approved personnel appointment and termination actions.

### *Sergeant-at-Arms*

- Conducted oversight regarding House security policies.
- Reviewed and approved personnel actions.

### *House Inspector General*

- Reviewed and approved personnel actions and pending audits.

### *United States Capitol Police*

- Conducted a site visit to the USCP Command Center to analyze ingress and egress traffic patterns across the Capitol complex.

### *Information and Technology Coordination*

- Assisted Member offices in the administration of House Student App Challenge competitions by providing logistical support and helping develop registration infrastructure and outreach methods for the promotion of the contest.

### *Government Printing Office*

- Communicated the announcement and release of the President's FY2015 Budget to the House community on March 4.
- Met with the GPO Inspector General to discuss ongoing audit work.

- Communicated with GPO, the House Historian, the Hispanic Caucus, and the Hispanic Conference on the progress to-date for the printing of the Hispanic Americans in Congress publication.

#### *House Fine Arts Board*

- Approved two chairman portrait requests for Representative Bill Shuster and Representative Christopher Smith.

#### *Architect of the Capitol*

- Reviewed progress on the Cannon House Office Building renewal project and toured current renovation work and maintenance efforts.

#### *Capitol Visitor Center*

- Approved House and Senate events held in the CVC.
- Approved administrative process for approval of standardized events in the CVC Auditorium.
- Approved events to be conducted in Exhibition Hall.
- Approved proposed price changes for restaurant items.

#### *Office of Congressional Accessibility Services*

- Responded to Member Office inquiries pertaining to congressional accessibility issues.

#### *Smithsonian Institution*

- In advance of an April 2 oversight hearing on the National Zoo, Committee Members and staff participated in a site visit to the zoo on March 12. The visit, conducted by Zoo Director Dennis Kelly and several of his staff, included the recently-opened elephant community center and the Cheetah Conservation Station exhibit, which was the site of some recent animal care issues.
- On March 21, bipartisan and bicameral staff toured the construction site of the National Museum of African-American History and Culture, which is slated to fully open by spring of 2016. The project recently received approval from the U.S. Commission on Fine Arts for the selection of material for the bronze-colored corona.

**REPORT ON TRAVEL PERFORMED**

Committee on House Administration

113<sup>th</sup> Congress, 2<sup>nd</sup> Session

March 2014

MAJORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Reimbursement Claimed			Total
	From	To				Transportation	Meals, Lodging & Incidentals	Other	
Richard Cappetto	3/16/14	3/19/14		National Postal Forum	DC - MD - DC	\$52.42	\$90.23	\$925.00	\$1,067.65
Ryan Kelly	3/16/14	3/19/14		National Postal Forum	DC - MD - DC	\$34.94	\$117.80	\$925.00	\$1,077.74
<b>TOTAL</b>									<b>\$2,145.39</b>

**REPORT ON TRAVEL PERFORMED**

Committee on House Administration

113<sup>th</sup> Congress, 2<sup>nd</sup> Session

March 2014

MINORITY

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

No travel performed for the month of March 2014.

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

03/01/2014 to 03/31/2014

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
CLOCKER, JOHN C DIR OF POLICY & PLANNING	170,000.00	14,166.67	03/01/2014 to 03/31/2014
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	03/01/2014 to 03/31/2014

### SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
BARASH, Yael LEGISLATIVE CLERK	56,000.00	4,666.67	03/01/2014 to 03/31/2014
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	87,000.00	9,083.33	03/01/2014 to 03/31/2014
BREMER, JOHN P MEMBER LIAISON	20,000.00	1,666.67	03/01/2014 to 03/31/2014
CAPPETTO, RICHARD FRANKING COMMISSION STAFF DIR	100,000.00	8,333.33	03/01/2014 to 03/31/2014
DATOC, CHRISTIAN D INTERN	21,600.00	1,800.00	03/01/2014 to 03/31/2014
DICKHAUS, JOHN L TEMPORARY STAFF ASSISTANT	30,000.00	2,500.00	03/01/2014 to 03/31/2014
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00	03/01/2014 to 03/31/2014
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	140,000.00	11,666.67	03/01/2014 to 03/31/2014
GERBO III, GEORGE N SENIOR STAFF ASSISTANT	38,000.00	3,166.67	03/01/2014 to 03/31/2014
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	147,000.00	12,250.00	03/01/2014 to 03/31/2014
HINMAN, ALYSSA R PROJECT COORDINATOR/STAFF ASS	36,000.00	3,000.00	03/01/2014 to 03/31/2014
KELLY, RYAN J SENIOR STAFF ASSISTANT	38,000.00	3,166.67	03/01/2014 to 03/31/2014
LOEBER, CRAIG ALEXANDER INTERN	21,600.00	1,140.00	03/01/2014 to 03/31/2014
RAUTENSTRAUCH, CHRISTIAN J INTERN	21,600.00	1,800.00	03/01/2014 to 03/31/2014
ROE, JAMIE A SHARED EMPLOYEE	25,000.00	2,083.33	03/01/2014 to 03/31/2014
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	90,000.00	7,500.00	03/01/2014 to 03/31/2014
SAYAGO, ERIN CARMEN COMMUNICATIONS DIRECTOR	87,000.00	7,250.00	03/01/2014 to 03/31/2014
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	142,000.00	11,833.33	03/01/2014 to 03/31/2014
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	03/01/2014 to 03/31/2014
SENSENBRENNER, ROBERT A SENIOR COUNSEL	100,000.00	8,333.33	03/01/2014 to 03/31/2014
WALVORT, BRADLEY D PROFESSIONAL STAFF MEMBER	50,000.00	4,166.67	03/01/2014 to 03/31/2014
WOOD, SALLEY MARIE DEPUTY STAFF DIRECTOR	53,408.00	4,450.67	03/01/2014 to 03/31/2014

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Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>	<b>Period</b>
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	03/01/2014 to 03/31/2014

SPECIAL & SELECT COMMITTEE - PERSONNEL

<b>Employee and Job Title</b>	<b>Annual Salary</b>	<b>Gross Pay</b>	<b>Period</b>
ABBOTT, GREGORY S PRESS SECRETARY	61,000.00	5,083.33	03/01/2014 to 03/31/2014
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	97,500.00	8,125.00	03/01/2014 to 03/31/2014
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	165,000.00	13,750.00	03/01/2014 to 03/31/2014
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33	03/01/2014 to 03/31/2014
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	122,500.00	10,208.33	03/01/2014 to 03/31/2014
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	03/01/2014 to 03/31/2014
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	03/01/2014 to 03/31/2014
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	10,246.17	03/01/2014 to 03/31/2014
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	03/01/2014 to 03/31/2014
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	03/01/2014 to 03/31/2014
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67	03/01/2014 to 03/31/2014
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	03/01/2014 to 03/31/2014
SUBBIO, RICHARD SHARED EMPLOYEE	70,000.00	5,833.33	03/01/2014 to 03/31/2014
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	03/01/2014 to 03/31/2014





House Postal Operations  
**Pitney Bowes Management Services**

House Administration  
1309 Longworth

Congress,      Session  
113th              1st  
Mail Accountability Report  
February 2014

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NO TRANSACTIONS AVAILABLE

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House Postal Operations  
**Pitney Bowes Management Services**

House Administration  
1309 Longworth

113th Congress, 1st Session  
Mail Accountability Report  
March 2014

<u>Date</u>	<u>Quantity</u>	<u>Total Cost</u>
3/26/2014	2	2.80
<b>Total</b>	<b>2</b>	<b>2.80</b>