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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
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ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JUAN VARGAS, CALIFORNIA

ONE HUNDRED THIRTEENTH
CONGRESS

KYLE ANDERSON, MINORITY STAFF DIRECTOR

June 18, 2014

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

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

The May 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 JUN 18 PM 11

Committee on House Administration

Activities Report – May 2014

Full Committee Hearings

None

Full Committee Meetings

None

Reports Filed

None

Polls

Committee Poll #9: To approve a contract for legal services. May 14, 2014.

Committee Poll #10: To approve a committee resolution. May 14, 2014.

Floor Activity

H.R. 863 – 5/7/14 To establish the Commission to Study the Potential Creation of a National Women's History Museum, and for other purposes. Passed/agreed to in House: On motion to suspend the rules and pass the bill, as amended Agreed to by the Yeas and Nays: (2/3 required): 383 - 33 (Roll no. 201).

H.Con.Res. 83 – 5/7/14 Authorizing the use of Emancipation Hall in the Capitol Visitor Center for an event to celebrate the birthday of King Kamehameha I. Passed/agreed to in House: On motion to suspend the rules and agree to the resolution Agreed to by voice vote.

Administrative and Oversight Activities

Member Services

- Provided guidance to Member offices on compliance with Member Handbook regulations.
- Continued New Member Orientation and 114th Congress Transition planning.

Committee Funding and Oversight

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

Franking Commission

- Responded to 640 franking calls.
- Reviewed 681 franking requests.

STEM Competition

- May 31 marked the completion of the student submission phase of the 2014 House Student App Challenge. The Committee assisted offices with questions pertaining to both submission collection and the judging and selection of winners.

Legislative Data & Transparency Conference (LDTC)

- One hundred forty-five people registered as speakers and attendees for the third annual LDTC. Participants spent a full day in the CVC Auditorium discussing a number of topics including: internal legislative branch tools and developments, including House Office of Legislative Counsel's new Amendment Impact Program; an update from the Bulk Data Task Force; a series of short updates on outside developments; panels on future XML Legislative Data Standards; and preserving the benefits of paper documents in an electronic world.

Chief Administrative Officer

- Responded to Member Office inquiries pertaining to a variety of issue areas within the CAO/HIR departments.
- Approved a series of HIR technology contracts, purchase orders and RFPs (requests for proposals).
- Approved the House's list of updated hardware and software standards.
- Approved personnel appointment and termination actions, including participants in the House's Wounded Warrior Fellowship program.

Clerk of the House

- Approved the updated version of the Personnel Policies and Procedures Manual for House officers and Inspector General.
- Approved personnel appointment and termination actions.

Sergeant-at-Arms

- Conducted oversight regarding House Security Manual preparation and review.
- Reviewed and approved personnel actions.

House Inspector General

- Approved option year 2 of the contract with Cotton and Co. for the House Financial Statement Audit.
- Approved and released the FY13 House Financial Statement Audit which reported a clean opinion for the 16th consecutive year.
- Reviewed and approved personnel actions and pending audits.

Government Printing Office

- Increased Member office outreach regarding the availability of "in Congress" publications.

House Fine Arts Board

- Approved the first step of the portrait process for Chairman Henry Waxman.

Library of Congress

- Compiled a storage process report for audio/visual collections awaiting preservation at the Packard Campus in Culpeper, Virginia.
- Met with the Register of Copyrights concerning Copyright Office issues.

Architect of the Capitol

- Monitored the progress of staff moves to the House of Representatives space in the O'Neill building.
- Approved event requests for the Botanic Garden.

Capitol Visitor Center

- Approved House and Senate events held in the CVC.
- Approved CVC exhibit proposals.

Office of Congressional Accessibility Services

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

House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

Authorization Year: 2014
 113th Congress 2nd Session
 Month: May 2014

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	276,385.22	1,349,677.73
		1104 Accrued Leave	8,677.78	8,677.78
		Total	285,063.00	1,358,355.51
21 Travel		2101 Commercial Transportation	0.00	1,236.49
		2130 Private Auto Mileage	1,415.76	1,441.10
		2135 Taxi/Parking/Tolls	100.19	243.74
		2138 Travel Subsistence	911.11	1,794.92
		Total	2,427.06	4,716.25
23 Rent, Communications, Utilities		2310 TelecomSrv/Equip/Toll Charge	0.00	679.84
		2320 DC Telecom Equip (TRANSFER)	2,172.00	2,820.00
		2321 DC Telecom Serv (TRANSFER)	624.50	2,498.00
		2322 DC Telecom Tolls (TRANSFER)	4,054.74	16,713.32
		2335 HIR Graphics (TRANSFER)	140.00	216.00
Total	6,991.24	22,927.16		
24 Printing and Reproduction		2401 Printing & Reproduction	234.65	544.35
		2403 Photographic (TRANSFER)	0.00	186.80
		2404 Reproduction of Fed/Public Law	0.00	210.00
		Total	234.65	941.15
25 Other Services		2503 Consultant Contract Service	0.00	35,475.43
		2527 Training	0.00	3,640.00
		2571 Technology Service Contracts	5,465.00	29,125.00
		Total	5,465.00	68,240.43
26 Supplies and Materials		2602 Water	291.56	689.43
		2603 Food & Beverage	42.31	466.06
		2620 Office Supplies (Outside)	218.46	5,107.94
		2621 Office Supply (TRANSFER)	148.68	821.93
		2623 Software < \$500	0.00	2,002.95
		2630 Publications/Reference Mat'l	33.52	525.34
		Total	734.53	9,613.65
31 Equipment		3112 Computer Hardw Purch <\$25,000	0.00	3,028.99
		3118 Maintenance / Repairs	945.58	5,315.90
		3128 Warranties	0.00	348.00
Total	945.58	8,692.89		

House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

Authorization Year: 2014
 113th Congress 2nd Session
 Month: May 2014

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
EXPEN General Expenditures	Total		301,861.06	1,473,487.04
		2352 Franked Mail	55.50	64.61
AE200 Official Mail	FM Franked Mail	Total	55.50	64.61
	Total		55.50	64.61
Total			301,916.56	1,473,551.65

REPORT ON TRAVEL PERFORMED

Committee on House Administration
 113th Congress, 2nd Session
 May 2014

MINORITY

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

No travel performed for the month of May 2014.

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

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 DEP STAFF DIR/PLANNING & OVERS	170,000.00	14,166.67	05/01/2014 to 05/31/2014
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	05/01/2014 to 05/31/2014

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
BARASH, Yael LEGISLATIVE CLERK	56,000.00	4,666.67	05/01/2014 to 05/31/2014
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	87,000.00	7,250.00	05/01/2014 to 05/31/2014
BREMER, JOHN P MEMBER LIAISON	25,000.00	2,083.33	05/01/2014 to 05/31/2014
BRYAN, CLAYTON FIERY INTERN	21,600.00	720.00	05/01/2014 to 05/31/2014
CAPPETTO, RICHARD FRANKING COMMISSION STAFF DIR	100,000.00	8,333.33	05/01/2014 to 05/31/2014
COLLINS, CASSANDRA ROSE INTERN	21,600.00	720.00	05/01/2014 to 05/31/2014
DATOC, CHRISTIAN D INTERN	21,600.00	120.00	05/01/2014 to 05/31/2014
DICKHAUS, JOHN L TEMPORARY STAFF ASSISTANT	30,000.00	2,500.00	05/01/2014 to 05/31/2014
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00	05/01/2014 to 05/31/2014
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	140,000.00	11,666.67	05/01/2014 to 05/31/2014
GERBO III, GEORGE N SENIOR STAFF ASSISTANT	38,000.00	3,166.67	05/01/2014 to 05/31/2014
GIANNETTI, ANTHONY V INTERN	21,600.00	240.00	05/01/2014 to 05/31/2014
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	147,000.00	12,250.00	05/01/2014 to 05/31/2014
HINMAN, ALYSSA R PROJECT COORDINATOR/STAFF ASS	36,000.00	3,000.00	05/01/2014 to 05/31/2014
KELLY, RYAN J SENIOR STAFF ASSISTANT	38,000.00	3,166.67	05/01/2014 to 05/31/2014
LOEBER, CRAIG ALEXANDER INTERN	21,600.00	1,800.00	05/01/2014 to 05/31/2014
MCCAULEY, KYLE P INTERN	21,600.00	1,140.00	05/01/2014 to 05/31/2014
ROE, JAMIE A SHARED EMPLOYEE	25,000.00	2,083.33	05/01/2014 to 05/31/2014
ROTHSCHILD, BERNARD DIRECTOR OF MEMBER OUTREACH	125,000.00	12,847.23	05/01/2014 to 05/31/2014

RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	90,000.00	7,500.00	05/01/2014 to 05/31/2014
SANQUIST, CHRISTINE N INTERN	21,600.00	0.00	05/01/2014 to 05/31/2014
SAYAGO, ERIN CARMEN COMMUNICATIONS DIRECTOR	87,000.00	7,250.00	05/01/2014 to 05/31/2014
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	142,000.00	3,550.00	05/01/2014 to 05/31/2014
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	05/01/2014 to 05/31/2014
SENSENBRENNER, ROBERT A SENIOR COUNSEL	100,000.00	8,333.33	05/01/2014 to 05/31/2014
TERWILLIGER, KATHARINE KELLY INTERN	21,600.00	720.00	05/01/2014 to 05/31/2014
WALVORT, BRADLEY D PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00	05/01/2014 to 05/31/2014
WOOD, SALLEY MARIE DEPUTY CHIEF OF STAFF/COMM DIR	26,465.00	0.00	05/01/2014 to 05/31/2014
SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE			

Employee and Job Title	Annual Salary	Gross Pay	Period
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	142,000.00	8,677.78	

Department: HO090 HOUSE ADMIN-MINORITY STAFF

SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	147,000.00	12,250.00	05/01/2014 to 05/31/2014

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ABBOTT, GREGORY S PRESS SECRETARY	61,000.00	5,083.33	05/01/2014 to 05/31/2014
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	97,500.00	8,125.00	05/01/2014 to 05/31/2014
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	165,000.00	13,750.00	05/01/2014 to 05/31/2014
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33	05/01/2014 to 05/31/2014
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	122,500.00	10,208.33	05/01/2014 to 05/31/2014
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	05/01/2014 to 05/31/2014
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	05/01/2014 to 05/31/2014
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	10,246.17	05/01/2014 to 05/31/2014
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	05/01/2014 to 05/31/2014
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	05/01/2014 to 05/31/2014
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67	05/01/2014 to 05/31/2014
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	05/01/2014 to 05/31/2014
SUBBIO, RICHARD SHARED EMPLOYEE	70,000.00	5,833.33	05/01/2014 to 05/31/2014
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	05/01/2014 to 05/31/2014



House Postal Operations
Pitney Bowes Management Services

House Administration
1309 Longworth

**113th Congress, 2nd Session
Mail Accountability Report
April 2014**

Date	Quantity	Total Cost
4/17/2014	21	9.05
4/18/2014	101	43.43
4/23/2014	6	2.61
4/29/2014	1	0.41
Total	129	55.50