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Congress of the United States

House of Representatives COMMITTEE ON HOUSE ADMINISTRATION

1309 Longworth House Office Building
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ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LÖFGREN, CALIFORNIA
JUAN V. ARGAS, CALIFORNIA

ONE HUNDRED THIRTEENTH
CONGRESS

JAMIE FLEET, MINORITY STAFF DIRECTOR

COMMITTEE
HOUSE ADMINISTRATION
2013 JUL 18 PM 7:06

July 18, 2013

June 2013 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 June 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 June 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 – June 2013

Full Committee Hearings

- **June 4, 2013 – H.R. 2115, The Voter Registration Efficiency Act** — Heard testimony from Mr. Ken Bennett, Arizona Secretary of State; Mr. Chris Thomas, Michigan State Elections Director; and Ms. Elisabeth MacNamara, President of the League of Women Voters.

Full Committee Meetings

- **June 4, 2013 – Markup** – Reported out an original resolution dismissing an election contest for the 43rd District of California; an original resolution dismissing a election contest for the 9th District of Tennessee; H.R. 94, Prohibiting the use of funds from the Presidential Election Campaign Fund for Party Conventions; H.R. 95, Eliminating the Presidential Election Campaign Fund; and H.R. 1994, Terminating the Election Assistance Commission.

Reports Filed

- **House Report 113-132** – To Accompany H.Res. 277, Dismissing the election contest relating to the office of Representative from the Ninth Congressional District of Tennessee.
- **House Report 113-133** – To Accompany H.Res. 278, Dismissing the election contest relating to the office of Representative from the Forty-Third Congressional District of California.

Polls
none

Floor Activity
none

Administrative and Oversight Activities

Member Services

- Commenced, in coordination with the Senate Committee on Rules and Administration, the bicameral, bipartisan Congressional Summer Intern Lecture Series, offering lectures on a daily basis to congressional interns between June and August.

- Conducted a New Member Orientation focus group with freshman Member chiefs of staff on June 21. The Committee gained valuable feedback that it will use to prepare for the next congressional transition.
- Provided guidance to Member offices on compliance with Member handbook regulations.
- Provided separate briefings on use of official resources and budgeting tips to various groups of chiefs of staff and district staff.

Committee Funding and Oversight

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

Franking Commission

- Responded to 527 incoming franking calls.
- Reviewed 350 franking requests.
- Issued Dear Colleague on June 28 to all House offices notifying them of the July 15 deadline for the Second Quarter Mass Mailings and Mass Communications report.

Chief Administrative Officer

- Added Member and committee offices to a self-service pilot program enabling them to place furniture and logistics requests through an online portal that routes directly to CAO logistics instead of going through First Call.
- Approved the enforcement of a House policy to protect House data. New policy requires a password-protected lockout on all House network computers and servers after 20 minutes of inactivity. Implementation is set for August.
- Approved a series of HIR technology contracts, purchase orders, and requests for proposals.
- Approved personnel appointment and termination actions.

Clerk of the House

- Approved personnel appointment and termination actions.

Sergeant-at-Arms

- Issued Dear Colleague reminding offices about the importance of establishing and practicing their Office Emergency Plans.
- Reviewed and approved personnel actions.

House Inspector General

- Edited and approved a plan to conduct review of House technology support offered to Member district offices in late summer/early fall.

House Fine Arts Board

- Approved a "Portrait Acceptance and Deed of Gift" form for the portrait of Chairman Barney Frank, acknowledging the portrait's acceptance into the House Collection.

Library of Congress

- Approved LOC Trust Fund Board Resolution #2013-02: Equipment donation to the Library's Motion Picture, Broadcasting, and Recorded Sound Division at the Packard Campus in Culpeper, Virginia.
- Approved LOC Trust Fund Board Resolution #2013-01: Realigns the Gershwin trust so that investments are now in accordance with established Trust Fund Board policies and by-laws.

Joint Committee on the Library

- Approved the maquette of Dr. Norman Borlaug, the Iowa state statue that will replace James Harlan in the National Statuary Hall Collection.
- Approved the final acceptance of the statue of Frederick Douglass, which was unveiled in Exhibition Hall on June 19.
- Approved the acceptance into the Capitol Collection of a historic print of the Capitol from the New York Illustrated News in 1861.
- Responded to Member office inquiries on statue and portrait policies and procedures.

Government Printing Office

- Continued to make edits and provide content to various drafts of the 113th Congress Congressional Pictorial Directory.
- Issued Dear Colleague reminding offices that, in honor of Flag Day (June 14), offices can access the GPO publication "Our Flag" online.

Architect of the Capitol

- Worked with the AOC on preparations for the House Energy and Sustainability Showcase in October.
- Monitored continued construction of the American Veterans Disabled for Life Memorial Project.

Capitol Visitor Center

- Approved congressional events hosted in the Capitol Visitor Center.

Office of Congressional Accessibility Services

- Conducted a bipartisan, bicameral quarterly meeting on pending issues and projects, including the newly completed audio-descriptive tour of the CVC's Exhibition Hall for visitors who are visually impaired.

Technology Use by the House

- Conducted a steering committee meeting on the House Office of Legislative Counsel & Law Revision Counsel modernization project.

House of Representatives
Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

Authorization Year: 2013
 113th Congress 1st Session
 Month: June 2013

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed		
11 Personnel Compensation		1101 Non-Statutory Compensation	316,700.91	1,883,920.80		
		1103 Overtime Compensation	0.00	162.26		
		1108 Other Lump Sum	1,750.00	1,750.00		
		Total	318,450.91	1,885,833.06		
		21 Travel		2101 Commercial Transportation	0.00	697.60
				2130 Private Auto Mileage	0.00	67.80
				2135 Taxi/Parking/Tolls	23.00	228.17
				2138 Travel Subsistence	0.00	3,973.47
				Total	23.00	4,967.04
		23 Rent, Communications, Utilities		2320 DC Telecom Equip (TRANSFER)	305.00	1,301.00
2321 DC Telecom Serv (TRANSFER)	609.00			3,045.00		
2322 DC Telecom Tolls (TRANSFER)	4,426.66			23,830.17		
2335 HIR Graphics (TRANSFER)	0.00			490.00		
Total	5,340.66			28,666.17		
24 Printing and Reproduction		2401 Printing & Reproduction	0.00	1,395.98		
		2403 Photographic (TRANSFER)	0.00	164.00		
		2404 Reproduction of Fed/Public Law	0.00	80.00		
		Total	0.00	1,639.98		
		25 Other Services		2503 Consultant Contract Service	0.00	41,643.29
2527 Training	797.00			2,647.00		
2571 Technology Service Contracts	5,465.00			31,430.00		
Total	6,262.00			75,720.29		
26 Supplies and Materials				2602 Water	33.91	891.79
		2603 Food & Beverage	1,520.01	1,622.38		
		2610 Habitation Expense	0.00	375.58		
		2620 Office Supplies (Outside)	(33.46)	3,690.09		
		2621 Office Supply (TRANSFER)	304.44	1,503.57		
		2630 Publications/Reference Matl	0.00	698.05		
		2699 Misc. Supplies & Materials	0.00	2.11		
		Total	1,824.90	8,783.57		
		31 Equipment		3115 Computer Softw Purch <\$10,000	0.00	1,800.00
				3118 Maintenance / Repairs	1,141.58	6,513.38
3128 Warranties	0.00			81.00		

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

Office: 10H0000 HOUSE ADMINISTRATION

Authorization Year: 2013
113th Congress 1st Session
Month: June 2013

Program	Object Class	Budget Object Class	MTD Disbursed		YTD Disbursed	
EXPEN General Expenditures	31 Equipment	Total	1,141.58	2,014,004.49	8,394.38	
	Total		333,043.05	2,014,004.49	80.01	
AE200 Official Mail	FM Franked Mail	2352 Franked Mail	0.00	80.01	80.01	
	Total	Total	0.00	80.01	80.01	
Total			333,043.05	2,014,084.50		



House Postal Operations Pitney Bowes Management Services

HOUSE ADMINISTRATION

1309 LONGWORTH

113th Congress, 1st Session

Mail Accountability Report

June 2013

Date	Quantity	Total Cost
6/ 12/13	4	\$5.08
6/ 20/13	4	\$1.58
TOTAL	8	\$6.66

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

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

06/01/2013 to 06/30/2013

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Department: HO000 COMM ON HOUSE ADMINISTRATION

OTHER PAYROLL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
LITTLE, KIMANI PARLIAMEM & MEM SERV COUNSEL	90,000.00	1,750.00			

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	06/01/2013 to 06/30/2013		

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
BARASH, YAEL ASSISTANT LEGISLATIVE CLERK	50,000.00	4,166.67	06/01/2013 to 06/30/2013		
BATH, GEORGE J AQUISITION PROGRAM MANAGER	115,000.00	9,583.33	06/01/2013 to 06/30/2013		
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	60,000.00	5,000.00	06/01/2013 to 06/30/2013		
BRATTON, PAIGE J EXECUTIVE ASSISTANT	40,000.00	3,333.33	06/01/2013 to 06/30/2013		
CAPPETTO, RICHARD PROF STAFF, MEMBER SERVICES	50,000.00	4,166.67	06/01/2013 to 06/30/2013		
DAIL, JACK L DIR FRANKING COMM (PERSONNEL)	160,000.00	13,333.33	06/01/2013 to 06/30/2013		
DEGEORGES, MADDIE INTERN	21,600.00	540.00	06/01/2013 to 06/30/2013	APPOINTMENT 06/17/13	
DUTTON, KENNETH STEVEN FRANKING COMMUNICATIONS DIR	37,500.00	3,125.00	06/01/2013 to 06/30/2013		
ENGLING, MAXIMILIAN T STAFF ASSISTANT	35,000.00	2,916.67	06/01/2013 to 06/30/2013		
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	125,000.00	10,416.67	06/01/2013 to 06/30/2013		
FIELD, MATTHEW PROFESSIONAL STAFF-OVERSIGHT	65,000.00	5,416.67	06/01/2013 to 06/30/2013		
FLORA, ANNA T INTERN	21,600.00	3,300.00	06/01/2013 to 06/30/2013		
GERBO III, GEORGE N STAFF ASSISTANT	30,000.00	2,500.00	06/01/2013 to 06/30/2013		
GORDON, TOMMY B INTERN	21,600.00	2,760.00	06/01/2013 to 06/30/2013		
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	140,000.00	11,666.67	06/01/2013 to 06/30/2013		
HINMAN, ALYSSA R STAFF ASSISTANT	28,000.00	2,333.33	06/01/2013 to 06/30/2013		
HOWELL, JOSEPH B INTERN	21,600.00	720.00	06/01/2013 to 06/30/2013	TERMINATED 06/12/13	
KELLY, RYAN J SENIOR STAFF ASSISTANT	34,000.00	2,833.33	06/01/2013 to 06/30/2013		
LITTLE, KIMANI PARLIAMEM & MEM SERV COUNSEL	90,000.00	7,500.00	06/01/2013 to 06/30/2013		

MARSHALL, TYLER D INTERN	21,600.00	1,260.00	06/01/2013 to 06/30/2013	TERMINATED 06/21/13	
RICH, JOHN M SENIOR STAFF ASSISTANT	34,000.00	2,833.33	06/01/2013 to 06/30/2013		
ROE, JAMIE A SHARED EMPLOYEE	15,000.00	1,250.00	06/01/2013 to 06/30/2013		
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	80,000.00	6,666.67	06/01/2013 to 06/30/2013		
SCHALESTOCK, PETER K DEPUTY GENERAL COUNSEL	142,000.00	11,833.33	06/01/2013 to 06/30/2013		
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	06/01/2013 to 06/30/2013		
SENSENBRENNER, ROBERT A SENIOR COUNSEL	100,000.00	8,333.33	06/01/2013 to 06/30/2013	P/R CHANGE 06/01/13	
STORELLI, DOMINIC A PROFESSIONAL STAFF	75,000.00	6,250.00	06/01/2013 to 06/30/2013		
SWEIGART, KARIN MOORE ELECTIONS COUNSEL	95,000.00	7,916.67	06/01/2013 to 06/30/2013		
VORBACH, DYLAN J INTERN	21,600.00	2,880.00	06/01/2013 to 06/30/2013		
WALLACE, JOSEPH LEGISLATIVE CLERK	60,000.00	5,000.00	06/01/2013 to 06/30/2013		
WALVORT, BRADLEY D MEMBER LIAISON	20,000.00	1,666.67	06/01/2013 to 06/30/2013		
WOOD, SALLEY MARIE DEPUTY STAFF DIRECTOR	142,000.00	11,833.33	06/01/2013 to 06/30/2013		

Department	Employee Group	Expenditure	Active	Paid
HO000	OTHER PAYROLL	\$1,750.00	0	1
HO000	SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$14,375.00	1	1
HO000	SPECIAL & SELECT COMMITTEE - PERSONNEL	\$176,668.33	30	32
HO000	Total	\$192,793.33	31	34

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.

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	06/01/2013 to 06/30/2013		

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
ABBOTT, GREGORY S PRESS SECRETARY	61,000.00	5,083.33	06/01/2013 to 06/30/2013		
ABBOUD, KHALIL DEPUTY COUNSEL	79,754.00	6,646.17	06/01/2013 to 06/30/2013		
ANDERSON, KYLE DEM STAFF DIR-COMM MAILING	125,572.00	10,464.33	06/01/2013 to 06/30/2013		
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33	06/01/2013 to 06/30/2013		
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	107,550.00	8,962.50	06/01/2013 to 06/30/2013		
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	06/01/2013 to 06/30/2013		
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	06/01/2013 to 06/30/2013		
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSEL	122,954.00	10,246.17	06/01/2013 to 06/30/2013		
MORGAN, TERI A DEPUTY STAFF DIR/CHIEF COUNSEL	138,124.00	11,510.33	06/01/2013 to 06/30/2013		
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	72,000.00	6,000.00	06/01/2013 to 06/30/2013		
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	06/01/2013 to 06/30/2013		
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67	06/01/2013 to 06/30/2013		
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	90,678.00	7,556.50	06/01/2013 to 06/30/2013		
SUBBIO, RICHARD SHARED EMPLOYEE	56,220.00	4,685.00	06/01/2013 to 06/30/2013		
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	06/01/2013 to 06/30/2013		

Department	Employee Group	Expenditure	Active	Paid
HO090	SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$14,375.00	1	1
HO090	SPECIAL & SELECT COMMITTEE - PERSONNEL	\$111,282.58	15	15
HO090	Total	\$125,657.58	16	16

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.

Process Level: HO000 COMM ON HOUSE ADMINISTRATION

Accounting Organization: 10HO000

Employee Group	Expenditure	Active	Paid
OTHER PAYROLL	\$1,750.00	0	1
SPECIAL & SELECT COMMITTEE - 3(D) PERSONNEL	\$28,750.00	2	2
SPECIAL & SELECT COMMITTEE - PERSONNEL	\$287,950.91	45	47
Total	\$318,450.91	47	50