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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

COMMITTEE
HOUSE ADMINISTRATION
2014 OCT 20 PM 4:55
KYLE ANDERSON, MINORITY STAFF DIRECTOR

October 20, 2014

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

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

The September 2014 Committee on House Administration Monthly Report is available for public inspection at the Committee office in 1309 Longworth House Office Building.

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	S-BOC	MTD Disbursed	YTD Disbursed		
	11 Personnel Compensation	1101 Non-Statutory Compensation		272,866.87	2,459,906.35		
		1104 Accrued Leave		512.50	14,273.61		
		Total		273,379.37	2,474,179.96		
		2101 Commercial Transportation		416.20	1,683.69		
21 Travel		2105 Lodging		788.19	1,521.19		
		2130 Private Auto Mileage		806.96	3,023.10		
		2135 Taxi/Parking/Tolls		5.00	459.45		
		2138 Travel Subsistence		543.66	2,338.58		
		Total		2,560.01	9,026.01		
		EXPEN	General Expenditures	2310 TelecomSrv/Eq/Toll Charge		0.00	679.84
				2320 DC Telecom Equip (TRANSFER)		296.00	3,740.00
2321 DC Telecom Serv (TRANSFER)				609.00	4,941.75		
2322 DC Telecom Tolls (TRANSFER)				4,112.67	32,678.62		
2335 HIR Graphics (TRANSFER)				190.00	596.00		
Total				5,207.67	42,636.21		
24 Printing and Reproduction				2401 Printing & Reproduction		29.95	1,526.04
				2403 Photographic (TRANSFER)		0.00	305.65

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

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

Program	Object Class	Budget Object Class	S-BOC	MTD Disbursed	YTD Disbursed
EXPEN	24 Printing and Reproduction	2404 Reproduction of Fed/Public Law		0.00	210.00
		Total		29.95	2,041.69
	25 Other Services	2503 Consultant Contract Service		0.00	35,475.43
		2527 Training		0.00	3,640.00
		2571 Technology Service Contracts		6,965.00	54,119.37
		Total		6,965.00	93,234.80
		2602 Water		114.96	1,109.27
		2603 Food & Beverage		129.60	3,487.23
		2620 Office Supplies (Outside)		43.48	7,647.15
		2621 Office Supply (TRANSFER)		375.61	2,018.77
	2623 Software < \$500		0.00	2,002.95	
General Expenditures	26 Supplies and Materials	2630 Publications/Reference Matl		37.01	673.38
		Total		700.66	16,938.75
		3112 Computer Hardw Purch <\$25,000		0.00	3,028.99
	31 Equipment	3118 Maintenance / Repairs		945.58	9,686.22
		3128 Warranties		0.00	597.00
		3131 Equipment Purchases		44.96	89.92
		Total		990.54	13,402.13
		2352 Franked Mail		29.27	202.47
		Total		289,833.20	2,651,459.55
	AE200	Official Mail			
	Total		29.27	202.47	

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

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

Program	Object Class	Budget Object Class	S-BOC	MTD Disbursed	YTD Disbursed
Total				289,862.47	2,651,662.02

REPORT ON TRAVEL PERFORMED

Committee on House Administration

113th Congress, 2nd Session

September 2014

MAJORITY

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Reimbursement Claimed			Total
	From	To				Transportation	Meals, Lodging & Incidentals	Other	
Reynold Schweickhardt	9/2/14	9/5/2014		Attend CIO Conference for Box.com	DC-CA-DC	\$416.20	\$1,097.09		\$1,513.29
Sean Moran	9/4/14	9/7/14		Staff Retreat	VA - MI - VA	\$796.88	\$519.73		\$1,316.61
TOTAL									\$2,829.90

REPORT ON TRAVEL PERFORMED
 Committee on House Administration
 113th Congress, 2nd Session
 September 2014
 MINORITY

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

No travel performed for the month of September 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 DEP STAFF DIR/PLANNING & OVERS	170,000.00	14,166.67	09/01/2014 to 09/30/2014
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	09/01/2014 to 09/30/2014

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
BARASH, YAEL LEGISLATIVE CLERK	56,000.00	4,666.67	09/01/2014 to 09/30/2014
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	87,000.00	7,250.00	09/01/2014 to 09/30/2014
BREMER, JOHN P MEMBER LIAISON	25,000.00	2,083.33	09/01/2014 to 09/30/2014
CAPPETTO, RICHARD FRANKING COMMISSION STAFF DIR	100,000.00	8,333.33	09/01/2014 to 09/30/2014
DICKHAUS, JOHN L STAFF ASSISTANT	30,000.00	2,500.00	09/01/2014 to 09/30/2014
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00	09/01/2014 to 09/30/2014
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	140,000.00	11,666.67	09/01/2014 to 09/30/2014
FRANKE, ANDREW JAMES TEMPORARY STAFF ASSISTANT	25,000.00	2,083.33	09/01/2014 to 09/30/2014
GERBO III, GEORGE N SENIOR STAFF ASSISTANT	41,000.00	1,366.67	09/01/2014 to 09/30/2014
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	147,000.00	12,250.00	09/01/2014 to 09/30/2014
HINMAN, ALYSSA R PROFESSIONAL STAFF	49,000.00	4,083.33	09/01/2014 to 09/30/2014
KELLY, RYAN J SENIOR STAFF ASSISTANT	40,000.00	3,333.33	09/01/2014 to 09/30/2014
MALM, JAMES R STAFF ASSISTANT	35,000.00	2,722.22	09/01/2014 to 09/30/2014
MATHENY, HARRISON W TEMPORARY STAFF ASSISTANT	25,000.00	2,083.33	09/01/2014 to 09/30/2014
PATRU, KATHRYN MAE DEP STAFF DIR/OUTREACH & COMM	150,000.00	12,500.00	09/01/2014 to 09/30/2014
ROE, JAMIE A SHARED EMPLOYEE	25,000.00	2,083.33	09/01/2014 to 09/30/2014
ROTHSCHILD, BERNARD DIRECTOR OF MEMBER OUTREACH	125,000.00	10,416.67	09/01/2014 to 09/30/2014
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	90,000.00	7,500.00	09/01/2014 to 09/30/2014
SAYAGO, ERIN CARMEN COMMUNICATIONS DIRECTOR	87,000.00	7,250.00	09/01/2014 to 09/30/2014
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	09/01/2014 to 09/30/2014
SENSENBRENNER, ROBERT A DEPUTY GENERAL COUNSEL	120,000.00	10,000.00	09/01/2014 to 09/30/2014
STROCKO, LEAH S TEMPORARY STAFF ASSISTANT	25,000.00	1,458.33	09/01/2014 to 09/30/2014
WALVORT, BRADLEY D PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00	09/01/2014 to 09/30/2014

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	09/01/2014 to 09/30/2014

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER	97,500.00	8,125.00	09/01/2014 to 09/30/2014
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	105,000.00	8,750.00	09/01/2014 to 09/30/2014
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	61,000.00	5,083.33	09/01/2014 to 09/30/2014
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	75,000.00	6,250.00	09/01/2014 to 09/30/2014
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	09/01/2014 to 09/30/2014
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	09/01/2014 to 09/30/2014
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	10,246.17	09/01/2014 to 09/30/2014
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	09/01/2014 to 09/30/2014
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	09/01/2014 to 09/30/2014
SIMS, AISLAN E STAFF ASSISTANT	35,000.00	2,916.67	09/01/2014 to 09/30/2014
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	09/01/2014 to 09/30/2014
SUBBIO, RICHARD SHARED EMPLOYEE	70,000.00	5,833.33	09/01/2014 to 09/30/2014
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	09/01/2014 to 09/30/2014

House Postal Operations
NOVITEX ENTERPRISE SOLUTIONS

House Administration
1309 Longworth

113th Congress, 2nd Session
Mail Accountability Report
AUGUST 2014

Date	Quantity	Total Cost
8/4/2014	3	4.71
8/7/2014	1	0.41
8/14/2014	55	24.15
Total	59	29.27

House Postal Operations
NOVITEX ENTERPRISE SOLUTIONS

House Administration
1309 Longworth

113th Congress, 2ndSession
Mail Accountability Report
SEPTEMBER 2014

<u>Date</u>	<u>Quantity</u>	<u>Total Cost</u>
9/11/2014	20	8.66
Total	20	8.66

Committee on House Administration

Activities Report – September 2014

Full Committee Hearings

None

Full Committee Meetings

None

Reports Filed

None

Polls

None

Floor Activity

S.J.Res. 40 - A joint resolution providing for the appointment of Michael Lynton as a citizen regent of the Board of Regents of the Smithsonian Institution. – 9/18/14
Passed/agreed to in House without objection.

Administrative and Oversight Activities

Transition Planning

- The Committee continued preparations pertaining to the 114th Congress transition and New Member Orientation.

Member Services

- 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 366 franking calls.
- Reviewed 62 franking requests.

Chief Administrative Officer

- Approved CAO personnel appointment and termination actions including participants in the House's Wounded Warrior Fellowship program.
- 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) as well as a contract pertaining to House Furniture operations.

Clerk of the House

- Approved Clerk personnel appointment and termination actions.
- Approved personnel actions for various vacant offices.

Sergeant-at-Arms

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

Capitol Visitor Center

- Reviewed House and Senate events held in the CVC.
- Approved proposals for new exhibits in Exhibition Hall.

House Inspector General

- Conducted monthly IG oversight meeting and reviewed and approved several audits and advisories.

House Student App Challenge:

- Prepared for House Student App Challenge Website and Display of District Winners.

Library of Congress

- Facilitated communications regarding transition to new LoC website.

Government Printing Office

- Fulfilled Member office requests for various publications including Pocket Constitutions, document sized Constitutions, Our American Government, How Our Laws Are Made.
- In coordination with the House Historian and Art and Archives staff, increased Member Office outreach regarding the availability of "in Congress" publications.

Fine Arts Board

- Approved the third and final step of the Chairman portrait process for Chairman Darrell Issa, Chairman Buck McKeon, and Chairman Dave Camp.

Architect of the Capitol

- Approved event requests for the Botanic Garden.

- Continued to monitor progress on Dome Construction projects.
- Conducted briefings on Cannon Renewal Project for House staff.

Smithsonian Institution

- On September 9, 2014, Committee Members met with Mr. Michael Lynton, who was nominated to serve as a citizen regent of the Smithsonian Board of Regents. Rep. Sam Johnson introduced H.J. Res. 140, providing for the appointment of Mr. Lynton 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. On September 18, 2014, the House agreed to S.J.Res 40 appointing Mr. Lynton to the Board of Regents.
- On September 23, 2014, bipartisan Committee staff reviewed and discussed facilities planning and projects with Smithsonian Institution officials.

Technology Use by the House

- Assisted offices in receiving training for Geographic Information Systems tools for their web sites. There are a number of available tools for offices to use to imbed maps in their web sites. Scheduled on-going training through December.
- Working with committees who wish to switch their webcasting of hearings and markups to YouTube. Coordinating with the House Recording Studio and YouTube to technical and operational issues.
- Preparing proposal to plan an orderly transition to digital cable TV to better support committee broadcasts and increase available channels.
- Preparing changes to House Password policy to increase the strength of user passwords
- Launched STEM Competition website to highlight student winners from participating districts.