

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

November 18, 2014

October 2014 Monthly Report

COMMITTEE
HOUSE ADMINISTRATION
2014 NOV 18 PM 2:17

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

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

The October 2014 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 – October 2014

Full Committee Hearings

None

Full Committee Meetings

None

Reports Filed

None

Polls

None

Floor Activity

None

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 270 franking calls.
- Reviewed 78 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 meetings and reviewed and approved several audits and advisories.

House Student App Challenge:

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

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 Christopher Cox and Chairman Doc Hastings.

Architect of the Capitol

- Approved event requests for the Botanic Garden.
- Continued to monitor progress on Dome Construction projects.

Technology Use by the House

- Updated Members' Handbook to clarify best practices for bulk email.

- Adopted House Information Technology Policy for Bulk Email List Management policy (House IT Policy 007.0)
- Updated House Password Protection policy (House Information Security Policy 009.0)

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

Office: 10H0000 HOUSE ADMINISTRATION
 Authorization Year: 2014
 113th Congress 2nd Session
 Month: October 2014

Disbursed Summary

Program	Object Class	Budget Object Class	S-BOC	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation		280,592.98	2,740,499.33
		1104 Accrued Leave		0.00	14,273.61
	Total			280,592.98	2,754,772.94
21 Travel		2101 Commercial Transportation		0.00	1,683.69
		2105 Lodging		312.03	1,833.22
		2130 Private Auto Mileage		0.00	3,023.10
		2135 Taxi/Parking/Tolls		32.49	491.94
	2138 Travel Subsistence		0.00	2,338.58	
Total			344.52	9,370.53	
23 Rent, Communications, Utilities		2310 TelecomSrv/Eq/Toll Charge		67.47	747.31
		2320 DC Telecom Equip (TRANSFER)		204.00	3,944.00
		2321 DC Telecom Serv (TRANSFER)		609.00	5,550.75
		2322 DC Telecom Tolls (TRANSFER)		3,817.02	36,495.64
		2335 HIR Graphics (TRANSFER)		140.00	736.00
Total			4,837.49	47,473.70	
24 Printing and Reproduction		2401 Printing & Reproduction		36.78	1,562.82
		2403 Photographic (TRANSFER)		0.00	305.65
		2404 Reproduction of Fed/Public Law		0.00	210.00
Total			36.78	2,078.47	
25 Other Services		2503 Consultant Contract Service		3,861.36	39,336.79
		2527 Training		0.00	3,640.00
		2571 Technology Service Contracts		5,465.00	59,584.37
Total			9,326.36	102,561.16	
26 Supplies and Materials		2602 Water		256.76	1,366.03
		2603 Food & Beverage		4.50	3,491.73
		2620 Office Supplies (Outside)		1,896.51	9,543.66
		2621 Office Supply (TRANSFER)		680.24	2,699.01
		2623 Software < \$500		0.00	2,002.95
	2630 Publications/Reference Mat'l		1,642.01	2,315.39	
Total			4,480.02	21,418.77	
31 Equipment		3112 Computer Hardw Purch <\$25,000		0.00	3,028.99
		3115 Computer Softw Purch <\$10,000		2,919.80	2,919.80
		3118 Maintenance / Repairs		945.58	10,631.80
		3128 Warranties		0.00	597.00
	3131 Equipment Purchases		44.96	134.88	
Total			3,910.34	17,312.47	
Total			303,528.49	2,954,988.04	
AE200 Official Mail		2352 Franked Mail		8.66	211.13
	Total			8.66	211.13
Total			303,537.15	2,955,199.17	

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

10/01/2014 to 10/31/2014

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	170,000.00	14,166.67	10/01/2014 to 10/31/2014
DEP STAFF DIR/PLANNING & OVERS			
MORAN, SEAN P	172,500.00	14,375.00	10/01/2014 to 10/31/2014
STAFF DIRECTOR			

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ANGER, AMANDA C	21,600.00	1,020.00	10/01/2014 to 10/31/2014
INTERN			
BARASH, YAEL	56,000.00	4,666.67	10/01/2014 to 10/31/2014
LEGISLATIVE CLERK			
BINSTED, ANNE M	87,000.00	7,250.00	10/01/2014 to 10/31/2014
FINANCE & PERSONNEL ADMIN			
BREMER, JOHN P	25,000.00	2,083.33	10/01/2014 to 10/31/2014
MEMBER LIAISON			
CAPPETTO, RICHARD	100,000.00	8,333.33	10/01/2014 to 10/31/2014
FRANKING COMMISSION STAFF DIR			
DICKHAUS, JOHN L	30,000.00	2,500.00	10/01/2014 to 10/31/2014
STAFF ASSISTANT			
ENGLING, MAXIMILIAN T	60,000.00	5,000.00	10/01/2014 to 10/31/2014
PROFESSIONAL STAFF MEMBER			
ENGLUND, MARY S	140,000.00	11,666.67	10/01/2014 to 10/31/2014
DIRECTOR, ADMIN & OPERATIONS			
FRANKE, ANDREW JAMES	25,000.00	2,083.33	10/01/2014 to 10/31/2014
TEMPORARY STAFF ASSISTANT			
HADIJSKI, GEORGE	147,000.00	12,250.00	10/01/2014 to 10/31/2014
DIR OF MEMBER & COMM SERVICES			
HINMAN, ALYSSA R	49,000.00	4,083.33	10/01/2014 to 10/31/2014
PROFESSIONAL STAFF			
KELLY, RYAN J	40,000.00	3,333.33	10/01/2014 to 10/31/2014
SENIOR STAFF ASSISTANT			
MALM, JAMES R	35,000.00	2,916.67	10/01/2014 to 10/31/2014
STAFF ASSISTANT			
MATHENY, HARRISON W	25,000.00	2,083.33	10/01/2014 to 10/31/2014
TEMPORARY STAFF ASSISTANT			
PATRU, KATHRYN MAE	150,000.00	12,500.00	10/01/2014 to 10/31/2014
DEP STAFF DIR/OUTREACH & COMM			
ROE, JAMIE A	25,000.00	2,083.33	10/01/2014 to 10/31/2014
SHARED EMPLOYEE			
ROTHSCHILD, BERNARD	125,000.00	10,416.67	10/01/2014 to 10/31/2014
DIRECTOR OF MEMBER OUTREACH			
RYAN, CAITLIN MAUREEN	90,000.00	7,500.00	10/01/2014 to 10/31/2014
PROFESSIONAL OVERSIGHT STAFF			
SAHLHOFF, SHAUN A	21,600.00	1,020.00	10/01/2014 to 10/31/2014
INTERN			
SAYAGO, ERIN CARMEN	87,000.00	7,250.00	10/01/2014 to 10/31/2014
COMMUNICATIONS DIRECTOR			

SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	10/01/2014 to 10/31/2014
SENSENBRENNER, ROBERT A DEPUTY GENERAL COUNSEL	120,000.00	10,000.00	10/01/2014 to 10/31/2014
STROCKO, LEAH S TEMPORARY STAFF ASSISTANT	25,000.00	2,083.33	10/01/2014 to 10/31/2014
WALVORT, BRADLEY D PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00	10/01/2014 to 10/31/2014

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	10/01/2014 to 10/31/2014

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	10/01/2014 to 10/31/2014
ALLEN, AARON M SHARED EMPLOYEE	18,000.00	750.00	10/01/2014 to 10/31/2014
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	105,000.00	8,750.00	10/01/2014 to 10/31/2014
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	80,000.00	7,511.11	10/01/2014 to 10/31/2014
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	75,000.00	6,250.00	10/01/2014 to 10/31/2014
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	10/01/2014 to 10/31/2014
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	10/01/2014 to 10/31/2014
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSEL	122,954.00	10,246.17	10/01/2014 to 10/31/2014
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	10/01/2014 to 10/31/2014
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	10/01/2014 to 10/31/2014
SANDSTROM, THOMAS E STAFF ASSISTANT	35,000.00	1,458.33	10/01/2014 to 10/31/2014
SIMS, AISLAN E PROFESSIONAL STAFF	47,500.00	4,513.89	10/01/2014 to 10/31/2014
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	10/01/2014 to 10/31/2014
SUBBIO, RICHARD SHARED EMPLOYEE	70,000.00	5,833.33	10/01/2014 to 10/31/2014
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	10/01/2014 to 10/31/2014

House Postal Operations
NOVITEX ENTERPRISE SOLUTIONS

House Administration
1309 Longworth

**113th Congress, 1st Session
Mail Accountability Report
September 2014**

Date	Quantity	Total Cost
9/11/2014	20	8.66
Total	20	8.66