

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

December 18, 2014

RECEIVED
COMMITTEE ON HOUSE ADMINISTRATION
DEC 18 2014

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

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

The November 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 – November 2014

Full Committee Hearings

None

Full Committee Meetings

None

Reports Filed

None

Polls

None

Floor Activity

None

Administrative and Oversight Activities

Member Services

- Provided guidance to Member offices on compliance with Member Handbook regulations.

New Member Orientation and 114th Congress Transition

- The Committee coordinated the orientation program and associated travel and logistics for newly elected Members of Congress and their designated aides. The program was held during the week of November 12–20, 2014. The bipartisan administrative orientation program included a review of ethics and official resource rules, practical guidance on setting up a congressional office, an overview of procedures on the House Floor, and an introduction to the legislative process.
- Staff responded to transition related questions from new, departing, and returning Members and aides.

Committee Funding and Oversight

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

Franking Commission

- Responded to 387 franking calls.
- Reviewed 133 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.
- Worked closely with various CAO divisions on New Member Orientation planning and execution.

Clerk of the House

- Approved Clerk personnel appointment and termination actions.
- Approved personnel actions for various vacant offices.
- Worked with the Clerk's staff on various New Member Orientation tasks.

Sergeant-at-Arms/USCP

- Reviewed and approved personnel actions.
- Conducted oversight with HSAA regarding House Security Manual preparation and review
- Coordinated with SAA and USCP on New Member Orientation security issues.
- Coordinated with SAA ID office to produce and distribute New Member

House Inspector General

- Worked with the House IG on the beginning phases of a House-wide strategic planning project.

Government Printing Office

- Fulfilled Member Office requests for various publications including Pocket Constitutions, Our American Government, and How Our Laws Are Made.
- Worked with GPO to complete printing projects pertaining to New Member Orientation.

Fine Arts Board

- Approved the third and final step of the Chairman Portrait process for Chairman Sam Graves.

Technology Use by the House

- Worked with HIR to establish a process to identify opportunities to save costs and increase bandwidth for district offices of Members-elect by selecting the

most appropriate technology solution to connect district offices to Washington, D.C.

- Franking Commission identified updates for the automated Franking Submission form to better track bulk email approvals to be implemented in December.
- Reviewed proposal by the CAO for general improvements to House Cyber Security Policies.

Monthly Financial Statement by Legislative Year

Office: 10H0000 HOUSE ADMINISTRATION

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
11 Personnel Compensation		1101 Non-Statutory Compensation	281,416.11	3,021,915.44
		1104 Accrued Leave	10,246.17	24,519.78
		Total	291,662.28	3,046,435.22
21 Travel		2101 Commercial Transportation	200.20	1,883.89
		2105 Lodging	951.84	2,785.06
		2130 Private Auto Mileage	0.00	3,023.10
		2135 Taxi/Parking/Tolls	45.41	537.35
		2138 Travel Subsistence	834.91	3,173.49
	Total	2,032.36	11,402.89	
23 Rent, Communications, Utilities		2303 Temporary Space Rental	7,000.00	7,000.00
		2310 TelecomSrv/Eq/Toll Charge	107.03	854.34
		2320 DC Telecom Equip (TRANSFER)	296.00	4,240.00
		2321 DC Telecom Serv (TRANSFER)	609.00	6,159.75
		2322 DC Telecom Tolls (TRANSFER)	9,004.30	45,499.94
EXPEN General Expenditures		2335 HIR Graphics (TRANSFER)	500.00	1,236.00
		2350 Postage / Courier / Box Rental	461.00	461.00
		Total	17,977.33	65,451.03
		2401 Printing & Reproduction	2,361.42	3,924.24
		2403 Photographic (TRANSFER)	134.70	440.35
24 Printing and Reproduction		2404 Reproduction of Fed/Public Law	0.00	210.00
		Total	2,496.12	4,574.59
25 Other Services		2502 Non-Technology Service Contr	450.00	450.00
		2503 Consultant Contract Service	65,290.25	104,627.04
		2527 Training	0.00	3,640.00
	2571 Technology Service Contracts	5,465.00	65,049.37	
	Total	71,205.25	173,766.41	
26 Supplies and Materials		2602 Water	109.96	1,475.99
		2603 Food & Beverage	351.67	3,843.40
		2610 Habitation Expense	8,800.00	8,800.00

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

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

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
		2620 Office Supplies (Outside)	2,373.23	11,916.89
		2621 Office Supply (TRANSFER)	534.92	3,233.93
	26 Supplies and Materials	2623 Software < \$500	253.67	2,256.62
		2630 Publications/Reference Mat'l	37.01	2,352.40
		Total	12,460.46	33,879.23
EXPEN General Expenditures		3112 Computer Hardw Purch <\$25,000	0.00	3,028.99
		3115 Computer Softw Purch <\$10,000	0.00	2,919.80
	31 Equipment	3118 Maintenance / Repairs	945.58	11,577.38
		3128 Warranties	0.00	597.00
		3131 Equipment Purchases	44.96	179.84
		Total	990.54	18,303.01
			398,824.34	3,353,812.38
AE200 Official Mail		2352 Franked Mail	0.00	211.13
		Total	0.00	211.13
Total			398,824.34	3,354,023.51

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

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Reimbursement Claimed			Total
	From	To				Transportation	Meals, Lodging & Incidentals	Other	
Brad Walvort	11/05/14	11/07/14		Briefing for Chairman on New Member Orientation	DC - MI - DC	\$408.30	\$622.36		\$1,030.66
Jessica Conrad	11/07/14	11/09/14		Contested Election Observer - CA-52	DC - CA - DC	\$796.70	\$372.07		\$1,168.77
Cole Felder	11/11/14	11/16/14		Contested Election Observer - CA-16	DC - CA - DC	\$609.20	\$887.39		\$1,496.59
Ed Puccerella	11/07/14	11/12/14		Contested Election Observer - CA-26	DC - CA - DC	\$1,318.70	\$1,759.33		\$3,078.03
Julie Guaglianone	11/11/14	11/14/14		Contested Election Observer - CA - 07	DC - CA - DC	\$836.95	\$878.64		\$1,715.59
TOTAL									\$8,489.64

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

Traveler	Dates of Travel		Order #	Purpose	Itinerary	Reimbursement Claimed			Total
	From	To				Transportation	Meals, Lodging & Incidentals	Other	
Teresa Frison	11/07/14	11/13/14		Contested Election Observer - CA -26	DC - CA - DC	\$668.20	\$1,070.04		\$1,738.24
Ronald LeGrand	11/07/14	11/09/14		Contested Election Observer - CA-52	DC - CA - DC	\$620.96	\$610.89		\$1,231.85
Russell Kelley	11/11/14	11/14/14		Contested Election Observer - CA-16	DC - CA - DC	\$934.70	\$1,022.76		\$1,957.46
Lillian German	11/12/14	11/14/14		Contested Election Observer - CA-07	DC - CA - DC	\$788.06	\$721.43		\$1,509.49
TOTAL									\$6,437.04

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

11/01/2014 to 11/30/2014

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	11/01/2014 to 11/30/2014
MORAN, SEAN P STAFF DIRECTOR	172,500.00	14,375.00	11/01/2014 to 11/30/2014

SPECIAL & SELECT COMMITTEE - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period
ANGER, AMANDA C INTERN	21,600.00	1,800.00	11/01/2014 to 11/30/2014
ARMENTA, JOSEPH D PART TIME STAFF ASSISTANT	21,600.00	480.00	11/01/2014 to 11/30/2014
BARASH, YAEL LEGISLATIVE CLERK	56,000.00	4,666.67	11/01/2014 to 11/30/2014
BARRERA, AMY D SHARED EMPLOYEE	5,385.00	119.67	11/01/2014 to 11/30/2014
BINSTED, ANNE M FINANCE & PERSONNEL ADMIN	87,000.00	7,250.00	11/01/2014 to 11/30/2014
BREMER, JOHN P MEMBER LIAISON	25,000.00	972.22	11/01/2014 to 11/30/2014
CAPPETTO, RICHARD FRANKING COMMISSION STAFF DIR	100,000.00	8,333.33	11/01/2014 to 11/30/2014
DICKHAUS, JOHN L STAFF ASSISTANT	35,000.00	2,916.67	11/01/2014 to 11/30/2014
ENGLING, MAXIMILIAN T PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00	11/01/2014 to 11/30/2014
ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS	140,000.00	11,666.67	11/01/2014 to 11/30/2014
ESKANDANI, REBEKAH SADIGH PART TIME STAFF ASSISTANT	21,600.00	480.00	11/01/2014 to 11/30/2014
FELDER, COLE M COUNSEL	80,000.00	6,222.22	11/01/2014 to 11/30/2014
FRANKE, ANDREW JAMES TEMPORARY STAFF ASSISTANT	25,000.00	2,083.33	11/01/2014 to 11/30/2014
HADIJSKI, GEORGE DIR OF MEMBER & COMM SERVICES	147,000.00	12,250.00	11/01/2014 to 11/30/2014
HINMAN, ALYSSA R PROFESSIONAL STAFF	49,000.00	4,083.33	11/01/2014 to 11/30/2014
KELLY, RYAN J SENIOR STAFF ASSISTANT	40,000.00	3,333.33	11/01/2014 to 11/30/2014
LARSON, SALLY ROSE SHARED EMPLOYEE	21,600.00	180.00	11/01/2014 to 11/30/2014
LEBRYK, KRISTEN MICHELLE SHARED EMPLOYEE	20,000.00	888.89	11/01/2014 to 11/30/2014
MALM, JAMES R STAFF ASSISTANT	35,000.00	2,916.67	11/01/2014 to 11/30/2014
MATHENY, HARRISON W TEMPORARY STAFF ASSISTANT	25,000.00	2,083.33	11/01/2014 to 11/30/2014
PATRU, KATHRYN MAE DEP STAFF DIR/OUTREACH & COMM	150,000.00	12,500.00	11/01/2014 to 11/30/2014
ROE, JAMIE A SHARED EMPLOYEE	25,000.00	2,083.33	11/01/2014 to 11/30/2014

ROTHSCHILD, BERNARD DIRECTOR OF MEMBER OUTREACH	125,000.00	10,416.67	11/01/2014 to 11/30/2014
RYAN, CAITLIN MAUREEN PROFESSIONAL OVERSIGHT STAFF	90,000.00	7,500.00	11/01/2014 to 11/30/2014
SAHLHOFF, SHAUN A INTERN	21,600.00	1,800.00	11/01/2014 to 11/30/2014
SAYAGO, ERIN CARMEN COMMUNICATIONS DIRECTOR	87,000.00	7,250.00	11/01/2014 to 11/30/2014
SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY	160,000.00	13,333.33	11/01/2014 to 11/30/2014
SENSENBRENNER, ROBERT A DEPUTY GENERAL COUNSEL	120,000.00	10,000.00	11/01/2014 to 11/30/2014
STROCKO, LEAH S TEMPORARY STAFF ASSISTANT	25,000.00	2,083.33	11/01/2014 to 11/30/2014
WALVORT, BRADLEY D PROFESSIONAL STAFF MEMBER	60,000.00	5,000.00	11/01/2014 to 11/30/2014

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	11/01/2014 to 11/30/2014

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	11/01/2014 to 11/30/2014
ALLEN, AARON M SHARED EMPLOYEE	18,000.00	1,500.00	11/01/2014 to 11/30/2014
ANDERSON, KYLE DEMOCRATIC STAFF DIRECTOR	105,000.00	8,750.00	11/01/2014 to 11/30/2014
DEFREITAS, MATTHEW ALBERT PROFESSIONAL STAFF	80,000.00	6,666.67	11/01/2014 to 11/30/2014
FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK	75,000.00	6,250.00	11/01/2014 to 11/30/2014
HARRISON, MICHAEL L DEMOCRATIC CHIEF COUNSEL	137,000.00	11,416.67	11/01/2014 to 11/30/2014
HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS	81,000.00	6,750.00	11/01/2014 to 11/30/2014
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	1,024.62	11/01/2014 to 11/30/2014
MUCHNOK, KRISTIE E PROFESSIONAL STAFF	81,000.00	6,750.00	11/01/2014 to 11/30/2014
PINKUS, MATTHEW A SENIOR POLICY ADVISOR	137,539.00	11,461.58	11/01/2014 to 11/30/2014
SANDSTROM, THOMAS E STAFF ASSISTANT	35,000.00	2,916.67	11/01/2014 to 11/30/2014
SIMS, AISLAN E PROFESSIONAL STAFF	47,500.00	3,958.33	11/01/2014 to 11/30/2014
STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR	84,343.00	7,028.58	11/01/2014 to 11/30/2014
SUBBIO, RICHARD SHARED EMPLOYEE	70,000.00	5,833.33	11/01/2014 to 11/30/2014
WHERRITY, KYLE PATRICK SHARED EMPLOYEE	30,000.00	2,500.00	11/01/2014 to 11/30/2014

SPECIAL & SELECT COMMITTEE - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period
HICKS, THOMAS DEMOCRATIC SR ELECTIONS COUNSE	122,954.00	10,246.17	

House Postal Operations
NOVITEX ENTERPRISE SOLUTIONS

House Administration
1309 Longworth

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

NO TRANSACTIONS AVAILABLE

House Postal Operations
NOVITEX ENTERPRISE SOLUTIONS

House Administration
1309 Longworth

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

Date	Quantity	Total Cost
11/19/2014	1	2.66
11/26/2014	4	20.47
Total	5	23.13