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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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<https://cha.house.gov>

ROBERT A. BRADY, PENNSYLVANIA
RANKING MINORITY MEMBER

ZOE LOFGREN, CALIFORNIA
JAMIE RASKIN, MARYLAND

ONE HUNDRED FIFTEENTH
CONGRESS

JAMIE FLEET, MINORITY STAFF DIRECTOR

November 18, 2018

October 2018 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 October 1 – 31, 2018;
- List of Committee employees, job titles and gross monthly salaries.
- List of Committee Detailees

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

The October 2018 Committee on House Administration Monthly Report is available for public inspection at the Committee office in 1309 Longworth House Office Building.

COMMITTEE
HOUSE ADMINISTRATION
2018 NOV 29 PM 6:04

Committee on House Administration Activities Report – October 2018

Full Committee Hearings

None

Full Committee Meetings

None

Reports Filed

None

Polls

Poll #9 – October 1, 2018: Technical change to Committee Resolution 115-12. The change includes extending the deadline to January 2, 2019, for offices to comply with adopting a universal policy in regard to anti-harassment, anti-discrimination and the minimum requirements that must be included in such policy

Poll #10 – October 9, 2018: Approval of a Committee Consultant Contract Agreement regarding election matters with Perkins Coie L.L.P., to the Minority Office of the Committee on House Administration.

Floor Activity

None

Dear Colleagues

- 10/3/2018 -2018 Third Quarter Mass Mailing and Communications Report Due

Franking and Member Services

- Provided guidance to Member offices to ensure compliance with Handbook regulations.
- Conducted oversight of processing of vouchers, direct payments and payroll actions.
- Continued to monitor migration to the electronic vouchering system and franking submission procedures.
- Provided guidance, advice, and counsel to Member offices through consultations or advisory opinions on the frankability of congressional mail.
- Reviewed proposals to reform mass mailing practices of Members, and regulations governing such mailings.
- Provided training for Member and Committee offices.
- Evaluate Handbook regulations for areas of improvement

Intern Program

- Continued the Congressional Internship Program for Individuals with Intellectual Disabilities.
- Prepared for the Intern Lecture series

Committee Funding and Oversight

- Provided operations guidance to Committee offices to ensure compliance with Handbook regulations.
- Evaluate Handbook regulations for areas of improvement.
- Reviewed Monthly Reports on committee activities and expenditures including franked mail expenditures.
- Monitored continued implementation of the Committee broadcast program

House Officers and House Operations

- Coordinated with House officers and officials to develop long term goals for the administrative and financial functions of the House.
- Worked with House officers to identify and reduce spending and create more cost effective and efficient operations within the House.
- Analyzed management improvement proposals and other initiatives submitted by the House Officers and the Architect of the Capitol
- Continued the review of functions and administrative operations assigned to each House Officer.
- Over saw compliance with the House Employee Position Classification Act.
- Ensured coordination among officers and joint entities on administrative and technology matters
- Provided policy guidance and conducted oversight of security and safety issues and congressional entities charged with such roles.
- Reviewed financial and operational status reports and recommendations changes in operations to improve services and increase efficiencies.
- Reviewed the printing needs of the House Officers to identify the potential for eliminating duplication.
- Examined House Officer and Capitol police roles in assuring accessibility to the House wing of the Capitol, House Office Buildings and other facilities consistent with the Americans with Disabilities Act.
- Reviewed and approved House procurements exceeding the threshold of \$350,000.
- Reviewed findings of financial and operational audits of the House, investigated any irregularities uncovered, and monitored necessary improvements.
- Directed the Inspector General to conduct management advisories to improve implementation and operation of Key House functions.
- Monitored House parking facilities, regulations, and allocation of parking spaces.

Technology Use in the House and Legislative Branch

- Conducted oversight of House Information Resources and other technology functions of the House to improve technology governance, services and the electronic dissemination of information including House technology assessment in both new media and cloud services.
- Reviewed cyber security measures.

- Reviewed technology standards for hearing rooms as they relate to the committee broadcast program.
- Conducted oversight of Legislative Branch cyber security working group.
- Oversaw and continued to implement an enterprise House Disaster Recovery Program for House offices, committees and Member offices.
- Oversaw implementation of the House Office of Legislative Counsel and Law Revision Counsel's Modernization Project.
- Oversaw implementation of House Rule XI 2(e)(4) requiring committee information to be made available electronically, to the maximum extent feasible.
- Oversaw, in conjunction with the senate, forums for the sharing of technology plans and capabilities among the legislative branch agencies and proposals to reduce technology costs.
- Oversaw management of the Congress.gov website
- Oversaw work of the legislative branch Telecommunications Group and Legislative Branch Financial Managers' Council.

Oversight of Legislative Branch and Other Entities

Library of Congress

- Continued oversight of the Library of Congress operations, including inventory and cataloging systems, Law Library and Congressional Research Service.
- Reviewed reports by Library of Congress Inspector General and the implementation of audit recommendations.

United States Capitol Police

- Monitored administrative operations of the agency.
- Reviewed reports by USCP Inspector General and implementation of audit recommendations

Government Publishing Office

- Oversee operations of the Government Printing Office, including the Superintendent of Documents and sales and Depository Library Programs.
- Examined proposals to reform government printing by eliminating redundancies and unnecessary printing, increasing efficiency, and enhancing public access to government publications.
- Monitored implementation of audit recommendations identified by the GPO Inspector General.
- Reviewed use of GPO facilities and other assets to identify possible alternatives enhancing value to the Congress and the public.

Architect of the Capitol

- Reviewed the operations of the office of the Architect.
- Conducted oversight of the Architect of the Capitol's maintenance of House buildings and the House side of the Capitol, including oversight over the Cannon House Office Building renovation, and the O'Neil office building transfer.
- Oversaw operations of the Capitol Visitor Center, in conjunction with the Senate Committee on Rules and Administration.

- Reviewed reports by Architect of the Capitol Inspector General and the implementation of audit recommendations.

Office of Congressional Accessibility Services

- Oversaw management and operations of office Congressional Accessibility services, in conjunction with Senate Committee on Rules and Administration.

Office of Compliance

- Conduct general oversight of the Office of Compliance
- Monitored ongoing judicial proceedings to determine the impact of the CAA.

Smithsonian Institution

- Reviewed the Smithsonian Inspector General's reports on the status of the Smithsonian and the implementation of audit recommendations.
- Continued oversight of operations of the Smithsonian Institution.
- Reviewed proposed appointments of Citizen Regents to the Smithsonian Institution's Board of Regents.

Oversight of Federal Election Law and Procedures

- Recommended disposition of House election contests pending before the Committee; monitor any disputed election counts.
- Reviewed operations of the Federal Election Commission (FEC) and evaluate possible changes to improve efficiency, improve enforcement of the Federal Election Campaign Act, and improve procedures for the disclosure of contributions and expenditures. Considered authorization issues and make recommendations on the FEC's budget.
- Reviewed federal campaign-finance laws and regulations, including Presidential public financing, and consider potential reforms.
- Examined the role and impact of political organizations on federal elections.
- Reviewed operations of the Election Assistance Commission (EAC) and evaluated possible changes to improve efficiency and improve implementations of the Help America Vote Act (HAVA). Consider authorization issues and make recommendations on the EAC's budget.
- Examined the impact of amendments made by HAVA and the Military and Overseas Voter Empowerment Act (MOVE Act) to the Uniformed and Overseas Citizens Absentee Act (UOCAVA); and consider proposals to improve voting methods for those serving and living abroad.
- Reviewed state and federal activities under the National Registration Act to identify potential for improvement to voter registration and education programs and reducing costs of compliance for state and local government.
- Reviewed all aspects of registration and voting practices in federal elections. Monitored allegations of fraud and misconduct during all phases of federal elections and evaluate measures to improve the integrity of the electoral process.

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Authorization Year: 2018
2018:115th Congress 2nd Session
Month: October 2018

Disbursed Summary

| Program | Object Class | Budget Object Class | MTD Disbursed | YTD Disbursed |
|---------|------------------------------------|-------------------------------------|---------------|---------------|
| EXPEN | 11 Personnel Compensation | 1101 Non-Statutory Compensation | 384,304.84 | 3,632,642.19 |
| | | 1103 Overtime Compensation | 0.00 | 230.77 |
| | | 1104 Accrued Leave | 1,250.00 | 16,408.09 |
| | | 1106 Bonus | 0.00 | 12,356.00 |
| | | Total | 385,554.84 | 3,661,637.05 |
| | | 2101 Commercial Transportation | 2,639.62 | 16,001.52 |
| | 21 Travel | 2105 Lodging | 1,241.82 | 17,162.57 |
| | | 2110 Meals | 431.82 | 5,020.10 |
| | | 2120 Car Rental | 299.18 | 1,507.11 |
| | | 2125 Gasoline | 32.31 | 146.44 |
| | | 2130 Private Auto Mileage | 0.00 | 2,860.19 |
| | | 2135 Taxi/Parking/Tolls | 557.60 | 4,854.72 |
| | 23 Rent, Communications, Utilities | Total | 5,202.35 | 47,552.65 |
| | | 2303 Temporary Space Rental | 0.00 | 471.00 |
| | | 2320 DC Telecom Equip (TRANSFER) | 172.00 | 2,886.00 |
| | | 2321 DC Telecom Serv (TRANSFER) | 609.00 | 5,341.50 |
| | | 2322 DC Telecom Tolls (TRANSFER) | 5,363.43 | 42,037.07 |
| | | 2335 HIR Graphics (TRANSFER) | 1,856.00 | 6,416.00 |
| | 24 Printing and Reproduction | 2350 Postage / Courier / Box Rental | 0.00 | 56.17 |
| | | Total | 8,000.43 | 57,207.74 |
| | | 2401 Printing & Reproduction | 168.17 | 3,189.14 |
| | | 2403 Photographic (TRANSFER) | 16.00 | 348.15 |
| | | Total | 184.17 | 3,537.29 |
| | | 2503 Consultant Contract Service | 15,054.63 | 22,554.63 |
| | 25 Other Services | 2525 Stenographic Reporting | 0.00 | 663.00 |
| | | 2527 Training | 0.00 | 9,162.00 |
| | | 2571 Technology Service Contracts | 1,860.00 | 16,230.00 |
| | | Total | 16,914.63 | 48,609.63 |
| | | 2602 Water | 194.81 | 1,393.62 |

Monthly Financial Statement by Legislative Year

Office: 10HO000 HOUSE ADMINISTRATION

Authorization Year: 2018

2018:115th Congress 2nd Session

Month: October 2018

| Program | Object Class | Budget Object Class | MTD Disbursed | YTD Disbursed |
|----------------------------|---------------------------|-------------------------------------|---------------|---------------|
| EXPEN General Expenditures | 26 Supplies and Materials | 2603 Food & Beverage | 2,140.11 | 8,859.48 |
| | | 2605 Framing (TRANSFER) | 0.00 | 50.00 |
| | | 2610 Habitation Expense | 0.00 | 824.00 |
| | | 2620 Office Supplies (Outside) | 1,812.56 | 7,901.60 |
| | | 2621 Office Supply (TRANSFER) | 1,584.68 | 6,648.84 |
| | | 2623 Software < \$500 | 0.00 | 208.26 |
| | | 2630 Publications/Reference Mat'l | 37.01 | 1,433.32 |
| | 31 Equipment | Total | 5,769.17 | 27,319.12 |
| | | 3115 Computer Softw Purch <\$10,000 | 0.00 | 1,268.74 |
| | | 3118 Maintenance / Repairs | 980.00 | 9,818.96 |
| | | Total | 980.00 | 11,087.70 |
| AE200 Official Mail | FM Franked Mail | 2352 Franked Mail | 422,605.59 | 3,856,951.18 |
| | | Total | 0.00 | 222.03 |
| | | Total | 0.00 | 222.03 |
| Total | | | 422,605.59 | 3,857,173.21 |

OCTOBER 2018

MAJORITY

| Traveler | Dates of Travel | | Purpose | Itinerary | Reimbursement Claimed | | | |
|-----------------------|-----------------|------------|---|-----------|-----------------------|------------------------------|----------|--|
| | From | To | | | Transportation | Meals, Lodging & Incidentals | Other | Total |
| Sara Catherine Joseph | 10/4/18 | 10/6/18 | Chairman giving Congressional papers to Mississippi State University. | DC-MS-DC | \$449.50 | | | \$449.50 |
| Alex Hammond | 10/4/18 | 10/6/18 | Chairman giving Congressional papers to Mississippi State University. | DC-MS-DC | \$929.90 | \$169.62 | \$33.07 | \$1,132.59 |
| Jennifer Lee Bonner | 10/4/18 | 10/6/18 | Chairman giving Congressional papers to Mississippi State University. | DC-MS-DC | \$1,093.40 | \$49.84 | | \$1,143.24 |
| Alyssa Hinman | 10/4/18 | 10/6/18 | Chairman giving Congressional papers to Mississippi State University. | DC-MS-DC | \$841.90 | \$313.04 | \$185.97 | \$1,340.91 |
| Courtney Parrella | 10/4/18 | 10/6/18 | Chairman giving Congressional papers to Mississippi State University. | DC-MS-DC | \$849.90 | \$56.22 | \$38.90 | \$945.02 |
| Margaret Pritchard | 10/18/18 | 10/21/18 | District Office Visit (Rep. Palmer) | DC-AL-DC | \$642.15 | \$45.18 | \$171.63 | \$858.96 |
| MINORITY | | | | | | | | Total \$3,144.89 |
| Traveler | Dates of Travel | | Purpose | Itinerary | Reimbursement Claimed | | | |
| | From | To | | | Transportation | Meals, Lodging & Incidentals | Other | Total |
| Jamie Fleet | 10/23/2018 | 10/23/2018 | NMO discussion | DC-PA-DC | \$348.00 | \$17.75 | \$128.23 | \$493.98 |
| Eddie Flaherty | 10/23/2018 | 10/23/2018 | NMO discussion | DC-PA-DC | \$370.00 | \$12.25 | \$12.71 | \$394.96 |
| Jamie Fleet | 10/28/2018 | 10/28/2018 | Meet with Ranking Minority Member | DC-PA-DC | \$219.09 | \$12.27 | \$14.15 | \$245.51 |
| | | | | | | | | \$0.00 |
| | | | | | | | | Total Minority Travel Performed \$1,134.45 |

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

10/01/2018 to 10/31/2018

| Employee and Job Title | Annual Salary | Gross Pay | Period |
|--|---------------|-----------|--------------------------|
| BETZ, KIMBERLY S GENERAL COUNSEL/DEPUTY STAFF D | 170,696.00 | 14,224.67 | 10/01/2018 to 10/31/2018 |
| ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS | 160,700.00 | 13,391.67 | 10/01/2018 to 10/31/2018 |
| MORAN, SEAN P STAFF DIRECTOR | 172,500.00 | 14,375.00 | 10/01/2018 to 10/31/2018 |
| PATRU, KATHRYN MAE DEP STAFF DIR/MBR SERVICES, OU | 170,696.00 | 14,224.67 | 10/01/2018 to 10/31/2018 |
| SCHWEICKHARDT, REYNOLD C DIR OF TECHNOLOGY POLICY | 170,000.00 | 14,166.67 | 10/01/2018 to 10/31/2018 |
| WALL, STEVEN W DEPUTY GENERAL COUNSEL | 170,000.00 | 14,166.67 | 10/01/2018 to 10/31/2018 |
| ANGER, AMANDA C PROFESSIONAL STAFF | 75,000.00 | 6,250.00 | 10/01/2018 to 10/31/2018 |
| BONNER, JENNIFER L STAFF ASSISTANT | 40,000.00 | 3,333.33 | 10/01/2018 to 10/31/2018 |
| CHO, AUSTIN H ADMINISTRATIVE ASSISTANT | 40,000.00 | 3,333.33 | 10/01/2018 to 10/31/2018 |
| DAULBY, JENNIFER A SHARED EMPLOYEE | 100,000.00 | 8,333.33 | 10/01/2018 to 10/31/2018 |
| DOWNES, JOEL J SHARED EMPLOYEE | 90,000.00 | 7,500.00 | 10/01/2018 to 10/31/2018 |
| ENGLING, MAXIMILIAN J FRANKING COMMISSION STAFF DIR | 168,000.00 | 14,000.00 | 10/01/2018 to 10/31/2018 |
| ENGLUND, MARY S DIRECTOR, ADMIN & OPERATIONS | 157,000.00 | 0.00 | 10/01/2018 to 10/31/2018 |
| FIELD, MATTHEW DIRECTOR OF OVERSIGHT | 165,000.00 | 13,750.00 | 10/01/2018 to 10/31/2018 |
| GLENNINGS, MEREDITH INTERN | 21,599.99 | 0.00 | 10/01/2018 to 10/31/2018 |
| HADJISKI, GEORGE SENIOR ADVISOR | 165,000.00 | 13,750.00 | 10/01/2018 to 10/31/2018 |
| HAMMOND, ALEXANDER STEVEN PROFESSIONAL STAFF | 75,000.00 | 6,250.00 | 10/01/2018 to 10/31/2018 |
| HEBERT, ASHLEY ANN STAFF ASSISTANT | 50,000.00 | 4,166.67 | 10/01/2018 to 10/31/2018 |
| HINMAN, ALYSSA R MEMBER SERVICES DIRECTOR | 122,012.00 | 10,167.67 | 10/01/2018 to 10/31/2018 |
| JARRELL, DANIEL JOSEPH LEGISLATIVE CLERK/OVERSIGHT | 60,000.00 | 5,000.00 | 10/01/2018 to 10/31/2018 |
| JOSEPH, ELIZABETH J PROFESSIONAL STAFF | 126,000.00 | 10,500.00 | 10/01/2018 to 10/31/2018 |
| JOSEPH, SARA C STAFF ASSISTANT | 40,000.00 | 3,333.33 | 10/01/2018 to 10/31/2018 |
| KELLEY, DILLON M INTERN | 21,599.99 | 1,800.00 | 10/01/2018 to 10/31/2018 |
| MALVANEY, LUCIAN SCOT SHARED EMPLOYEE | 105,000.00 | 8,750.00 | 10/01/2018 to 10/31/2018 |
| ORZECOWSKI, JEFFREY T PROFESSIONAL STAFF | 75,000.00 | 2,916.67 | 10/01/2018 to 10/31/2018 |

| | | | |
|---|------------|-----------|--------------------------|
| PARELLA, COURTNEY ELIZABETH COMMUNICATIONS DIRECTOR | 137,004.00 | 11,417.00 | 10/01/2018 to 10/31/2018 |
| PRITCHARD, MARGARET L STAFF ASSISTANT | 40,000.00 | 3,333.33 | 10/01/2018 to 10/31/2018 |
| PUCCERELLA, EDWARD J PROFESSIONAL STAFF | 72,000.00 | 6,000.00 | 10/01/2018 to 10/31/2018 |
| SCHWALB, JANET GIULIANI FINANCE & PERSONNEL ADMINISTRA | 150,000.00 | 12,500.00 | 10/01/2018 to 10/31/2018 |
| SULLIVAN, TIMOTHY M PROFESSIONAL STAFF | 55,000.00 | 4,583.33 | 10/01/2018 to 10/31/2018 |
| TAPELLA, ROBERT C PROFESSIONAL STAFF MEMBER | 90,000.00 | 7,500.00 | 10/01/2018 to 10/31/2018 |
| WALL, STEVEN W DEPUTY GENERAL COUNSEL | 150,000.00 | 0.00 | 10/01/2018 to 10/31/2018 |
| ORZECOWSKI, JEFFREY T PROFESSIONAL STAFF | 75,000.00 | 1,250.00 | 10/01/2018 to 10/31/2018 |

Department: HO090 HOUSE ADMIN-MINORITY STAFF

| | | | |
|---|------------|-----------|--------------------------|
| FLEET II, JAMES P.D. DEMOCRATIC STAFF DIRECTOR | 170,696.00 | 14,224.67 | 10/01/2018 to 10/31/2018 |
| LEAVANDOSKY, STACEY E SHARED EMPLOYEE | 14,000.00 | 1,166.67 | 10/01/2018 to 10/31/2018 |
| MORGAN, TERIA DEPUTY STAFF DIR/CHIEF COUNSEL | 160,000.00 | 12,250.00 | 10/01/2018 to 10/31/2018 |
| WHITE, STANLEY W SHARED EMPLOYEE | 140,000.00 | 11,666.67 | 10/01/2018 to 10/31/2018 |
| ABBOUD, KHALIL DPTY STAFF DIR/DIR OF LEG OPER | 157,500.00 | 11,208.33 | 10/01/2018 to 10/31/2018 |
| BURNS, SYDNEY O DEMOCRATIC STAFF ASSISTANT | 45,000.00 | 3,750.00 | 10/01/2018 to 10/31/2018 |
| CONNOR, MEREDITH R DEMOCRATIC PROFESSIONAL STAFF | 52,000.00 | 4,333.33 | 10/01/2018 to 10/31/2018 |
| DEFREITAS, MATTHEW ALBERT FRANKING COMM DEMO STAFF DIR | 130,000.00 | 10,000.00 | 10/01/2018 to 10/31/2018 |
| FLAHERTY JR, EDWARD DEMOCRATIC CHIEF CLERK | 168,411.00 | 14,034.25 | 10/01/2018 to 10/31/2018 |
| HENDRIX, KEMBA A DEMOCRATIC DIVERSITY DIRECTOR | 125,000.00 | 10,416.67 | 10/01/2018 to 10/31/2018 |
| HENLINE, ROBERT A DEM. DIR OF MEMBER & COMM SVCS | 127,500.00 | 8,500.00 | 10/01/2018 to 10/31/2018 |
| HIRA, ELIZABETH L ELECTIONS COUNSEL | 70,000.00 | 5,250.00 | 10/01/2018 to 10/31/2018 |
| HULL, GEORGE Z SHARED EMPLOYEE | 12,000.00 | 1,000.00 | 10/01/2018 to 10/31/2018 |
| SEHGAL, TANYA ELECTION COUNSEL | 120,000.00 | 10,000.00 | 10/01/2018 to 10/31/2018 |
| STEVENS, KIMBERLY DEMOCRATIC FINANCE DIRECTOR | 84,343.00 | 7,028.58 | 10/01/2018 to 10/31/2018 |
| SUBBIO, RICHARD SHARED EMPLOYEE | 37,500.00 | 3,125.00 | 10/01/2018 to 10/31/2018 |
| TAGEN, JULIE S SHARED EMPLOYEE | 15,000.00 | 1,250.00 | 10/01/2018 to 10/31/2018 |
| WHIPPY, PETER N SHARED EMPLOYEE | 25,000.00 | 2,083.33 | 10/01/2018 to 10/31/2018 |

Committee on House Administration
Detailees – October 2018
115th Congress 2nd Session

| NAME | AGENCY | Start Date | End Date | Majority/Minority |
|------|--------|------------|----------|-------------------|
| | | | | |

No Detailees to Report