

MARKUP OF COMMITTEE RESOLUTION 115-21

MARKUP
BEFORE THE
COMMITTEE ON HOUSE
ADMINISTRATION
HOUSE OF REPRESENTATIVES
ONE HUNDRED FIFTEENTH CONGRESS
SECOND SESSION

—————
SEPTEMBER 26, 2018
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WASHINGTON : 2018

COMMITTEE ON HOUSE ADMINISTRATION

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Ranking Member

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MARKUP OF COMMITTEE RESOLUTION 115-21

WEDNESDAY, SEPTEMBER 26, 2018

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE ADMINISTRATION,
Washington, DC.

The Committee met, pursuant to call, at 11:00 a.m., in Room 1310, Longworth House Office Building, Hon. Gregg Harper [Chairman of the Committee] presiding.

Present: Representatives Harper, Davis, Walker, Smith, Loudermilk, and Brady.

Staff Present: Sean Moran, Staff Director; Kim Betz, Deputy Staff Director/Policy and Oversight; Steven Wall, Deputy General Counsel; Dan Jarrell, Legislative Clerk; Elizabeth Joseph, Professional Staff; Courtney Parella, Communications Director; Jamie Fleet, Minority Staff Director; Khalil Abboud, Minority Deputy Staff Director; and Eddie Flaherty, Minority Chief Clerk.

The CHAIRMAN. I now call to order the Committee on House Administration. For purposes of today's Committee meeting, a quorum is present, so we may proceed. The meeting record will remain open for 5 legislative days so that Members may submit any materials they wish to be included therein.

There is one item on the docket today, and that is Committee Resolution 115-21, adopting the recommended standards and processes submitted by the House officers in response to Committee Resolutions 115-13 through 18.

As you all recall, this past April the Committee adopted a package of resolutions, Committee Resolutions 115-13 through 115-18, to strengthen the oversight of shared administrative employees.

The resolution set forth policies and the Committee identified as essential to ensuring that risks posed to the House by the practice of sharing employees were sufficiently mitigated.

The resolutions directed the House Chief Administrative Officer, the House Sergeant-at-Arms, and the Clerk of the House to report back to the Committee within 30 days on the plans to implement these policies.

While each House officer met the deadline, the Committee allowed for extra time to address concerns more thoroughly. The Committee received revised standards and processes from the Chief Administrative Officer on September 14, 2018.

Last night the Committee received an additional letter from the CAO, a copy of which you all have been provided. I ask unanimous consent that the letter be entered into the record, and without objection, so entered.

[The information follows:]

Philip G. Kiko
Chief Administrative Officer

Office of the
Chief Administrative Officer
U.S. House of Representatives
Washington, DC 20515-6860

HB-28, The Capitol

September 25, 2018

The Honorable Gregg Harper
Chairman
Committee on House Administration
U.S. House of Representatives
Washington, DC 20515

The Honorable Robert Brady
Ranking Member
Committee on House Administration
U.S. House of Representatives
Washington, DC 20515

Dear Chairman Harper and Ranking Member Brady,

Please find attached updated draft standards for shared employees for Committee review. The updated standards include:

1. Standards for Shared Technology Administrators labeled Appendix B.
2. Standards for Shared Financial Administrators labeled Appendix C.

The CAO originally submitted these standards as required by Committee resolutions 115-113 and 115-18 on May 25, 2018. Since that time, the CAO worked with Committee staff to brief and discuss the standards with affected shared employees. Based on those discussions the CAO made several adjustments and practical improvements and believes they are ready for final review and approval by the Committee.

I recommend the following additional implementation recommendations to the Committee for consideration,

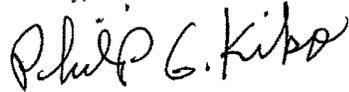
1. Begin the formal implementation of the new standards in January of 2019, three months later than submitted in the original implementation plan.
2. Authorize the CAO to begin moving¹ computer accounts as required by the draft standards for interested shared staff beginning in October of 2018. Some shared staff brought to our attention that their existing computer account is currently associated with a retiring Member of Congress, and they wanted to avoid having to move their accounts twice.
3. The implementation plan submitted to the Committee includes a review and update to the standards at the three and six-month intervals. In addition to these two formal reviews, the CAO requests authority to fine-tune the standards at any time during the first six months to ensure the standards are implemented and enforced in a practical manner. The CAO will work closely with

¹ Technically accounts will be deleted from their Member office and recreated within an organization unit controlled by the CAO.

shared employees and Committee staff to make these adjustments. The CAO will notify the Committee as these fine-tuning adjustments are implemented.

Shared employees provide valuable administrative services to Members and the House. Their feedback was invaluable in developing these standards and I look forward to working with them and the Committee to implement this program successfully in 2019.

Sincerely,

A handwritten signature in black ink that reads "Philip G. Kiko". The signature is written in a cursive style with a large initial "P".

Philip G. Kiko
Chief Administrative Officer

cc:

Karen Haas, Clerk of the House

Paul D. Irving, Sergeant at Arms

The CHAIRMAN. The Committee is prepared to adopt today those revised standards and processes, as well as the recommendations previously submitted by the House Sergeant-at-Arms and the Clerk of the House.

I would now like to recognize the Ranking Member, Mr. Brady, for the purpose of providing an opening statement.

Mr. BRADY. Thank you, Mr. Chairman. Thank you for calling this meeting.

Mr. Chairman, unless the Committee meets in a lame duck, this is likely to be the last time we will be sitting together at this dais, and I want you to know it has been an absolute pleasure to work with you.

You have been a total class act the entire time as you have been Chairman. And the few things, very, very few things I will miss is to be working with you, not being here.

I have said many times before I would like to thank you for your bipartisan work, working together, and making it a pleasure to work on this Committee.

We have worked on shared employees issues for years, and today represents another step in trying to find the balance between letting Members run their offices with broad discretion and working to make sure that all our rules and regulations are followed and enforced.

I would like to also thank Mr. Davis for having meetings with me and my staff and many other meetings.

I believe this might be your baby. You really worked on this and cared for it and now it is coming to fruition.

So while I am certain the next Congress will continue to wrestle with these issues, hopefully it will be a little easier because of the work we do here today.

I want to thank the shared employees who gave us feedback for this proposal. I know it is not everything you wanted, but hopefully it represents a compromise document that helps improve how our House operations. I support the resolution before us and urge my colleagues to do the same.

And before I yield back the balance of my time, Mr. Chairman, I want to give you a hug.

The CHAIRMAN. You know, they usually only write or do news stories on the fussing and fighting.

Mr. BRADY. That is why they are never here.

The CHAIRMAN. I know. I know. But what I want to say is, I want to echo those sentiments. And I am going to miss working with you, but I hope that we can maintain this friendship past Congress.

Mr. BRADY. I hope so.

The CHAIRMAN. And would love to come up to Philadelphia for some sightseeing and hang out with you Mr. Brady. There is a Philadelphia, Mississippi, isn't there?

The CHAIRMAN. There is. It is in my district, as a matter of fact. And it is a great place. Mississippi Band of Choctaw Indians is located in Philadelphia. And also the Williams Brothers Grocery is there, and that is the family of Archie Manning's wife, Olivia. So, I mean, you would almost have to go to Williams Brothers to check it out.

Mr. BRADY. Thank you.

The CHAIRMAN. And I just want to thank you, not just for the way we have worked together for these 10 years, but your friendship. And if this is our last hearing, I will always remember the special hug, and I appreciate that. Thank you.

I would ask if any other Member of the Committee wishes to be recognized for the purpose of providing an opening statement.

I now call up and lay before the Committee, Committee Resolution 115–21, to adopt the recommended standards and processes submitted by the House officers in response to the directives laid out in Committee Resolutions 115–13 through 115–18. Without objection, the first reading of the resolution is dispensed with and the resolution is considered read and open for amendment.

[The resolution follows:]

Committee Resolution 115-21

Whereas, on April 25, 2018, the Committee on House Administration adopted Committee Resolutions 115-13 through 115-18 directing the House Chief Administrative Officer, House Sergeant-at-Arms and House Clerk to implement policies to strengthen the oversight of individuals employed by more than two offices as well as mitigate risks to the House, and to report back to the Committee within 30 days on those strategies.

Whereas, the House Officers described above submitted proposals on May 25, 2018;

Whereas, the Committee on House Administration allowed additional time to the House Officers to refine such proposals;

Resolved, the Committee on House Administration adopts the following standards and processes contained in the following:

- 1) May 25, 2018 Memorandum titled “Sergeant at Arms Plans for Implementation”, including Appendix 1;
- 2) May 25, 2018 Letter from Karen Haas, Clerk, outlining the Office of the Clerk’s plan for financial disclosure submissions; and
- 3) May 25, 2018 Letter from Phil Kiko, Chief Administrative Officer, including Appendices A, B, C, and D, as revised by the September 13, 2018 Letter from Phil Kiko, received by the Committee on House Administration on September 14, 2018, and as revised again on September 24, 2018 with respect to Appendices B and C.

The CHAIRMAN. Is there any debate? Are there any Members who want to offer an amendment to the resolution?

If not, I move the Committee adopt the resolution. The question is on the motion.

All those in favor, signify by saying aye.

Opposed, say nay.

In the opinion of the Chair, the ayes have it.

Without objection, the motion to reconsider is laid upon the table. I ask unanimous consent that the staff be allowed to make necessary technical and conforming changes to the bills ordered reported today subject to the approval of the minority. Hearing no objection, so ordered.

I would like to now take a moment before we adjourn because this may be one of the last business meetings this Committee holds this year. I want to thank every person, every Member on this Committee, majority and minority.

I have been on the Committee on House Administration since I started in January of 2009 with Mr. Brady as the Chairman, and it has been a great Committee to be on. We have worked together almost always in a bipartisan method and manner.

And in the times that we didn't agree, I just want to compliment Mr. Brady because it was never, the differences that we had were never personal. They may have been on policy or issues. But I think Congress works better this way.

And I thank each of you for your service on this Committee, and I wish everyone well as we go through the rest of this year.

And now, without objection, this markup is adjourned.

[Whereupon, at 11:10 a.m., the Committee was adjourned.]

Congress of the United States
Washington, DC 20515

June 6th, 2018

The Honorable Gregg Harper, Chairman
The Honorable Robert Brady, Ranking Member
Committee on House Administration

Dear Chairman Harper and Ranking Member Brady,

We are writing to you today to express our strong support for shared financial administrators. We believe shared financial employees are an invaluable asset to the House, the CAO and the Member offices and Committees they work for.

350 Member offices and Committees see the value-add of shared financial administrators, and some of their signatures are attached supporting this indispensable position.

Shared financial administrators bring irreplaceable expertise, institutional knowledge and experience (more than 15 average years based on self-reported averages) to the Members/Committees they serve. Offices' interaction with CAO support offices is streamlined and strengthened by shared administrators. They are the first line of response for questions, training and staffing issues, which greatly reduce the number of calls and emails to Payroll, Finance and other CAO support offices. Their ability to catch issues before they land on those offices' desks greatly decreases the time and energy to process them, which in turn increases efficiency and adherence to standards and requirements House-wide.

They are able to focus and work in the same capacity across all their offices. In most Member offices that do not employ a shared financial administrator, the staffer who is responsible for most of these tasks is also performing other duties. In these cases, their duties are split and the important work of financial administration can be relegated to an afterthought when the events of the day get hectic, opening the door to potentially missed deadlines and incomplete documentation submissions. Staff changes are also much lower with shared financial administrators, ensuring a consistent knowledge base and guidance for Members. Low turnover keeps the point of contact for the CAO support office constant. All of these tasks and the many roles that the shared financial administrator perform safeguard the Member/Committee so that each continues to run smoothly, benefitting from the invaluable institutional knowledge and years of experience that each bring to their service in Congress.

Shared financial administrators play a key role in handling sensitive payroll and budget conversations, working closely with each of their offices and developing a strong working relationship with Chiefs, Members and staff on a daily basis. The Offices and Committees they serve look to them for guidance as they handle critical issues day in and day out. Furthermore, shared financial administrators ensure that Members/Committee/Staff are each following their respective handbooks and they partner with CHA to ensure all of rules therein are being adhered to.

As you continue to review the important position of the shared financial administrator, we hope you recognize their invaluable service to our offices as we work to serve the American people.

Rep. Adam Kinzinger
Rep. Andy Biggs
Rep. Ann Wagner MO02
Rep. Barbara Lee
Rep. Bill Flores
Rep. Bill Foster (IL11)
Rep. Bill Huizenga
Rep. Bill Pascrell, Jr. (NJ09)
Rep. Bill Shuster
Rep. Bonnie Watson Coleman
Rep. Bradley Byrne
Rep. Bruce Westerman
Rep. Claudia Tenney NY22
Rep. Clay Higgins LA03
Rep. Dave Brat
Rep. David Kustoff
Rep. Debbie Lesko
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Rep. Elizabeth Esty
Rep. Erik Paulsen
Rep. Evan Jenkins WV03
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Rep. Gerry Connolly
Rep. Greg Walden
Rep. Gus Bilirakis FL12
Rep. Jimmy Panetta (CA20)
Rep. Joe Courtney
Rep. Joe Kennedy
Rep. John Moolenaar
Rep. Juan Vargas
Rep. Judy Chu
Rep. Kay Granger (TX12)
Rep. Keith Ellison (MN05)
Rep. Keith Rothfus
Rep. Kevin Cramer
Rep. Kevin Yoder
Rep. Larry Bucshon
Rep. Linda Sanchez
Rep. Lloyd Smucker PA16
Rep. Marc Veasey
Rep. Marcia Fudge (OH11)

Rep. Mark Meadows
Rep. Mark Walker
Rep. Matt Gaetz
Rep. Michael Turner
Rep. Mike Bost
Rep. Mike Conaway
Rep. Mike Johnson
Rep. Mike Rogers
Rep. Mo Brooks
Rep. Panetta
Rep. Patrick McHenry
Rep. Pete Olson
Rep. Pete Sessions
Rep. Peter DeFazio
Rep. Ralph Abraham
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Rep. Raul Ruiz
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Rep. Scott DesJarlais (TN04)
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Rep. Sewell (AL07)
Rep. Stefanik
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Rep. Ted Lieu
Rep. Tim Walberg
Rep. Todd Rokita
Rep. Tom Emmer
Rep. Tom Reed
Rep. Trent Kelly
Rep. Trey Hollingsworth
Rep. Virginia Foxx
Rep. Walorski
Rep. Warren Davidson
Rep. Yvette Clarke