

Union Calendar No. 552

113TH CONGRESS }
2d Session

HOUSE OF REPRESENTATIVES

{ REPORT
113-721

SECOND ANNUAL REPORT ON THE
ACTIVITIES
OF THE
COMMITTEE ON HOUSE ADMINISTRATION
OF THE
HOUSE OF REPRESENTATIVES
DURING THE
ONE HUNDRED THIRTEENTH CONGRESS
TOGETHER WITH MINORITY VIEWS



DECEMBER 30, 2014.—Committed to the Committee of the Whole House
on the State of the Union and ordered to be printed

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LETTER OF TRANSMITTAL

HOUSE OF REPRESENTATIVES,
COMMITTEE ON HOUSE ADMINISTRATION,
Washington, DC, December 30, 2014.

Hon. KAREN HAAS,
Clerk of the House, Washington, DC.

DEAR MS. HAAS: Pursuant to Rule XI, clause 1, paragraph (d) of the Rules of the U.S. House of Representatives, I hereby transmit the Second Annual Report on the Activities of the Committee on House Administration. This report summarizes the activities of the Committee with respect to its legislative and oversight responsibilities in the 113th Congress from January 2014 to December 2014.

Sincerely,

CANDICE S. MILLER,
Chairman.

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FIRST ANNUAL REPORT ON THE ACTIVITIES OF THE COMMITTEE ON HOUSE ADMINISTRATION DURING THE 113TH CONGRESS

DECEMBER 30, 2014.—Committed to the Committee of the Whole House on the State
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Mrs. CANDICE S. MILLER of Michigan, from the Committee on
House Administration, submitted the following

R E P O R T

together with

MINORITY VIEWS

INTRODUCTION

The Committee on House Administration (“Committee”) is charged with the oversight of federal elections and the day-to-day operations of the House of Representatives.

The Committee on House Administration oversees appropriations for the salaries and expenses of all House committees (except for the Committee on Appropriations); allowance and expenses of House Members, officers, and administrative offices; and the auditing and settling of these accounts. The Committee further oversees the employment of staff for House Members, committees, and stenographers. The Committee has jurisdiction over the House Library; the statuary and art in the Capitol; the Franking Commission; the Congressional Record; accounts of the House; and the assignment of office space for House Members and committees. The Committee also has the important duty of overseeing the Capitol Police and security of the House office buildings and grounds.

Additionally, the Committee’s jurisdiction covers the election of the President and Vice President, House Members, Delegates, the Resident Commissioner, and Senators as well as House contested elections, credentials and qualifications of candidates, corrupt practices, and campaign finance matters in federal elections. Regarding

Member services, the Committee oversees the House restaurant, parking facilities, and administration of the House office buildings and of the House wing of the Capitol. The Committee also deals with the travel of Members; and the compensation, retirement and other benefits of Members, officers and employees of Congress. Lastly, the Committee has jurisdiction over the Library of Congress, the purchase of books and manuscripts, the Botanic Garden, and the Smithsonian Institution.

COMMITTEE FUNDING

The Committee on House Administration reports a biennial primary expense resolution by which standing and select committees of the House (except the Committee on Appropriations) are authorized operating funds for each Congress. During the first three months of each new Congress, House rule X, clause 7, provides a temporary authorization for House committees to continue operations. This temporary authorization is based on their funding authorizations from the preceding session and allows committees to organize, adopt legislative and oversight agendas, and seek spending authority through the adoption of a primary expense resolution by the House.

113th Congress Second Session Proceedings

The Committee agreed to Committee Resolution 113–7 on January 29, 2014. The resolution allocated an additional 1 percent of funding to each committee from the reserve fund.

MEMBERS' REPRESENTATIONAL ALLOWANCE

The Committee has jurisdiction over the use of appropriations from the accounts of the U.S. House of Representatives for the Members' Representational Allowance ("MRA") as well as official travel by Members and staff, and compensation, retirement and other benefits of Member office employees. The MRA is the annual authorization made to each Member of the House to obligate U.S. Treasury funds not to exceed a certain amount. These funds may be used by the Member to pay ordinary and necessary business expenses incurred by the Member and his or her congressional office employees in support of the conduct of the Member's official and representational duties on behalf of the district from which the Member is elected. The annual MRA is available for one legislative year (i.e., January 3 of one year through January 2 of the following year).

The MRA is made up of three primary expense components: personnel compensation, official expenses, and official (franked) mail expenses. The amount of the MRA varies from Member to Member based on the distance of a Member's district from Washington, D.C., the cost to lease federal office space in a Member's district, and the number of U.S. Postal Service private delivery stops in a Member's district. The use of funds in any expense category is not limited by the amount factored into a corresponding expense component, e.g., a Member may spend more or less than the amount of the travel component to travel and from his or her district. Each Member has complete discretion in budgeting the total amount of his or her MRA as he or she determines to support the operation of his or her Washington, D.C., and district congressional offices,

consistent with applicable Federal law and House Rules and regulations.

Federal law authorizes the Committee to fix and adjust the amounts, terms, and conditions of, and other matters relating to the MRA (including all aspects of official mail) by reason of:

1. A change in the price of materials, services, or office space;
2. A technological change or other improvement in office equipment; or
3. An increase in rates of pay under the General Schedule, e.g., a comparability and/or locality wage adjustment.

The 2014 MRA amount was initially updated with new rent, mail, and mileage components to account for the updated reapportionment and redistricting information after the 2010 Census. Those amounts were measured against the amount available in the total MRA appropriation and each MRA was increased by a proportional amount so they were computed to the amount available in the appropriation. The total amount authorized for all Members' Representational Allowances for 2014 was \$554,317,732. The average MRA for 2014 was \$1,256,956.

COMMISSION ON CONGRESSIONAL MAILING STANDARDS

The Commission on Congressional Mailing Standards of the U.S. House of Representatives ("Franking Commission"), established by Public Law 93-191, is composed of six Members appointed by the Speaker of the House; three from the majority and three from the minority. The Speaker designates as Chairman of the Franking Commission, from among the Members of the Committee on House Administration, one of the Members appointed to the Commission.

In the 113th Congress, Representative Candice S. Miller was appointed Chairman of the Franking Commission. Additionally, Representative Tom Price, M.D., of Georgia and Representative Robert E. Latta of Ohio were appointed as majority Members to the Commission. Representative Susan Davis of California was appointed as the Ranking Minority Member, and Representative Brad Sherman of California and Representative Cedric Richmond of Louisiana were appointed as minority Members to the Commission.

All communications required to receive an Advisory Opinion from the Franking Commission are subject to full public disclosure. These Advisory Opinions are made available for review (and duplication) to the public through the Legislative Resource Center, now located in 135 Cannon House Office Building. Communications that require an Advisory Opinion include mass mailings and any mass communications (regardless of media). A mass mailing or communication is considered to be any unsolicited communication of substantially identical content initiated by a Member that will potentially be distributed to, i.e., read by, heard by, or seen by, 500 or more individuals. As of December 2014, the Franking Commission has reviewed over 5,000 requests for Advisory Opinions.

The Franking Commission is also responsible for monitoring requests to review Advisory Opinions filed at the Legislative Resource Center to ensure that the applicable public disclosure requirements are fully complied with. In addition, it is the practice of the Franking Commission to provide notice to a Member whenever his or her public disclosure file has been reviewed in whole or

in part. So far, during the 113th Congress, the Commission has issued 957 Notifications of Review.

OVERSIGHT AND LEGISLATIVE ACTIVITIES OF THE COMMITTEE

Cumulative Taxpayer Savings Estimated to be \$594 Million

The Committee continues to work with House Leadership and Legislative Branch Appropriations to reduce overall costs and efficiently manage House operations. Over the past four years the cumulative taxpayer savings are estimated to be \$594 million, calculated using FY 2010 Legislative Branch Appropriations as the baseline. This includes approximately \$58 million in savings in FY 2011, \$143 million in FY 2012, \$205 million in FY 2013, and another \$188 million in FY 2014.

Officers of the House

One of the responsibilities of the Committee is to conduct oversight of the Officers of the House, whose organizations serve primary roles in legislative operations and the day-to-day administrative and operational infrastructure necessary to support the Members and staff of the House.

Clerk of the House

The Office of the Clerk is charged with overseeing nine departments including the Office of Art and Archives, the Legislative Resource Center, and the Office of Official Reporters. The Clerk's primary responsibilities involve the legislative activities of the House. This includes managing the bills originating in the House as well as overseeing the voting system.

The Committee worked with several of the Clerk's subdivisions on projects throughout the year, including the Historian, to produce the Hispanic Americans in Congress book. In early April, each Member Office received at least 10 copies of the publication and the electronic ePub version is expected to be released in January of 2015.

In 2014 the Clerk continued to lead the Bulk Data Task Force, a Speaker initiative to improve access to bulk legislative data in electronic form. Committee staff worked with the Clerk on several initiatives related to bulk data, including collaborating with GPO and the Library of Congress on a project to release House and Senate bill summary data in bulk. The Clerk expects this project to be completed in December of 2014, with bill summary data to be released in bulk electronic form starting in January of 2015.

The Clerk of the House has been tasked with supporting Members and staff in meeting their financial disclosure requirements as required by the Stock Act and the Ethics in Government Act. The Committee reviewed new online financial disclosure tools developed by the Clerk and provided the Clerk with feedback to make incremental improvements.

Finally, the Committee approved an update to the Personnel Policies and Procedures Manual for the House Officers and Inspector General. This manual serves as a guide to handle personnel matters in a consistent way across the organizations.

Sergeant-at-Arms and the United States Capitol Police

The House Sergeant-at-Arms (“HSAA”) is responsible for maintaining the security of the House side of the Capitol Grounds and for ensuring the security of Members of Congress, staff, and visitors.

Oversight of the House Sergeant-at-Arms and the United States Capitol Police (“USCP”) continued to be a priority for the Committee. In order to receive regular updates regarding security in both Washington and in Member districts, the Committee meets with both the HSAA and the USCP on a regular basis. The Committee coordinated with the HSAA and other House officers to continually reassess House security policies and procedures, and continued to monitor ongoing projects. The Committee notes that the USCP successfully completed the USCP Digital Radio project in early 2014. The Committee worked closely with the Government Accountability Office throughout that project to monitor the USCP’s project management approach. Though the project is formerly complete, the Committee continues to work with both the SAA and the USCP to evaluate the effectiveness of both the new radios and supporting infrastructure.

Chief Administrative Officer

The Office of the Chief Administrative Officer (“CAO”) supports the budget, finance, procurement, logistics, and information technology needs of the House and all of its components. The Committee is charged with overseeing the CAO and its support staff. After the retirement of the previous CAO, Dan Strodel, Ed Cassidy was elected CAO on January 7, 2014. Over the past year, the Committee worked with the newly elected CAO and his staff on a variety of cost-savings and process improvement initiatives, policies, and programs throughout all facets of the organization.

The Committee continued the oversight over the CAO’s management of the House finances and financial system. The CAO, in cooperation with both the Committee and the Inspector General, continues to make progress on improving internal controls over IT systems, financial reporting, and property and equipment. The Committee also assisted the CAO in making improvements to the onboarding process for House employees. These improvements have resulted in better coordination between the various organizations and IT systems that support this process and better controls over onboarding and off-boarding of employees.

With assistance from the Committee, the CAO executed several contracts pertaining to office supplies, carpet, furniture, and technology resulting in savings of over \$600,000 this year and in future option years. Also in the area of House procurement, the Committee reviewed and approved the Request for Proposal documentation for the solicitation of the next House Food Service Contract which is set to be awarded next summer.

The Committee worked with the CAO to continue to promote a variety of programmatic initiatives that improve day-to-day office operations. These programs include the digital mail program which allows for faster receipt and processing of constituent mail, the E-voucher system for the electronic submission and approval of all office vouchers, and the Wounded Warrior Program which provides two-year fellowships in Member offices for veterans. For the digital

mail program, the Committee made programmatic changes that allowed expansion of the program at reduced costs, thus allowing more Members to participate. The E-voucher system was also expanded in 2014, and currently, approximately half of all vouchers are being submitted in electronic form. Finally, the Committee continued to support the CAO-managed Wounded Warrior Program by approving 15 new program participants in 2014.

The Committee and CAO worked to improve and update several House policies and procedures, namely, the transition policies, furniture policies, procurement guidelines, and the Affordable Care Act implementation for House Members and staff.

House Information Resources

Throughout the year, the Committee worked with House Information Resources (“HIR”) to improve technology services for the House community. These services included the approval of new hardware and software standards, the issuance of an updated password policy for better cybersecurity protection, and updates to the House’s Web Vendor Agreements.

At the request of the Committee, HIR took a number of steps to improve the handling of outbound bulk email. The Committee made relevant changes to the Members’ Congressional Handbook and approved a unified IT Policy regarding email list management. These changes will ensure that the House continues to follow best practices and that IT systems that support Member outbound email properly process non-delivery receipts and opt-out requests.

The Committee conducted oversight over HIR’s technology support for Member offices, including the support for the over 800 district offices throughout the United States. In addition, the Committee examined in detail HIR’s support for the telecommunications needs for both Washington, DC and district offices and has requested that HIR provide a detailed plan and timetable to improve these services.

The Committee continued to examine HIR’s management of various technology service vendors and approved incremental improvements to policies and procedures governing these vendors. The Committee believes additional changes are warranted to these programs to better serve Member needs and reduce costs.

Like any large organization, the House must continually evolve its cybersecurity capabilities to meet changing threats. The Committee continued the review of HIR’s security policies and procedures and worked with HIR to make improvements where warranted.

Finally, the Committee continued to examine HIR’s effort to improve technology governance, including efforts to improve strategic planning, service management and enterprise architecture.

Inspector General

House Rule II creates the Office of the Inspector General (“OIG”) and charges the Committee with oversight of the office. During the past year, the OIG produced ten management advisory reports and ten audit reports. Of particular note was the FY 2013 House Financial Statement Audit which the Committee released on May 9th, 2014. The House received an unqualified or “clean” opinion on its financial statements and internal controls over financial report-

ing. This is the sixteenth consecutive “clean” audit the House has received.

At the request of the Committee, the IG initiated a special House-wide strategic planning advisory project. The first phase of the project involves gathering House community or “customer” feedback, through focus groups, on House operations specifically as they pertain to particular staff job duties. The themes that result from the customer responses will help shape the House’s strategic vision moving forward.

The Architect of the Capitol

The Architect of the Capitol (“AOC”) is responsible for the maintenance, operation, development, and preservation of the entire Capitol Complex, which includes 17.4 million square feet of building space and more than 460 acres of land. Certain decisions regarding management of the House office buildings and the House side of the Capitol reside with the House Office Building Commission, but the Committee supervises and oversees AOC implementation of its programs.

The Committee met regularly with the House Office Building Superintendent, his senior staff, and other AOC management and staff during the period of this report. In addition, regular meetings with the Architect of the Capitol were held to review critical items.

The Committee continued to monitor AOC operations, including the completion of the American Veterans Disabled for Life Memorial, the operations of the AOC’s Office of Security Programs, issues related to the newly leased O’Neill Building, and the continued planning and implementation of the Capitol Dome renewal project.

The Committee accelerated oversight of the Cannon renovation, as that project is scheduled to formerly begin in January of 2015. Along with the Appropriations Committee and the House Office Building Commission, the Committee continued to review the AOC governance of this ten-year project. The Committee also initiated a broad communications plan to inform the House community about the project, especially issues related to Member office moves and other disruption to the House community that are inevitable in a project of this size, scope and duration.

The Committee coordinates with the management team of the Congressional Visitors Center, and met regularly to ensure visitor operations are running effectively. Finally, the Committee worked with the AOC and House Superintendent to ensure a smooth transition period for both new and departing Members.

Office of Congressional Accessibility Services

The Office of Congressional Accessibility Services (“OCAS”) was created by the Capitol Visitor Center Act of 2008. OCAS operates under the direction of the Congressional Accessibility Services Board and is charged with providing and coordinating accessibility services for individuals with disabilities including Members of Congress, officers and employees of the House and Senate, and visitors to the U.S. Capitol Complex. The Committee on House Administration is charged with overseeing the agency and meets with OCAS quarterly.

During the year, the Committee met with the OCAS Director on a variety of accessibility issues impacting Member and committee

offices and the public including, but not limited to, sign language interpreting services, assistive listening services, accessibility training, accessible tours, and House intranet improvements for accessibility resources and maps. The Committee reviewed and approved improved OCAS content for the House intranet so it is more easily accessible for internal House users.

Library of Congress and Joint Committee on the Library

Committee staff met regularly with Library management to monitor and review operations, services, and planning initiatives. The Committee reviewed changes to the organizational structure and administrative management of the Library and expects to continue to examine these issues in 2015 as the Library evolves their human capital plan.

The Committee reviewed the capabilities of the Packard Campus Audio-Visual Conservation Facility to better understand Library collections procedures. The Committee also worked with the Library on specific projects of value to the House community, such as the development and communication of updates on Congress.gov and LIS websites to Members and staff. In addition, the Committee coordinated on plans for significant initiatives such as the National Book Festival, Junior Fellows Program, and developments within the Library's respective service units.

The Committee worked with the Library to explore and develop outreach opportunities for the Library to advertise and promote their services to both Congress, and the general public. Specific ideas included newsletters, regular email updates, services lists, and more.

The Congressional Research Service (CRS) provides non-partisan and objective legislative information and analysis to Members and staff on Capitol Hill. The Committee met with key personnel from the Congressional Research Service (CRS) to review the services and practices CRS uses in order to provide the needed information to inform Congressional debate.

The Joint Committee on the Library ("JCL") has no legislative authority but is tasked with oversight of the Library of Congress, the Congressional Research Service, and the United States Botanic Garden (USBG), as well as management of the National Statuary Hall Collection.

In this role, the JCL reviewed extended hours requests for the USBG for the Holiday season, as well as special educational events for the general public. For the Library of Congress, the JCL reviewed special art and exhibit requests, donations to collections, and special operational projects, such as functionality and operational changes made to the LIS and Congress.gov website. Finally, the JCL approved Trust Fund Board Resolutions relating to critical issues for the Library.

Fine Arts Board

The House Fine Arts Board is comprised of the five House Members of the Joint Committee on the Library. It has authority over works of fine art and historical objects that are the property of Congress and are for display in the House wing of the Capitol or in the House Office Buildings. The Board also accepts gifts of fine

art and historical objects on behalf of the House, and the Clerk maintains the collection.

During the past year, the Fine Arts Board approved requests to organize portrait fund Committees from Representative Doc Hastings, Representative Bill Shuster, Representative Buck McKeon, Representative Henry Waxman, and former Representative Richard Pombo.

Further, the Board approved the acceptance and deed of gift for the portraits of Representative Chris Smith, Representative Lamar Smith, Representative Spencer Bachus, former Representative Steve Buyer, Representative Darrell Issa, Representative Buck McKeon, Representative Dave Camp, former Representative Chris Cox, Representative Doc Hastings, and Representative Sam Graves which will be added to the House Collection.

Joint Committee on Printing and U.S. Government Publishing Office

The Government Publishing Office (“GPO”) produces, preserves and distributes the official publications and information products of the Congress and Federal government. By House rule, the Committee on House Administration has oversight of and legislative jurisdiction over the Government Publishing Office. By law, the Chairman of the Committee on House Administration and the Chairman of the Senate Committee on Rules and Administration serve with four other Members of each committee on the Joint Committee on Printing (“JCP”). The bicameral JCP exercises certain authority over federal printing policy, congressional printing and administration of the GPO.

Throughout the first half of the year the Committee worked closely with GPO on the production, communication and distribution of several publications including the 113th Congressional Directory, the Hispanic Americans in Congress book, and the President’s 2015 budget. These books were produced in both physical and electronic copies. In addition to fulfilling requests for these publications, the Committee responded to numerous requests on a weekly basis for other Congressional publications including Pocket Constitutions, Our Flag, Our American Government, and How Our Laws Are Made.

During the summer, the Committee participated in several meetings with GPO and House Committee clerks on making improvements to GPO’s billing process. Additionally, Committee staff participated in the annual Federal Depository Library Conference hosted at GPO’s North Capitol Street location. Finally, in early August, the Committee approved GPO’s Voluntary Separation Incentive Payment Program which targeted about 110 FTEs.

Smithsonian

The Committee serves as the primary legislative and oversight body for the Smithsonian Institution, a federal trust instrumentality composed of 19 museums, numerous research centers, and the National Zoo. Approximately two-thirds of the Institution’s funding is from direct federal appropriations.

Governance of the Smithsonian is vested in a 17-member Board of Regents, consisting of the Chief Justice, Vice President, six Members of Congress and nine citizen regents nominated by the

Board and approved by joint resolution of Congress. In 2014, the Smithsonian Board of Regents nominated John Fahey, Risa Lavizzo-Mourey and Michael Lynton to serve as citizen regents and nominated John McCarter for reappointment to a second term. Legislation providing for these appointments was introduced and referred to the Committee. In January, February and September, Committee Members met with Mr. Fahey, Ms. Lavizzo-Mourey and Mr. Lynton respectively to discuss Smithsonian governance and assess the nominees' views and qualifications. In March, Committee Members also spoke directly with Mr. McCarter regarding his reappointment nomination. Subsequently, the House approved the legislation by unanimous consent appointing Mr. Fahey (S.J. Res. 28 on February 11, 2014); Ms. Lavizzo-Mourey (S.J. Res. 29 on February 11, 2014); Mr. McCarter (S.J. Res. 32 on March 13, 2014) and Mr. Lynton (S.J. Res. 40 on September 18, 2014).

On April 2, 2014, the Committee held an oversight hearing on "The National Zoo of Today and Tomorrow—an Innovative Center Focused on the Care and Conservation of the World's Species." The Committee received testimony from Mr. Dennis Kelly, Director, National Zoological Park, Smithsonian Institution; Dr. Steven Montfort, Director, Smithsonian Conservation Biology Institute, and Mr. Jim Maddy, President and CEO, Association of Zoos and Aquariums. The purpose of the hearing was to hear directly from Zoo management officials regarding animal care practices, particularly in the wake of recent animal deaths at one exhibit; discuss research and species conservation initiatives; and review how the Zoo has managed its resources. Zoo officials assured the Committee that that animal care remains a top priority and recent funding constraints due to sequestration did not impact the safety and welfare of the animals in the Zoo's care. The Committee also reviewed the rigorous process the Association of Zoos and Aquariums (AZA) used to re-accredit the Zoo in 2013.

Also on April 2, 2014, the Committee held a markup of H.R. 863, legislation establishing a commission to study the potential creation of a National Women's History Museum in Washington, DC and its environs. The commission is charged with submitting a report to President and Congress containing recommendations regarding the establishment of a museum, including whether the museum should be part of the Smithsonian Institution. The 8-member commission, equally appointed by bipartisan and bicameral congressional leadership, is prohibited from using federal funds and is solely responsible for payment of its expenses. The commission terminates 30 days after submitting its final report. The Committee favorably reported the bill to the House. On May 7, 2014, the bill passed the House by a vote of 383–33 under suspension of the rules.

Throughout the year, the Committee has been engaged in oversight of the Institution through ongoing discussions, meetings and briefings with Smithsonian officials and the Inspector General on various topics including construction of the National Museum of African American History and Culture; agendas for the Board of Regent meetings; financial management and federal budget requests; and facilities planning and projects. Committee staff also participated in site visits of the National Zoological Park in advance of the April oversight hearing and the National Museum of African

American History and Culture to view progress on construction of the facility.

Office of Compliance

The Office of Compliance (“OOC”) was created by the Congressional Accountability Act (“CAA”) to facilitate the application of statutes identified in the CAA to Congress. The Committee has oversight over the OOC, and bipartisan Committee staff meets regularly with OOC leadership to discuss their initiatives and any issues arising in the course of OOC operations.

Elections

On June 25, 2014, the Committee held a hearing on “H.R. 186, to amend the Federal Election Campaign Act of 1971 to permit candidates for election for Federal office to designate an individual who will be authorized to disburse funds of the authorized campaign committees of the candidate in the event of the death of the candidate.” The witness at the hearing was the Representative from North Carolina’s 3rd Congressional District, the Honorable Walter Jones. The Committee heard testimony about how H.R. 186, introduced by Representative Jones, would allow candidates for Federal office to submit a simple statement to the FEC to designate an individual to disburse funds from the candidate’s authorized campaign accounts in the event of the candidate’s death, which would give candidates peace of mind knowing that funds in their campaign accounts will be disbursed in a manner consistent with their wishes.

On July 23rd, 2014, the Committee held a hearing on “Examining the Voting Process—How States Can Build on Recommendations from the Bauer-Ginsberg Commission.” The witnesses were Mr. Robert F. Bauer and Mr. Benjamin L. Ginsberg. Mr. Bauer and Mr. Ginsberg testified about how states can build upon their recommendations made during their service on the Presidential Commission on Election Administration.

Following the November 4, 2014 federal elections, the Committee sent Democratic and Republican staff to five congressional contests to serve as observers and to collect evidence regarding the conduct of the election on behalf of the Committee. The Committee sent observers to the Seventh, Sixteenth, Twenty-Sixth, and Fifty-Second Districts of California and the Second District of Arizona.

ADDITIONAL OVERSIGHT ACTIVITIES OF THE COMMITTEE

House Office of Legislative Counsel and Law Revision Counsel Modernization Project

The Committee worked with the House Office of Legislative Counsel (“HOLC”), the Office of Law Revision Counsel (“LRC”), leadership, and the Office of the Clerk on legislative modernization projects. One goal of the LRC is to maintain a complete, authoritative, accurate, and consolidated version of the U.S. Code. Since the original release of the U.S. Code in XML in July of 2013, the LRC has continued to update the U.S. Code on a timely basis and make it available for downloads in XML. This has been enthusiastically received by the Hill community and the public at large. The Committee also supported continued modernization of the

LRC's codification tools, including the development of a side-by-side comparison tool to show changes in existing law being proposed by the LRC's bills.

HOLC completed the project of converting to XML the most frequently used compilations of laws in its database, thereby moving away from the legacy GPO typesetting format and allowing for broader application of the Ramseyer program.

The Committee continues to work with these offices to implement other aspects of the Legislative Modernization Initiative including the Amendment Impact Program ("AIP") which provides Members and staff rapid access to the impacts that proposed amendments have to the underlying bill or resolution and a new tool to enable a user to readily lookup and link to a law that is being referenced in a bill or other legislative document.

EDUCATIONAL AND OUTREACH ACTIVITIES

Outreach to Member and Committee Offices

In early 2014, as part of its Member office outreach and education responsibilities, the Committee hosted a series of briefings and focus groups for Member and committee offices to help them improve their own office operations. The first briefing prepared Member office staff for spring constituent visits, by sharing tips and information on tour booking procedures and upcoming spring exhibits in the CVC, Botanic Garden, Library of Congress and Smithsonian. This was the second annual briefing of this type.

The second committee-hosted briefing also produced for its second consecutive year, provided intern coordinators with rules, regulations, and best practices surrounding summer intern programs. It was also webcast in order to allow district office participation.

Starting in the summer of 2014, the Committee launched a number of initiatives to improve outreach to Members. The Committee produced a one-page document for Members outlining the key staff and services available for them at the Committee in order to better utilize our resources designed for the Members and staff. The Member Outreach department conducted one-on-one personal meetings with Chiefs of Staff to introduce them to all the services available at the Committee, get feedback on what offices need and help answer any questions in our jurisdiction.

The Committee started the framework and planning of a new 2015 professional development & educational program for House staffers. We administered surveys to essentially all office staff positions for feedback, suggestions and examples of areas in which training is needed. The Committee plans to launch the new series in January 2015.

The Committee produced and distributed a Personnel Expenditure Study for House Members and staff, which lists many staff positions within a House Member Office and data about the compensation for each position. The Committee's goal was to help each Member Office with navigating House resources and information and the study was designed to assist offices when deciding on how to manage their own office and help set individual salary structures.

Finally, the Committee planned and hosted its third annual Legislative Data Standards Conference in the Capitol Visitor Center

on May 29th. One hundred forty-five people registered as speakers and attendees. Participants spent a full day in the CVC Auditorium discussing a number of topics including: internal legislative branch tools and developments, including House Office of Legislative Counsel's new Amendment Impact Program; an update from the Bulk Data Task Force; a series of short updates on outside developments; panels on future XML Legislative Data Standards; and preserving the benefits of paper documents in an electronic world.

STEM Academic Competition

In 2013, the House approved H. Res. 77, sponsored by Committee Chairman Candice S. Miller, establishing an Academic Competition for high school students in the areas of science, technology, engineering, and mathematics ("STEM"). In 2014, the Committee assisted Member offices in the administration of House Student App Challenge competitions by providing logistical support and helping develop registration infrastructure and outreach methods for the promotion of the contest.

Upon completion of the Member office competitions, the Committee worked with the CAO to create a website to display contest winners on the House.gov site. In addition, the Committee coordinated with departments from the AOC and CAO to design and arrange for a display of contest winners in the U.S. Capitol.

New Member Orientation

The Committee is responsible for coordinating 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.

Cloud Storage pilot for New Member Orientation

The Committee, working with HIR, established a pilot program for Members-elect and their aides to receive briefing materials, manuals, and other materials in electronic form using a cloud-based content management service. The pilot exceeded expectations and allowed for the quick dissemination of information with minimal use of paper materials.

Congressional Internship Program for Individuals with Intellectual Disabilities

During the period of this report, the internship program, which started in 2010, had its highest level of participation since its creation. 44 House and Senate offices participated in the program during the most recent semester. Over the life of the program—15 semesters to date—more than 96 offices have hosted interns. The Committee intends to continue to build on the success of the program established by Representative Harper.

Summer Intern Lecture Series

The Congressional Summer Intern Lecture Series is a bipartisan, bicameral effort coordinated annually by the Committee on House

Administration and the Senate Committee on Rules and Administration. Started by former Representatives Gerald Ford and Donald Rumsfeld in the 1960s, both committees extend invitations, mostly to current and former government and military officials, policy experts, and media personalities, to speak to congressional interns.

MINORITY VIEWS OF RANKING MEMBER ROBERT A. BRADY

FRIVOLOUS LAWSUITS

We strongly object to the Chairman's unilateral approval of contracts wasting public money to support Republican leadership litigation against the President of the United States. As had happened previously with contracts relating to the Republican leadership's frivolous lawsuit trying to deny same-sex couples the right to marry, the Majority continues to compromise transparency, deliberation and the regular order in a rush to waste Federal funds on ideological crusades.

During the second session of the 113th Congress, the Minority had grave procedural and substantive concerns about House Resolution 676, which authorized the Speaker to initiate or intervene in litigation against the President or other federal officials for alleged violations of law in the implementation of the Patient Protection and Affordable Care Act (Pub. L. 111-148). The resolution, which placed no limits on spending to satisfy tea-party House Republicans and their constituency then clamoring for impeachment, had been referred to the Rules Committee and the House Administration Committee. We believed, and still believe, that the subject matter desperately needed airings in both committees.

Anticipating that the Majority would waive CHA's jurisdiction and leave all responsibility to the Rules Committee, in an unprecedented move Representatives Brady, Lofgren and Vargas on July 24, 2014 sent letters to Chairman Miller pursuant to clause 2(c)(2) of House rule XI, formally requesting a CHA committee meeting to consider the legislation. This action would have ultimately required the support of five committee members.

With the responsibility to oversee the expenditure of nearly every dollar appropriated to this House, the Majority declined the opportunity to hear testimony on the resolution or offer amendments. One would think this Committee would insist on being heard and discharging its responsibility on a resolution the Republicans portrayed as so momentous.

The Rules Committee did hold a hearing on the proposal and reported it to the House by recorded vote in a public session with an amendment to require ongoing public reporting of how much money is being wasted, which is actually within CHA jurisdiction. Chairman Miller assented to the Speaker's action to discharge our Committee.

The Committee's neglect of its responsibilities in connection with this lawsuit did not end there. Since the House voted on July 30, 2014, to pass the resolution and pursue this reckless course, the House General Counsel has three times negotiated contracts with private attorneys to supplement his office's resources. We do not know what may have transpired on the Majority side, but in no

case did the Minority have an opportunity to debate or question the terms of a contract, which was presented to us already approved by the Chairman. (SEE ATTACHMENTS)

We believe the problem with these contracts is their purpose, not their terms, so the Majority may have been correct to assume that we would not have voted to approve the contracts no matter what they said. But by having approved them without a public meeting or even informal consultation, the Majority will never know. Regardless, the Minority was deprived of any opportunity to participate in consideration of these contracts.

If the Chairman enters into new contracts for outside counsel during the 114th Congress, or modifies existing ones, we believe in the strongest possible terms, that the Committee must respect the demands of Committee members to be heard first and to vote yea or nay.

OVERSIGHT OF THE U.S. CAPITOL POLICE

In our Minority Views appended to last year's Activities report, we expressed great concern about the Committee's reduced level of oversight of the U.S. Capitol Police (USCP). Now, twelve months later, we are gravely concerned.

All of our observations at the close of 2013 remain true today. The Committee has held no oversight hearings for the Police. We have still not convened a hearing to give the now not-so-new Chief of Police, Kim Dine, the opportunity to discuss publicly his vision for the agency. The oversight meetings between the Committee's bipartisan staff and USCP senior staff, generally held weekly from 2007–2011 under Chairman Brady and later during Chairman Lungren's tenure, did not continue in the 113th Congress. The fact that the Majority eliminated the Subcommittee on Capitol Security could lead a casual observer, let alone rank-and-file USCP officers and civilian employees, to conclude that this Committee has lost interest in the Capitol Police. This is unfortunate.

Whether the Committee engages in proper USCP oversight or not, the USCP's work goes on all day, every day. We depend on the Capitol Police to protect us, our employees and the millions who visit this campus each year. We are fortunate that, as of this writing, no major terrorist or criminal incident has severely disrupted the work of this institution during this second session. In our view, without more vigorous oversight we cannot know whether this stems from mere good fortune or whether the Committee may rightly rest assured that our police are prepared to the greatest extent possible. We certainly hope for the latter but have little difficulty finding questions that have arisen this year. Since we are not permitted to raise them in public hearings or meetings of the Committee, we will mention some here.

For example, following embarrassing confusion occurring during emergency evacuations of the Capitol Visitor Center (CVC) this summer, the USCP and the Sergeant at Arms assured us that key training would be enhanced and certain changes made to command-center duties. Have these changes sufficed and have CVC managers detected a difference? Following two separate unsuccessful attempts to enter the Cannon House Office Building by persons carrying firearms, should there be posted at all public doors a con-

spicuous list of prohibited items, as there is at the CVC entrance? Recently some have proposed that federal law-enforcement officers be equipped with body cameras. If adopted for other federal officers, should the Capitol Police be included given the unique nature of their mission?

We urge the Majority to initiate a more robust role in policy-making for the Police and undertake more vigorous oversight of its execution. That begins with starting to perform the Committee's basic oversight functions. It is ultimately this Committee's responsibility to strike the proper balance between the level of access Congress has historically sought to provide and indulging our understandable desire to maximize the secure operation of the institution.

HOUSE OFFICER OVERSIGHT

While we believe most House operations are managed well, we continue to have serious concerns with the lack of Member-level oversight of the House Officers. Specifically, no hearings were held with House Officers during the 113th Congress. Both the Chairman and the Ranking Member are in virtually total agreement that CHA should serve and represent Member and Committee Offices. We feel that this objective is compromised by the lack of regular oversight hearings in key areas of the Committee's jurisdiction.

THE CHIEF ADMINISTRATIVE OFFICER

In our December 2013 activity report, Committee Democrats welcomed the election of a new Chief Administrative Officer (CAO). We had high hopes that the new CAO would hit the ground running and move an aggressive agenda to fix what has been, in general terms, an organization with serious systemic, operational and leadership deficiencies. After one year under the direction of the current CAO, organizational problems persist, specifically but not exclusively in the areas of general management, staffing, personnel, management training/development, and staff morale. We believe that these continuing deficiencies are most impactful and apparent in the management of House Information Resources (HIR), an area in which we have expressed grave concerns.

HOUSE INFORMATION RESOURCES (HIR)

We believe that key elements of HIR operations are in dire need of major strategic and operational overhaul. We applaud the recent appointment of Catherine Szpindor as Deputy IT Director. She brings with her a wealth of experience and a strong focus on process improvement. We have also been immediately impressed by her focus on the institution and the individuals within HIR that are charged with providing direct service to Member Offices. Our concern is that the assigned task of assessing and reorganizing HIR is nearly an impossible one. We urge the CAO to dedicate the necessary resources to get HIR up to the standard the U.S. House deserves.

HIR CONTRACT MANAGEMENT

In the area of HIR Contract Management, personnel with little to no federal government contract management experience or training are currently managing multimillion dollar contracts. We understand that the CAO has begun to recruit a new Director of Procurement and we believe that this is long overdue.

Democratic Members of the Committee, as well as Democratic Committee staff have expressed their disagreement with and displeasure over the recent decision by the current CAO to lift a suspension from marketing services to the House by a vendor who has been plagued by serious lapses in security and systems update infrastructure dating back to 2012. These lapses include failure to host websites in secure environments, failure to implement vital software updates and therefore jeopardizing Member and Committee websites, failure to adequately defend House sites from known hacking vulnerabilities and failure to adequately communicate with Member and Committee offices on these multiple vulnerabilities.

We believe that the continued presence as a “trusted” vendor within the House jeopardizes the integrity and credibility of our information technology infrastructure. By restoring them to full status in the House, HIR is sending the message to Member and Committee offices that this is a vendor with whom they can trust a vital element of their operation. Given the repeated disregard for sound business and information technology practices—things that are generally industry standard—we do not believe that this is a message to send.

The general lack of interest and understanding of district office operations is another major organizational disconnect. As district office operations have become a bigger part of Member office operations, the CAO staff has been slow to engage with district staff. Committee Democrats’ suggestions of increased CAO staff engagement at the district level have been ignored. We urge the CAO to consider implementing a small team to work directly on district office issues.

While the Committee Majority increased the number of staff level CAO oversight meetings in 2014 to biweekly, we continue to believe very strongly that more Committee engagement—at the Member level—is strongly needed and that its absence poses a significant threat to the House.

When there has been progress in the CAO’s operations it has come as a result of collaboration between the Committee Majority and Minority staffs. In these instances, our coordinated and consistent message and direction to the Office of the CAO have resulted in significant positive movement. Specifically, updating furniture storage, upgrading House bulk mail policy, rethinking IT issues, and pushing a review of the property and equipment inventory processes to name a few.

We look forward to continuing these collaborative efforts in the 114th Congress.

GOVERNMENT PUBLISHING OFFICE (GPO)

We are pleased Congress honored the request of Public Printer Davita Vance-Cooks, first made to this Committee in 2013, for re-designation by law of the Government Printing Office as the Government Publishing Office. This long-overdue change rightly proclaims to the American people how Congress and the President view GPO.

The proud men and women of GPO do not fulfill their mission to “Keep America Informed” solely by applying ink to paper. For decades GPO employees have been in the vanguard of the government’s shift toward electronic publishing. The agency’s former name, focused on the technological limits available at GPO’s birth in 1861, no longer reflected the breadth of its abilities and importance. GPO’s work publishing and distributing information in multiple formats assures Americans perpetual access to the documents of our democracy. This change gives GPO and its employees the recognition they have earned.

During 2014 GPO has continued making significant strides under the stewardship of Ms. Vance-Cooks, who has now become the first Director of the Government Publishing Office. Evidence of the Director’s strong management and sound judgment abounds there.

For example, the Partnership for Public Service listed GPO as one of the Best Places to Work and among the top 10 most innovative mid-sized federal agencies. The Partnership compiled its list based on the results of the OPM Federal Viewpoint Survey for 2013. Along a similar vein, a survey of over 500 customer agencies found 90% are generally satisfied with the goods and services GPO provides.

GPO’s improved electronic gateway to the growing expanse of government information, Federal Digital System, or “FDsys”, recorded its one-billionth document retrieval. FDsys users can now browse among over one million titles as routine as daily editions of the Federal Register and as historic as President Nixon’s Watergate grand-jury testimony. GPO is already taking steps to create the next generation FDsys with improved search and retrieval capabilities.

Although the Director and her management team have much to be proud of, challenges remain. We are pleased that the Director has embraced last year’s National Academy of Public Administration study of GPO, especially its recommendation that GPO increase revenues through lease of surplus space. GPO has redoubled efforts to attract office tenants, including Legislative agencies for which proximity to the Congress offers a premium. With the support of the Joint Committee on Printing, GPO solicited the private sector’s input with a Request for Information on how to make better use of several acres of land now devoted to parking. The Director successfully completed a new round of wage agreements with GPO’s employee unions, prudently setting future wage increases at the rate proposed by the President and Congress for all other federal civil-service employees. In addition, a successful employee buy-out conducted this year will improve the agency’s financial condition.

We are greatly encouraged by the Director's eagerness to work constructively with her earnest and talented Inspector General, Michael Raponi, and to incorporate his invaluable findings and recommendations into her strategic planning. The Committee recently asked Mr. Raponi to review concerns expressed about GPO's billings for work performed for House committees. Mr. Raponi's careful review identified problems inherent in the current billing process and offered constructive improvement that GPO is working to carry out. At the Inspector General's recommendation, the Director has also acted to strengthen GPO's procurement process. We sincerely hope this beneficial relationship continues.

We look forward to working with Ms. Vance-Cooks and the dedicated men and women of the Government Publishing Office during the coming session.

ARCHITECT OF THE CAPITOL (AOC)

During the 2nd Session of the 113th Congress, the Architect of the Capitol and the House Superintendent continued to provide excellent service and support on behalf of the House, its staff, and visitors. This service level, however, is hampered by budgetary constraints which continue to cause serious deferred maintenance issues. The AOC has found ways to prioritize projects in this fiscal climate but we still have concerns for the health and safety of House Office Building occupants and visitors in the most severe cases.

The two-year renovation of the Capitol Dome began during the 2nd Session and is progressing without delay thus far. The full renovation of the historic Cannon House Office Building (CHOB) is also well underway as Phase 0 of the process has commenced. Unfortunately, the CHOB continues to deteriorate at an unpredictable rate. Examples include failures of ornamental features on the building's exterior and serious water leaks in the building's interior. In both cases, emergency repairs were required to ensure a safe environment for the building's occupants and visitors. This deterioration is not limited to CHOB as the Longworth, Rayburn, and Ford House Office Buildings continue to cope with the consequences of deferred maintenance. CHA Democrats view these and other examples as part of the serious neglect of building maintenance caused by misguided funding practices for which the AOC is not at fault.

The Democratic Members view addressing the House's deferred maintenance issues as a more cost effective alternative to the full renovation the House is being forced to undergo in the case of the Cannon Building. While we have full confidence in the ability of the AOC to fix and sustain building structures and systems, until funding is restored to address these serious issues, the House will continue to face potentially hazardous health and safety concerns.

CANNON RENEWAL

The construction phase of the renewal of the Cannon House Office Building began in late 2014 and continues in 5 phases through 2024. It is expected to cost in excess of \$750 million.

The Committee Democrats urge the Majority appoint a full-time professional staff person whose only responsibility would be overseeing parts of the renovation that fall under the Committee's jurisdiction as specified in House rule X. We would like to see a position much like the one the Committee had during the Capitol Visitors Center construction.

CAMPAIGNS AND ELECTIONS

In its only legislative hearing related to elections in 2014, on June 25th, the Committee held a hearing on H.R. 186, introduced by Rep. Jones of North Carolina. The bill amends the Federal Election Campaign Act of 1971 to allow for the designation of authorized individuals to disburse funds of deceased candidates' authorized campaign committees. The content of H.R. 186 was well-worn territory for the Committee as similar versions of the bill were passed by the House of Representatives in the 110th, 111th, and 112th Congresses. However, in this case there was no follow up, as the Committee failed to hold a markup or bring the bill to the Floor under suspension of the rules.

PRESIDENTIAL COMMISSION ON ELECTION ADMINISTRATION

On July 23rd, 2014, the Committee held a hearing to explore recommendations made by the Presidential Commission of Election Administration (PCEA) in their official report

The PCEA was established by President Obama by executive order in March 2013. The PCEA's mission was to improve election practices in response to failures of the system in the 2012 presidential election. The PCEA was chaired by former White House Counsel Robert Bauer and Benjamin Ginsberg, counsel to the 2000 and 2004 Bush-Cheney campaigns and national counsel to the Romney 2012 campaign.

Since June 2013, the PCEA held public meetings across the country to solicit input from election officials and the voting public on how to better improve election administration. The recommendations made by the PCEA fell into four broader categories: voter registration modernization, access to the polls, polling place resources, and updating voting machine technology. Following the PCEA's sixth and final meeting on December 3, 2013 in Washington, DC, the Commission made its recommendations to the President.

POTENTIAL FUTURE HEARINGS

It is the Minority's view that the Committee should exercise more robust oversight of the agencies within its jurisdiction such as the Federal Election Commission (FEC) and the Election Assistance Commission (EAC). For instance, a recent FEC Inspector General report highlighted the ongoing vacancies in key leadership positions such as general counsel and chief financial officer as a major deficiency.

The Election Assistance Commission won a new lease on life in the final days of the session as the Senate confirmed three new EAC commissioners, including our former committee Democratic Elections Counsel, Tom Hicks. With the anticipation of renewed EAC activity at a time when the Voting Rights Act has been weak-

ened and the Republican Party is advocating increased voter suppression, the Committee should exercise judicious oversight of its operations and abandon its ongoing efforts to pass legislation to abolish the agency.

POST-ELECTION OBSERVERS

For each federal election, the House Administration Committee trains House employees who have volunteered to serve as election observers. If requested by a campaign, the Committee sends out bipartisan teams of observers to monitor vote canvassing surrounding close House races in the event that a race ends up before the Committee as an election contest. No contests have been filed at this point in the session and there does not appear to be unresolved controversy. The Democratic Election Observer effort was led by Khalil Abboud.

After November 4, the Committee received five requests for election observers, each from the Republican challenger in the district. We sent observers to the following districts:

Arizona 2nd District

Rep. Ron Barber (D) v. Martha McSally (R)

The Committee minority sent Khalil Abboud of the CHA staff to observe the state-mandated recount in the Arizona 2nd congressional district from December 5 to 12, 2014. Ms. McSally was ultimately certified as the winner in the year's closest contest.

California 7th District

Rep. Ami Bera (D) v. Doug Ose (R)

The Committee minority sent Lillian German of the House Judiciary Committee staff to observe the canvass in California 7th congressional district from November 12 to 15, 2014. Rep. Bera was ultimately certified as the winner.

California 16th District

Rep. Jim Costa (D) v. Johnny Tacherra (R)

The Committee minority sent Russ Kelley of Rep. Suzanne Bonamici's staff to observe the canvass in California 16th congressional district from November 12 to 15, 2014. Rep. Costa was ultimately certified as the winner.

California 26th District

Rep. Julia Brownley (D) v. Jeff Gorrell (R)

The Committee minority sent Teresa Frison of Rep. Jerry McNerney's staff to observe the canvass in California 26th congressional district from November 7 to 13, 2014. Rep. Brownley was ultimately certified as the winner.

California 52nd District

Rep. Scott Peters (D) v. Carl Demaio (R)

The Committee minority sent Ron LeGrand of the House Judiciary Committee staff to observe the canvass in California 52nd con-

gressional district from November 7 to 9, 2014. Rep. Peters was ultimately certified as the winner.

SMITHSONIAN INSTITUTION

In May of 2011, the 23-member Commission to Study the Potential Creation of a National Museum of the American Latino issued a report recommending creation of the museum as a part of the Smithsonian Institution. Since then, the Democratic members of the Committee on House Administration repeatedly urged former Chairman Lungren and Chairman Miller to hold a hearing to receive the report and testimony from the commissioners, and to address the bipartisan legislation introduced by Rep. Xavier Becerra to create a museum. Significant issues of funding and location, among others, need to be determined.

Chairman Miller stated publicly on a number of occasions that she would hold a hearing on the issue in 2014, and during the summer it appeared that the Committee was moving toward a hearing date early in September, though no formal announcement was made. However, due to unrelated scheduling issues the hearing was postponed and was not rescheduled in the post-election session. The issue remains ripe for Committee action. We also expect that Rep. Becerra's legislation will be promptly reintroduced. The Democratic members remain optimistic that we will be able to finally address the issue early in 2015.

OFFICE OF CONGRESSIONAL ACCESSIBILITY SERVICES

The Office of Congressional Accessibility Services (OCAS) has implemented several projects which include providing additional adaptive services for ease of access to the Capitol grounds as well as all CVC exhibits and programs. We support OCAS efforts to create a more accessible environment for Members, staff, and visitors. We also share OCAS' interest in adding assisted listening device options to the House gallery and updating FM systems (sound amplification devices) currently used in CVC meeting rooms, House hearing and other rooms. We commend the OCAS for its dedication to providing additional training and etiquette courses for House employees, expanding awareness and educating the public and Member offices about its services, and the strides they've made in modifying tours to meet the varying needs of all visitors.

OCAS has expressed concerns since the September 2014 release by the Office of Compliance of new regulations for Congress pursuant to the Americans with Disabilities Act. We are confident that the OCAS will remain an indispensable partner in ongoing efforts to make the Capitol more accessible.

STRATEGIC PLANNING

The Majority working with the Democrats on the Committee directed the Office of Inspector General to lead a House wide two phased strategic planning process. We are happy to report Phase 1 began in late fall 2014 and continues into 2015. This phase will develop 10 to 15 business objectives for consideration by the Committee.

The second phase begins later in 2015, and will involve asking House officers to develop their own individual strategic plans.

NEW MEMBER ORIENTATION

In November of 2014, the Committee Democrats and Majority coordinated a successful week long bipartisan training program for new Members-elect and designated aides. The Committee Democrats have continued an outreach effort to our 18 new Members to ensure a smooth transition to the 114th Congress.

CANDICE S. MILLER, MICHIGAN
CHAIRMAN

GREGG HARPER, MISSISSIPPI
PHIL GINGREY, GEORGIA
AARON SCHICK, ILLINOIS
TODD ROKITA, INDIANA
RICH MUGENT, FLORIDA

SUAN MOHAN, 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

July 24, 2014

The Honorable Candice S. Miller
Chairman
The Committee on House Administration
1309 Longworth House Office Building
Washington, D.C. 20515

Dear Madam Chairman:

Given the constitutional issues involved in the Speaker's proposed lawsuit against the President of the United States, and the potentially enormous costs of pursuing his course of action, we believe our Committee must consider the matter. Therefore, we hereby request a special meeting of the Committee pursuant to clause 2(c)(2) of Rule XI to consider House Resolution 676. We ask that you convene this special meeting at the earliest possible moment.

Respectfully,



Robert A. Brady
Ranking Minority Member
Committee on House Administration

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CHAIRMAN
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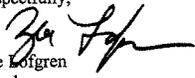
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Respectfully,


Zoe Lofgren
Member
Committee on House Administration

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CHAIRMAN

GREGG HARPER, MISSISSIPPI
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SEAN MORAN, STAFF DIRECTOR

Congress of the United States

**House of Representatives
COMMITTEE ON HOUSE ADMINISTRATION**

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ONE HUNDRED THIRTEENTH
CONGRESS

KYLE ANDERSON, MINORITY STAFF DIRECTOR

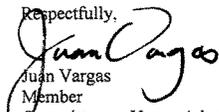
July 24, 2014

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Respectfully,


Juan Vargas
Member
Committee on House Administration

~~CONTRACT FOR LEGAL SERVICES~~

This Contract for Legal Services ("Agreement") is made as of the last date entered below by and between Kerry W. Kimbar, in his capacity as General Counsel for the United States House of Representatives, Office of General Counsel, 219 Cannon House Office Building, Washington, D.C. 20515 ("General Counsel"), and the law firm of BakerHostetler, 1050 Connecticut Avenue, N.W., Suite 1100, Washington, D.C. 20036 ("Contractor"), subject to the approval of the Committee on House Administration ("Committee") of the United States House of Representatives ("House").

Pursuant to the authority conveyed to him by § 3(g) of H. Res. 676, 113th Cong. (July 30, 2014) (enacted), and at the direction of the Speaker of the House, the General Counsel retains the Contractor, on the terms set forth below, to render the following legal services: To represent the House as a party in a single civil action in a United States District Court in order to litigate matters described in H. Res. 676 (the "Litigation"), such Litigation to be conducted at the direction of the General Counsel.

1. The General Counsel shall have the right to terminate this Agreement at any time for any reason or no reason. In such case, payment shall be based upon work performed to the date of termination, subject to the cap set forth in paragraph 3 below.

2. Subject to paragraph 3 below, the General Counsel agrees to pay the Contractor at a blended rate of \$500.00 per hour for all reasonable attorney time expended in connection with the Litigation, and at 75 percent of the Contractor's usual and customary rates for all reasonable non-attorney time expended in connection with the Litigation, and to reimburse the Contractor for all reasonable expenses incurred by the Contractor in connection with the Litigation. The

~~parties agree that meals, travel expenses, and travel time during which no work on the litigation~~
is conducted, are not "reasonable expenses" for purposes of this Agreement and shall not be billed. To enable the General Counsel and the Committee to carry out their obligations under § 3(b) of H. Res. 676, the Contractor agrees to submit to the General Counsel, on a calendar monthly basis, detailed bills describing all time and expenses incurred in connection with the Litigation, and to submit such bills no later than the 12th day of the month following the month in which the time and expenses are incurred. It is further agreed that payment for such contractual services may be paid on a partial basis from time to time and in such amounts as the General Counsel may approve.

3. The Contractor expressly agrees that the total amount the General Counsel is obligated to pay for all contractual services rendered pursuant to this Agreement (including reasonable expenses) shall not exceed the sum of \$350,000.00. The Contractor expressly acknowledges and agrees that this is a firm cap; that this cap will not be raised; and that this cap notwithstanding, the Contractor's obligations under this Agreement shall continue until a final appealable judgment is rendered in a United States District Court, unless the Agreement is earlier terminated.

4. Contractor agrees and warrants that:

a. It has not employed any person to solicit or obtain this Agreement for any commission, percentage, brokerage, or contingent fee, and that none of its partners/shareholders or employees have solicited this Agreement.

b. It will hold the Government of the United States harmless from any liability in performance.

~~c. It and all its partners/shareholders and employees will not release to any one or~~
 any entity any information obtained in carrying out its obligations under this Agreement without the prior consent of the General Counsel.

d. It and all its partners/shareholders and employees will not make any statements to, will not grant any interviews to, and will not otherwise confer with, any member of the media or any media organization regarding this Agreement or the Litigation without the prior written consent of the General Counsel.

e. It will not subcontract or assign elsewhere any of the work or services required by this Agreement without the prior written consent of the General Counsel.

f. It will not discriminate in its performance of this Agreement because of race, color, religion, sex, national origin, age, disability, or any other prohibited basis, and it will comply with all applicable employment laws.

g. None of its partners/shareholders or employees will engage in lobbying or advocacy for or against any legislation that (a) would alter or amend in any way the Patient Protection and Affordable Care Act or the Health Care and Education Reconciliation Act of 2010, and (b) is pending before either the House or the United States Senate or any committee of either body during the term of this Agreement.

h. None of its partners/shareholders or employees will engage in lobbying or advocacy for or against any legislation that is pending before the Committee during the term of this Agreement.

i. None of its partners/shareholders or employees who participate in the Litigation pursuant to this Agreement will engage in any lobbying or advocacy for or against any legislation

~~that is pending before the House or any committee thereof during the term of the Agreement.~~

j. The parties agree that this Agreement shall be deemed a "Consultant Contract" for purposes of Rule XXIII.13(b) of the Rules of the House of Representatives, 113th Cong.

5. The parties agree that the Contractor, including all of its partners/shareholders and employees, shall be deemed to be an independent contractor and not a federal employee for purposes of any federal statute applicable to federal employees including, but limited to, the Federal Tort Claims Act, 28 U.S.C. §§ 2671, et seq.

6. The Contractor agrees that David B. Rivkin, Jr., a partner/shareholder in the law firm of BakerHostetler, will be principally responsible for conducting the Litigation on behalf of the Contractor; that other attorneys in the law firm of BakerHostetler may bill for work on the Litigation only with the prior written consent of the General Counsel; and that Mr. Rivkin personally will perform a substantial portion of the services contracted for in this Agreement.

7. The parties agree that the Office of General Counsel may participate in the Litigation for the purpose of, among other reasons, reducing the overall cost of the Litigation, and may do so by performing such tasks as the General Counsel may assign to it from time to time.

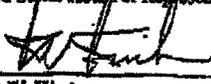
8. Contractor agrees that it will retain no outside experts, consultants, or attorneys to assist it in the conduct of the Litigation without the prior written consent of the General Counsel.

9. This Agreement shall terminate when a final appealable judgment is rendered in a United States District Court in connection with the Litigation or at 12:00 noon on January 3, 2015, whichever occurs first, unless this Agreement shall have been earlier terminated.

10. Other than as expressly provided herein, no Member of or Delegate or Resident Commissioner to the House, and no employee of the House, shall be admitted to any share or

~~part of this Agreement or to any benefit that may arise therefrom.~~

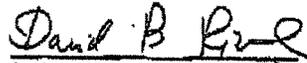
General Counsel
United States House of Representatives



Kerry W. Kircher

Date: August 22, 2014

BakerHostetler

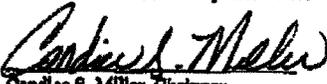


David B. Rivkin, Jr., Partner/Shareholder

Date: August 21, 2014

APPROVED

Committee on House Administration
United States House of Representatives



Candice S. Miller, Chairman

Date: August 25, 2014

CONTRACT FOR LEGAL SERVICES

This Contract for Legal Services ("Agreement") is made as of the last date entered below by and between Kerry W. Kircher, in his capacity as General Counsel for the United States House of Representatives, Office of General Counsel, 219 Cannon House Office Building, Washington, D.C. 20515 ("General Counsel"), and the law firm of Quinn Emanuel Urquhart & Sullivan, LLP, 777 Sixth Street, N.W., 11th Floor, Washington, D.C. 20001 ("Contractor"), subject to the approval of the Committee on House Administration ("Committee") of the United States House of Representatives ("House").

Pursuant to the authority conveyed to him by § 3(a) of H. Res. 676, 113th Cong. (July 30, 2014) (enacted), and at the direction of the Speaker of the House, the General Counsel retains the Contractor, on the terms set forth below, to render the following legal services: To represent the House as a party in a single civil action in a United States District Court in order to litigate matters described in H. Res. 676 (the "Litigation"), such Litigation to be conducted at the direction of the General Counsel.

1. The General Counsel shall have the right to terminate this Agreement at any time for any reason or no reason. In such case, payment shall be based upon work performed to the date of termination, subject to the cap set forth in paragraph 3 below.

2. Subject to paragraph 3 below, the General Counsel agrees to pay the Contractor at a blended rate of \$500.00 per hour for all reasonable attorney time expended in connection with the Litigation, and at 75 percent of the Contractor's usual and customary rates for all reasonable non-attorney time expended in connection with the Litigation, and to reimburse the Contractor for all reasonable expenses incurred by the Contractor in connection with the Litigation. The

parties agree that meals, travel expenses, and travel time during which no work on the Litigation is conducted, are not "reasonable expenses" for purposes of this Agreement and shall not be billed. To enable the General Counsel and the Committee to carry out their obligations under § 3(b) of H. Res. 676, the Contractor agrees to submit to the General Counsel, on a calendar monthly basis, detailed bills describing all time and expenses incurred in connection with the Litigation, and to submit such bills no later than the 20th day of the month following the month in which the time and expenses are incurred. It is further agreed that payment for such contractual services may be paid on a partial basis from time to time and in such amounts as the General Counsel may approve.

3. The Contractor expressly agrees that the total amount the General Counsel is obligated to pay for all contractual services rendered pursuant to this Agreement (including reasonable expenses) shall not exceed the sum of \$350,000.00. The Contractor expressly acknowledges and agrees that this is a firm cap: that this cap will not be raised; and that this cap notwithstanding, the Contractor's obligations under this Agreement shall continue until a final appealable judgment is rendered in a United States District Court, unless the Agreement is earlier terminated.

4. Contractor agrees and warrants that:

a. It has not employed any person to solicit or obtain this Agreement for any commission, percentage, brokerage, or contingent fee, and that none of its partners/shareholders or employees have solicited this Agreement.

b. It will hold the Government of the United States harmless from any liability in performance.

c. It and all its partners/shareholders and employees will not release to any one or any entity any information obtained in carrying out its obligations under this Agreement without the prior consent of the General Counsel.

d. It and all its partners/shareholders and employees will not make any statements to, will not grant any interviews to, and will not otherwise confer with, any member of the media or any media organization regarding this Agreement or the Litigation without the prior written consent of the General Counsel.

e. It will not subcontract or assign elsewhere any of the work or services required by this Agreement without the prior written consent of the General Counsel.

f. It will not discriminate in its performance of this Agreement because of race, color, religion, sex, national origin, age, disability, or any other prohibited basis, and it will comply with all applicable employment laws.

g. None of its partners/shareholders or employees will engage in lobbying or advocacy for or against any legislation that (a) would alter or amend in any way the Patient Protection and Affordable Care Act or the Health Care and Education Reconciliation Act of 2010, and (b) is pending before either the House or the United States Senate or any committee of either body during the term of this Agreement.

h. None of its partners/shareholders or employees will engage in lobbying or advocacy for or against any legislation that is pending before the Committee during the term of this Agreement.

i. None of its partners/shareholders or employees who participate in the Litigation pursuant to this Agreement will engage in any lobbying or advocacy for or against any

legislation that is pending before the House or any committee thereof during the term of the Agreement.

j. The parties agree that this Agreement shall be deemed a "Consultant Contract" for purposes of Rule XXIII.18(b) of the Rules of the House of Representatives, 113th Cong.

5. The parties agree that the Contractor, including all of its partners/shareholders and employees, shall be deemed to be an independent contractor and not a federal employee for purposes of any federal statute applicable to federal employees including, but limited to, the Federal Tort Claims Act, 28 U.S.C. §§ 2671, et seq.

6. The parties agrees that William A. Burck, a partner/shareholder in the law firm of Quinn Emanuel Urquhart & Sullivan, LLP, will be principally responsible for conducting the Litigation on behalf of the Contractor, and that Mr. Burck personally will perform a substantial portion of the services contracted for in this Agreement.

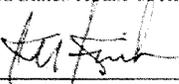
7. The parties agree that the Office of General Counsel may participate in the Litigation for the purpose of, among other reasons, reducing the overall cost of the Litigation, and may do so by performing such tasks as the General Counsel may assign to it from time to time.

8. Contractor agrees that it will retain no outside experts, consultants, or attorneys to assist it in the conduct of the Litigation without the prior written consent of the General Counsel.

9. This Agreement shall terminate when a final appealable judgment is rendered in a United States District Court in connection with the Litigation or at 12:00 noon on January 3, 2015, whichever occurs first, unless this Agreement shall have been earlier terminated.

10. Other than as expressly provided herein, no Member of or Delegate or Resident Commissioner to the House, and no employee of the House, shall be admitted to any share or part of this Agreement or to any benefit that may arise therefrom.

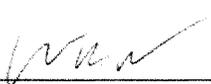
General Counsel
United States House of Representatives



Kerry W. Kircher

Date: September 17, 2014

Quinn Emanuel Urquhart & Sullivan, LLP

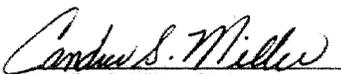


William A. Burek, Partner/Shareholder

Date: September 17, 2014

APPROVED

Committee on House Administration
United States House of Representatives



Candice S. Miller, Chairman

Date: September 19, 2014

CONTRACT FOR LEGAL SERVICES

This Contract for Legal Services ("Agreement") is made as of the last date entered below by and between Kerry W. Kircher, in his capacity as General Counsel for the United States House of Representatives, Office of General Counsel, 219 Cannon House Office Building, Washington, D.C. 20515 ("General Counsel"), and Jonathan Turley, Esquire, 2000 H Street, N.W., Washington, D.C. 20052 ("Contractor"), subject to the approval of the Committee on House Administration ("Committee") of the United States House of Representatives ("House").

Pursuant to the authority conveyed to him by § 3(a) of H. Res. 676, 113th Cong. (July 30, 2014) (enacted), and at the direction of the Speaker of the House, the General Counsel retains the Contractor, on the terms set forth below, to render the following legal services: To represent the House as a party in a single civil action in a United States District Court in order to litigate matters described in H. Res. 676 (the "Litigation"), such Litigation to be conducted at the direction of the General Counsel.

1. The General Counsel shall have the right to terminate this Agreement at any time for any reason or no reason. In such case, payment shall be based upon work performed to the date of termination, subject to the cap set forth in paragraph 3 below.

2. Subject to paragraph 3 below, the General Counsel agrees to pay the Contractor at the rate of \$500.00 per hour for all reasonable attorney time expended by the Contractor in connection with the Litigation, and to reimburse the Contractor for all reasonable expenses incurred by the Contractor in connection with the Litigation. The parties agree that meals, travel expenses, and travel time during which no work on the Litigation is conducted are not "reasonable expenses" for purposes of this Agreement and shall not be billed. To enable the General Counsel and the Committee to carry out their obligations under § 3(b) of H. Res. 676,

the Contractor agrees to submit to the General Counsel, on a calendar monthly basis, detailed bills describing all time and expenses incurred in connection with the Litigation, and to submit such bills no later than the 20th day of the month following the month in which the time and expenses are incurred. It is further agreed that payment for such contractual services may be paid on a partial basis from time to time and in such amounts as the General Counsel may approve.

3. The Contractor expressly agrees that the total amount the General Counsel is obligated to pay for all contractual services rendered pursuant to this Agreement (including reasonable expenses) shall not exceed the sum of \$350,000.00. The Contractor expressly acknowledges and agrees that this is a firm cap; that this cap will not be raised; and that, this cap notwithstanding, the Contractor's obligations under this Agreement shall continue until a final appealable judgment is rendered in a United States District Court, unless the Agreement is earlier terminated.

4. Contractor agrees and warrants that:

- a. He has not employed any person to solicit or obtain this Agreement for any commission, percentage, brokerage, or contingent fee.
- b. He will hold the Government of the United States harmless from any liability in performance.
- c. He will not release to any one or any entity any information obtained in carrying out his obligations under this Agreement without the prior consent of the General Counsel.

d. He will not make any statements to, will not grant any interviews to, and will not otherwise confer with, any member of the media or any media organization regarding this Agreement or the Litigation without the prior consent of the General Counsel.

e. He will not subcontract or assign elsewhere any of the work or services required by this Agreement without the prior written consent of the General Counsel.

f. He will not discriminate in his performance of this Agreement because of race, color, religion, sex, national origin, age, disability, or any other prohibited basis, and he will comply with all applicable employment laws.

g. He will not engage in lobbying or advocacy for or against any legislation (a) that is pending before the House or any committee thereof during the term of the Agreement, or (b) that would alter or amend in any way the Patient Protection and Affordable Care Act or the Health Care and Education Reconciliation Act of 2010.

5. The parties agree that this Agreement shall be deemed a "Consultant Contract" for purposes of Rule XXIII.18(b) of the Rules of the House of Representatives, 113th Cong., and any similar successor rule.

6. The parties agree that the Contractor shall be deemed to be an independent contractor and not a federal employee for purposes of any federal statute applicable to federal employees including, but limited to, the Federal Tort Claims Act, 28 U.S.C. §§ 2671, et seq.

7. The parties agree that the Office of General Counsel may participate in the Litigation for the purpose of, among other reasons, reducing the overall cost of the Litigation, and may do so by performing such tasks as the General Counsel may assign to it from time to time.

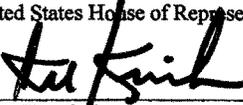
8. Contractor agrees that he will retain no outside experts, consultants, or attorneys to assist him in the conduct of the Litigation without the prior written consent of the General

Counsel. However, with the prior written consent of the General Counsel, George Washington University Law School students may assist the Contractor with the Litigation, provided that (a) each such law student agrees to be bound by the terms of this Agreement, and (b) the Contractor will not bill the General Counsel for any time expended by any such law student assisting the Contractor with the Litigation.

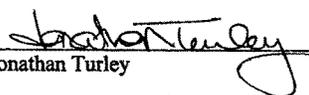
9. This Agreement shall terminate when a final appealable judgment is rendered in a United States District Court in connection with the Litigation or at 12:00 noon on January 3, 2015, whichever occurs first, unless this Agreement shall have been earlier terminated.

10. Other than as expressly provided herein, no Member of, or Delegate or Resident Commissioner to, the House, and no employee of the House, shall be admitted to any share or part of this Agreement or to any benefit that may arise therefrom.

General Counsel
United States House of Representatives


Kerry W. Kircher

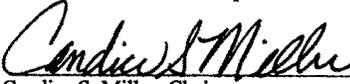
Date: November 17 2014


Jonathan Turley

Date: November 17, 2014

APPROVED

Committee on House Administration
United States House of Representatives


Candice S. Miller, Chairman

Date: November 17 2014

ROBERT A. BRADY,
Ranking Member.

