



House Office of Diversity and Inclusion – Activity Report: March 2021

March 2021 Monthly Report

The Office of Diversity and Inclusion Monthly Report includes the following:

- Summary of Office activities;
- Statement of expenses for the month and year to date;
- List of Staff employees, Job titles and salaries;

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

Office Activities

- March 9th, 2021 – New Data & Research Analyst, Rachel Dubin, started

STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
 - Chief Administrative Officer
 - Office of Employee Advocacy
 - Office of Employee Assistance
 - Office of the Whistleblower Ombuds
 - 18 House Majority Committees
 - 12 House Minority Committees
 - 14 Member Offices
- Meetings with outside stakeholders coordinating DNI efforts:
 - Alliance for Congress
 - Asian Pacific American Institute for Congressional Studies
 - Center for Congressional and Presidential Studies
 - Scottish Parliament
 - Welcoming America
 - Westminster House of Commons and House of Lords
- Meetings with Colleges and Universities:
 - Bowie State University
 - Cal in the Capital
 - Georgetown University
 - Liberty University
- Participated in Virtual Panels/Events hosted by:
 - Bowie State University
 - Congressional Hispanic Staff Association
 - DC Elementary School
 - Florida International University
 - Georgetown University
 - University of Florida Hispanic Student Association
 - University of Southern California College Republicans
 - Women’s Congressional Staff Association
 - Women’s Congressional Staff Foundation

ODI HOSTED EVENTS

- Resume Workshop – March 1st, 2021
 - 230 registrants

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with 74 job seekers
- Conducted 18 mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

- Responded to resume requests from 31 offices

SOCIAL MEDIA METRICS

- Instagram
 - 14 new posts; 42 new stories
 - 106 new followers
 - 20% increase in accounts reach
 - 6% increase in engagement
- The Twitter:
 - 11 new tweets
 - 38 new followers
 - 408% increase in interactions
- Facebook:
 - 17 new posts
 - 18 new followers
 - 469 pages reached

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
 Fund: 13221:Salaries Officers & Employees Month: March 2021

Budget to Actual

Program	Object Class	YTD Budget Original	YTD Budget Adjustment	YTD Budget Revised	YTD Committed	YTD Obligated	YTD Received	YTD Disbursed	YTD Total Actual	YTD Total Available
	-- Appropriation	817,589.00	0.00	817,589.00	0.00	0.00	0.00	0.00	0.00	817,589.00
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	3,508.99	3,508.99	(3,508.99)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	326.80	326.80	(326.80)
ADMIN	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	48,900.00	48,900.00	(48,900.00)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	10,719.14	10,719.14	(10,719.14)
	Total	817,589.00	0.00	817,589.00	0.00	0.00	0.00	63,454.93	63,454.93	754,134.07
	-- Appropriation	682,411.00	0.00	682,411.00	0.00	0.00	0.00	0.00	0.00	682,411.00
SOEXP	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	321,021.30	321,021.30	(321,021.30)
	Total	682,411.00	0.00	682,411.00	0.00	0.00	0.00	321,021.30	321,021.30	361,389.70
Total		1,500,000.00	0.00	1,500,000.00	0.00	0.00	0.00	384,476.23	384,476.23	1,115,523.77

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
 Fund: 13221:Salaries Officers & Employees Month: March 2021

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
		2320 DC Telecom Equip (TRANSFER)	8.00	40.00
		2321 DC Telecom Serv (TRANSFER)	38.75	193.75
	23 Rent, Communications, Utilities	2322 DC Telecom Tolls (TRANSFER)	308.41	2,825.24
		2335 HIR Graphics (TRANSFER)	0.00	450.00
		Total	355.16	3,508.99
	24 Printing and Reproduction	2401 Printing & Reproduction	0.00	326.80
		Total	0.00	326.80
	25 Other Services	2527 Training	30,720.00	37,440.00
		2571 Technology Service Contracts	1,925.00	11,460.00
		Total	32,645.00	48,900.00
		2603 Food & Beverage	0.00	3,720.00
		2610 Habitation Expense	0.00	1,140.35
		2620 Office Supplies (Outside)	0.00	700.33
	26 Supplies and Materials	2621 Office Supply (TRANSFER)	24.57	78.89
		2623 Software < \$500	399.92	2,922.77
		2630 Publications/Reference Mat'l	23.85	2,156.80
		Total	448.34	10,719.14
		1101 Non-Statutory Compensation	58,782.86	321,021.30
		Total	58,782.86	321,021.30
SOEXP Salaries, Officers & Employees			92,231.36	384,476.23
		Total	92,231.36	384,476.23

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
 Fund: 13221:Salaries Officers & Employees Month: March 2021

Disbursed Detail

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT #	MTD Disbursed					
SOEXP	Salaries, Officers & Employees	1101	3/31/2021	INT_PAY	PR21033100	9466				CASTRO, JEBEN J	Deputy Director	03/01/2021 to 03/31/2021		12,500.00					
						11799					DUBIN, RACHEL D.	Research Analyst	03/09/2021 to 03/31/2021		7,027.78				
						6079					HENDRIX, KEMBA A	Director	03/01/2021 to 03/31/2021		14,034.25				
						4589					LANGE, CHRISTOPHER C.	Professional Staff Member	03/01/2021 to 03/31/2021		7,083.33				
						9894					OSHIMA, KATRINA T.	Staff Assistant	03/01/2021 to 03/31/2021		4,166.67				
						939					STEVENS, KIMBERLY	Shared Employee	03/01/2021 to 03/31/2021		1,054.17				
						9984					TOMLINSON, NIAMBE A.	Communications Manager	03/01/2021 to 03/31/2021		5,833.33				
						4854					ZAMBRANO, DIEGO R.	Professional Staff Member	03/01/2021 to 03/31/2021		7,083.33				
						Total													58,782.86
								2320	3/30/2021	INT_EMS	EM21033000	143					Dc Telecom Equip (transfer)	02/01/2021 to 02/28/2021	
		Total												8.00					
ADMIN	Admin and Ops Utilities	2321	3/30/2021	INT_EMS	EM21033000	784					Dc Telecom Serv (transfer)	02/01/2021 to 02/28/2021		38.75					
						Total											38.75		
						2322	3/30/2021	INT_EMS	EM21033000	1853						Dc Telecom Tolls (transfer)	02/01/2021 to 02/28/2021		297.02

U.S. House of Representatives

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
 Fund: 13221:Salaries Officers & Employees Month: March 2021

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed
	23 Rent, Communications, Utilities	2322	3/30/2021	INT_EMS	EM21033000	1854					Dc Telecom Tolls (transfer)	02/01/2021 to 02/28/2021		11.29
						1855					Dc Telecom Tolls (transfer)	02/01/2021 to 02/28/2021		0.10
		Total												308.41
		Total												355.16
	25 Other Services	2527	3/23/2021	VCH_EVC	01400941	1		3/18/2021	21112310	LEADERSHIP STRATEGIES	Training	04/26/2021 to 04/29/2021	22675265	1,720.00
			3/5/2021	VCH_EVC	01392467	1		2/22/2021	WA1941	WELCOMING AMERICA	Training	02/22/2021 to 02/22/2021	3043771	29,000.00
		Total												30,720.00
ADMIN	Admin and Ops	2571	3/16/2021	VCH_CON	01397710	1		3/16/2021	TS1 90DI000 1-24 2021-3	LEIDOS DIGITAL SOLUTIONS INC	Monthly Tech Services 190df00	03/01/2021 to 03/31/2021	3046206	1,925.00
		Total												1,925.00
		Total												32,645.00
		2621	3/31/2021	INT_RMS	RM21033100	61					Office Supply (transfer)	03/01/2021 to 03/31/2021		24.57
		Total												24.57
		2623	3/8/2021	VCH_EVC	01392933	3		2/28/2021	*****9 08140-2102-01392933	CITIBANK	Software < \$500	02/25/2021 to 02/25/2021	3043967	399.92
		Total												399.92
	26 Supplies and Materials					1		2/28/2021	*****9 08140-2102-01392933	CITIBANK	Publications/ Reference Mat'l	02/03/2021 to 03/03/2021	3043967	4.24
			3/8/2021	VCH_EVC	01392933	2		2/28/2021	*****9 08140-2102-01392933	CITIBANK	Publications/ Reference Mat'l	02/10/2021 to 03/10/2021	3043967	19.61
		Total												23.85

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION **Budget Year: 2021**
Fund: 13221:Salaries Officers & Employees **Month: March 2021**

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed
ADMIN	Admin and Ops	26		Supplies and Materials										448,34
Total														92,231.36

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

03/01/2021 to 03/31/2021

Process Level: DI000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90DI000

SALARIES O&E - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
CASTRO, JEYBEN JESUS DEPUTY DIRECTOR	150,000.00	12,500.00	03/01/2021 to 03/31/2021		
DUBIN, RACHEL D RESEARCH ANALYST	115,000.00	7,027.78	03/01/2021 to 03/31/2021	APPOINTMENT 03/09/21	
HENDRIX, KEMBA A DIRECTOR	168,411.00	14,034.25	03/01/2021 to 03/31/2021		
LANGE, CHRISTOPHER CHARLES PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	03/01/2021 to 03/31/2021		
OSHIMA, KATRINA T STAFF ASSISTANT	50,000.00	4,166.67	03/01/2021 to 03/31/2021		
STEVENS, KIMBERLY SHARED EMPLOYEE	12,650.00	1,054.17	03/01/2021 to 03/31/2021	APPOINTMENT 03/01/21	
TOMLINSON, NIAMBE A. COMMUNICATIONS MANAGER	70,000.00	5,833.33	03/01/2021 to 03/31/2021		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	03/01/2021 to 03/31/2021		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

03/01/2021 to 03/31/2021

Process Level: DI000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90DI000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	58,782.86	8	8
Total	58,782.86	8	8

COMMENTS: (EXCEPTIONS MUST BE LISTED WITHIN THIS BOX)

I CERTIFY THAT THE LISTED EMPLOYEES HAVE PERFORMED THEIR ASSIGNED OFFICIAL DUTIES FOR THE OFFICES OF THE EMPLOYING AUTHORITY, AND THAT THEY HAVE CERTIFIED THAT THEY HAVE NO RELATIONSHIP TO A CURRENT MEMBER OF CONGRESS, UNLESS OTHERWISE NOTED HEREON.

Kemela Hendry