



## House Office of Diversity and Inclusion – Activity Report: January 2021

### January 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.

## **STAKEHOLDER ENGAGEMENT**

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
  - Chief Administrative Officer
  - Congressional Black Associates
  - Congressional Hispanic Caucus
  - Office of Employment Counsel
  - 2 Member Offices
  
- Meetings with outside stakeholders coordinating DNI efforts:
  - Representative Democracy
  - Senate Diversity Initiative
  
- Meetings with Colleges and Universities:
  - American University Washington College of Law
  - Bowie State
  - Carnegie Mellon University
  - Florida International University
  - Howard College
  - University of California, Los Angeles
  - Wofford College
  
- Participated in Virtual Panels/Events hosted by:
  - Congressional Black Associates
  - Congressional Management Foundation
  - University of California, Los Angeles
  - Wofford College

## **ODI HOSTED EVENTS**

- The House Office of Diversity and Inclusion Presents: Reasonable Accommodations
  - 77 registrants

## **CANDIDATE PREPARATION FOR JOB SEARCH**

- Met with 141 job seekers
- Conducted 17 mock interviews

## House Office of Diversity and Inclusion – Activity Report: January 2021

### **MEMBER AND COMMITTEE OFFICE SERVICES**

- Responded to resume requests from 43 offices

### **SOCIAL MEDIA METRICS**

- 5 new posts to Instagram, Twitter, and Facebook.
- Instagram
  - 123% increase in engagement
  - 956 accounts reached
- The Twitter:
  - 10 new followers
  - 5% increase in accounts reached
- Facebook:
  - 172 new followers

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021  
 Fund: 13221:Salaries Officers & Employees Month: January 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	2,571.53	2,571.53	(2,571.53)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	326.80	326.80	(326.80)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	14,330.00	14,330.00	(14,330.00)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	3,981.63	3,981.63	(3,981.63)
	<b>Total</b>	<b>817,589.00</b>	<b>0.00</b>	<b>817,589.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,209.96</b>	<b>21,209.96</b>	<b>796,379.04</b>
	-- Appropriation	682,411.00	0.00	682,411.00	0.00	0.00	0.00	0.00	0.00	682,411.00
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	210,483.36	210,483.36	(210,483.36)
	<b>Total</b>	<b>682,411.00</b>	<b>0.00</b>	<b>682,411.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>210,483.36</b>	<b>210,483.36</b>	<b>471,927.64</b>
<b>Total</b>		<b>1,500,000.00</b>	<b>0.00</b>	<b>1,500,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>231,693.32</b>	<b>231,693.32</b>	<b>1,268,306.68</b>

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION  
 Fund: 13221:Salaries Officers & Employees

Budget Year: 2021  
 Month: January 2021

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	8.00	24.00
		2321 DC Telecom Serv (TRANSFER)	38.75	116.25
		2322 DC Telecom Tolls (TRANSFER)	374.86	1,981.28
		2335 HIR Graphics (TRANSFER)	0.00	450.00
		Total	421.61	2,571.53
	24 Printing and Reproduction	2401 Printing & Reproduction	84.95	326.80
		Total	84.95	326.80
ADMIN Admin and Ops	25 Other Services	2527 Training	0.00	6,720.00
		2571 Technology Service Contracts	1,925.00	7,610.00
		Total	1,925.00	14,330.00
	26 Supplies and Materials	2603 Food & Beverage	0.00	1,500.00
		2610 Habitation Expense	0.00	1,140.35
		2620 Office Supplies (Outside)	0.00	700.33
		2621 Office Supply (TRANSFER)	0.00	54.32
		2623 Software < \$500	0.00	572.85
	Total	2630 Publications/Reference Mat'l	4.24	13.78
		Total	4.24	3,981.63
SOEXP Salaries, Officers & Employees	11 Personnel Compensation	1101 Non-Statutory Compensation	2,435.80	21,209.96
		Total	51,200.91	210,483.36
		Total	51,200.91	210,483.36
Total			53,636.71	231,693.32

# Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021  
 Fund: 13221:Salaries Officers & Employees Month: January 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	1/29/2021	INT_PAY	PR21012900	1849				CASTRO, J E	Deputy Director	01/01/2021 to 01/31/2021		12,500.00					
						1164				YBEN J	Director	01/01/2021 to 01/31/2021		14,034.25					
						8632				LANG, CHRISTOPHER C.	Professional Staff Member	01/01/2021 to 01/31/2021		7,083.33					
						1935				OSHIMA, KATRINA T.	Staff Assistant	01/01/2021 to 01/31/2021		4,166.67					
						1632				STEVENS, KIMBERLY	Financial Administrator	01/01/2021 to 01/31/2021		500.00					
						1953				TOMLINSON, NIAMBE A.	Communications Manager	01/01/2021 to 01/31/2021		5,833.33					
						9146				ZAMBRANO, DIEGO R.	Professional Staff Member	01/01/2021 to 01/31/2021		7,083.33					
						<b>Total</b>													
						51,200.91													
						51,200.91													
ADMIN	23 Rent, Communications, Utilities	2320	1/26/2021	INT_EMS	EM21012600	138					Dc Telecom Equip (transfer)	12/01/2020 to 12/31/2020		8.00					
						<b>Total</b>													
						8.00													
						8.00													
ADMIN	2321	1/26/2021	INT_EMS	EM21012600	908						Dc Telecom Serv (transfer)	12/01/2020 to 12/31/2020		38.75					
					<b>Total</b>														
					38.75														
ADMIN	2322	1/26/2021	INT_EMS	EM21012600	1962						Dc Telecom Tolls (transfer)	12/01/2020 to 12/31/2020		303.00					
					1963									Dc Telecom Tolls (transfer)	12/01/2020 to 12/31/2020		11.06		

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021  
 Fund: 13221-Salaries Officers & Employees Month: January 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	1/26/2021	INT_EMS	EM21012600	1964					Dc Telecom Tolls (transfer)	12/01/2020 to 12/31/2020		1.10
						1965					Dc Telecom Tolls (transfer)	12/01/2020 to 12/31/2020		59.70
		Total												374.86
		Total												421.61
ADMIN	24 Printing and Reproduction	2401	1/13/2021	VCH_EVC	01373283	1		12/28/2020	*****9 08140-2012-01373283	CITIBANK	Printing & Reproduction	11/16/2020 to 11/16/2020	3031061	84.95
		Total												84.95
	25 Other Services	2571	1/16/2021	VCH_CON	01378272	1		1/16/2021	TS1 90DI000 1-24 2021-1	LEIDOS DIGITAL SOLUTION S INC	Monthly Tech Services 1 90di00	01/01/2021 to 01/31/2021	3033528	1,925.00
		Total												1,925.00
		Total												1,925.00
	26 Supplies and Materials	2630	1/13/2021	VCH_EVC	01373283	2		12/28/2020	*****9 08140-2012-01373283	CITIBANK	Publications/ Reference Mat'l	12/09/2020 to 01/06/2021	3031061	4.24
		Total												4.24
		Total												4.24
		Total												53,636.71

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

01/01/2021 to 01/31/2021

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	01/01/2021 to 01/31/2021		
HENDRIX, KEMBA A DIRECTOR	168,411.00	14,034.25	01/01/2021 to 01/31/2021		
LANGE, CHRISTOPHER CHARLES PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	01/01/2021 to 01/31/2021		
OSHIMA, KATRINA T STAFF ASSISTANT	50,000.00	4,166.67	01/01/2021 to 01/31/2021		
STEVENS, KIMBERLY FINANCIAL ADMINISTRATOR	6,000.00	500.00	01/01/2021 to 01/31/2021		
TOMLINSON, NIAMBE A. COMMUNICATIONS MANAGER	70,000.00	5,833.33	01/01/2021 to 01/31/2021		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	01/01/2021 to 01/31/2021		



U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

01/01/2021 to 01/31/2021

Process Level: DI000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90DI000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	51,200.91	7	7
<b>Total</b>	<b>51,200.91</b>	<b>7</b>	<b>7</b>

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.

Kemelia Hendrix