



## House Office of Diversity & Inclusion – Activity Report: August 2021

### August 2021 Monthly Report

The Office of Diversity & 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:
  - New Dem Coalition
  - Office of House Employment Counsel
  - Select Committee on the Modernization of Congress
  - 1 Member Office
  
- Meetings with outside stakeholders coordinating DNI efforts:
  - American Association for the Advancement of Science
  - Asian Pacific American Institute for Congressional Studies
  - CalAsian Chamber of Commerce
  - Congressional Hispanic Caucus Institute
  - Congressional Hispanic Leadership Institute
  - Congressional Management Foundation
  - Popvox
  - Welcoming America
  
- Meetings with Colleges and Universities:
  - Bowie State University
  - Morgan State University
  
- Participated in Virtual Panels/Events hosted by:
  - American Association for the Advancement of Science
  - CalAsian Chamber of Commerce

## **ODI HOSTED EVENTS**

- United States Census – Results 2020 – August 19<sup>th</sup>, 2021
  - 150 registrants

## **CANDIDATE PREPARATION FOR JOB SEARCH**

- Met with 86 job seekers
- Conducted 13 mock interviews

## **MEMBER AND COMMITTEE OFFICE SERVICES**

- Responded to resume requests from 66 offices

**SOCIAL MEDIA METRICS**

- Instagram
  - 4 new posts; 16 new stories
  - 31 new followers
  - 2,411 accounts reached
  - 173 content interactions
- Twitter:
  - 17 new tweets
  - 29 new followers
  - 8,200 impressions
- Facebook:
  - 12 new posts
  - 19 new followers
  - 987 page reach

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021  
 Fund: 13221:Salaries Officers & Employees Month: August 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	6,088.34	6,088.34	(6,088.34)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	1,454.50	1,454.50	(1,454.50)
ADMIN	25 Other Services	0.00	0.00	0.00	0.00	348,025.81	0.00	69,530.00	417,555.81	(417,555.81)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	13,584.21	13,584.21	(13,584.21)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	1,778.00	1,778.00	(1,778.00)
	<b>Total</b>	<b>817,589.00</b>	<b>0.00</b>	<b>817,589.00</b>	<b>0.00</b>	<b>348,025.81</b>	<b>0.00</b>	<b>92,435.05</b>	<b>440,460.86</b>	<b>377,128.14</b>
SOEXP	-- 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	676,816.80	676,816.80	(676,816.80)
	<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>676,816.80</b>	<b>676,816.80</b>	<b>5,594.20</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>348,025.81</b>	<b>0.00</b>	<b>769,251.85</b>	<b>1,117,277.66</b>	<b>382,722.34</b>

# Monthly Financial Statement by Budget Fiscal Year

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

Budget Year: 2021

Month: August 2021

## Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
ADMIN Admin and Ops	23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	8.00	80.00
		2321 DC Telecom Serv (TRANSFER)	38.75	387.50
		2322 DC Telecom Tolls (TRANSFER)	344.41	4,889.59
		2335 HIR Graphics (TRANSFER)	0.00	731.25
		<b>Total</b>	<b>391.16</b>	<b>6,088.34</b>
	24 Printing and Reproduction	2401 Printing & Reproduction	475.80	1,454.50
		<b>Total</b>	<b>475.80</b>	<b>1,454.50</b>
	25 Other Services	2527 Training	5,845.00	48,445.00
		2571 Technology Service Contracts	1,925.00	21,085.00
		<b>Total</b>	<b>7,770.00</b>	<b>69,530.00</b>
26 Supplies and Materials	2603 Food & Beverage	0.00	3,749.30	
	2610 Habitation Expense	0.00	1,140.35	
	2620 Office Supplies (Outside)	0.00	1,237.55	
	2621 Office Supply (TRANSFER)	10.10	592.71	
	2623 Software < \$500	0.00	3,336.50	
	2630 Publications/Reference Mat'l	0.00	3,527.80	
	<b>Total</b>	<b>10.10</b>	<b>13,584.21</b>	
31 Equipment	3112 Computer Hardw Purch <\$25,000	0.00	1,778.00	
	<b>Total</b>	<b>0.00</b>	<b>1,778.00</b>	
SOEXP Salaries, Officers & Employees	11 Personnel Compensation	1101 Non-Statutory Compensation	111,594.64	672,441.80
		1104 Accrued Leave	0.00	4,375.00
	<b>Total</b>	<b>Total</b>	<b>111,594.64</b>	<b>676,816.80</b>
<b>Total</b>		<b>120,241.70</b>	<b>769,251.85</b>	

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION  
 Fund: 13221:Salaries Officers & Employees  
 Budget Year: 2021  
 Month: August 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	8/31/2021	INT_PAY	PR21083100	1125				ALEKSANDER, KRISTINA	Communications Manager	08/02/2021 to 08/31/2021		5,638.89				
						5												
						8761								CASTRO, JEBEN J	Deputy Director	07/01/2021 to 07/01/2021		1,158.67
						8762								CASTRO, JEBEN J	Deputy Director	08/01/2021 to 08/31/2021		15,775.33
						1026								DUBIN, RACHEL D.	Research Analyst	07/01/2021 to 07/01/2021		4,908.33
						3								DUBIN, RACHEL D.	Research Analyst	08/01/2021 to 08/31/2021		14,491.67
						1026								HENDRIX, KEMBA A	Director	08/01/2021 to 08/31/2021		14,034.25
						4								LANGE, CHRISTOPHER C.	Professional Staff Member	07/01/2021 to 07/01/2021		7,408.33
						4337								LANGE, CHRISTOPHER C.	Professional Staff Member	08/01/2021 to 08/31/2021		11,341.67
						4338								OSHIMA, KATRINA T.	Operations Manager	07/01/2021 to 07/01/2021		9,491.67
						9165								OSHIMA, KATRINA T.	Operations Manager	08/01/2021 to 08/31/2021		5,508.33
						9166								STEVENS, KIMBERLY	Shared Employee	08/01/2021 to 08/31/2021		3,087.50
						912								ZAMBRANO, DIEGO R.	Professional Staff Member	07/01/2021 to 07/01/2021		7,008.33
						4575								ZAMBRANO, DIEGO R.	Professional Staff Member	08/01/2021 to 08/31/2021		11,741.67
						4576												
<b>Total</b>																		
<b>111,594.6</b>																		

## Monthly Financial Statement by Budget Fiscal Year

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

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed
		2320	8/30/2021	INT_EMS	EM21083000	132					Dc Telecom Equip (transfer)	07/01/2021 to 07/31/2021		8.00
		<b>Total</b>												<b>8.00</b>
		2321	8/30/2021	INT_EMS	EM21083000	768					Dc Telecom Serv (transfer)	07/01/2021 to 07/31/2021		38.75
		<b>Total</b>												<b>38.75</b>
	23 Rent, Communications, Utilities	2322	8/30/2021	INT_EMS	EM21083000	1855					Dc Telecom Tolls (transfer)	07/01/2021 to 07/31/2021		341.25
		<b>Total</b>				1856					Dc Telecom Tolls (transfer)	07/01/2021 to 07/31/2021		3.16
		<b>Total</b>												<b>344.41</b>
		<b>Total</b>												<b>391.16</b>
ADMIN	Admin and Ops	2401	8/18/2021	VCH_EVC	01452365	1		7/30/2021	222984	ACCURATE WORD	Printing & Reproduction	07/30/2021 to 07/30/2021	3084596	475.80
		<b>Total</b>												<b>475.80</b>
		2527	8/23/2021	VCH_EVC	01455325	1		2/22/2021	005	WELCOMIN G AMERICA INC	Training	02/22/2021 to 02/22/2021	3085479	5,845.00
		<b>Total</b>												<b>5,845.00</b>
	25 Other Services	2571	8/16/2021	VCH_CON	01454289	1		8/16/2021	TS1 90DI000 1-24 2021-8	LEIDOS DIGITAL SOLUTION S INC	Monthly Tech Services 1 90di00	08/01/2021 to 08/31/2021	3082387	1,925.00
		<b>Total</b>												<b>1,925.00</b>
		<b>Total</b>												<b>7,770.00</b>
	26 Supplies and Materials	2621	8/31/2021	INT_RMS	RM21083100	90					Office Supply (transfer)	08/01/2021 to 08/31/2021		10.10
		<b>Total</b>												<b>10.10</b>
		<b>Total</b>												<b>10.10</b>
		<b>Total</b>												<b>120,241.7</b>

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

08/01/2021 to 08/31/2021

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.
ALEKSANDER, KRISTINA COMMUNICATIONS MANAGER	70,000.00	5,638.89	08/01/2021 to 08/31/2021	APPOINTMENT 08/02/21	
CASTRO, JEYBEN JESUS DEPUTY DIRECTOR	189,304.00	16,934.00	08/01/2021 to 08/31/2021	P/R CHANGE 08/01/21	
DUBIN, RACHEL D RESEARCH ANALYST	173,900.00	19,400.00	08/01/2021 to 08/31/2021		
HENDRIX, KEMBA A DIRECTOR	168,411.00	14,034.25	08/01/2021 to 08/31/2021		
LANGE, CHRISTOPHER CHARLES PROFESSIONAL STAFF MEMBER	136,100.00	18,750.00	08/01/2021 to 08/31/2021	P/R CHANGE 08/01/21	
OSHIMA, KATRINA T OPERATIONS MANAGER	66,099.96	15,000.00	08/01/2021 to 08/31/2021	P/R CHANGE 08/01/21	
STEVENS, KIMBERLY SHARED EMPLOYEE	37,050.00	3,087.50	08/01/2021 to 08/31/2021	P/R CHANGE 08/01/21	
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	140,900.00	18,750.00	08/01/2021 to 08/31/2021	P/R CHANGE 08/01/21	



U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

08/01/2021 to 08/31/2021

Process Level: DI000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90DI000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	111,594.64	8	8
<b>Total</b>	<b>111,594.64</b>	<b>8</b>	<b>8</b>

COMMENTS: (EXCEPTIONS MUST BE LISTED WITHIN THIS BOX)

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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.

*Kemlea Hendrix*

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