



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

April 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.

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

Office Activities

- April 26th-30th, 2021 – Conducted briefings on 2020 Diversity, Equity, & Inclusion Barrier Analysis

STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
 - Chief Administrative Officer
 - Committee on House Administration
 - Committee on Appropriations
 - Congressional Hispanic Staff Association
 - Majority and Minority Committee Staff Directors
 - Office of Payroll & Benefits
 - Office of the Whistleblower Ombuds
 - Select Committee on the Modernization of Congress
- Meetings with outside stakeholders coordinating DNI efforts:
 - Congressional Hispanic Leadership Institute
 - Congressional Black Caucus Foundation
 - Democracy Fund
 - ICF
 - Library of Congress
 - Society for Human Resource Management
 - Welcoming America
- Meetings with Colleges and Universities:
 - American University
 - Howard University
- Participated in Virtual Panels/Events hosted by:
 - American University Center for Congressional and Presidential Studies
 - Congressional Hispanic Leadership Institute
 - HALO Consulting
 - Howard University
 - Society for Human Resource Management
 - Spring into Leadership Women's Conference

ODI HOSTED EVENTS

- Capital Benefits: Financial Literacy 101 – April 21st, 2021
 - 201 registrants
- The Office of Diversity & Inclusion and the Office of the Whistleblower Ombuds Present: Nice to Meet You, Neighbor! – April 22nd, 2021
 - 65 registrants

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with 87 job seekers
- Conducted 13 mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

- Responded to resume requests from 34 offices

SOCIAL MEDIA METRICS

- Instagram
 - 3 new posts; 25 new stories
 - 50 new followers
 - 700 accounts reach
 - 192 content interactions
- The Twitter:
 - 2 new tweets
 - 10 new followers
 - 3190 impressions
- Facebook:
 - 2 new posts
 - 11 new followers
 - 302 pages reached

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
 Fund: 13221:Salaries Officers & Employees Month: April 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	4,118.25	4,118.25	(4,118.25)
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	50,825.00	50,825.00	(50,825.00)
26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	11,218.40	11,218.40	(11,218.40)
Total	817,589.00	0.00	817,589.00	0.00	0.00	0.00	66,488.45	66,488.45	751,100.55
-- 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	382,359.71	382,359.71	(382,359.71)
Total	682,411.00	0.00	682,411.00	0.00	0.00	0.00	382,359.71	382,359.71	300,051.29
Total	1,500,000.00	0.00	1,500,000.00	0.00	0.00	0.00	448,848.16	448,848.16	1,051,151.84

Monthly Financial Statement by Budget Fiscal Year

Budget Year: 2021
Month: April 2021

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
		2320 DC Telecom Equip (TRANSFER)	8.00	48.00
		2321 DC Telecom Serv (TRANSFER)	38.75	232.50
	23 Rent, Communications, Utilities	2322 DC Telecom Tolls (TRANSFER)	562.51	3,387.75
		2335 HIR Graphics (TRANSFER)	0.00	450.00
	Total		609.26	4,118.25
	24 Printing and Reproduction	2401 Printing & Reproduction	0.00	326.80
	Total		0.00	326.80
	25 Other Services	2527 Training	0.00	37,440.00
		2571 Technology Service Contracts	1,925.00	13,385.00
	Total		1,925.00	50,825.00
	ADMIN Admin and Ops	2603 Food & Beverage	0.00	3,720.00
		2610 Habitation Expense	0.00	1,140.35
		2620 Office Supplies (Outside)	388.54	1,088.87
		2621 Office Supply (TRANSFER)	86.87	165.76
		2623 Software < \$500	0.00	2,922.77
		2630 Publications/Reference Mat'l	23.85	2,180.65
	Total		499.26	11,218.40
	11 Personnel Compensation	1101 Non-Statutory Compensation	61,338.41	382,359.71
	Total		61,338.41	382,359.71
SOEXP Salaries, Officers & Employees			61,338.41	382,359.71
Total			64,371.93	448,848.16

Monthly Financial Statement by Budget Fiscal Year

Office: 90D1000 DIVERSITY & INCLUSION Budget Year: 2021
 Fund: 13221:Salaries Officers & Employees Month: April 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	4/30/2021	INT_PAY	PR21043000	9217				CASTRO,JEYBEN J	Deputy Director	04/01/2021 to 04/30/2021		12,500.00					
						11450				DUBIN, RACHEL D.	Research Analyst	04/01/2021 to 04/30/2021		9,583.33					
						5884				HENDRIX,KEMBA A	Director	04/01/2021 to 04/30/2021		14,034.25					
						4456				LANGER, CHRISTOPHER C.	Professional Staff Member	04/01/2021 to 04/30/2021		7,083.33					
						9643				OSHIMA, KATRINA T.	Staff Assistant	04/01/2021 to 04/30/2021		4,166.67					
						920				STEVENS, KIMBERLY	Shared Employee	04/01/2021 to 04/30/2021		1,054.17					
						9733				TOMLINSON, NIAMBE A.	Communications Manager	04/01/2021 to 04/30/2021		5,833.33					
						4707				ZAMBRANO, DIEGO R.	Professional Staff Member	04/01/2021 to 04/30/2021		7,083.33					
						Total													61,338.41
ADMIN	23 Rent, Communications, Utilities	2320	4/28/2021	INT_EMS	EM21042800	138					Dc Telecom Equip (transfer)	03/01/2021 to 03/31/2021		8.00					
						Total											8.00		
						779									Dc Telecom Serv (transfer)	03/01/2021 to 03/31/2021		38.75	
														38.75					
														38.75					
														249.99					
														249.99					

U.S. House of Representatives

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Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / PFT#	MTD Disbursed
	23 Rent, Communications, Utilities	2322	4/28/2021	INT_EMS	EM21042800	1850					Dc Telecom Tolls (transfer)	03/01/2021 to 03/31/2021		309.91
						1851					Dc Telecom Tolls (transfer)	03/01/2021 to 03/31/2021		2.61
		Total												562.51
		Total												609.26
	25 Other Services	2571	4/16/2021	VCH_CON	01408903	1		4/16/2021	TS1 90DI000 1-24 2021-4	LEIDOS DIGITAL SOLUTION S INC	Monthly Tech Services 1 90d100	04/01/2021 to 04/30/2021	3054915	1,925.00
		Total												1,925.00
		Total												1,925.00
ADMIN	Admin and Ops					2		3/28/2021	*****9 08140-2103-01413988	CITIBANK	Office Supplies (outside)	03/03/2021 to 03/03/2021	3057686	71.02
						3		3/28/2021	*****9 08140-2103-01413988	CITIBANK	Office Supplies (outside)	03/03/2021 to 03/03/2021	3057686	68.99
						4		3/28/2021	*****9 08140-2103-01413988	CITIBANK	Office Supplies (outside)	03/04/2021 to 03/04/2021	3057686	139.67
		2620	4/29/2021	VCH_EVC	01413988	5		3/28/2021	*****9 08140-2103-01413988	CITIBANK	Office Supplies (outside)	03/05/2021 to 03/05/2021	3057686	27.95
	26 Supplies and Materials					7		3/28/2021	*****9 08140-2103-01413988	CITIBANK	Office Supplies (outside)	03/18/2021 to 03/18/2021	3057686	16.93
						9		3/28/2021	*****9 08140-2103-01413988	CITIBANK	Office Supplies (outside)	03/18/2021 to 03/18/2021	3057686	63.98
		Total												388.54
		2621	4/30/2021	INT_RMS	RM21043000	57					Office Supply (transfer)	04/01/2021 to 04/30/2021		86.87
		Total												86.87

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Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MFD Disbursed
						1		3/28/2021	*****9 08140-2103- 01413988	CITIBANK	Publications/ Reference Mat'l	03/03/2021 to 03/31/2021	3057686	4.24
ADMIN	Admin and Ops	2630	4/29/2021	VCH_EVC	01413988	6		3/28/2021	*****9 08140-2103- 01413988	CITIBANK	Publications/ Reference Mat'l	03/10/2021 to 04/10/2021	3057686	19.61
			Total											23.85
		Total												499.26
														64,371.93

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

04/01/2021 to 04/30/2021

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	04/01/2021 to 04/30/2021		
DUBIN, RACHEL D RESEARCH ANALYST	115,000.00	9,583.33	04/01/2021 to 04/30/2021		
HENDRIX, KEMBA A DIRECTOR	168,411.00	14,034.25	04/01/2021 to 04/30/2021		
LANGE, CHRISTOPHER CHARLES PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	04/01/2021 to 04/30/2021		
OSHIMA, KATRINA T STAFF ASSISTANT	50,000.00	4,166.67	04/01/2021 to 04/30/2021		
STEVENS, KIMBERLY SHARED EMPLOYEE	12,650.00	1,054.17	04/01/2021 to 04/30/2021		
TOMLINSON, NIAMBE A. COMMUNICATIONS MANAGER	70,000.00	5,833.33	04/01/2021 to 04/30/2021		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	04/01/2021 to 04/30/2021		

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

04/01/2021 to 04/30/2021

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Accounting Organization: 90DI000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	61,338.41	8	8
Total	61,338.41	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 Hendriep