



House Office of Diversity & Inclusion – Activity Report: June 2021

June 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.

House Office of Diversity & Inclusion – Activity Report: June 2021

Office Activities

- June 4th, 2021 – Posted vacancy for communications manager position
- June 23rd, 2021 – Invited 52 candidates to written interview for communications manager position

STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
 - Chief Administrative Officer
 - Congressional Hispanic Caucus
 - Congressional Research Service
 - 18 House Committees, including both majority and minority staff
- Meetings with outside stakeholders coordinating DNI efforts:
 - Capitol Strong
 - College to Congress
 - District Directors Conference
 - Hispanic Community Congressional Institute
 - Pharmaceutical Industry Association of Puerto Rico (Leadership Virtual Series – Diversity & Inclusion)
 - Welcoming America
- Meetings with Colleges and Universities:
 - Penn State World Campus

ODI HOSTED EVENTS

- Legislative Negotiation Training – June 6th, 2021
 - 20 attendees
- Oh! You Mean There's Help for that Work-Related Situation? – June 11th, 2021
 - 90 registrants
- Taking the Pulse of Pride – June 23rd, 2021
 - 74 registrants
- Well-Being Week: ODI Meet and Greet – June 25th, 2021
 - 13 registrants

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with 43 job seekers
- Conducted 6 mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

- Responded to resume requests from 66 offices

SOCIAL MEDIA METRICS

- Instagram
 - 17 new posts; 36 new stories; 1 Video
 - 60 new followers
 - 1079 accounts reach (+35.8%)
 - 668 content interactions
- The Twitter:
 - 18 new tweets
 - 29 new followers
 - 46.8K impressions
- Facebook:
 - 19 new posts
 - 13 new followers
 - 741 pages reached
 - 292 post engagement

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
 Fund: 13221:Salaries Officers & Employees Month: June 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	5,305.88	5,305.88	(5,305.88)
24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	978.70	978.70	(978.70)
25 Other Services	0.00	0.00	0.00	0.00	348,025.81	0.00	59,835.00	407,860.81	(407,860.81)
26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	13,135.11	13,135.11	(13,135.11)
Total	817,589.00	0.00	817,589.00	0.00	348,025.81	0.00	79,254.69	427,280.50	390,308.50
-- 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	508,883.75	508,883.75	(508,883.75)
Total	682,411.00	0.00	682,411.00	0.00	0.00	0.00	508,883.75	508,883.75	173,527.25
Total	1,500,000.00	0.00	1,500,000.00	0.00	348,025.81	0.00	588,138.44	936,164.25	563,835.75

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
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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	64.00
		2321 DC Telecom Serv (TRANSFER)	38.75	310.00
		2322 DC Telecom Tolls (TRANSFER)	384.68	4,200.63
		2335 HIR Graphics (TRANSFER)	281.25	731.25
		Total	712.68	5,305.88
	24 Printing and Reproduction	2401 Printing & Reproduction	651.90	978.70
		Total	651.90	978.70
		2527 Training	0.00	42,600.00
	25 Other Services	2571 Technology Service Contracts	1,925.00	17,235.00
		Total	1,925.00	59,835.00
		2603 Food & Beverage	0.00	3,749.30
26 Supplies and Materials		2610 Habitation Expense	0.00	1,140.35
		2620 Office Supplies (Outside)	62.27	1,237.55
		2621 Office Supply (TRANSFER)	1.70	167.46
		2623 Software < \$500	0.00	3,336.50
		2630 Publications/Reference Mat'l	23.85	3,503.95
		Total	87.82	13,135.11
SOEXP Salaries, Officers & Employees	11 Personnel Compensation	Total	3,377.40	79,254.69
		1101 Non-Statutory Compensation	60,810.63	504,508.75
		1104 Accrued Leave	4,375.00	4,375.00
Total	Total	65,185.63	508,883.75	
Total	Total	68,563.03	588,138.44	

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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	6/30/2021	INT_PAY	PR21063000	8991				CASTRO,JE YBEN J	Deputy Director	06/01/2021 to 06/30/2021		12,500.00					
						1064 3				DUBIN, RACHEL D.	Research Analyst	06/01/2021 to 06/30/2021		9,583.33					
						5794				HENDRIX,K EMBA A	Director	06/01/2021 to 06/30/2021		14,034.25					
						4372				LANGE, CHRISTOPHER C.	Professional Staff Member	06/01/2021 to 06/30/2021		7,083.33					
						9413				OSHIMA, KATRINA T.	Staff Assistant	06/01/2021 to 06/30/2021		5,000.00					
						908				STEVENS, KIMBERLY	Shared Employee	06/01/2021 to 06/30/2021		1,054.17					
						9499				TOMLINSON, NIAMBE A.	Communications Manager	06/01/2021 to 06/23/2021		4,472.22					
						4624				ZAMBRANO, DIEGO R.	Professional Staff Member	06/01/2021 to 06/30/2021		7,083.33					
						Total													60,810.63
								1104	6/30/2021	INT_PAY	PR21063000	9500				TOMLINSON, NIAMBE A.	Communications Manager	06/01/2021 to 06/23/2021	
		Total												4,375.00					
		Total												65,185.63					
		2320	6/28/2021	INT_EMS	EM21062800	136					Dc Telecom Equip (transfer)	05/01/2021 to 05/31/2021		8.00					
		Total												8.00					
ADMIN	Admin and Ops	2321	6/28/2021	INT_EMS	EM21062800	787					Dc Telecom Serv (transfer)	05/01/2021 to 05/31/2021		38.75					
	Utilities	Total												38.75					
		Total												38.75					

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 / EFT#	MTD Disbursed
						1872					Dc Telecom Tolls (transfer)	05/01/2021 to 05/31/2021		348.25
						1873					Dc Telecom Tolls (transfer)	05/01/2021 to 05/31/2021		3.44
		2322	6/28/2021	INT_EMS	EM21062800	1874					Dc Telecom Tolls (transfer)	05/01/2021 to 05/31/2021		1.15
	23 Rent, Communications, Utilities					1875					Dc Telecom Tolls (transfer)	05/01/2021 to 05/31/2021		31.84
			Total											384.68
		2335	6/28/2021	INT_MED	MS21062800	28					8024	06/16/2021 to 06/16/2021		281.25
			Total											281.25
ADMIN	Admin and Ops		Total											712.68
						1		5/3/2021	221115	ACCURATE WORD LLC	Printing & Reproduction	05/03/2021 to 05/03/2021	3071418	237.90
						1		5/28/2021	*****9 08140-2105-01435450	CITIBANK	Printing & Reproduction	05/04/2021 to 05/04/2021	3071523	175.00
	24 Printing and Reproduction	2401	6/25/2021	VCH_EVC	01435450									
						1		5/5/2021	221192	ACCURATE WORD LLC	Printing & Reproduction	05/05/2021 to 05/05/2021	3070957	239.00
			Total											651.90
			Total											651.90
		2571	6/16/2021	VCH_CON	01431295	1		6/16/2021	TS1 90DI000 DIGITAL SOLUTION S INC	LEIDOS DIGITAL SOLUTION S INC	Monthly Tech Services 1 90di00	06/01/2021 to 06/30/2021	3069071	1,925.00
	25 Other Services		Total											1,925.00
			Total											1,925.00
	26 Supplies and Materials	2620	6/25/2021	VCH_EVC	01435450	2		5/28/2021	*****9 08140-2105-01435450	CITIBANK	Office Supplies (outside)	05/07/2021 to 05/07/2021	3071523	62.27

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Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed
		2620	Total											62.27
		2621	6/30/2021	INT_RMS	RM21063000	71					Office Supply (transfer)	06/01/2021 to 06/30/2021		1.70
			Total											1.70
ADMIN	Admin and Ops	2630	6/25/2021	VCH_EVC	01435450	3		5/28/2021	*****g 08140-2105-01435450	CITIBANK	Publications/Reference Mat'l	05/10/2021 to 06/10/2021	3071523	19.61
						4		5/28/2021	*****g 08140-2105-01435450	CITIBANK	Publications/Reference Mat'l	05/26/2021 to 06/23/2021	3071523	4.24
			Total											23.85
Total			Total											87.82
														68,563.03

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

06/01/2021 to 06/30/2021

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	06/01/2021 to 06/30/2021		
DUBIN, RACHEL D RESEARCH ANALYST	115,000.00	9,583.33	06/01/2021 to 06/30/2021		
HENDRIX, KEMBA A DIRECTOR	168,411.00	14,034.25	06/01/2021 to 06/30/2021		
LANGE, CHRISTOPHER CHARLES PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	06/01/2021 to 06/30/2021		
OSHIMA, KATRINA T STAFF ASSISTANT	60,000.00	5,000.00	06/01/2021 to 06/30/2021	P/R CHANGE 06/01/21	
STEVENS, KIMBERLY SHARED EMPLOYEE	12,650.00	1,054.17	06/01/2021 to 06/30/2021		
TOMLINSON, NIAMBE A. COMMUNICATIONS MANAGER	70,000.00	4,472.22	06/01/2021 to 06/30/2021	TERMINATED 06/23/21	
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	06/01/2021 to 06/30/2021		

SALARIES O&E - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
TOMLINSON, NIAMBE A. COMMUNICATIONS MANAGER	70,000.00	4,375.00			

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

06/01/2021 to 06/30/2021

Process Level: DI000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90DI000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	60,810.63	7	8
SALARIES O&E - ACCRUED LEAVE	4,375.00	0	1
Total	65,185.63	7	9

COMMENTS: (EXCEPTIONS MUST BE LISTED WITHIN THIS BOX)

Empty dashed box for comments.

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.

Femelia Hendrix