



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

July 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: July 2021

Office Activities

- July 7th-12th, 2021 – Conducted interviews with 5 candidates for communications manager position
- July 16th, 2021 – Extended offer to Kristina Aleksander for communications manager position

STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
 - Chief Administrative Officer
 - Committee on Energy and Commerce
 - Committee on Veteran's Affairs
 - IDEA Capitol Police
 - Office of the Chaplain
 - Office of Congressional Workplace Rights
 - Office of House Employment Counsel
 - Select Committee on the Modernization of Congress
 - Sergeant at Arms
- Meetings with outside stakeholders coordinating DNI efforts:
 - Capitol Strong Coalition
 - Congressional Management Foundation
 - Hewlett Foundation
 - ICF
 - Moth & Flame
- Meetings with Colleges and Universities:
 - Penn State Black Caucus
- Participated in Virtual Panels/Events hosted by:
 - Congressional Jewish Staff Association
 - Congressional Hispanic Leadership Institute
 - ICAP
 - International Leadership Foundation Panel
 - George Washington University Graduate School of Political Management
 - Women in Government Relations

ODI HOSTED EVENTS

- A Place of Worship – July 14th, 2021
 - 31 registrants
- Quick & Dirty Resume Review: Intern Edition – July 28th, 2021
 - 237 registrants

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with 49 job seekers
- Conducted 3 mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

- Responded to resume requests from 53 offices

SOCIAL MEDIA METRICS

- Instagram
 - 3 new posts; 12 new stories
 - 25 new followers
 - 740 accounts reach
 - 174 content interactions
- The Twitter:
 - 5 new tweets
 - 10 new followers
 - 3,098 impressions
- Facebook:
 - 3 new posts
 - 13 new followers
 - 112 pages reached

Monthly Financial Statement by Budget Fiscal Year

Office: 90D1000 DIVERSITY & INCLUSION Budget Year: 2021
 Fund: 13221:Salaries Officers & Employees Month: July 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	5,697.18	5,697.18	(5,697.18)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	978.70	978.70	(978.70)
ADMIN	25 Other Services	0.00	0.00	0.00	0.00	348,025.81	0.00	61,760.00	409,785.81	(409,785.81)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	13,574.11	13,574.11	(13,574.11)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	1,778.00	1,778.00	(1,778.00)
	Total	817,589.00	0.00	817,589.00	0.00	348,025.81	0.00	83,787.99	431,813.80	385,775.20
	-- 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	565,222.16	565,222.16	(565,222.16)
	Total	682,411.00	0.00	682,411.00	0.00	0.00	0.00	565,222.16	565,222.16	117,188.84
Total		1,500,000.00	0.00	1,500,000.00	0.00	348,025.81	0.00	649,010.15	997,035.96	502,964.04

Monthly Financial Statement by Budget Fiscal Year

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

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
		2320 DC Telecom Equip (TRANSFER)	8.00	72.00
		2321 DC Telecom Serv (TRANSFER)	38.75	348.75
	23 Rent, Communications, Utilities	2322 DC Telecom Tolls (TRANSFER)	344.55	4,545.18
		2335 HIR Graphics (TRANSFER)	0.00	731.25
		Total	391.30	5,697.18
		2401 Printing & Reproduction	0.00	978.70
		Total	0.00	978.70
		2527 Training	0.00	42,600.00
	25 Other Services	2571 Technology Service Contracts	1,925.00	19,160.00
		Total	1,925.00	61,760.00
ADMIN Admin and Ops		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
	26 Supplies and Materials	2621 Office Supply (TRANSFER)	415.15	582.61
		2623 Software < \$500	0.00	3,336.50
		2630 Publications/Reference Mat'l	23.85	3,527.80
		Total	439.00	13,574.11
	31 Equipment	3112 Computer Hardw Purch <\$25,000	1,778.00	1,778.00
		Total	1,778.00	1,778.00
		Total	4,533.30	83,787.99
SOEXP Salaries, Officers & Employees		1101 Non-Statutory Compensation	56,338.41	560,847.16
		1104 Accrued Leave	0.00	4,375.00
		Total	56,338.41	565,222.16
		Total	56,338.41	565,222.16
		Total	60,871.71	649,010.15

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
 Fund: 13221:Salaries Officers & Employees Month: July 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	7/30/2021	INT_PAY	PR21073000	8963				CASTRO,JE YBEN J	Deputy Director	07/01/2021 to 07/31/2021		12,500.00	
						10509				DUBIN, RACHEL D.	Research Analyst	07/01/2021 to 07/31/2021		9,583.33	
						5812				HENDRIX,K EMBA A	Director	07/01/2021 to 07/31/2021		14,034.25	
						4387				LANGE, CHRISTOPHER C.	Professional Staff Member	07/01/2021 to 07/31/2021		7,083.33	
						9384				OSHIMA, KATRINA T.	Operations Manager	07/01/2021 to 07/31/2021		5,000.00	
SOEXP	Salaries, Officers & Employees	1101	7/30/2021	INT_PAY	PR21073000	910				STEVENS, KIMBERLY	Shared Employee	07/01/2021 to 07/31/2021		1,054.17	
						4653				ZAMBRANO, DIEGO R.	Professional Staff Member	07/01/2021 to 07/31/2021		7,083.33	
		Total												56,338.41	
		Total												56,338.41	
ADMIN	Admin and Ops	2320	7/22/2021	INT_EMS	EM21072200	136					Dc Telecom Equip (transfer)	06/01/2021 to 06/30/2021		8.00	
						Total									8.00
						2321	7/22/2021	INT_EMS	EM21072200	785					
Total													38.75		
ADMIN	Admin and Ops	2321	7/22/2021	INT_EMS	EM21072200	1874					Dc Telecom Tolls (transfer)	06/01/2021 to 06/30/2021		341.25	
						1875									Dc Telecom Tolls (transfer)

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
 Fund: 13221:Salaries Officers & Employees Month: July 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	Total											344.55
		Total												391.30
	25 Other Services	2571	7/16/2021	VCH_CON	01442826	1		7/16/2021	TSI 90DI000 1-24 2021-7	LEIDOS DIGITAL SOLUTION S INC	Monthly Tech Services 1 90di00	07/01/2021 to 07/31/2021	3076303	1,925.00
		Total												1,925.00
		2621	7/31/2021	INT_RMS	RM21073100	66					Office Supply (transfer)	07/01/2021 to 07/31/2021		415.15
		Total												415.15
ADMIN	Admin and Ops													
	26 Supplies and Materials	2630	7/29/2021	VCH_EVC	01448462	1		6/28/2021	*****9 08140-2106- 01448462	CITIBANK	Publications/ Reference Mat'l	06/10/2021 to 07/10/2021	3079506	19.61
						2		6/28/2021	*****9 08140-2106- 01448462	CITIBANK	Publications/ Reference Mat'l	06/23/2021 to 07/21/2021	3079506	4.24
		Total												23.85
		Total												439.00
	31 Equipment	3112	7/31/2021	INT_RMS	RM21073100	558					Computer Hardw Purch <\$25,000	07/01/2021 to 07/31/2021		1,778.00
		Total												1,778.00
Total														60,871.71

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

07/01/2021 to 07/30/2021

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	07/01/2021 to 07/30/2021		
DUBIN, RACHEL D RESEARCH ANALYST	115,000.00	9,583.33	07/01/2021 to 07/30/2021		
HENDRIX, KEMBA A DIRECTOR	168,411.00	14,034.25	07/01/2021 to 07/30/2021		
LANGE, CHRISTOPHER CHARLES PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	07/01/2021 to 07/30/2021		
OSHIMA, KATRINA T OPERATIONS MANAGER	60,000.00	5,000.00	07/01/2021 to 07/30/2021	P/R CHANGE 07/01/21	
STEVENS, KIMBERLY SHARED EMPLOYEE	12,650.00	1,054.17	07/01/2021 to 07/30/2021		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	07/01/2021 to 07/30/2021		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

07/01/2021 to 07/30/2021

Process Level: DI000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90DI000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	56,338.41	7	7
Total	56,338.41	7	7

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.

Kenlea Hendricks

SL By Office Budget - Payments

OFFICE: DI000 OFC OF DIVERSITY & INCLUSION DEPT:

Budget Code	Employee	Employee Name	Fica Mbr	Monthly Payment	Current Balance	Payment Date	Contract Start	Contract End	Emp Status	Rene
OFF		ZAMBRANO, DIEGO R.	080-76-9742	400.00	52,860.45	07/16/21	11/01/20	11/01/21	A0 A	1121
OFF		HENDRIX, KEMBA A.	149-80-7989	457.00	203,216.47	07/16/21	08/01/20	08/01/21	A0 A	0821
OFF		CASTRO, JEYBEN J.	591-62-2274	833.00	4,371.00	07/16/21	07/01/21	07/01/22	A0 A	0722

TOTAL MONTHLY PAYMENTS: 1,690.00
 ALLOCATED TO OFFICE: 4,375.00
 AVAILABLE: 2,685.00