



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

October 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.

OFFICE ACTIVITIES

- October 1st, 2021 – Departure of Inaugural Director, Kemba Hendrix. Christopher Lange is promoted to role of Acting Director. Katrina Oshima is promoted to role of Professional Staff Member.
- October 8th, 2021 – Vacancy announcement for Operations Manager is posted.

STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
 - Chief Administrative Officer
 - Sergeant at Arms
 - Office of the Whistleblower Ombuds
 - Office of House Employment Counsel
 - Office of Employee Advocacy
 - Payroll and Benefits
 - Office of Congressional Workplace Rights
 - 102 Member Offices
- Meetings with outside stakeholders coordinating DNI efforts:
 - Accenture
 - Running Start
 - Welcoming America
 - Congressional Management Foundation
 - International Leadership Foundation
 - National Association of Latino Elected and Appointed Officials
 - Congressional Hispanic Leadership Institute
 - Congressional Hispanic Caucus Institute
- Meetings with Colleges and Universities:
 - Boston University
 - Florida International University
 - George Mason University
 - Georgetown University
 - Liberty University
 - Penn State
 - Suny University
- Participated in Virtual Panels/Events hosted by:
 - Women's Congressional Policy Institute
 - International Leadership Foundation

ODI HOSTED EVENTS

- ODI Hispanic Heritage Month Event
 - 115 registrants
- Reasonable Accommodations (Managers Edition)
 - 105 registrants

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with 42 job seekers
- Conducted 9 mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

- Responded to resume requests from 30 offices

SOCIAL MEDIA METRICS

- Instagram:
 - 5 new posts; 15 new stories; 4 IGTV videos; 2 Reels
 - 20 new followers (1,013 total followers)
 - 2,001 accounts reached
 - 294 content interactions
- Twitter:
 - 23 new tweets
 - 31 new followers
 - 15 mentions
 - 44 retweets
 - 1,869 profile visits
 - 36.6K impressions
- Facebook:
 - 24 new posts
 - 8 new followers
 - 2141 page reach
- LinkedIn:
 - 223 unique visitors

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

- 146 new followers
- 25.3K post impressions
- 15 custom button clicks

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
 Fund: 13221:Salaries Officers & Employees Month: October 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	(100,000.00)	717,589.00	0.00	0.00	0.00	0.00	0.00	717,589.00
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	7,375.26	7,375.26	(7,375.26)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	2,070.30	2,070.30	(2,070.30)
ADMIN	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	444,751.81	444,751.81	(444,751.81)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	29,788.77	29,788.77	(29,788.77)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	5,927.89	5,927.89	(5,927.89)
	Total	817,589.00	(100,000.00)	717,589.00	0.00	0.00	0.00	489,914.03	489,914.03	227,674.97
	-- Appropriation	682,411.00	100,000.00	782,411.00	0.00	0.00	0.00	0.00	0.00	782,411.00
SOEXP	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	742,688.55	742,688.55	(742,688.55)
	Total	682,411.00	100,000.00	782,411.00	0.00	0.00	0.00	742,688.55	742,688.55	39,722.45
	Total	1,500,000.00	0.00	1,500,000.00	0.00	0.00	0.00	1,232,602.58	1,232,602.58	267,397.42

Monthly Financial Statement by Budget Fiscal Year

Budget Year: 2021
Month: October 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	96.00
		2321 DC Telecom Serv (TRANSFER)	46.50	480.50
	23 Rent, Communications, Utilities	2322 DC Telecom Tolls (TRANSFER)	378.99	5,617.51
		2335 HIR Graphics (TRANSFER)	450.00	1,181.25
		Total	883.49	7,375.26
	24 Printing and Reproduction	2401 Printing & Reproduction	478.00	2,070.30
		Total	478.00	2,070.30
	25 Other Services	2503 Consultant Contract Service	0.00	348,025.81
		2527 Training	18,175.00	73,716.00
		2571 Technology Service Contracts	0.00	23,010.00
		Total	18,175.00	444,751.81
ADMIN Admin and Ops		2603 Food & Beverage	28.00	3,847.28
		2610 Habitation Expense	0.00	1,415.33
		2620 Office Supplies (Outside)	590.84	4,278.46
	26 Supplies and Materials	2621 Office Supply (TRANSFER)	0.00	592.71
		2623 Software < \$500	1,411.36	4,747.86
		2630 Publications/Reference Mat'l	431.63	14,907.13
		Total	2,461.83	29,788.77
	31 Equipment	3105 Office Equip Purch<\$25,000	4,149.89	4,149.89
		3112 Computer Hardw Purch <\$25,000	0.00	1,778.00
		Total	4,149.89	5,927.89
		Total	26,148.21	489,914.03
SOEXP Salaries, Officers & Employees	11 Personnel Compensation	1101 Non-Statutory Compensation	0.00	738,313.55
		1104 Accrued Leave	0.00	4,375.00
		Total	0.00	742,688.55
		Total	0.00	742,688.55
		Total	26,148.21	1,232,602.58

Monthly Financial Statement by Budget Fiscal Year

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

Disbursed Detail

Program	Object Class	BOC	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed
		2320	EM21102500	131					Dc Telecom Equip (transfer)	09/01/2021 to 09/30/2021		8.00
		Total										8.00
		2321	EM21102500	761					Dc Telecom Serv (transfer)	09/01/2021 to 09/30/2021		46.50
		Total										46.50
	23 Rent, Communications, Utilities	2322	EM21102500	1878					Dc Telecom Tolls (transfer)	09/01/2021 to 09/30/2021		376.25
				1879					Dc Telecom Tolls (transfer)	09/01/2021 to 09/30/2021		2.74
		Total										378.99
ADMIN	Admin and Ops	2335	MS21102600	39					9235	09/27/2021 to 09/27/2021		150.00
				40					8923	09/24/2021 to 09/24/2021		300.00
		Total										450.00
		Total										883.49
	24 Printing and Reproduction	2401	01479001	1		8/3/2021	223077	ACCURATE WORD	Printing & Reproduction	08/03/2021 to 08/03/2021	3098555	478.00
		Total										478.00
	25 Other Services	2527	01471107	1		9/22/2021	000400	TAI D COACHING	Training	09/01/2021 to 12/31/2021	3094430	18,175.00
		Total										18,175.00
	26 Supplies and Materials	2603	01479226	2		9/28/2021	08140-2109-01479226	CITIBANK	Food & Beverage	09/07/2021 to 09/07/2021	3100296	28.00
		Total										28.00

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
		2603	Total											28.00
			10/20/2021	VCH_EVC	01479226	1		9/28/2021	*****9 08140-2109- 01479226	CITIBANK	Office Supplies (outside)	07/26/2021 to 07/26/2021	3100296	254.38
						4		9/28/2021	*****9 08140-2109- 01479226	CITIBANK	Office Supplies (outside)	09/07/2021 to 09/07/2021	3100296	35.70
						1		8/28/2021	*****9 08140-2108- 01471524	CITIBANK	Office Supplies (outside)	07/26/2021 to 07/26/2021	3094578	161.39
		2620				2		8/28/2021	*****9 08140-2108- 01471524	CITIBANK	Office Supplies (outside)	07/27/2021 to 07/27/2021	3094578	67.46
			10/4/2021	VCH_EVC	01471524	3		8/28/2021	*****9 08140-2108- 01471524	CITIBANK	Office Supplies (outside)	07/26/2021 to 07/26/2021	3094578	129.90
ADMIN	Admin and Ops					5		8/28/2021	*****9 08140-2108- 01471524	CITIBANK	Office Supplies (outside)	07/26/2021 to 07/26/2021	3094578	(57.99)
			Total											590.84
		2623	10/7/2021	VCH_EVC	01474726	1		9/30/2021	169882	EMERGENT LLC	Software < \$500	09/30/2021 to 08/31/2022	3095418	1,411.36
			Total											1,411.36
						3		9/28/2021	*****9 08140-2109- 01479226	CITIBANK	Publications/Reference Mat'l	09/10/2021 to 10/10/2021	3100296	19.61
			10/20/2021	VCH_EVC	01479226	5		9/28/2021	*****9 08140-2109- 01479226	CITIBANK	Publications/Reference Mat'l	09/15/2021 to 10/13/2021	3100296	18.02
		2630				6		8/28/2021	*****9 08140-2108- 01471524	CITIBANK	Publications/Reference Mat'l	08/20/2021 to 08/20/2022	3094578	394.00
			Total											431.63
			Total											2,461.83

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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
ADMIN	Admin and Ops	3105	10/4/2021	VCH_EVC	01471524	4		8/28/2021	*****9 08140-2108- 01471524	CITIBANK	Office Equip Purch-<\$25,0 00	07/26/2021 to 07/26/2021	3094578	4,149.89
		Total												4,149.89
		Total												4,149.89
														26,148.21

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

10/01/2021 to 10/31/2021

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	5,833.33	10/01/2021 to 10/31/2021		
CASTRO, JEYBEN JESUS DEPUTY DIRECTOR	150,000.00	12,500.00	10/01/2021 to 10/31/2021		
DUBIN, RACHEL D RESEARCH ANALYST	115,000.00	9,583.33	10/01/2021 to 10/31/2021		
HENDRIX, KEMBA A DIRECTOR	168,411.00	1,403.43	10/01/2021 to 10/31/2021	TERMINATED 10/03/21	
LANGE, CHRISTOPHER CHARLES INTERIM EXECUTIVE DIRECTOR	173,900.00	14,491.67	10/01/2021 to 10/31/2021	P/R CHANGE 10/01/21	
OSHIMA, KATRINA T PROFESSIONAL STAFF MEMBER	95,000.00	7,916.67	10/01/2021 to 10/31/2021	P/R CHANGE 10/01/21	
STEVENS, KIMBERLY SHARED EMPLOYEE	22,550.00	1,583.33	10/01/2021 to 10/31/2021	P/R CHANGE 10/01/21	
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	95,000.00	7,916.67	10/01/2021 to 10/31/2021		

SALARIES O&E - ACCRUED LEAVE

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
HENDRIX, KEMBA A DIRECTOR	168,411.00	11,695.21			

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

10/01/2021 to 10/31/2021

Process Level: DI000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90DI000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	61,228.43	7	8
SALARIES O&E - ACCRUED LEAVE	11,695.21	0	1
Total	72,923.64	7	9

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.

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