



House Office of Diversity and Inclusion – Activity Report: July 2020

July 2020 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: July 2020

OFFICE ACTIVITY

- July 20, 2020 Hire of Staff Assistant/Scheduler – Katrina Oshima
 - Began Communications Manager Interviews
 - 18 first round interviews conducted
 - 6 invited for second round interview

STAKEHOLDER ENGAGEMENT

- Met with organizations and agencies to get information about developing diversity plan
 - GPO
- Participated in Virtual Panels
 - Global WIN
 - WGR
 - Tri-Caucus and Senate Diversity Initiative
 - University of Texas (Grad Students)
 - FIU
 - CHLI

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with 26 job seekers
- Conducted 8 mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

- Responded to resume requests from 11 offices

Monthly Financial Statement by Budget Fiscal Year

Office: 90D1000 DIVERSITY & INCLUSION Budget Year: 2020
 Fund: 13220-Salaries Officers & Employees Month: July 2020

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	400,000.00	0.00	400,000.00	0.00	0.00	0.00	0.00	0.00	400,000.00
23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	1,173.81	1,173.81	(1,173.81)
25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	13,265.00	13,265.00	(13,265.00)
26 Supplies and Materials	0.00	0.00	0.00	0.00	2,950.09	0.00	0.00	2,950.09	(2,950.09)
31 Equipment	0.00	0.00	0.00	0.00	28,150.33	0.00	0.00	28,150.33	(28,150.33)
Total	400,000.00	0.00	400,000.00	0.00	31,100.42	0.00	14,438.81	45,539.23	354,460.77
-- Appropriation	600,000.00	0.00	600,000.00	0.00	0.00	0.00	0.00	0.00	600,000.00
11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	93,488.76	93,488.76	(93,488.76)
Total	600,000.00	0.00	600,000.00	0.00	0.00	0.00	93,488.76	93,488.76	506,511.24
Total	1,000,000.00	0.00	1,000,000.00	0.00	31,100.42	0.00	107,927.57	139,027.99	860,972.01

Monthly Financial Statement by Budget Fiscal Year

Budget Year: 2020
Month: July 2020

Office: 90DI000 DIVERSITY & INCLUSION
Fund: 13220:Salaries Officers & Employees

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
ADMIN Admin and Ops	23 Rent, Communications, Utilities	2310 TelecomSrv/Eq/Toll Charge	0.00	623.77
		2320 DC Telecom Equip (TRANSFER)	8.00	416.00
		2321 DC Telecom Serv (TRANSFER)	38.75	131.75
		2322 DC Telecom Tolls (TRANSFER)	1.44	2.29
		Total	48.19	1,173.81
25 Other Services		2571 Technology Service Contracts	13,265.00	13,265.00
		Total	13,265.00	13,265.00
SOEXP Salaries, Officers & Employees	11 Personnel Compensation		13,313.19	14,438.81
		Total	28,562.03	93,488.76
Total			28,562.03	93,488.76
			41,875.22	107,927.57

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Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2020
 Fund: 13220:Salaries Officers & Employees Month: July 2020

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	2020-07-31	INT_PAY	PR20073100	1042				CASTRO,JE	Deputy Director	07/01/2020 to 07/31/2020		12,500.00
						6				YBEN J	Director	07/01/2020 to 07/31/2020		14,034.25
						6501				HENDRIX,K	Director	07/01/2020 to 07/31/2020		
						1185				EMBA A	Staff Assistant	07/20/2020 to 07/31/2020		1,527.78
		Total				986			STEVENS, KIMBERLY	Financial Administrator	07/01/2020 to 07/31/2020		500.00	
		Total												28,562.03
		2320	2020-07-29	INT_EMS	EM20072900	139					Dc Telecom Equip (transfer)	06/01/2020 to 06/30/2020		8.00
		Total												8.00
		2321	2020-07-29	INT_EMS	EM20072900	785					Dc Telecom Serv (transfer)	06/01/2020 to 06/30/2020		38.75
		Total												38.75
ADMIN	Admin and Ops	2322	2020-07-29	INT_EMS	EM20072900	1856					Dc Telecom Tolls (transfer)	06/01/2020 to 06/30/2020		0.24
						1857					Dc Telecom Tolls (transfer)	06/01/2020 to 06/30/2020		1.20
						Total								
		Total												48.19
	25 Other Services	2571	2020-07-30	VCH_ADJ	01318587	2		2020-01-16	10H000 2019-2020-11-3V01	LEIDOS DIGITAL SOLUTION S INC	Monthly Tech Services 10ho000	01/01/2020 to 01/31/2020		1,895.00

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PAYROLL CERTIFICATION - FINAL

07/01/2020 to 07/31/2020

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	07/01/2020 to 07/31/2020		
HENDRIX, KEMBA A DIRECTOR	168,411.00	14,034.25	07/01/2020 to 07/31/2020		
OSHIMA, KATRINA T STAFF ASSISTANT	50,000.00	1,527.78	07/01/2020 to 07/31/2020	APPOINTMENT 07/20/20	
STEVENS, KIMBERLY FINANCIAL ADMINISTRATOR	6,000.00	500.00	07/01/2020 to 07/31/2020		

