



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

February 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: February 2021

Office Activities

- Interviewed 7 candidates for Data & Research Analyst position
- February 23rd, 2021 – Extended offer to Rachel Dubin for Data & Research Analyst position

STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
 - Bipartisan Disabilities Caucus
 - Chief Administrative Officer
 - Congressional Black Associates
 - Congressional Hispanic Caucus
 - Congressional Women’s Caucus
 - LGBTQ+ Caucus
 - Servicewomen and Women Veterans Caucus
 - Select Committee on Modernization
 - Office of Employment Counsel
 - Office of Whistleblower Ombuds
- Meetings with outside stakeholders coordinating DNI efforts:
 - Welcoming America
- Meetings with Colleges and Universities:
 - Bowie State University
 - Carnegie Mellon University
 - Florida International University
 - Georgetown University
 - Howard University
 - Liberty University
 - University of the District of Columbia
 - University of Maryland Eastern Shore
- Participated in Virtual Panels/Events hosted by:
 - Congressional Black Associates
 - Florida International University
 - American University Washington College of Law

ODI HOSTED EVENTS

- Truth, Cybersecurity and Misinformation – February 19th, 2021
 - 66 registrants
- College to Congress – February 24th, 2021
 - 54 registrants

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with 112 job seekers
- Conducted 20 mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

- Responded to resume requests from 24 offices

SOCIAL MEDIA METRICS

- 34 new posts to Instagram, Twitter, and Facebook.
- Instagram
 - 19.8% decrease in engagement
 - 13.4% increase in followers
- The Twitter:
 - 36 new followers
 - 108% increase in interactions
- Facebook:
 - 19 new followers
 - 488 pages reached

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
 Fund: 13221:Salaries Officers & Employees Month: February 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	3,153.83	3,153.83	(3,153.83)
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	16,255.00	16,255.00	(16,255.00)
26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	10,270.80	10,270.80	(10,270.80)
Total	817,589.00	0.00	817,589.00	0.00	0.00	0.00	30,006.43	30,006.43	787,582.57
-- 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	262,238.44	262,238.44	(262,238.44)
Total	682,411.00	0.00	682,411.00	0.00	0.00	0.00	262,238.44	262,238.44	420,172.56
Total	1,500,000.00	0.00	1,500,000.00	0.00	0.00	0.00	292,244.87	292,244.87	1,207,755.13

Monthly Financial Statement by Budget Fiscal Year

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

Budget Year: 2021
 Month: February 2021

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	32.00
		2321 DC Telecom Serv (TRANSFER)	38.75	155.00
		2322 DC Telecom Tolls (TRANSFER)	535.55	2,516.83
		2335 HIR Graphics (TRANSFER)	0.00	450.00
		Total	582.30	3,153.83
	24 Printing and Reproduction	2401 Printing & Reproduction	0.00	326.80
		Total	0.00	326.80
	25 Other Services	2527 Training	0.00	6,720.00
		2571 Technology Service Contracts	1,925.00	9,535.00
		Total	1,925.00	16,255.00
26 Supplies and Materials	2603 Food & Beverage	2,220.00	3,720.00	
	2610 Habitation Expense	0.00	1,140.35	
	2620 Office Supplies (Outside)	0.00	700.33	
	2621 Office Supply (TRANSFER)	0.00	54.32	
	2623 Software < \$500	1,950.00	2,522.85	
	2630 Publications/Reference Mat'l	2,119.17	2,132.95	
	Total	6,289.17	10,270.80	
SOEXP Salaries, Officers & Employees	1101 Non-Statutory Compensation	51,755.08	262,238.44	
	Total	51,755.08	262,238.44	
	Total	60,551.55	292,244.87	

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
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Disbursed Detail

Program	Object Class	BGC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed							
SOEXP	Salaries, Officers & Employees	1101	2/26/2021	INT_PAY	PR21022600	9740				CASTRO,JEYBEN J	Deputy Director	02/01/2021 to 02/28/2021		12,500.00							
						6274				HENDRIX,KEMBA A	Director	02/01/2021 to 02/28/2021		14,034.25							
						4752				LANGE,CHRISTOPHER C.	Professional Staff Member	02/01/2021 to 02/28/2021		7,083.33							
						1017				OSHIMA,KATRINA T.	Staff Assistant	02/01/2021 to 02/28/2021		4,166.67							
						991				STEVENS,KIMBERLY	Financial Administrator	02/01/2021 to 02/28/2021		1,054.17							
						1026				TOMLINSO,N, NIAMBE A.	Communications Manager	02/01/2021 to 02/28/2021		5,833.33							
						5013				ZAMBRANO, DIEGO R.	Professional Staff Member	02/01/2021 to 02/28/2021		7,083.33							
						Total													51,755.08		
						Total															51,755.08
						ADMIN	Admin and Ops	2320	2/25/2021	INT_EMS	EM21022500	137					Dc Telecom Equip (transfer)	01/01/2021 to 01/31/2021		8.00	
Total																	8.00				
2321	2/25/2021	INT_EMS	EM21022500	790												Dc Telecom Serv (transfer)	01/01/2021 to 01/31/2021		38.75		
				Total											38.75						
ADMIN	Admin and Ops	2322	2/25/2021	INT_EMS	EM21022500	1844					Dc Telecom Tolls (transfer)	01/01/2021 to 01/31/2021		327.50							
						1845												20.44			

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 Fund: 13221:Salaries Officers & Employees Month: February 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	2/25/2021	INT_EMS	EM21022500	1846					Dc Telecom Tolls (transfer)	01/01/2021 to 01/31/2021		0.55
						1847					Dc Telecom Tolls (transfer)	01/01/2021 to 01/31/2021		187.06
		Total												535.55
	25 Other Services	2571	2/16/2021	VCH_CON	01386452	1		2/16/2021	TS1 90DI000 1-24 2021-2	LEIDOS DIGITAL SOLUTION S INC	Monthly Tech Services 1 90di00	02/01/2021 to 02/28/2021	3038545	1,925.00
		Total												1,925.00
ADMIN	Admin and Ops	2603	2/19/2021	VCH_EVC	01387049	2		1/28/2021	*****g 08140-2101-01387049	CITIBANK	Food & Beverage	01/05/2021 to 01/05/2021	3041092	2,220.00
		Total												2,220.00
		2623	2/18/2021	VCH_EVC	01378719	1		1/7/2021	BDS9272	BERMAN DATABASE SYSTEMS	Software < \$500	01/03/2021 to 01/02/2022	3040628	1,950.00
		Total												1,950.00
	26 Supplies and Materials		2/19/2021	VCH_EVC	01387049	1		1/28/2021	*****g 08140-2101-01387049	CITIBANK	Publications/ Reference Mat'l	01/06/2021 to 02/03/2021	3041092	4.24
		2630	2/19/2021	VCH_EVC	01387049	3		1/28/2021	*****g 08140-2101-01387049	CITIBANK	Publications/ Reference Mat'l	01/10/2021 to 02/09/2021	3041092	19.61
		Total												2,095.32
			2/11/2021	VCH_EVC	01383943	1		2/9/2021	BV020821	14 & V INC	Publications/ Reference Mat'l	02/09/2021 to 02/09/2021	3037548	2,119.17
		Total												6,289.17
		Total												60,553.55

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

02/01/2021 to 02/28/2021

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	02/01/2021 to 02/28/2021		
HENDRIX, KEMBA A DIRECTOR	168,411.00	14,034.25	02/01/2021 to 02/28/2021		
LANGE, CHRISTOPHER CHARLES PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	02/01/2021 to 02/28/2021		
OSHIMA, KATRINA T STAFF ASSISTANT	50,000.00	4,166.67	02/01/2021 to 02/28/2021		
STEVENS, KIMBERLY FINANCIAL ADMINISTRATOR	12,650.00	1,054.17	02/01/2021 to 02/28/2021	P/R CHANGE 02/01/21	
TOMLINSON, NIAMBE A. COMMUNICATIONS MANAGER	70,000.00	5,833.33	02/01/2021 to 02/28/2021		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	02/01/2021 to 02/28/2021		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

02/01/2021 to 02/28/2021

Process Level: DI000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90DI000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	51,755.08	7	7
Total	51,755.08	7	7

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.

Kemlea Hendrix