



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

May 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: May 2021

Office Activities

- May 13th, 2021 – Kemba Hendrix, director, testified before the Select Committee on the Modernization of Congress

STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
 - Chief Administrative Officer
 - Congressional Asian Pacific American Staff Association
 - Committee on House Administration
 - Congressional LGBTQ+ Caucus
 - Office of Employee Advocacy
 - Select Committee on the Modernization of Congress
- Meetings with outside stakeholders coordinating DNI efforts:
 - Asian Pacific American Institute for Congressional Studies
 - Congressional Black Caucus Foundation
 - International Leadership Foundation
 - Welcoming America
- Meetings with Colleges and Universities:
 - University of the District of Columbia

ODI HOSTED EVENTS

- Oh! You Mean There's Help for That Work Situation? – May 21st, 2021
 - 213 registrants
- APAHM Panel: Celebrating Staffers of AAPI Heritage – May 28th, 2021
 - 59 registrants

FACILITATED CONVERSATIONS

- Facilitated conversations related to DEI with 1 House office

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with 55 job seekers
- Conducted 14 mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

- Responded to resume requests from 35 offices

SOCIAL MEDIA METRICS

- Instagram
 - 13 new posts; 37 new stories
 - 54 new followers
 - 934 accounts reach
 - 438 content interactions
- The Twitter:
 - 11 new tweets
 - 21 new followers
 - 5023 impressions
- Facebook:
 - 8 new posts
 - 34 new followers
 - 595 pages reached
 - 201 post engagement

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
Fund: 13221:Salaries Officers & Employees Month: May 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
ADMIN	-- 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	4,593.20	4,593.20	(4,593.20)
	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	280,878.15	0.00	57,910.00	338,788.15	(338,788.15)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	13,047.29	13,047.29	(13,047.29)
	Total	817,589.00	0.00	817,589.00	0.00	280,878.15	0.00	75,877.29	356,755.44	460,833.56
SOEXP	-- 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	443,698.12	443,698.12	(443,698.12)
	Total	682,411.00	0.00	682,411.00	0.00	0.00	0.00	443,698.12	443,698.12	238,712.88
Total		1,500,000.00	0.00	1,500,000.00	0.00	280,878.15	0.00	519,575.41	800,453.56	699,546.44

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
Fund: 13221:Salaries Officers & Employees Month: May 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	56.00
		2321 DC Telecom Serv (TRANSFER)	38.75	271.25
		2322 DC Telecom Tolls (TRANSFER)	428.20	3,815.95
		2335 HIR Graphics (TRANSFER)	0.00	450.00
		Total	474.95	4,593.20
	24 Printing and Reproduction	2401 Printing & Reproduction	0.00	326.80
		Total	0.00	326.80
	25 Other Services	2527 Training	5,160.00	42,600.00
		2571 Technology Service Contracts	1,925.00	15,310.00
		Total	7,085.00	57,910.00
	26 Supplies and Materials	2603 Food & Beverage	29.30	3,749.30
		2610 Habitation Expense	0.00	1,140.35
		2620 Office Supplies (Outside)	86.41	1,175.28
		2621 Office Supply (TRANSFER)	0.00	165.76
		2623 Software < \$500	413.73	3,336.50
		2630 Publications/Reference Mat'l	1,299.45	3,480.10
		Total	1,828.89	13,047.29
		Total	9,388.84	75,877.29
SOEXP Salaries, Officers & Employees	11 Personnel Compensation	1101 Non-Statutory Compensation	61,338.41	443,698.12
		Total	61,338.41	443,698.12
		Total	61,338.41	443,698.12
Total			70,727.25	519,575.41

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
Fund: 13221:Salaries Officers & Employees Month: May 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	5/28/2021	INT_PAY	PR21052800	9151				CASTRO, JEBEN J	Deputy Director	05/01/2021 to 05/31/2021		12,500.00
						11163				DUBIN, RACHEL D.	Research Analyst	05/01/2021 to 05/31/2021		9,583.33
						5869				HENDRIX, KEMBA A	Director	05/01/2021 to 05/31/2021		14,034.25
						4441				LANGE, CHRISTOPHER C.	Professional Staff Member	05/01/2021 to 05/31/2021		7,083.33
						9574				OSHIMA, KATRINA T.	Staff Assistant	05/01/2021 to 05/31/2021		4,166.67
						932				STEVENS, KIMBERLY	Shared Employee	05/01/2021 to 05/31/2021		1,054.17
						9652				TOMLINSON, NIAMBE A.	Communications Manager	05/01/2021 to 05/31/2021		5,833.33
		Total				4690				ZAMBRANO, DIEGO R.	Professional Staff Member	05/01/2021 to 05/31/2021		7,083.33
														61,338.41
														61,338.41
ADMIN	Admin and Ops	2320	5/24/2021	INT_EMS	EM21052400	140					Dc Telecom Equip (transfer)	04/01/2021 to 04/30/2021		8.00
														8.00
	2321	5/24/2021	INT_EMS	EM21052400	773					Dc Telecom Serv (transfer)	04/01/2021 to 04/30/2021		38.75	
													38.75	
		2322	5/24/2021	INT_EMS	EM21052400	1864				Dc Telecom Tolls (transfer)	04/01/2021 to 04/30/2021		350.28	

Monthly Financial Statement by Budget Fiscal Year

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

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT #	MTD Disbursed
ADMIN	23 Rent, Communications, Utilities	2322	5/24/2021	INT_EMS	EM21052400	1865					Dc Telecom Tolls (transfer)	04/01/2021 to 04/30/2021		29.86
						1866					Dc Telecom Tolls (transfer)	04/01/2021 to 04/30/2021		0.30
						1867					Dc Telecom Tolls (transfer)	04/01/2021 to 04/30/2021		47.76
			Total											428.20
ADMIN	25 Other Services	2527	5/4/2021	VCH_EVC	01414447	1		4/29/2021	20210429	LEADERSHIP STRATEGIES	Training	04/29/2021 to 04/29/2021	3058121	6,880.00
						1		3/18/2021	21112310	LEADERSHIP STRATEGIES	Cancelled: No Payment Issued	04/26/2021 to 04/29/2021		(1,720.00)
														5,160.00
			Total											5,160.00
ADMIN	25 Other Services	2571	5/16/2021	VCH_CON	01419418	1		5/16/2021	TSL 90DI000 1-24 2021-5	LEIDOS DIGITAL SOLUTION S INC	Monthly Tech Services 1 90df00	05/01/2021 to 05/31/2021	3060419	1,925.00
														1,925.00
														7,085.00
			Total											1,925.00
ADMIN	26 Supplies and Materials	2603	5/3/2021	VCH_EVC	01414689	1		3/28/2021	*****G 08140-2103-01414689	CITIBANK	Food & Beverage	03/18/2021 to 03/18/2021	3057989	29.30
														29.30
														29.30
			Total											29.30
ADMIN	26 Supplies and Materials	2620	5/14/2021	VCH_EVC	01417816	4		12/4/2020	DI001204201 4TOMLINSON A.	TOMLINSON N, NJAMBE	Office Supplies (outside)	02/12/2021 to 02/12/2021	610137	3.17
						6		12/4/2020	DI001204201 4TOMLINSON A.	TOMLINSON N, NJAMBE	Office Supplies (outside)	03/10/2021 to 03/10/2021	610137	3.17
														3.17
			Total											3.17

U.S. House of Representatives

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2021
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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	2620	5/3/2021	VCH_EVC	01414689	2		3/28/2021	*****g 08140-2103- 01414689	CITIBANK	Office Supplies (outside)	03/18/2021 to 03/18/2021	3057989	80.07
			Total											86.41
			5/25/2021	VCH_EVC	01420804	2		4/28/2021	*****g 08140-2104- 01420804	CITIBANK	Software < \$500	04/07/2021 to 04/06/2022	3064095	52.08
						3		4/28/2021	*****g 08140-2104- 01420804	CITIBANK	Software < \$500	04/08/2021 to 04/08/2021	3064095	264.95
					1		12/4/2020	DI001204201 4TOMLINSON A.	TOMLINSON N, NIAMBE A.	Software < \$500	12/04/2020 to 01/04/2021	610137	12.95	
					2		12/4/2020	DI001204201 4TOMLINSON A.	TOMLINSON N, NIAMBE A.	Software < \$500	01/04/2021 to 02/04/2021	610137	12.95	
					3		12/4/2020	DI001204201 4TOMLINSON A.	TOMLINSON N, NIAMBE A.	Software < \$500	02/04/2021 to 03/04/2021	610137	12.95	
		5/14/2021	VCH_EVC	01417816	5		12/4/2020	DI001204201 4TOMLINSON A.	TOMLINSON N, NIAMBE A.	Software < \$500	03/08/2021 to 04/08/2021	610137	12.95	
					7		12/4/2020	DI001204201 4TOMLINSON A.	TOMLINSON N, NIAMBE A.	Software < \$500	03/16/2021 to 04/16/2021	610137	19.00	
					8		12/4/2020	DI001204201 4TOMLINSON A.	TOMLINSON N, NIAMBE A.	Software < \$500	04/05/2021 to 05/05/2021	610137	12.95	
		2623				9		12/4/2020	DI001204201 4TOMLINSON A.	TOMLINSON N, NIAMBE A.	Software < \$500	05/03/2021 to 06/03/2021	610137	12.95
			Total											413.73
			5/25/2021	VCH_EVC	01420804	1		4/28/2021	*****g 08140-2104- 01420804	CITIBANK	Publications/Reference Mat'l	03/31/2021 to 04/28/2021	3064095	4.24

U.S. House of Representatives

Monthly Financial Statement by Budget Fiscal Year

Office: 90D1000 DIVERSITY & INCLUSION
Fund: 13221:Salaries Officers & Employees
Budget Year: 2021
Month: May 2021

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	2630	5/25/2021	VCH_EVC	01420804	4		4/28/2021	*****g 08140-2104- 01420804	CITIBANK	Publications/ Reference Mat'l	04/10/2021 to 05/10/2021	3064095	19.61
						5		4/28/2021	*****g 08140-2104- 01420804	CITIBANK	Publications/ Reference Mat'l	04/19/2021 to 04/19/2022	3064095	1,271.36
						6		4/28/2021	*****g 08140-2104- 01420804	CITIBANK	Publications/ Reference Mat'l	04/28/2021 to 05/26/2021	3064095	4.24
						Total								
Total														1,828.89
Total														70,727.25

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

05/01/2021 to 05/31/2021

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.
CASTRO, JEYBEN JESUS DEPUTY DIRECTOR	150,000.00	12,500.00	05/01/2021 to 05/31/2021		
DUBIN, RACHEL D RESEARCH ANALYST	115,000.00	9,583.33	05/01/2021 to 05/31/2021		
HENDRIX, KEMBA A DIRECTOR	168,411.00	14,034.25	05/01/2021 to 05/31/2021		
LANGE, CHRISTOPHER CHARLES PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	05/01/2021 to 05/31/2021		
OSHIMA, KATRINA T STAFF ASSISTANT	50,000.00	4,166.67	05/01/2021 to 05/31/2021		
STEVENS, KIMBERLY SHARED EMPLOYEE	12,650.00	1,054.17	05/01/2021 to 05/31/2021		
TOMLINSON, NIAMBE A. COMMUNICATIONS MANAGER	70,000.00	5,833.33	05/01/2021 to 05/31/2021		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	85,000.00	7,083.33	05/01/2021 to 05/31/2021		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

05/01/2021 to 05/31/2021

Process Level: DI000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90DI000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	61,338.41	8	8
Total	61,338.41	8	8

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.

Remilia Hendrix