



House Office of Diversity & Inclusion – Activity Report: January 2022

January 2022 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: January 2022

OFFICE ACTIVITIES

- January 10th, 2022 – Welcome new Acting Director Enumale Agada
- January 19th Submitted Witness Diversity Report to House Committee on Rules and House Committee on House Administration
- January 24th 26th, 2022 – New office move at O'Neill House Office Building (6480)

STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
 - Congressional Research Service
 - Diversity Task Force
 - Office of Congressional Workplace Rights
 - Office of Employee Advocacy
 - Office of the Whistleblower Ombuds
 - 28 Committees, Select Committees, and Joint Committees
 - 3 Member offices
- Meetings with outside stakeholders coordinating DNI efforts:
 - College to Congress
 - Congressional Black Associates
 - Congressional Black Caucus Foundation
 - Congressional Hispanic Leadership Institute
 - Modernization Committee
 - Popvox
- Meetings with Colleges and Universities:
 - George Mason University
- Participated in Panels/Events hosted by:
 - College to Congress
 - Congressional Hispanic Leadership Institute
 - Popvox (Internapalooza)

ODI HOSTED EVENTS

- Staff Edition-Oh! You Mean There's Help for that Work Situation? -January 20th, 2022, at 12PM ET
 - 79 registrants
- Briefing: 2021 Witness Diversity Report– January 25th, 2022, at 10AM ET
 - 10 registrants

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- Managers Edition-Oh! You Mean There's Help for that Work Situation? -January 20th, 2022, at 2PM ET
 - 56 registrants
- Briefing: 2021 Witness Diversity Report– January 26th, 2022, at 10AM ET
 - 13 registrants
- Briefing: 2021 Witness Diversity Report– January 27th, 2022, at 12PM ET
 - 21 registrants
- Resume Workshop: Intern Edition– January 31st, 2022, at 12PM ET
 - 400 Registrants

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with 72 job seekers
- Conducted 34 mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

- Responded to resume requests from 74 offices

JANUARY SOCIAL MEDIA METRICS

- Instagram:
 - 4 new posts; 16 new stories
 - 50 new followers (1,115 total followers)
 - 683 accounts reached
 - 72 content interactions
- Twitter:
 - 21 new tweets
 - 21 new followers
 - 1,233 profile visits
 - 4.9K impressions
- Facebook:
 - 16 new posts
 - 525-page reach
- LinkedIn:
 - 172 unique visitors
 - 76 new followers
 - 7.9K post impressions
 - 14 custom button clicks

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- Email Marketing
 - o 4 emails (January 6, 13, 20 and 27)
 - o 4% average CTR
 - o 47% average open rate

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022
 Fund: 13222:Salaries Officers & Employees Month: January 2022

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	305,461.00	(19,000.00)	286,461.00	0.00	0.00	0.00	0.00	0.00	286,461.00
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	4,889.62	4,889.62	(4,889.62)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	1,875.93	1,875.93	(1,875.93)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	475.80	475.80	(475.80)
	25 Other Services	0.00	0.00	0.00	0.00	53,333.33	0.00	46,441.67	99,775.00	(99,775.00)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	37.63	37.63	(37.63)
	Total	305,461.00	(19,000.00)	286,461.00	0.00	53,333.33	0.00	53,720.65	107,053.98	179,407.02
	-- Appropriation	273,989.00	19,000.00	292,989.00	0.00	0.00	0.00	0.00	0.00	292,989.00
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	241,240.86	241,240.86	(241,240.86)
	Total	273,989.00	19,000.00	292,989.00	0.00	0.00	0.00	241,240.86	241,240.86	51,748.14
Total		579,450.00	0.00	579,450.00	0.00	53,333.33	0.00	294,961.51	348,294.84	231,155.16

Monthly Financial Statement by Budget Fiscal Year

Budget Year: 2022
Month: January 2022

Office: 90DI000 DIVERSITY & INCLUSION
Fund: 13222:Salaries Officers & Employees

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	21 Travel	2101 Airfare Commercial Transport	0.00	587.80
		2105 Lodging	0.00	2,783.20
		2110 Meals	0.00	1,035.81
		2130 Private Auto Mileage	0.00	21.73
		2135 Taxi/Ride Share	0.00	461.08
		Total	0.00	4,889.62
ADMIN Admin and Ops	23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	12.00	36.00
		2321 DC Telecom Serv (TRANSFER)	46.50	139.50
		2322 DC Telecom Tolls (TRANSFER)	380.65	1,137.93
		2335 HIR Graphics (TRANSFER)	0.00	562.50
		Total	439.15	1,875.93
	24 Printing and Reproduction	2401 Frankable Printing & Reprod	0.00	475.80
		Total	0.00	475.80
		2502 Non-Technology Service Contr	26,666.67	26,666.67
25 Other Services		2503 Consultant Contract Service	10,000.00	10,000.00
		2527 Training	0.00	4,000.00
		2571 Technology Service Contracts	0.00	5,775.00
		Total	36,666.67	46,441.67
26 Supplies and Materials		2630 Publications/Reference Mat'l	37.63	37.63
		Total	37.63	37.63
SOEXP Salaries, Officers & Employees	11 Personnel Compensation	1101 Non-Statutory Compensation	56,906.94	229,545.65
		1104 Accrued Leave	0.00	11,695.21
		Total	56,906.94	241,240.86
Total			94,050.39	294,961.51

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Disbursed Detail

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed
						1575 7				AGADA, ENUMALE M.	Acting Director	01/11/2022 to 01/31/2022		2,944.44
						1810 0				ALEKSANDER, KRISTINA	Communications Manager	01/01/2022 to 01/31/2022		5,833.33
						1473 2				CASTRO, JEBEN J	Deputy Director	01/01/2022 to 01/31/2022		12,500.00
						1723 6				DUBIN, RACHEL D.	Research Analyst	01/01/2022 to 01/31/2022		11,083.33
SOEXP	Salaries, Officers & Employees	1101	1/31/2022	INT_PAY	PR22013100	1537 6				OSHIMA, KATRINA T.	Professional Staff Member	01/01/2022 to 01/31/2022		7,916.67
						2015 0				SAINVAL, EDNISE	Operations Manager	12/20/2021 to 12/20/2021		1,833.33
						2015 1				SAINVAL, EDNISE	Operations Manager	01/01/2022 to 01/31/2022		5,000.00
						1469				STEVENS, KIMBERLY	Shared Employee	01/01/2022 to 01/31/2022		1,879.17
						7712				ZAMBRANO, DIEGO R.	Professional Staff Member	01/01/2022 to 01/31/2022		7,916.67
														56,906.94
														56,906.94
			1/26/2022	INT_EMS	EM22012600	131					Dc Telecom Equip (transfer)	12/01/2021 to 12/31/2021		12.00
ADMIN	Admin and Ops	2320												12.00
	23 Rent, Communications, Utilities	2321	1/26/2022	INT_EMS	EM22012600	762					Dc Telecom Serv (transfer)	12/01/2021 to 12/31/2021		46.50
														46.50
														46.50

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Office: 90DI000 DIVERSITY & INCLUSION
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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
						1859					Dc Telecom Tolls (transfer)	12/01/2021 to 12/31/2021		376.26
	23 Rent, Communications, Utilities	2322	1/26/2022	INT_EMS	EM22012600	1860					Dc Telecom Tolls (transfer)	12/01/2021 to 12/31/2021		2.40
						1861					Dc Telecom Tolls (transfer)	12/01/2021 to 12/31/2021		1.99
			Total											380.65
		Total												439.15
ADMIN		2502	1/27/2022	VCH_ONL	01520940	1		1/17/2022	INV0001USH O	PROTEGE VENTURES LLC	Protege Search - Payment 1	01/17/2022 to 01/17/2022	3125357	26,666.67
			Total											26,666.67
	25 Other Services	2503	1/25/2022	VCH_ONL	01520235	1		11/22/2021	2021113548	ICF CONSULTING GROUP INC	Additional Work	07/31/2021 to 10/29/2021	3124642	10,000.00
			Total											10,000.00
		Total												36,666.67
		2630	1/24/2022	VCH_EVC	01510324	1		10/28/2021	*****9 08140-2110-01510324	CITIBANK	Publications/ Reference Mat'l	10/10/2021 to 11/10/2021	3124349	19.61
	26 Supplies and Materials					2		10/28/2021	*****9 08140-2110-01510324	CITIBANK	Publications/ Reference Mat'l	10/13/2021 to 11/10/2021	3124349	18.02
			Total											37.63
		Total												37.63
		Total												94,050.39

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

01/01/2022 to 01/31/2022

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.
AGADA, ENUMALE MARGARET ACTING DIRECTOR	53,000.00	2,944.44	01/01/2022 to 01/31/2022	APPOINTMENT 01/11/22	
ALEKSANDER, KRISTINA COMMUNICATIONS MANAGER	70,000.00	5,833.33	01/01/2022 to 01/31/2022		
CASTRO, JEYBEN JESUS DEPUTY DIRECTOR	150,000.00	12,500.00	01/01/2022 to 01/31/2022		
DUBIN, RACHEL D RESEARCH ANALYST	133,000.00	11,083.33	01/01/2022 to 01/31/2022		
OSHIMA, KATRINA T PROFESSIONAL STAFF MEMBER	95,000.00	7,916.67	01/01/2022 to 01/31/2022		
SAINVAL, EDNISE OPERATIONS MANAGER	60,000.00	6,833.33	01/01/2022 to 01/31/2022		
STEVENS, KIMBERLY SHARED EMPLOYEE	22,550.00	1,879.17	01/01/2022 to 01/31/2022		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	95,000.00	7,916.67	01/01/2022 to 01/31/2022		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

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Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	56,906.94	8	8
Total	56,906.94	8	8

COMMENTS: (EXCEPTIONS MUST BE LISTED WITHIN THIS BOX)

Four horizontal lines within a dashed rectangular border, intended for listing exceptions.

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.


