



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

July 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: July 2022

OFFICE ACTIVITIES

- Interviews for ODI vacancies (Jr. Professional Staffer; Majority and Minority; Jr. Research & Data Analyst)
- First office strategic recruitment trip to San Juan, Puerto Rico

STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
 - 12 Member Offices
 - CAO Task Force on Diverse and Talented Workforce
 - Democratic Women's Caucus
 - Women's Congressional Staff Foundation
 - Office of the Whistleblower Ombuds
 - Congressional LGBTQ+ Equality Caucus
 - Office of Employee Advocacy
 - Committee on Financial Services
- Meetings with outside stakeholders coordinating DNI efforts:
 - LULAC
 - SHRM
 - ICF
 - CHCI
 - APAICS
 - CBCF
 - OPM
 - Roll Call
 - RunningStart
 - Joint Center
 - Essence Magazine
 - Latino Student Fund
 - College to Congress
 - Dentons Global Advisor
 - Department of Commerce
 - Cisneros Hispanic Leadership Institute
 - National Association of Broadcasters
- Meetings with Colleges and Universities:
 - FAMU
 - Howard University
 - Virginia State University
 - Old Dominion University
 - Rutgers University
- Participated in Virtual and In-Person Panels/Events hosted by:
 - RunningStart
 - APAICS
 - CHCI

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

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with 55 job seekers
- Conducted 12 mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

Responded to resume requests from 35 offices

ODI HOSTED EVENTS

- ODI Coaching Series 1: Resume Workshop - July 13, 2022, at 12pm ET
 - 231 Registrants
- Careers in Congress with Cisneros Hispanic Leadership Institute - July 14, 2022, at 11AM ET
 - 25 Participants
- ODI Resume Workshop with APAICS - July 15, 2022, at 11AM ET
 - 19 Registrants
- Resume Workshop with the office of Congressman Jody Hice - July 19, 2022, at 10AM ET
 - 8 Participants
- Careers in Congress with Latino Student Fund - July 20, 2022, at 11:00AM ET
 - 21 Participants
- ODI Coaching Series 2: Interview Workshop - July 21, 2022, at 12:00PM ET
 - 204 Registrants
- LULAC Convention, San Juan, Puerto Rico - July 27-29, 2022
 - 275 Engagements

LULAC PANELS ODI SERVED ON

- *Intersectionality & Impact: Addressing Transphobia, Homophobia, & Anti-Blackness in the Latino Community*
30 participants (Dr. Sessa Joi Moon)
- *Increasing Public Participation: An Introduction to Civic Engagement*
70 Participants (Jeyben Castro)

LULAC DIGITAL ENGAGEMENT METRICS

- Instagram:
 - 580 new posts, 230 accounts reached
- Twitter:
 - Retweeted Jennifer Gonzalez Colon; 58 impressions, 14 engagements, 8.9% engagement rate
 - ODI original post recapping the conference; 681 impressions, 36 engagements, 5.3% engagement rate
- Facebook:
 - ODI original post; 713 reaches
- LinkedIn
 - 494 impressions, 93 engagements, 18.8% engagement rate
- Jennifer Gonzalez Colon livestream; 223 likes, 44 comments, 56 shares, 1.6K views

JULY 2022 SOCIAL MEDIA METRICS

- Instagram:
 - 4 new posts; 10 new stories
 - 34 new followers (1,278 total followers)
 - 1K accounts reached
 - 130 content interactions
- Twitter:
 - 17 new tweets
 - 44 new followers
 - 1.9K profile visits
 - 4.2K impressions
- Facebook:
 - 11 new posts
 - 1K page reach
- Email Marketing
 - 3 emails (July 7, 14 and 21)
 - 3% average CTR
 - 51% average open rate
- LinkedIn:
 - 2.4K search appearances
 - 263 unique visitors
 - 141 new followers
 - 12.6K post impressions
 - 14 custom button clicks

Monthly Financial Statement by Budget Fiscal Year

Office: 90D1000 DIVERSITY & INCLUSION Budget Year: 2022
 Fund: 13222:Salaries Officers & Employees Month: July 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	923,000.00	(19,000.00)	904,000.00	0.00	0.00	0.00	0.00	0.00	904,000.00
	21 Travel	0.00	0.00	0.00	0.00	0.00	0.00	4,911.94	4,911.94	(4,911.94)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	6,411.04	6,411.04	(6,411.04)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	3,750.49	3,750.49	(3,750.49)
ADMIN	25 Other Services	0.00	0.00	0.00	0.00	199,958.01	0.00	127,179.00	327,137.01	(327,137.01)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	13,840.19	13,840.19	(13,840.19)
	31 Equipment	0.00	0.00	0.00	0.00	0.00	0.00	3,534.00	3,534.00	(3,534.00)
	Total	923,000.00	(19,000.00)	904,000.00	0.00	199,958.01	0.00	159,626.66	359,584.67	544,415.33
	-- Appropriation	1,077,000.00	19,000.00	1,096,000.00	0.00	0.00	0.00	0.00	0.00	1,096,000.00
SOEXP	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	609,280.88	609,280.88	(609,280.88)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	119.12	119.12	(119.12)
	Total	1,077,000.00	19,000.00	1,096,000.00	0.00	0.00	0.00	609,400.00	609,400.00	486,600.00
Total		2,000,000.00	0.00	2,000,000.00	0.00	199,958.01	0.00	769,026.66	968,984.67	1,031,015.33

U.S. House of Representatives

Monthly Financial Statement by Budget Fiscal Year

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

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	22.32	483.40
	Total	22.32	4,911.94	
23 Rent, Communications, Utilities		2310 Franchise Telecom/Teletowhall	0.00	78.34
		2330 DC Telecom Equip (TRANSFER)	12.00	204.00
		2331 DC Telecom Serv (TRANSFER)	100.75	728.50
		2332 DC Telecom Tolls (TRANSFER)	388.30	3,700.20
		2335 HDR Graphics (TRANSFER)	768.00	1,700.00
	Total	1,269.05	6,411.04	
24 Printing and Reproduction		2401 Franchise Printing & Reprod	0.00	475.80
		2402 Non-Franchise Printing & Repro	3,036.79	3,274.69
	Total	3,036.79	3,750.49	
25 Other Services		2502 Non-Technology Service Contr	0.00	80,260.00
		2503 Consultant Contract Service	0.00	10,000.00
		2517 Training	29,069.00	33,069.00
		2571 Technology Service Contracts	0.00	3,850.00
	Total	29,069.00	127,179.00	
26 Supplies and Materials		2603 Food & Beverage	0.00	2,355.98
		2610 Habitation Expense	0.00	57.96
		2630 Office Supplies (Outside)	0.00	8,017.21
		2621 Office Supply (TRANSFER)	194.21	820.56
		2623 Software < \$500	0.00	654.29
		2630 Publications/Reference Matl	0.00	1,934.19
	Total	194.21	13,840.19	
31 Equipment		3112 Computer Hardw Purch <\$25,000	0.00	3,534.00
		Total	0.00	3,534.00

Monthly Financial Statement by Budget Fiscal Year

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

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
ADMIN Admin and Ops	Total		33,591.37	159,626.66
SOEXP Salaries, Officers & Employees	11 Personnel Compensation	1101 Non-Statutory Compensation	74,354.17	597,585.67
		1104 Accrued Leave	0.00	11,695.21
	Total	Total	74,354.17	609,280.88
	26 Supplies and Materials	2602 Water	0.00	119.12
	Total	Total	0.00	119.12
Total			74,354.17	609,400.00
			107,945.54	769,026.66

Monthly Financial Statement by Budget Fiscal Year

Office: 90D1000 DIVERSITY & INCLUSION Fund: 13222:Salaries Officers & Employees	Budget Year: 2022 Month: July 2022
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Disbursed Detail

Program	Object Class	ROC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payer	Description	Service Dates	Check / EFT#	MTD Disbursed	
SODP	Salaries, Officers & Employees	1101	7/29/2022	INT_PAY	PR22072900	8260				AGADA, ENJMALE M.	Professional Staff	07/01/2022 to 07/31/2022		5,250.00	
						9500				ALEKSANDER, KRISTINA	Communications Manager	07/01/2022 to 07/31/2022		5,833.33	
						7738				CASTRO, JEBEN J.	Deputy Director	07/01/2022 to 07/31/2022		12,500.00	
						8993				DUBIN, RACHEL D.	Research Analyst	07/01/2022 to 07/31/2022		11,083.33	
						12820				MOON, SESHU J.	Director	07/01/2022 to 07/31/2022		16,975.00	
						8073				OSHIMA, KATRINA T.	Professional Staff Member	07/01/2022 to 07/31/2022		7,916.67	
						10522				SAINVAL, EDNESE	Operations Manager	07/01/2022 to 07/31/2022		5,000.00	
						895				STEVENS, KIMBELY	Shared Employee	07/01/2022 to 07/31/2022		1,879.17	
						4288				ZAMBRANO, DIEGO R.	Professional Staff Member	07/01/2022 to 07/31/2022		7,916.67	
									Total						
		2135	7/26/2022	VCH_EVC	01580418	1		7/18/2022	D1000718220 ZAMBRANO, DIEGO R.	ZAMBRANO, DIEGO R.	Taxi/Ride Share	07/18/2022 to 07/18/2022	644147	22.32	
			Total												22.32
ADMIN	Admin and Ops		7/26/2022	INT_EMS	EM22072600	133					Dc Telecom Equip (transfer)	06/01/2022 to 06/30/2022		12.00	
			Total												12.00

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

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	2321	7/26/2022	INT_EMS	EM22072600	776					Dc Telecom Serv (transfer)	06/01/2022 to 06/30/2022		100.75		
			Total												100.75	
			7/26/2022	INT_EMS	EM22072600	1906							Dc Telecom Tolls (transfer)	06/01/2022 to 06/30/2022		0.02
			7/26/2022	INT_EMS	EM22072600	1907							Dc Telecom Tolls (transfer)	06/01/2022 to 06/30/2022		0.06
ADMIN	23 Rent, Communications, Utilities	2322	7/26/2022	INT_EMS	EM22072600	1908					Dc Telecom Tolls (transfer)	06/01/2022 to 06/30/2022		376.25		
			7/26/2022	INT_EMS	EM22072600	1909							Dc Telecom Tolls (transfer)	06/01/2022 to 06/30/2022		11.97
			Total												388.30	
			7/27/2022	INT_MED	M522072700	31							12890	07/22/2022 to 07/22/2022		18.00
ADMIN	24 Printing and Reproduction	2402	7/27/2022	INT_MED	M522072700	32					12746	07/19/2022 to 07/19/2022		562.50		
			7/27/2022	INT_MED	M522072700	33							12589	07/07/2022 to 07/07/2022		187.50
			Total												768.00	
			7/28/2022	VCH_EVC	01580245	1			7/12/2022	103821385		SUMMIT GROUP LLC	Non-Frankable Printing & Repro	07/12/2022 to 07/12/2022	3168463	2,181.79
ADMIN	24 Printing and Reproduction	2402	7/26/2022	VCH_EVC	01582216	1					ACCURATE WORD	Non-Frankable Printing & Repro	07/15/2022 to 07/15/2022	3167772	179.00	
			Total												1,269.05	

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Office: 90D1000 DIVERSITY & INCLUSION Budget Year: 2022
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Program	Object Class	BOE	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT #	MTD Disburs'd
			7/21/2022	VCH_EVC	01576689	1		6/29/2022	230305	ACCURATE WORD	Non-Frankable Printing & Repro	06/29/2022 to 06/29/2022	3166766	497.00
	24 Printing and Reproduction	2402	7/12/2022	VCH_EVC	01575959	1		6/29/2022	230252	ACCURATE WORD	Non-Frankable Printing & Repro	06/29/2022 to 06/29/2022	3163187	179.00
		Total												3,036.79
		Total												3,036.79
ADMIN	Admin and Ops		7/29/2022	VCH_EVC	01580393	1		7/19/2022	10075	ADOBE MAX 2022 C/O RAINFOCUS LLC	Training	10/18/2022 to 10/20/2022	3168754	1,295.00
	25 Other Services	2527			01580241	1		7/18/2022	ECORNELL93 1778415	CORNELL UNIVERSITY	Training	08/09/2022 to 08/09/2022	3167971	2,774.00
			7/26/2022	VCH_EVC	01580242	1		7/11/2022	1079	RACIAL EQUITY GROUP	Training	11/03/2022 to 11/03/2022	3168021	25,000.00
		Total												29,069.00
		Total												29,069.00
	26 Supplies and Materials	2621	7/31/2022	INT_RMS	RM22073100	68					Office Supply (transfer)	07/01/2022 to 07/31/2022		194.21
		Total												194.21
Total														107,945.5

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

07/01/2022 to 07/31/2022

Process Level: D1000 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 PROFESSIONAL STAFF	73,000.00	5,250.00	07/01/2022 to 07/31/2022	P/R CHANGE 07/01/22	
ALEKSANDER, KRISTINA COMMUNICATIONS MANAGER	80,000.00	5,833.33	07/01/2022 to 07/31/2022	P/R CHANGE 07/01/22	
CASTRO, JEYBEN JESUS DEPUTY DIRECTOR	170,000.00	12,500.00	07/01/2022 to 07/31/2022	P/R CHANGE 07/01/22	
DUBIN, RACHEL D RESEARCH ANALYST	143,000.00	11,083.33	07/01/2022 to 07/31/2022	P/R CHANGE 07/01/22	
MOON, SESA J DIRECTOR	203,700.00	16,975.00	07/01/2022 to 07/31/2022		
OSHIMA, KATRINA T PROFESSIONAL STAFF MEMBER	105,000.00	7,916.67	07/01/2022 to 07/31/2022	P/R CHANGE 07/01/22	
SAINVAL, EDNISE OPERATIONS MANAGER	70,000.00	5,000.00	07/01/2022 to 07/31/2022	P/R CHANGE 07/01/22	
STEVENS, KIMBERLY SHARED EMPLOYEE	22,550.00	1,879.17	07/01/2022 to 07/31/2022		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	105,000.00	7,916.67	07/01/2022 to 07/31/2022	P/R CHANGE 07/01/22	

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

07/01/2022 to 07/31/2022

Process Level: DI000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90DI000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	74,354.17	9	9
Total	74,354.17	9	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.

Schapiro

08/15/2022