



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

February 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: February 2022

OFFICE ACTIVITIES

- February 17th, 2022 – Office credit card issued

STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
 - New Democrats
 - Office of Congressional Accessibility Services
 - Office of the Whistleblower Ombuds
 - 1 Member Office
 - 2 Committees
- Meetings with outside stakeholders coordinating DNI efforts:
 - American University Program on Legislative Negotiation
 - Congressional Black Associates
 - Congressional Black Caucus Foundation
 - Congressional Hispanic Caucus Institute
 - Council of Korean Americans
 - Grupo 21
 - HBCU National Center
 - HillVets
 - Modernization Staff Association
 - NALEO
 - Women’s Congressional Staff Foundation
- Meetings with Colleges and Universities:
 - George Washington University
 - Howard University
- Participated in Panels/Events hosted by:
 - Congressional Black Associates
 - Congressional Hispanic Caucus Institute
 - New Democrats

ODI HOSTED EVENTS

- Black History Month Roundtable- February 17th, 2022, at 12PM ET
 - 250 registrants
- Interviewing 101 with the House Office of Diversity and Inclusion- February 25th, 2022, at 12PM ET
 - 499 registrants

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with 99 job seekers
- Conducted 41 mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

- Responded to resume requests from 34 offices

FEBRUARY SOCIAL MEDIA METRICS

- Instagram:
 - 11 new posts; 18 new stories
 - 41 new followers (1,131 total followers)
 - 817 accounts reached
 - 286 content interactions
- Twitter:
 - 17 new tweets
 - 21 new followers
 - 1,853 profile visits
 - 7.0K impressions
- Facebook:
 - 10 new posts
 - 2,641-page reach
- LinkedIn:
 - 167 unique visitors
 - 91 new followers
 - 11.7K post impressions
 - 18 custom button clicks
- Email Marketing
 - 4 emails (February 3, 10, 17 and 24)
 - 3% average CTR
 - 46% average open rate
 - 47% average open rate

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

02/01/2022 to 02/28/2022

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	63,000.00	5,250.00	02/01/2022 to 02/28/2022	P/R CHANGE 02/01/22	
ALEKSANDER, KRISTINA COMMUNICATIONS MANAGER	70,000.00	5,833.33	02/01/2022 to 02/28/2022		
CASTRO, JEYBEN JESUS DEPUTY DIRECTOR	150,000.00	12,500.00	02/01/2022 to 02/28/2022		
DUBIN, RACHEL D RESEARCH ANALYST	133,000.00	11,083.33	02/01/2022 to 02/28/2022		
OSHIMA, KATRINA T PROFESSIONAL STAFF MEMBER	95,000.00	7,916.67	02/01/2022 to 02/28/2022		
SAINVAL, EDNISE OPERATIONS MANAGER	60,000.00	5,000.00	02/01/2022 to 02/28/2022		
STEVENS, KIMBERLY SHARED EMPLOYEE	22,550.00	1,879.17	02/01/2022 to 02/28/2022		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	95,000.00	7,916.67	02/01/2022 to 02/28/2022		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

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Process Level: DI000 OFC OF DIVERSITY & INCLUSION

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Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	57,379.17	8	8
Total	57,379.17	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.

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022
 Fund: 13222:Salaries Officers & Employees Month: February 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	352,472.00	(19,000.00)	333,472.00	0.00	0.00	0.00	0.00	0.00	333,472.00
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	78.34	0.00	2,572.14	2,650.48	(2,650.48)
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	77.25	77.25	(77.25)
Total	352,472.00	(19,000.00)	333,472.00	0.00	53,411.67	0.00	54,456.48	107,868.15	225,603.85
-- Appropriation	313,228.00	19,000.00	332,228.00	0.00	0.00	0.00	0.00	0.00	332,228.00
11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	298,620.03	298,620.03	(298,620.03)
Total	313,228.00	19,000.00	332,228.00	0.00	0.00	0.00	298,620.03	298,620.03	33,607.97
Total	665,700.00	0.00	665,700.00	0.00	53,411.67	0.00	353,076.51	406,488.18	259,211.82

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022
 Fund: 13222:Salaries Officers & Employees Month: February 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	0.00	461.08
		Total	0.00	4,889.62
	23 Rent, Communications, Utilities	2320 DC Telecom Equip (TRANSFER)	12.00	48.00
		2321 DC Telecom Serv (TRANSFER)	93.00	232.50
		2322 DC Telecom Tolls (TRANSFER)	591.21	1,729.14
		2335 HIR Graphics (TRANSFER)	0.00	562.50
Total	696.21	2,572.14		
ADMIN Admin and Ops	24 Printing and Reproduction	2401 Frankable Printing & Reprod	0.00	475.80
		Total	0.00	475.80
	25 Other Services	2502 Non-Technology Service Contr	0.00	26,666.67
		2503 Consultant Contract Service	0.00	10,000.00
		2527 Training	0.00	4,000.00
		2571 Technology Service Contracts	0.00	5,775.00
Total	0.00	46,441.67		
	26 Supplies and Materials	2620 Office Supplies (Outside)	23.70	23.70
		2621 Office Supply (TRANSFER)	15.92	15.92
		2630 Publications/Reference Mat'l	0.00	37.63
Total	39.62	77.25		
SOEXP Salaries, Officers & Employees	11 Personnel Compensation	1101 Non-Statutory Compensation	57,379.17	286,924.82
		1104 Accrued Leave	0.00	11,695.21
Total	57,379.17	298,620.03		
Total	57,379.17	298,620.03		
Total	58,115.00	353,076.51		

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022
 Fund: 13222:Salaries Officers & Employees Month: February 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	2322	2/24/2022	INT_EMS	EM22022400	1816					Dc Telecom Tolls (transfer)	01/01/2022 to 01/31/2022		39.84		
							1817					Dc Telecom Tolls (transfer)	01/01/2022 to 01/31/2022		175.12	
			Total												591.21	
																696.21
	26 Supplies and Materials	2620	2/11/2022	VCH_EVC	01523933	1		2/2/2022	DI000202221 3STEVEVS	STEVENS, KIMBERLY	Office Supplies (outside)	02/02/2022 to 02/02/2022	630144	23.70		
			Total												23.70	
			2/28/2022	INT_RMS	RM22022800	66							Office Supply (transfer)	02/01/2022 to 02/28/2022		15.92
			Total													15.92
Total		Total												58,115.00		