



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

December 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: December 2022

OFFICE ACTIVITIES

- The office submitted the 2022 Annual Report to the Committee on House Administration.

STAKEHOLDER ENGAGEMENT

House Offices and Caucuses engaged regarding coordination of DNI efforts:

- New Member Orientation
- 2 Member Offices (including 1 Bring Yourself to Work trainings session)
- OCWR

Meetings with outside stakeholders coordinating DNI efforts:

- White House Initiative on HSIs
- LinkedIn
- Progressive Talent Pipeline
- CBCF
- CHCI
- HACU
- NIST
- OPM
- Punchbowl News
- SHRM

Meetings with Colleges and Universities:

- Florida International University
- Georgetown University
- Old Dominion University
- University of Florida

Participated in Panels/Events hosted by:

- Old Dominion University
- Tri-Caucus Staff Associations
- Women's Congressional Staff Association/ModCom

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with **90** job seekers
- Conducted **0** mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

- Responded to **130** resume requests from House offices

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ODI HOSTED EVENTS AND PROGRAMMING

Careers in Congress with Old Dominion University | December 2, 2022

Attendees: 22

U.S. House of Representatives LinkedIn Recruiter Pilot Program | Virtual Training Session | December 5, 2022

Registrants: 29

Women’s Congressional Staff Association | ModCom Job Resource Fair | December 5, 2022

Attendees: 50

ODI Fireside Chat with Dr. Sesha Joi Moon| December 7, 2022

Registrants: 375

ODI LinkedIn Headshot Happy Hour | December 9, 2022

Attendees: 50

DECEMBER 2022 SOCIAL MEDIA METRICS

- Instagram:
 - 2 new posts; 12 new stories
 - 3 new followers (1,376 total followers)
 - 800 accounts reached
 - 115 content interactions
- Twitter:
 - 10 new tweets
 - 3 new followers
 - 650K profile visits
 - 1.4K impressions
- Facebook:
 - 5 new posts
 - 1.3K page reach
- Email Marketing
 - 4 emails (December 1, 8, 15 and 22)
 - 4% CTR
 - 51% open rate
- LinkedIn:
 - 1.8K search appearances
 - 240 unique visitors
 - 201 new followers
 - 6.6K post impressions
 - 20 custom button clicks

U.S. House of Representatives

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022
 Fund: 1322:Salaries Officers & Employees Month: December 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	31,838.71	31,838.71	(31,838.71)
	22 Transportation of Things	0.00	0.00	0.00	0.00	0.00	0.00	109.47	109.47	(109.47)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	12,278.71	12,278.71	(12,278.71)
	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	12,850.07	12,850.07	(12,850.07)
	25 Other Services	0.00	0.00	0.00	0.00	0.00	0.00	356,259.01	356,259.01	(356,259.01)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	76,932.61	76,932.61	(76,932.61)
	31 Equipment	0.00	0.00	0.00	0.00	6,124.56	0.00	149,825.39	155,949.95	(155,949.95)
	Total	923,000.00	(19,000.00)	904,000.00	0.00	6,124.56	0.00	640,093.97	646,218.53	257,781.47
	-- 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
	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	872,174.66	872,174.66	(872,174.66)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	192.35	192.35	(192.35)
	Total	1,077,000.00	19,000.00	1,096,000.00	0.00	0.00	0.00	872,367.01	872,367.01	223,632.99
Total		2,000,000.00	0.00	2,000,000.00	0.00	6,124.56	0.00	1,512,460.98	1,518,585.54	481,414.46

U.S. House of Representatives

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022
 Fund: 1.3222:Salaries Officers & Employees Month: December 2022

Disbursed Summary

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
21 Travel		2101 Airfare Commercial Transport	0.00	5,170.80
		2105 Lodging	0.00	22,564.52
		2110 Meals	0.00	1,778.18
		2130 Private Auto Mileage	0.00	41.80
		2135 Taxi/Ride Share	0.00	2,232.41
		2136 Parking	0.00	51.00
		Total	0.00	31,838.71
22 Transportation of Things		2201 Freight Charges	0.00	109.47
		Total	0.00	109.47
23 Rent, Communications, Utilities		2310 Frankable Telecom/Teletownhall	0.00	78.34
		2320 DC Telecom Equip (TRANSFER)	0.00	1,200.00
		2321 DC Telecom Serv (TRANSFER)	0.00	1,092.75
		2322 DC Telecom Tolls (TRANSFER)	0.00	7,072.62
		2335 HIR Graphics (TRANSFER)	0.00	2,765.00
ADMIN Admin and Ops		2350 Postage / Courier / Box Rental	20.00	70.00
		Total	20.00	12,278.71
		2401 Frankable Printing & Reprod	0.00	475.80
		2402 Non-Frankable Printing & Repr	0.00	12,281.50
		2403 Photographic (TRANSFER)	0.00	60.00
24 Printing and Reproduction		2405 Advertisements	0.00	32.77
		Total	0.00	12,850.07
25 Other Services		2502 Non-Technology Service Contr	0.00	280,218.01
		2503 Consultant Contract Service	0.00	10,000.00
		2527 Training	0.00	51,291.00
		2571 Technology Service Contracts	0.00	14,750.00
		Total	0.00	356,259.01
26 Supplies and Materials		2603 Food & Beverage	0.00	16,309.17
		2605 Framing (TRANSFER)	0.00	65.00
		2610 Habitation Expense	0.00	199.41
		Total	0.00	16,573.58

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: December 2022

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
ADMIN Admin and Ops	26 Supplies and Materials	2620 Office Supplies (Outside)	714.50	25,886.02
		2621 Office Supply (TRANSFER)	0.00	3,183.82
		2623 Software < \$500	0.00	1,656.29
		2630 Publications/Reference Matl'	0.00	29,632.90
		Total	714.50	76,932.61
31 Equipment	3105 Office Equip Purch <\$25,000	1,289.00	3,688.00	
	3112 Computer Hardw Purch <\$25,000	2,399.00	20,556.02	
	3115 Computer Softw Purch <\$10,000	0.00	125,581.37	
Total	3,688.00	149,825.39		
SOEXP Salaries, Officers & Employees	11 Personnel Compensation	1101 Non-Statutory Compensation	0.00	860,479.45
		1104 Accrued Leave	0.00	11,695.21
		Total	0.00	872,174.66
26 Supplies and Materials	2602 Water	0.00	192.35	
	Total	0.00	192.35	
Total		4,422.50	1,512,460.98	

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: December 2022

Disbursed Detail

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	2350	12/14/2022	VCH_EVC	01618897	3		9/21/2022	OEQT996661	BENJAMIN OFFICE SUPPLY & SERVICES INC	Postage / Courier / Box Rental	09/21/2022 to 09/21/2022	3199229	20.00
		Total												20.00
	26 Supplies and Materials	2620	12/19/2022	VCH_EVC	01618896	1		9/12/2022	OEQT994621	BENJAMIN OFFICE SUPPLY & SERVICES INC	Office Supplies (outside)	09/12/2022 to 09/12/2022	3201472	220.50
			12/14/2022	VCH_EVC	01618897	2		9/21/2022	OEQT996661	BENJAMIN OFFICE SUPPLY & SERVICES INC	Office Supplies (outside)	09/21/2022 to 09/21/2022	3199229	494.00
		Total												714.50
ADMIN	Admin and Ops													714.50
	31 Equipment	3105	12/14/2022	VCH_EVC	01618897	4		9/21/2022	OEQT996661	BENJAMIN OFFICE SUPPLY & SERVICES INC	Office Equip Purch-<\$25,000	09/21/2022 to 09/21/2022	3199229	1,289.00
														1,289.00
		Total												1,289.00
	31 Equipment	3112	12/14/2022	VCH_EVC	01618897	1		9/21/2022	OEQT996661	BENJAMIN OFFICE SUPPLY & SERVICES INC	Computer Hardw Purch <\$25,000	09/21/2022 to 09/21/2022	3199229	2,399.00
														2,399.00
		Total												2,399.00
Total														3,688.00
														4,422.50

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2022 to 12/31/2022

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 SENIOR ADVISOR	63,000.00	5,250.00	12/01/2022 to 12/31/2022		
ALEKSANDER, KRISTINA COMMUNICATIONS MANAGER	90,000.00	7,500.00	12/01/2022 to 12/31/2022		
AMIR, EYNAT PAID INTERN	36,000.00	3,000.00	12/01/2022 to 12/31/2022		
CASTRO, JEYBEN JESUS DEPUTY DIRECTOR	170,000.00	14,166.67	12/01/2022 to 12/31/2022		
DUBIN, RACHEL D RESEARCH ANALYST	143,000.00	11,916.67	12/01/2022 to 12/31/2022		
KHALID, FARIHA JR. RESEARCH AND DATA ANALYST	95,000.00	7,916.67	12/01/2022 to 12/31/2022		
MOON, SESHA J DIRECTOR	203,700.00	16,975.00	12/01/2022 to 12/31/2022		
OSHIMA, KATRINA T PROFESSIONAL STAFF MEMBER	105,000.00	8,750.00	12/01/2022 to 12/31/2022		
PETTY, DEJA ALDINE PAID INTERN	36,000.00	3,000.00	12/01/2022 to 12/31/2022		
SAINVAL, EDNISE OPERATIONS MANAGER	90,000.00	7,500.00	12/01/2022 to 12/31/2022		
SANGIT, MARINA K JUNIOR PROFESSIONAL STAFF	75,000.00	6,250.00	12/01/2022 to 12/31/2022		
STEVENS, KIMBERLY SHARED EMPLOYEE	32,550.00	2,712.50	12/01/2022 to 12/31/2022		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	105,000.00	8,750.00	12/01/2022 to 12/31/2022		
ZOU, DAVID JUNIOR PROFESSIONAL STAFF	75,000.00	6,250.00	12/01/2022 to 12/31/2022		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2022 to 12/31/2022

Process Level: DI000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90DI000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	109,937.51	14	14
Total	109,937.51	14	14

COMMENTS: (EXCEPTIONS MUST BE LISTED WITHIN THIS BOX)

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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.