



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

November 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.

OFFICE ACTIVITIES

- November 5, 2021 – Written interviews were sent to 52 applicants for the Operations Manager position.
- November 9, 10, and 15, 2021 – The Office held 6 briefings on the 2021 Compensation and Diversity Study results for majority and minority committee staff and chiefs of staff.
- November 19 and 22, 2021 – Virtual interviews were held by the Director and Deputy Director with 7 applicants for the Operations Manager position.
- November 22, 2021 – The Office and CHA staff held a kick-off meeting with Protégé Search for the vacant Executive Director position.

STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
 - Diversity Task Force
 - Office of Payroll and Benefits
 - 435 Member Offices
- Meetings with outside stakeholders coordinating DNI efforts:
 - Alliance for Congress
 - Women’s Congressional Staff Association
 - Running Start
- Meetings with Colleges and Universities:
 - Boston University
 - Georgetown University
 - Howard University
 - Liberty University
 - Penn State
- Participated in Virtual Panels/Events hosted by:
 - Alliance for Congress
 - Boston University
 - Liberty University
 - Georgetown University
 - Running Start
 - Women’s Congressional Staff Association

ODI HOSTED EVENTS

- Informative Session on the National Native American Veterans Memorial – November 5th, 2021 at 12PM ET
 - 70 registrants

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- Informative Session: HillVets + Wounded Warrior and Gold Star Family Fellowship Programs
 - 75 Registrants

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with 35 job seekers
- Conducted 5 mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

- Responded to resume requests from 22 offices

NOVEMBER SOCIAL MEDIA METRICS

- Instagram:
 - 3 new posts; 13 new stories
 - 30 new followers (1,062 total followers)
 - 572 accounts reached
 - 63 content interactions
- Twitter:
 - 17 new tweets
 - 26 new followers
 - 13 mentions
 - 1,404 profile visits
 - 4.1K impressions
- Facebook:
 - 12 new posts
 - 4,203 page reach
- LinkedIn:
 - 68 unique visitors
 - 37 new followers
 - 6.5K post impressions
 - 10 custom button clicks
- Email Marketing
 - 3 emails (November 4, 11 and 18)
 - 5% average CTR
 - 53% average open rate

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION
 Fund: 13221:Salaries Officers & Employees

Budget Year: 2021
 Month: November 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 |
|--------------|------------------------------------|---------------------|-----------------------|---------------------|---------------|---------------|--------------|---------------------|---------------------|---------------------|
| | -- Appropriation | 817,589.00 | (100,000.00) | 717,589.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 717,589.00 |
| | 23 Rent, Communications, Utilities | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 7,375.26 | 7,375.26 | (7,375.26) |
| | 24 Printing and Reproduction | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,070.30 | 2,070.30 | (2,070.30) |
| ADMIN | 25 Other Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 444,751.81 | 444,751.81 | (444,751.81) |
| | 26 Supplies and Materials | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 29,788.77 | 29,788.77 | (29,788.77) |
| | 31 Equipment | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,927.89 | 5,927.89 | (5,927.89) |
| | Total | 817,589.00 | (100,000.00) | 717,589.00 | 0.00 | 0.00 | 0.00 | 489,914.03 | 489,914.03 | 227,674.97 |
| SOEXP | -- Appropriation | 682,411.00 | 100,000.00 | 782,411.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 782,411.00 |
| | 11 Personnel Compensation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 742,688.55 | 742,688.55 | (742,688.55) |
| | Total | 682,411.00 | 100,000.00 | 782,411.00 | 0.00 | 0.00 | 0.00 | 742,688.55 | 742,688.55 | 39,722.45 |
| Total | | 1,500,000.00 | 0.00 | 1,500,000.00 | 0.00 | 0.00 | 0.00 | 1,232,602.58 | 1,232,602.58 | 267,397.42 |

Monthly Financial Statement by Budget Fiscal Year

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 Fund: 13221:Salaries Officers & Employees

Budget Year: 2021
 Month: November 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) | 0.00 | 96.00 |
| | | 2321 DC Telecom Serv (TRANSFER) | 0.00 | 480.50 |
| | | 2322 DC Telecom Tolls (TRANSFER) | 0.00 | 5,617.51 |
| | | 2335 HIR Graphics (TRANSFER) | 0.00 | 1,181.25 |
| | | Total | 0.00 | 7,375.26 |
| | 24 Printing and Reproduction | 2401 Printing & Reproduction | 0.00 | 2,070.30 |
| | | Total | 0.00 | 2,070.30 |
| | 25 Other Services | 2503 Consultant Contract Service | 0.00 | 348,025.81 |
| | | 2527 Training | 0.00 | 73,716.00 |
| | | 2571 Technology Service Contracts | 0.00 | 23,010.00 |
| Total | | 0.00 | 444,751.81 | |
| 26 Supplies and Materials | 2603 Food & Beverage | 0.00 | 3,847.28 | |
| | 2610 Habitation Expense | 0.00 | 1,415.33 | |
| | 2620 Office Supplies (Outside) | 0.00 | 4,278.46 | |
| | 2621 Office Supply (TRANSFER) | 0.00 | 592.71 | |
| | 2623 Software < \$500 | 0.00 | 4,747.86 | |
| | 2630 Publications/Reference Mat'l | 0.00 | 14,907.13 | |
| | Total | 0.00 | 29,788.77 | |
| 31 Equipment | 3105 Office Equip Purch <\$25,000 | 0.00 | 4,149.89 | |
| | 3112 Computer Hardw Purch <\$25,000 | 0.00 | 1,778.00 | |
| | Total | 0.00 | 5,927.89 | |
| SOEXP Salaries, Officers & Employees | Total | 0.00 | 489,914.03 | |
| | 1101 Non-Statutory Compensation | 0.00 | 738,313.55 | |
| | 1104 Accrued Leave | 0.00 | 4,375.00 | |
| | Total | 0.00 | 742,688.55 | |

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION
 Fund: 13221:Salaries Officers & Employees

Budget Year: 2021
 Month: November 2021

| Program | Object Class | Budget Object Class | MTD Disbursed | YTD Disbursed |
|---------|--------------------------------|---------------------|---------------|---------------|
| SOEXP | Salaries, Officers & Employees | Total | 0.00 | 742,688.55 |
| | | | 0.00 | 1,232,602.58 |

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION
Fund: 13221:Salaries Officers & Employees

Budget Year: 2021

Month: November 2021

Disbursed Detail

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

11/01/2021 to 11/30/2021

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. |
|--|---------------|-----------|--------------------------|---------|--------------|
| ALEKSANDER, KRISTINA COMMUNICATIONS MANAGER | 70,000.00 | 5,833.33 | 11/01/2021 to 11/30/2021 | | |
| CASTRO, JEYBEN JESUS DEPUTY DIRECTOR | 150,000.00 | 12,500.00 | 11/01/2021 to 11/30/2021 | | |
| DUBIN, RACHEL D RESEARCH ANALYST | 115,000.00 | 9,583.33 | 11/01/2021 to 11/30/2021 | | |
| LANGE, CHRISTOPHER CHARLES INTERIM EXECUTIVE DIRECTOR | 173,900.00 | 14,491.67 | 11/01/2021 to 11/30/2021 | | |
| OSHIMA, KATRINA T PROFESSIONAL STAFF MEMBER | 95,000.00 | 7,916.67 | 11/01/2021 to 11/30/2021 | | |
| STEVENS, KIMBERLY SHARED EMPLOYEE | 22,550.00 | 2,175.00 | 11/01/2021 to 11/30/2021 | | |
| ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER | 95,000.00 | 7,916.67 | 11/01/2021 to 11/30/2021 | | |

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

11/01/2021 to 11/30/2021

Process Level: DI000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90DI000

| Employee Group | Expenditure | Active | Paid |
|--------------------------|------------------|----------|----------|
| SALARIES O&E - PERSONNEL | 60,416.67 | 7 | 7 |
| Total | 60,416.67 | 7 | 7 |

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.

Change