



## House Office of Diversity & Inclusion – Activity Report: April 2022

### April 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.

## **OFFICE ACTIVITIES**

- Resume interviews for new director

## **STAKEHOLDER ENGAGEMENT**

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
  - Office of Employee Advocacy
  - OCAS
  - Taskforce on a Diverse Workforce
  - CAO
- Meetings with outside stakeholders coordinating DNI efforts:
  - APAICS
  - American University, Program on Legislative Negotiation
  - ICF
  - CHSA
- Meetings with Colleges and Universities:
  - George Washington University, Delta Phi Epsilon
  - Pennsylvania State University
- Participated in Virtual Panels/Events hosted by: (we can probably take out the “virtual” here)
  - CAO, District Director Service Fair
  - George Washington University, Delta Phi Epsilon
  - APAICS

## **CANDIDATE PREPARATION FOR JOB SEARCH**

- Met with 97 job seekers
- Conducted 10 mock interviews

## **MEMBER AND COMMITTEE OFFICE SERVICES**

- Responded to resume requests from 15 offices

## **ODI HOSTED EVENTS**

- Staff Edition- The House Office of Diversity and Inclusion Presents: Reasonable Accommodations- April 6, 2022, at 12PM ET
  - 168 registrants
- Presentation for APAICS Fellows- April 5, 2022, at 11AM ET
  - 25 Participants

**APRIL SOCIAL MEDIA METRICS**

- Instagram:
  - 1 new post; 9 new stories; 2 videos
  - 16 new followers (1,194 total followers)
  - 9K accounts reached
  - 71 content interactions
- Twitter:
  - 9 new tweets
  - 21 new followers
  - 1,3K profile visits
  - 3.5K impressions
- Facebook:
  - 7 new posts
  - 1K page reach
- LinkedIn:
  - 69 unique visitors
  - 47 new followers
  - 4.8K post impressions
  - 16 custom button clicks
- Email Marketing
  - 4 emails (April 7,14,21 and 28)
  - 3% average CTR
  - 51% average open rate

U.S. House of Representatives  
**Monthly Financial Statement by Budget Fiscal Year**

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

Budget Year: 2022  
Month: April 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	4,889.62	4,889.62	(4,889.62)
	23 Rent, Communications, Utilities	0.00	0.00	0.00	0.00	0.00	0.00	3,842.95	3,842.95	(3,842.95)
ADMIN	24 Printing and Reproduction	0.00	0.00	0.00	0.00	0.00	0.00	713.70	713.70	(713.70)
	25 Other Services	0.00	0.00	0.00	0.00	199,958.01	0.00	98,110.00	298,068.01	(298,068.01)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	10,984.48	10,984.48	(10,984.48)
	<b>Total</b>	<b>923,000.00</b>	<b>(19,000.00)</b>	<b>904,000.00</b>	<b>0.00</b>	<b>199,958.01</b>	<b>0.00</b>	<b>118,540.75</b>	<b>318,498.76</b>	<b>585,501.24</b>
	-- 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	413,378.37	413,378.37	(413,378.37)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	19.93	19.93	(19.93)
	<b>Total</b>	<b>1,077,000.00</b>	<b>19,000.00</b>	<b>1,096,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>413,398.30</b>	<b>413,398.30</b>	<b>682,601.70</b>
<b>Total</b>		<b>2,000,000.00</b>	<b>0.00</b>	<b>2,000,000.00</b>	<b>0.00</b>	<b>199,958.01</b>	<b>0.00</b>	<b>531,939.05</b>	<b>731,897.06</b>	<b>1,268,102.94</b>

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**Monthly Financial Statement by Budget Fiscal Year**

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

Budget Year: 2022

Month: April 2022

**Disbursed Summary**

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
ADMIN Admin and Ops	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
		<b>Total</b>	<b>0.00</b>	<b>4,889.62</b>
	23 Rent, Communications, Utilities	2310 Frankable Telecom/Teletownhall	0.00	78.34
		2320 DC Telecom Equip (TRANSFER)	108.00	168.00
		2321 DC Telecom Serv (TRANSFER)	100.75	426.25
		2322 DC Telecom Tolls (TRANSFER)	388.36	2,505.86
		2335 HIR Graphics (TRANSFER)	102.00	664.50
		<b>Total</b>	<b>699.11</b>	<b>3,842.95</b>
	24 Printing and Reproduction	2401 Frankable Printing & Reprod	0.00	475.80
		2402 Non-Frankable Printing & Repro	237.90	237.90
		<b>Total</b>	<b>237.90</b>	<b>713.70</b>
	25 Other Services	2502 Non-Technology Service Contr	53,593.33	80,260.00
		2503 Consultant Contract Service	0.00	10,000.00
		2527 Training	0.00	4,000.00
		2571 Technology Service Contracts	0.00	3,850.00
		<b>Total</b>	<b>53,593.33</b>	<b>98,110.00</b>
	26 Supplies and Materials	2603 Food & Beverage	2,250.00	2,299.98
		2610 Habitation Expense	0.00	57.96
		2620 Office Supplies (Outside)	248.04	7,442.32
		2621 Office Supply (TRANSFER)	47.22	521.39
		2630 Publications/Reference Mat'l	0.00	662.83
		<b>Total</b>	<b>2,545.26</b>	<b>10,984.48</b>
<b>Total</b>			<b>57,075.60</b>	<b>118,540.75</b>
SOEXP Salaries, Officers & Employees	11 Personnel Compensation	1101 Non-Statutory Compensation	57,379.17	401,683.16
		1104 Accrued Leave	0.00	11,695.21

U.S. House of Representatives  
**Monthly Financial Statement by Budget Fiscal Year**

<b>Office: 90DI000 DIVERSITY &amp; INCLUSION</b>	<b>Budget Year: 2022</b>
<b>Fund: 13222:Salaries Officers &amp; Employees</b>	<b>Month: April 2022</b>

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
	11 Personnel Compensation	<b>Total</b>	<b>57,379.17</b>	<b>413,378.37</b>
SOEXP Salaries, Officers & Employees	26 Supplies and Materials	2602 Water	0.00	19.93
		<b>Total</b>	<b>0.00</b>	<b>19.93</b>
		<b>Total</b>	<b>57,379.17</b>	<b>413,398.30</b>
<b>Total</b>			<b>114,454.77</b>	<b>531,939.05</b>



U.S. House of Representatives  
**Monthly Financial Statement by Budget Fiscal Year**

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

Budget Year: 2022

Month: April 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					
SOEXP	Salaries, Officers & Employees	11 Personnel Compensation	4/29/2022	INT_PAY	PR22042900	9600				AGADA, ENUMALE M.	Acting Director	04/01/2022 to 04/30/2022		5,250.00					
						10968				ALEKSANDER, KRISTINA	Communications Manager	04/01/2022 to 04/30/2022		5,833.33					
						8959				CASTRO, JEYBEN J.	Deputy Director	04/01/2022 to 04/30/2022		12,500.00					
						10429				DUBIN, RACHEL D.	Research Analyst	04/01/2022 to 04/30/2022		11,083.33					
						9353				OSHIMA, KATRINA T.	Professional Staff Member	04/01/2022 to 04/30/2022		7,916.67					
						12167				SAINVAL, EDNISE	Operations Manager	04/01/2022 to 04/30/2022		5,000.00					
						976				STEVENS, KIMBERLY	Shared Employee	04/01/2022 to 04/30/2022		1,879.17					
						4789				ZAMBRANO, DIEGO R.	Professional Staff Member	04/01/2022 to 04/30/2022		7,916.67					
						<b>Total</b>													<b>57,379.17</b>
						<b>Total</b>													<b>57,379.17</b>
ADMIN	Admin and Ops	23 Rent, Communications, Utilities	4/28/2022	INT_EMS	EM22042800	132					Dc Telecom Equip (transfer)	03/01/2022 to 03/31/2022		96.00					
						133					Dc Telecom Equip (transfer)	03/01/2022 to 03/31/2022		12.00					
						<b>Total</b>													<b>108.00</b>
						764					Dc Telecom Serv (transfer)	03/01/2022 to 03/31/2022		100.75					
2321	4/28/2022	INT_EMS	EM22042800	764										100.75					
<b>Total</b>													<b>100.75</b>						

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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	
ADMIN	23 Rent, Communications, Utilities	2322	4/28/2022	INT_EMS	EM22042800	1866					Dc Telecom Tolls (transfer)	03/01/2022 to 03/31/2022		376.25	
						1867				Dc Telecom Tolls (transfer)	03/01/2022 to 03/31/2022		12.11		
			<b>Total</b>											<b>388.36</b>	
		2335	4/22/2022	INT_MED	MS22042200	27						11454	04/06/2022 to 04/06/2022		2.00
						28				11335	03/31/2022 to 03/31/2022		100.00		
			<b>Total</b>											<b>102.00</b>	
		<b>Total</b>												<b>699.11</b>	
	24 Printing and Reproduction	2402	4/28/2022	VCH_EVC	01553741	1			2/4/2022	226722	ACCURATE WORD	Non-Frankable Printing & Repro	02/04/2022 to 02/04/2022	3147087	237.90
															<b>Total</b>
			<b>Total</b>												<b>237.90</b>
	25 Other Services	2502	4/19/2022	VCH_ONL	01551537	1			2/17/2022	INV0002USH O	PROTEGE VENTURES LLC	Protege Search - Payment 2	02/17/2022 to 02/17/2022	3144800	26,926.67
			4/18/2022	VCH_ONL	01551217	1			3/17/2022	INV0003USH O	PROTEGE VENTURES LLC	Protege Search - Payment 3	03/17/2022 to 03/17/2022	3144647	26,666.66
			<b>Total</b>												<b>53,593.33</b>
			<b>Total</b>												<b>53,593.33</b>
26 Supplies and Materials	2603	4/6/2022	VCH_EVC	01543843	1			3/28/2022	*****0 78583-2203-01543843	CITIBANK	Food & Beverage	03/15/2022 to 03/15/2022	3141282	2,250.00	
			<b>Total</b>											<b>2,250.00</b>	
	2620	4/6/2022	VCH_EVC	01543843	2			3/28/2022	*****0 78583-2203-01543843	CITIBANK	Office Supplies (outside)	03/15/2022 to 03/15/2022	3141282	14.62	



U.S. House of Representatives  
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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					
ADMIN	Admin and Ops	26	2620	4/6/2022	VCH_EVC	01543843		3/28/2022	*****0 78583-2203-01543843	CITIBANK	Office Supplies (outside)	03/17/2022 to 03/17/2022	3141282	87.53					
								3/28/2022	*****0 78583-2203-01543843	CITIBANK	Office Supplies (outside)	03/15/2022 to 03/15/2022	3141282	145.89					
							<b>Total</b>												
								4/29/2022	INT_RMS	RM22042900	71				Office Supply (transfer)	04/01/2022 to 04/30/2022		47.22	
							<b>Total</b>												
<b>Total</b>																			

# U.S. House of Representatives

## PAYROLL CERTIFICATION - FINAL

04/01/2022 to 04/30/2022

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	04/01/2022 to 04/30/2022		
ALEKSANDER, KRISTINA COMMUNICATIONS MANAGER	70,000.00	5,833.33	04/01/2022 to 04/30/2022		
CASTRO, JEYBEN JESUS DEPUTY DIRECTOR	150,000.00	12,500.00	04/01/2022 to 04/30/2022		
DUBIN, RACHEL D RESEARCH ANALYST	133,000.00	11,083.33	04/01/2022 to 04/30/2022		
OSHIMA, KATRINA T PROFESSIONAL STAFF MEMBER	95,000.00	7,916.67	04/01/2022 to 04/30/2022		
SAINVAL, EDNISE OPERATIONS MANAGER	60,000.00	5,000.00	04/01/2022 to 04/30/2022		
STEVENS, KIMBERLY SHARED EMPLOYEE	22,550.00	1,879.17	04/01/2022 to 04/30/2022		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	95,000.00	7,916.67	04/01/2022 to 04/30/2022		

**U.S. House of Representatives**

**PAYROLL CERTIFICATION - FINAL**

04/01/2022 to 04/30/2022

Process Level: DI000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 90DI000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	57,379.17	8	8
<b>Total</b>	<b>57,379.17</b>	<b>8</b>	<b>8</b>

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.

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