



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

November 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: November 2022

OFFICE ACTIVITIES

- On November 3, 2022, ODI hosted a full-day, in-person professional development session on DEIA with the Racial Equity Group

STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
 - Office of the Speaker
 - CAO
 - CHA
 - ModCom
 - Green and Gold Congressional Aid Program
 - Women's Congressional Staff Association
- Meetings with outside stakeholders coordinating DNI efforts:
 - The White House
 - The Racial Equity Group
 - AAFFEA
 - CHCI
 - Google
 - HillVets
 - OPM
 - LinkedIn
 - SHRM
- Meetings with Colleges and Universities:
 - Florida International University
 - Vanderbilt University
- Participated in Virtual Panels/Events hosted by:
 - CAO
 - CHA

CANDIDATE PREPARATION FOR JOB SEARCH

Met with **129** job seekers

Conducted **8** mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

Responded to resume requests from **110** offices

ODI HOSTED EVENTS

- New Member Orientation CAO Services Fair– November 9, 2022, at 2:00PM ET
 - 100 Attendees

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- U.S House Office of Diversity and Inclusion Veterans Day Roundtable- November 10, 2022, at 12:00PM ET
 - 108 Registrants
- New Member Orientation Presentation- November 29, 2022, at 11:00AM ET
 - 400 Attendees

NOVEMBER 2022 SOCIAL MEDIA METRICS

- Instagram:
 - 2 new posts; 7 new stories; 1 reel
 - 9 new followers (1,376 total followers)
 - 1.1K accounts reached
 - 125 content interactions
- Twitter:
 - 10 new tweets
 - 2 new followers
 - 1K profile visits
 - 5.5K impressions
- Facebook:
 - 8 new posts
 - 1K page reach
- Email Marketing
 - 2 emails (November 10 and 17)
 - 5% CTR
 - 59% open rate
- LinkedIn:
 - 3.1K search appearances
 - 522 unique visitors
 - 516 new followers
 - 10.4K post impressions
 - 31 custom button clicks

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

11/01/2022 to 11/30/2022

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 SENIOR ADVISOR	63,000.00	5,250.00	11/01/2022 to 11/30/2022		
ALEKSANDER, KRISTINA COMMUNICATIONS MANAGER	90,000.00	7,500.00	11/01/2022 to 11/30/2022	P/R CHANGE 11/01/22	
AMIR, EYNAT PAID INTERN	36,000.00	3,000.00	11/01/2022 to 11/30/2022		
CASTRO, JEYBEN JESUS DEPUTY DIRECTOR	170,000.00	14,166.67	11/01/2022 to 11/30/2022		
DUBIN, RACHEL D RESEARCH ANALYST	143,000.00	11,916.67	11/01/2022 to 11/30/2022		
KHALID, FARIHA JR. RESEARCH AND DATA ANALYST	95,000.00	7,916.67	11/01/2022 to 11/30/2022		
MOON, SSHA J DIRECTOR	203,700.00	16,975.00	11/01/2022 to 11/30/2022		
OSHIMA, KATRINA T PROFESSIONAL STAFF MEMBER	105,000.00	8,750.00	11/01/2022 to 11/30/2022		
PETTY, DEJA ALDINE PAID INTERN	36,000.00	3,000.00	11/01/2022 to 11/30/2022		
SAINVAL, EDNISE OPERATIONS MANAGER	90,000.00	7,500.00	11/01/2022 to 11/30/2022	P/R CHANGE 11/01/22	
SANGIT, MARINA K JUNIOR PROFESSIONAL STAFF	75,000.00	6,250.00	11/01/2022 to 11/30/2022		
STEVENS, KIMBERLY SHARED EMPLOYEE	32,550.00	2,712.50	11/01/2022 to 11/30/2022		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	105,000.00	8,750.00	11/01/2022 to 11/30/2022		
ZOU, DAVID JUNIOR PROFESSIONAL STAFF	75,000.00	6,250.00	11/01/2022 to 11/30/2022		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

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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)

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: November 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	12,258.71	12,258.71	(12,258.71)
	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	(10,900.00)	0.00	356,259.01	345,359.01	(345,359.01)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	76,218.11	76,218.11	(76,218.11)
	31 Equipment	0.00	0.00	0.00	0.00	17,024.56	0.00	146,137.39	163,161.95	(163,161.95)
	Total	923,000.00	(19,000.00)	904,000.00	0.00	6,124.56	0.00	635,671.47	641,796.03	262,203.97
	-- 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	1,508,038.48	1,514,163.04	485,836.96

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

Budget Year: 2022
 Month: November 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	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	94.39	2,232.41	
		2136 Parking	0.00	51.00	
		Total	94.39	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		
2350 Postage / Courier / Box Rental	0.00	50.00			
Total	0.00	12,258.71			
24 Printing and Reproduction	2401 Frankable Printing & Reprod	0.00	475.80		
	2402 Non-Frankable Printing & Repr	908.41	12,281.50		
	2403 Photographic (TRANSFER)	0.00	60.00		
	2405 Advertisements	0.00	32.77		
	Total	908.41	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	875.00	16,309.17		
	2605 Framing (TRANSFER)	0.00	65.00		
	2610 Habitation Expense	0.00	199.41		

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Fund: 13222:Salaries Officers & Employees Month: November 2022

Program	Object Class	Budget Object Class	MTD Disbursed	YTD Disbursed
ADMIN Admin and Ops	26 Supplies and Materials	2620 Office Supplies (Outside)	301.18	25,171.52
		2621 Office Supply (TRANSFER)	0.00	3,183.82
		2623 Software < \$500	0.00	1,656.29
		2630 Publications/Reference Mat'l	0.00	29,632.90
		Total	1,176.18	76,218.11
31 Equipment	3105 Office Equip Purch<\$25,000	3105 Office Equip Purch<\$25,000	0.00	2,399.00
		3112 Computer Hardw Purch <\$25,000	0.00	18,157.02
		3115 Computer Softw Purch <\$10,000	0.00	125,581.37
		Total	0.00	146,137.39
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	2602 Water	0.00	192.35
		Total	0.00	192.35
Total			2,178.98	1,508,038.48

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Disbursed Detail

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed
	21 Travel	2135	11/4/2022	VCH_EVC	01610097	1		8/25/2022	D1000825220 80SHIMA	OSHIMA, KATRINA T.	Taxi/Ride Share	08/25/2022 to 08/25/2022	654677	33.00
						2		8/25/2022	D1000825220 80SHIMA	OSHIMA, KATRINA T.	Taxi/Ride Share	09/13/2022 to 09/21/2022	654677	61.39
			Total											94.39
		Total												94.39
	24 Printing and Reproduction	2402	11/18/2022	VCH_EVC	01612783	1		9/28/2022	*****0 78583-2209- 01612783	CITIBANK	Non- Frankable Printing & Repro	09/28/2022 to 09/28/2022	3194803	908.41
			Total											908.41
		Total												908.41
ADMIN	Admin and Ops		11/16/2022	VCH_EVC	01612073	1		8/16/2022	4992RW	RESTAURA NT ASSOCIATE S INC	Food & Beverage	09/22/2022 to 09/22/2022	3193058	8,120.00
			11/15/2022	VCH_EVC	01594760	1		8/16/2022	4992	RESTAURA NT ASSOCIATE S INC	Cancelled: No Payment Issued	09/22/2022 to 09/22/2022		(8,120.00)
		2603												
			11/10/2022	VCH_EVC	01612074	1		8/16/2022	4992ARW	RESTAURA NT ASSOCIATE S INC	Food & Beverage	09/22/2022 to 09/22/2022	3191899	875.00
			Total											875.00
						2		9/28/2022	*****0 78583-2209- 01612783	CITIBANK	Office Supplies (outside)	09/29/2022 to 09/29/2022	3194803	259.23
			11/18/2022	VCH_EVC	01612783	3		9/28/2022	*****0 78583-2209- 01612783	CITIBANK	Office Supplies (outside)	09/29/2022 to 09/29/2022	3194803	41.95
		2620												
			Total											301.18

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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 Supplies and Materials												1,176.18
Total														2,178.98