



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

May 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

- May 3, 2022-Began weekly meetings with ICF for the *Barrier Analysis Study*

STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
 - Committee on Appropriations, Legislative Branch Subcommittee
 - LGBTQ+ Equality Caucus
 - Assistant Secretary of the Senate
 - 2 Member Offices
 - 2 Committees
- Meetings with outside stakeholders coordinating DNI efforts:
 - APAICS
 - ICF
 - Program on Legislative Negotiation
 - Popvox (Internapalooza)
 - Democratic Digital Staff Association
- Meetings with Colleges and Universities:
 - FIU
 - SWAU
- Participated in Virtual Panels/Events hosted by:
 - FIU
 - Popvox
 - Democratic Digital Staff Association

CANDIDATE PREPARATION FOR JOB SEARCH

- Met with 82 job seekers
- Conducted 13 mock interviews

MEMBER AND COMMITTEE OFFICE SERVICES

Responded to resume requests from 12 offices

ODI HOSTED EVENTS

- FIU Hill Visit- May 3, 2022, at 1:30PM ET
 - 13 Participants

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

- Asian American and Pacific Islander Heritage Month Roundtable- May 4, 2022, at 12PM ET
 - 107 registrants
- Implicit Bias in the Workplace- May 4, 2022, at 11AM ET
 - 23 Participants

MAY 2022 SOCIAL MEDIA METRICS

- Instagram:
 - 9 new posts; 14 new stories; 1 reel
 - 15 new followers (1,208 total followers)
 - 1.3K accounts reached
 - 145 content interactions
- Twitter:
 - 18 new tweets
 - 23 new followers
 - 2.2K profile visits
 - 5.8K impressions
- Facebook:
 - 14 new posts
 - 1K page reach
- LinkedIn:
 - 83 unique visitors
 - 53 new followers
 - 7.3K post impressions
 - 2 custom button clicks
- Email Marketing
 - 4 emails (May 5,12,19 and 26)
 - 3% average CTR
 - 49% average open rate

Monthly Financial Statement by Budget Fiscal Year

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

Budget Year: 2022
 Month: May 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	4,556.45	4,556.45	(4,556.45)
	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	13,541.02	13,541.02	(13,541.02)
	Total	923,000.00	(19,000.00)	904,000.00	0.00	199,958.01	0.00	121,810.79	321,768.80	582,231.20
	- 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	470,757.54	470,757.54	(470,757.54)
	26 Supplies and Materials	0.00	0.00	0.00	0.00	0.00	0.00	19.93	19.93	(19.93)
	Total	1,077,000.00	19,000.00	1,096,000.00	0.00	0.00	0.00	470,777.47	470,777.47	625,222.53
	Total	2,000,000.00	0.00	2,000,000.00	0.00	199,958.01	0.00	592,588.26	792,546.27	1,207,453.73

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022
 Fund: 13222:Salaries Officers & Employees Month: May 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	2310 Frankable Telecopy/Teletownhall	0.00	78.34
		2320 DC Telecom Equip (TRANSFER)	12.00	180.00
		2321 DC Telecom Serv (TRANSFER)	100.75	527.00
		2322 DC Telecom Tolls (TRANSFER)	388.25	2,894.11
		2335 HIR Graphics (TRANSFER)	212.50	877.00
	Total	713.50	4,556.45	
ADMIN: Admin and Ops	24 Printing and Reproduction	2401 Frankable Printing & Reprod	0.00	475.80
		2402 Non-Frankable Printing & Repro	0.00	237.90
		Total	0.00	713.70
	25 Other Services	2503 Non-Technology Service Contr	0.00	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
		Total	0.00	98,110.00
	26 Supplies and Materials	2603 Food & Beverage	56.00	2,355.98
		2610 Habitation Expense	0.00	57.96
		2620 Office Supplies (Outside)	574.89	8,017.21
		2621 Office Supply (TRANSFER)	0.00	521.39
		2623 Software < \$500	654.29	654.29
	2630 Publications/Reference Matl	1,271.36	1,934.19	
	Total	2,556.54	13,543.02	
	Total	3,270.04	121,810.79	
SOEXP: Salaries, Officers & Employees 11 Personnel Compensation	1101 Non-Statutory Compensation		57,379.17	459,062.33

Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022
 Fund: 13222:Salaries Officers & Employees Month: May 2022

Program	Object Class	Budget Object Class	MTD		YTD	
			Disbursed	Disbursed	Disbursed	Disbursed
	11 Personnel Compensation	1104 Accrued Leave	0.00	0.00	11,695.21	11,695.21
		Total	57,379.17	57,379.17	470,757.54	470,757.54
SOEXP Salaries, Officers & Employees	26 Supplies and Materials	2602 Water	0.00	0.00	19.93	19.93
	Total	Total	57,379.17	57,379.17	470,777.47	470,777.47
Total			60,649.21	60,649.21	592,588.26	592,588.26

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Monthly Financial Statement by Budget Fiscal Year

Office: 90DI000 DIVERSITY & INCLUSION Budget Year: 2022
 Fund: 13222-Salaries Officers & Employees Month: May 2022

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed
						1865					Dc Telecom Tolls (transfer)	04/01/2022 to 04/30/2022		0.02
		2322	5/31/2022	INT_BMS	EMZ2053100	1866					Dc Telecom Tolls (transfer)	04/01/2022 to 04/30/2022		376.25
	23 Rent, Communications, Utilities					1867					Dc Telecom Tolls (transfer)	04/01/2022 to 04/30/2022		11.97
														388.25
		2335	5/25/2022	INT_MED	MS22052500	35					11956			212.50
														212.50
														713.50
ADMIN	Admin and Ope					1		4/28/2022	*****0 78583-2204-01557954	CITIBANK	Food & Beverage	03/10/2022 to 03/10/2022	3152286	53.45
						2		4/28/2022	*****0 78583-2204-01557954	CITIBANK	Food & Beverage	03/10/2022 to 03/10/2022	3152286	8.01
						4		4/28/2022	*****0 78583-2204-01557954	CITIBANK	Food & Beverage	03/10/2022 to 03/10/2022	3152286	(53.45)
		2603	5/18/2022	VCH_EVC	01557954	5		4/28/2022	*****0 78583-2204-01557954	CITIBANK	Food & Beverage	03/10/2022 to 03/10/2022	3152286	(8.01)
	26 Supplies and Materials					6		4/28/2022	*****0 78583-2204-01557954	CITIBANK	Food & Beverage	04/08/2022 to 04/08/2022	3152286	56.00
														56.00
						3		4/28/2022	*****0 78583-2204-01557954	CITIBANK	Office Supplies (outside)	04/08/2022 to 04/08/2022	3152286	521.40
		2620	5/18/2022	VCH_EVC	01557954	7		4/28/2022	*****0 78583-2204-01557954	CITIBANK	Office Supplies (outside)	04/08/2022 to 04/08/2022	3152286	53.49

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Monthly Financial Statement by Budget Fiscal Year

Office: 90D1000 DIVERSITY & INCLUSION Budget Year: 2022
 Fund: 13222:Salaries Officers & Employees Month: May 2022

Program	Object Class	BOC	Tran Date	Source	Tran ID	Line	Voucher	Invoice Date	Invoice	Payee	Description	Service Dates	Check / EFT#	MTD Disbursed
		2620	Total											574.89
		2623	5/18/2022	VCH_EVC	01557954	9		4/28/2022	*****0 78583-2204- 01557954	CITIBANK	Software < \$500	03/26/2022 to 04/26/2022	3152286	654.29
ADMIN	Admin and Ops		Total											654.29
		2630	5/18/2022	VCH_EVC	01557954	8		4/28/2022	*****0 78583-2204- 01557954	CITIBANK	Publications/ Reference Mater	04/01/2022 to 09/30/2022	3152286	1,271.36
		Total	Total											1,271.36
		Total												2,556.54
														60,649.21

U.S. House of Representatives
PAYROLL CERTIFICATION - FINAL

05/01/2022 to 05/31/2022

Process Level: D1000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 9001000

SALARIES O&E - PERSONNEL

Employee and Job Title	Annual Salary	Gross Pay	Period	Remarks	Employee No.
AGADA, ENUMA MARGARET ACTING DIRECTOR	63,000.00	5,250.00	05/01/2022 to 05/31/2022		
ALEKSANDER, KRISTINA COMMUNICATIONS MANAGER	70,000.00	5,833.33	05/01/2022 to 05/31/2022		
CASTRO, JEYBEN JESUS DEPUTY DIRECTOR	150,000.00	12,500.00	05/01/2022 to 05/31/2022		
DUBIN, RACHEL D RESEARCH ANALYST	133,000.00	11,083.33	05/01/2022 to 05/31/2022		
OSHIMA, KATRINA T PROFESSIONAL STAFF MEMBER	95,000.00	7,916.67	05/01/2022 to 05/31/2022		
SAINVAL, EDNISE OPERATIONS MANAGER	60,000.00	5,000.00	05/01/2022 to 05/31/2022		
STEVENS, KIMBERLY SHARED EMPLOYEE	22,550.00	1,879.17	05/01/2022 to 05/31/2022		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	95,000.00	7,916.67	05/01/2022 to 05/31/2022		

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

05/01/2022 to 05/31/2022

Process Level: DE000 OFC OF DIVERSITY & INCLUSION

Accounting Organization: 9001000

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)

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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.
