



## House Office of Diversity & Inclusion – Activity Report: December 2021

### December 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.

## House Office of Diversity & Inclusion – Activity Report: December 2021

### OFFICE ACTIVITIES

- December 8, 2021 – Departure of Acting Director Christopher Lange
- December 1, 2021 – Offer extended to Ednise Sainval for Operations Manager position
- December 20, 2021 – Ednise Sainval starts as new ODI Operations Manager

### STAKEHOLDER ENGAGEMENT

- House Offices and Caucuses engaged regarding coordination of DNI efforts:
  - DEI Steering Committee, House Committee on Natural Resources
  - Diversity Task Force
  - Office of Payroll and Benefits
  - Office of the Assistant Speaker
  - 27 Committees, Select Committees, and Joint Committees
  - 1 Member Office
- Meetings with outside stakeholders coordinating DNI efforts:
  - Leadership Institute
  - Popvox
  - Welcoming America
- Meetings with Colleges and Universities:
  - Rockefeller College
- Participated in Virtual Panels/Events hosted by:
  - Leadership Institute

### ODI HOSTED EVENTS

- Thrift Savings Plan 101 – December 1<sup>st</sup>, 2021, at 12PM ET
  - 547 registrants
- Briefing: Compensation and Diversity Study – December 2<sup>nd</sup>, 2021, at 12PM ET
  - 95 registrants
- Briefing: Compensation and Diversity Study – December 3<sup>rd</sup>, 2021, at 12PM ET
  - 98 registrants
- Resume Workshop: Scheduler/Operations Edition – December 15<sup>th</sup>, 2021, at 12PM ET
  - 145 Registrants

### **CANDIDATE PREPARATION FOR JOB SEARCH**

- Met with 45 job seekers
- Conducted 20 mock interviews

### **MEMBER AND COMMITTEE OFFICE SERVICES**

- Responded to resume requests from 21 offices

### **SOCIAL MEDIA METRICS**

#### Instagram:

- 2 new posts; 8 new stories
- 9 new followers (1,065 total followers)
- 537 accounts reached
- 23 content interactions

#### Twitter:

- 10 new tweets
- 25 new followers
- 857 profile visits
- 3.5K impressions

#### Facebook:

- 10 new posts
- 4,830-page reach

#### LinkedIn:

- 61 unique visitors
- 25 new followers
- 6.2K post impressions
- 17 custom button clicks

#### Email Marketing

- 3 emails (December 2, 9 and 16)
- 2% average CTR
- 52% average open rate

Monthly Financial Statement by Budget Fiscal Year

Budget Year: 2021

Month: December 2021

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

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)
	<b>Total</b>	<b>817,589.00</b>	<b>(100,000.00)</b>	<b>717,589.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>489,914.03</b>	<b>489,914.03</b>	<b>227,674.97</b>
	-- Appropriation	682,411.00	100,000.00	782,411.00	0.00	0.00	0.00	0.00	0.00	782,411.00
SOEXP	11 Personnel Compensation	0.00	0.00	0.00	0.00	0.00	0.00	742,688.55	742,688.55	(742,688.55)
	<b>Total</b>	<b>682,411.00</b>	<b>100,000.00</b>	<b>782,411.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>742,688.55</b>	<b>742,688.55</b>	<b>39,722.45</b>
	<b>Total</b>	<b>1,500,000.00</b>	<b>0.00</b>	<b>1,500,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,232,602.58</b>	<b>1,232,602.58</b>	<b>267,397.42</b>

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Budget Year: 2021  
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Office: 90DI000 DIVERSITY & INCLUSION  
 Fund: 13221:Salaries Officers & Employees

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
		<b>Total</b>	<b>0.00</b>	<b>7,375.26</b>
	24 Printing and Reproduction	2401 Printing & Reproduction	0.00	2,070.30
		<b>Total</b>	<b>0.00</b>	<b>2,070.30</b>
	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
	<b>Total</b>	<b>0.00</b>	<b>444,751.81</b>	
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	
31 Equipment	2623 Software < \$500	0.00	4,747.86	
	2630 Publications/Reference Mat'l	0.00	14,907.13	
	<b>Total</b>	<b>0.00</b>	<b>29,788.77</b>	
	<b>Total</b>	<b>0.00</b>	<b>4,149.89</b>	
	<b>Total</b>	<b>0.00</b>	<b>1,778.00</b>	
	<b>Total</b>	<b>0.00</b>	<b>5,927.89</b>	
	<b>Total</b>	<b>0.00</b>	<b>489,914.03</b>	
SOEXP Salaries, Officers & Employees 11 Personnel Compensation	1101 Non-Statutory Compensation	0.00	738,313.55	
	1104 Accrued Leave	0.00	4,375.00	
	<b>Total</b>	<b>0.00</b>	<b>742,688.55</b>	

Monthly Financial Statement by Budget Fiscal Year

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

Budget Year: 2021  
 Month: December 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: December 2021

Disbursed Detail

U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

12/01/2021 to 12/31/2021

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	12/01/2021 to 12/31/2021		
CASTRO, JEYBEN JESUS DEPUTY DIRECTOR	150,000.00	12,500.00	12/01/2021 to 12/31/2021		
DUBIN, RACHEL D RESEARCH ANALYST	133,000.00	11,083.33	12/01/2021 to 12/31/2021	P/R CHANGE 12/01/21	
LANGE, CHRISTOPHER CHARLES INTERIM EXECUTIVE DIRECTOR	173,900.00	3,864.44	12/01/2021 to 12/31/2021	TERMINATED 12/08/21	
OSHIMA, KATRINA T PROFESSIONAL STAFF MEMBER	95,000.00	7,916.67	12/01/2021 to 12/31/2021		
SAINVAL, EDNISE OPERATIONS MANAGER	60,000.00	0.00	12/01/2021 to 12/31/2021	APPOINTMENT 12/20/21	
STEVENS, KIMBERLY SHARED EMPLOYEE	22,550.00	1,879.17	12/01/2021 to 12/31/2021		
ZAMBRANO, DIEGO R PROFESSIONAL STAFF MEMBER	95,000.00	7,916.67	12/01/2021 to 12/31/2021		



U.S. House of Representatives

PAYROLL CERTIFICATION - FINAL

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Accounting Organization: 90DI000

Employee Group	Expenditure	Active	Paid
SALARIES O&E - PERSONNEL	50,993.61	7	7
<b>Total</b>	<b>50,993.61</b>	<b>7</b>	<b>7</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.