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CAHA Board Meeting Requirements - February 7, 2017

Sherrie Barcinas <sherrie.barcinas@caha.guam.gov> Thu, Feb 16, 2017 at 5:39 PM
To: speaker@senatorbjcruz.com, centralfiles@guam.gov

Pursuant to Public Law No. 31-233 attached are the following documents from CAHA's board meeting held on February 7, 2017.

1. February 7, 2017 Agenda
2. Board Meeting Minutes of December 13, 2016 & January 10, 2017
3. Attachments

Thank you

Sherrie A.D. Barcinas
Administrative Officer

Speaker Benjamin J. Cruz
FEB 17 2017
Time: 8:34
Received By:
GL#34-17-214

Guam Council on the Arts & Humanities Agency
Tel: 6713001204-8 / Fax: 671300-1209

2017 FEB 17 AM 8:37

4 attachments

- **Agenda - 02.07.2017.pdf** 15K
- **MtgMinutes12.13.2016.pdf** 186K
- **MtgMinutes 01.10.2017.pdf** 150K

0214

Attachments - 02.07.2017.pdf
407K

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
February 7, 2017 – 3:00 pm
A G E N D A

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF MINUTES December 13, 2016 & January 10, 2017

III. PRESIDENT'S REPORT

IV. FESTPAC UPDATES

V. OLD BUSINESS

A. Percent for the Arts
   1. Update on Occupancy Permits for % for the Arts
   2. Update - % for the Arts Regulations & Guidelines Amendment - Triple "A" Process
   3. Update – Current Projects
      a. GCEF, Judy Flores
      b. GRMC
      c. GPLS Children's Library
      d. Guam Congress Building (Legislature)
      e. Ken Corporation
      f. Pending: GIAT (Airport), GCC, UOG, GHURA

B. Strategic Plan
C. % for the Arts Amendment to Law – Bill No. 404-33

VI. NEW BUSINESS

A. Election of Officers

VII. BUDGET REPORTS

A. CAHA FY 2017 Appropriation Accounts
B. CAHA Non-Appropriation / Revolving Accounts
C. FESTPAC Accounts

VIII. OTHER ANNOUNCEMENT & DISCUSSIONS

Next Board Meeting scheduled for March 7, 2017

IX. ADJOURNMENT

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
December 13, 2016

I. CALL TO ORDER

The Guam Council on the Arts and Humanities Agency's regular board meeting was called to order at 3:25pm by Chairperson of the Board, Dr. Judy Flores. Board members present were Kristal Koga, Donna Kloppenburg, Mayor Savares, Dr. Michael Bevacqua, Francisco Rabon, Francisco Lizama and Francis Guerrero via teleconference. Absent were Reyna Calvo and Tes Reyes Burrier. Also present were President Johnny Sablan, CAHA Staff Angie Taitague, Program Coordinator III, Brea Bailey, Program Coordinator I and Sherrie Barcinas, Administrative Officer.

II. REVIEW AND APPROVAL OF MINUTES DATED SEPTEMBER 13, 2016 & NOVEMBER 15, 2016

Mayor Savares moved to approve the minutes of September 13 and November 15, 2016. Motion seconded by Mr. Lizama.

UNANIMOUSLY APPROVED

President Sablan requested a correction on September 13, board meeting minutes to read under President's Report from being "tabled" to "off-island".

III. PRESIDENT'S REPORT

President Sablan reported that majority of the senators of the Guam Legislature were in support of Bill No. 404-33, an amendment to include all disciplines in the 1% law.

The gallery space for Guam CAHA in the Guam Museum is not expected until May or June 2017. Once the permanent exhibit is up, the area would be allocated of at least 1,000 square feet on the ground floor for gallery space to house the revolving exhibit of local artist artworks. The current gallery location at the Terlaje building would then be assessed as CAHA is leasing a space at this time. However, the office spaces would remain in the Terlaje building as there is no room for offices in the Guam Museum.

IV. FESTPAC UPDATES

CAHA Staff Barcinas reported that a meeting was held on December 12, 2016 with the Guam Visitors Bureau to go through pending reimbursement payments that were submitted. The main discussion was on Healing Arts reimbursement request of approximately $47,000. Other reimbursement include Canoe & Navigation.

Chairperson Flores reported the meeting went well and that Healing Arts was asked to join the Festival of Pacific Arts and did what needed to be done. The issue was on the procurement law, the decision of having a permanent structure involving construction while an approval was made for a hut was questionable. At the same time, healing Arts was making decisions at the time because no one was giving any direction. Chairperson Flores stressed that the Committee needs to meet officially as there has been no response from the Coordinating Committee. The reimbursement requests must be followed through. President Johnny then stated that he will now sit as one of the FestPac Coordinating Committee members representing the Department of Chamorro Affairs. A meeting is tentatively scheduled for December 23, 2016. The meeting held on December 12, 2016 was a meeting of the minds on the issues in which the lawyer of GVB was also present for the protection of GVB. One of the President Sablan's

concern was the additional cost requested from the Events Management to cover costs on meals that were provided during the Festival. The President is hopeful that some reimbursement will be made if not all.

Mr. Guerrero added to say that he agreed with Chairperson Flores that this issue has been dragging for quite some time now. And if the priority is trying to close out FestPac, then this would have to somehow get on top of the Committee's priority list.

Mr. Rabon then brought up budgeting for FestPac and questioned if CAHA Board has any authority to establish a budget. Budgets are not established for disciplines to adhere to given a ceiling amount to work with and not go beyond that. Mr. Rabon would like to see this happen for future Festivals to be held on or off-island.

Chairperson Flores requested that CAHA Staff Barcinas elaborate on the budget process of past festivals since CAHA has been the lead agency. CAHA Staff Barcinas stated that the budget process differs from having a festival on-island versus sending a delegation off-island. For CAHA, it has always been sending a delegation off-island. To be fair in the process, the amount appropriated by legislature is divided equally to the number of delegates anticipated. In the case of this year's festival, a budget was submitted to the programming committee and brought forth to the Coordinating Committee for approval. Mr. Rabon questioned whether an amount could be capped per discipline instead. CAHA Staff Barcinas stated that it could also be done in that manner based on the amount appropriated by the legislature. Mayor Savares also recommended having a match to the amount budgeted per discipline. The process of having the disciplines work within their budget would alleviate any issues that may arise. This should apply to any festivals. Mr. Rabon as well as Mayor Savares felt that CAHA should develop a Standard Operating Procedure whether or not on or off-island to include travel, attire, tools, materials needed, etc. depending on what the discipline is. CAHA Staff Barcinas stated to say that there is an SOP in place for delegates travelling off-island which CAHA Staff Jackie Balbas had developed. This was due to the Auditor's inquiry on the selection process of delegates.

Chairperson Flores requested that the SOP will remain as an action item and form an Ad hoc Committee. This shall also serve as a part to add on the final report for FestPac on recommendations as a valuable item.

V. OLD BUSINESS

A. Percent for the Arts

Reporting on the following is CAHA Staff Taitague.

1. Update on Occupancy Permits for % for the Arts

The permit listing remains status quo. The next quarter listing for the months of October, November & December 2016 will be obtained from the Department of Public Works in January 2017.

Chairperson Flores stated that the listing provided somewhat does not list all the constructions and/or renovations as she had encountered an individual who is employed with Guam Waterworks Authority who is currently building a lab which was not listed.

CAHA Staff Taitague then stated that she obtained information that perhaps CAHA could be linked into the Department of Public Works system to obtain all the information needed as Revenue and Taxation has access to their system. This process will help alleviate having to physically to go to DPW.

President Sablan stated that based on his overview of the % law and what qualifies was made during a recent discussion with airport officials on their current project as it pertained to signing off on an occupancy permit and was questioned as to where did the

law cite the replacement of equipment at which the President noted that it seemed mostly likely to be part of "remodeling" and is in an area for baggage that provides public access. Guam International Airport Authority claimed that if the federal grantor had known that this was a law that they would have to comply with, GIAA would have never gotten the $23 million to build the TSA.

President Sablan added to say that during the meeting held on December 12, 2016 with Speaker Judith Won Pat, it was discussed that the responsibility still lies on the building owners to comply with % law even if a permit was inadvertently signed.

President Sablan felt the standard operating procedures be developed in a manner in which there's enforcement on the compliance of the law. Perhaps the application for the building permit should indicate a box on whether or not the project qualifies under the 1% law.

CAHA Staff Taitague stated that the biggest challenge was to obtain the listing from the Department of Public Works in order for CAHA to begin its enforcement on the 1% law, although the law stipulates that DPW shall ensure compliance of the law. In addition, the Guam Economic Development Authority is also responsible for providing CAHA a listing of Qualifying Certificate holders.

2. **Update - % for the Arts Regulations & Guidelines Amendment – Triple "A" Process**
Chairperson Flores stated that the next step is to revisit the current rules & regulations once the amendment to the 1% Public Law has passed and include some of the items discussed. One item would be to lift the grant cap from $3,000 to an amount approved by the board.

3. **Update – Current Projects**
   a. **GCEF, Chairperson Flores**
   The project still remain status quo as the artists are given up until December 31, 2016 from completion of their artwork(s) aside from TASI who has been extended until February 2017. TASI has subcontracted most of its work and is expected to complete its work by its deadline. Their artwork(s) would be situated on the 2nd floor of the museum. However, the 2nd floor has yet to be completed to begin the installation of some of their items. All artworks from other artists are being displayed and the delay at this time is with the designer.

   b. **GRMC** – Project remains status quo

   c. **GPLS Children's Library**
   The monies from the Guam Public Library System was reinstated for the purchasing of artwork(s). The artists' contract will be registered with the Department of Administration and invoices will be processed for the 1st installment payment. Currently three artworks have been completed and ready to be mounted. Deadline for the artists to submit all artwork(s) is February 28, 2017, however artists have been informed to submit them on February 6, 2017.

   d. **Pending: GIAA (Airport), GCC, UOG, GHURA**
   GIAA – reviewing records for any correspondences
   GCC & UOG – remains status quo as no response has been given to the memorandum issued.
   GHURA – remains status quo from issue on its compliance utilizing federal funds. Per CAHA Staff Balbas, a legal opinion should be obtained in order to move forward. Per Chairperson Flores, this would be an action item.

Legislature
An orientation with site visit was held on December 3, 2016 at the new Guam Legislature Building with approximately 30 artists in attendance. The deadline for the Request for Proposals is scheduled for December 21, 2016 with the selection process to begin thereafter.

B. Masters Nominations Update

CAHA Staff Bailey reported that the nominations packet was approved by the board via e-vote. The final copy was provided to the board and a request was made for action on proceeding with the nominations. The question was whether the nominations would continue up until CAHA has met the nominations of every four years since the time CAHA had its last nomination of over ten years or whether the nominations remain at every four years as noted on Public Law No. 30-139. Mr. Rabon stated that this is a title that is very prestigious and we would not want to saturate the community with so many masters and the board has already established a policy approving that an individual would have to achieve 20 years to be nominated. With this being said, he felt that the nominations should remain at every four years. Mr. Guerrero agreed with Mr. Rabon and also felt that as CAHA moves forward, an awareness campaign could be launched so people are made aware of the upcoming nomination and made accustomed to the new criteria leading up to the four year period. This will allow for good quality candidates for the nomination process. After some discussion the board felt that the nominations should follow the law of having nominations made every four years.

Mayor Savares moved to wait on nominations for the next four (4) years until 2019 as the last nomination was in 2015. This will give time for individuals in their disciplines to build up to meet the criteria that has been adopted and approved by the CAHA board. Motion seconded by Mr. Rabon.

UNANIMOUSLY APPROVED

C. Strategic Plan
Chairperson Flores stated that it was the understanding that what the board had already in place for the agency's strategic plan was sufficient enough for submission to its federal grantor, the National Endowment for the Arts. CAHA Staff Barcinas stated that the strategic plan is sufficient, however, CAHA would need to still identify the activities and events. CAHA Staff Bailey then added to say that there were only two goals that lacked the activities and is currently working with staff to follow up with the respective board members assigned. Chairperson Flores requested that the pending activities and events be a report item at its January 3rd board meeting.

D. Master Poster Printing
CAHA Staff Barcinas stated that this was a discussion on the possibility of having all master posters reprinted through sponsorships. The board preferred the initial design layout of the master poster which was done by Ron Castro. The printing of the posters would be through sponsorships with a bordered section indicating the sponsors. Ms. Kloppenburg requested to obtain the costs for both the graphic artist and printing of the posters. Mr. Guerrero also requested that CAHA work with a graphic artist to take ownership rights to be reused each year for consistency to what is being released out to the public and should be considered in obtaining a quote. The board felt that CAHA should contract its own graphic artist. Chairperson Flores assigned CAHA Staff Bailey to obtain the necessary information for its reporting at the next board meeting.

CAHA Staff Barcinas stated that with a sponsored event, CAHA would not have to go through the procurement process versus utilizing government funds.

Mayor Savares moved that the master poster printing project be a sponsored event rather than going through procurement process and have a bordered section to indicate sponsors through their logo. Motion seconded by Ms. Kloppenburg.

UNANIMOUSLY APPROVED

VI. NEW BUSINESS

A. % for the Arts Amendment to the Law

Discussion was made under Item A, Percent for the Arts

B. Cantate Grant

CAHA Staff Barcinas reported that Cantate was awarded a grant in FY 2016 and was dependent on its project completion towards the awarding of FY 2017 grant. However, monthly reports were not submitted although requests have been made by staff. Therefore, board is requested to rescind the grant awarded to Cantate for FY 2017 due to its non-compliance with FY 2016 grant which makes Cantate ineligible for a grant for the next three years as stipulated on Grant Agreement.

Dr. Bevacqua moved to rescind Cantate's FY 2017 grant award. Motion seconded by Mr. Lizama.

UNANIMOUSLY APPROVED

C. Election of Officers

Chairperson Flores reported that three board members, namely the Chairperson, Vice Chairperson Dr. Bevacqua and Ms. Kloppenburg would soon reach its expiration date by the end of the month. President Sablan stated that he would request for reappointment for those who would like to continue to serve on the CAHA Board. Both Dr. Bevacqua and Ms. Kloppenburg expressed to continue to serve on the board.

CAHA Staff Barcinas stated that although board members have expired, they have a 90-day hold over period thereafter. Chairperson Flores moved the election of officers to January 10, 2017 due to the possible reappointment of Dr. Bevacqua and Ms. Kloppenburg.

Recommendations are requested for new board members. Board members recommended having a lawyer on board due to the constant legal opinions requested facing the 1% program.

VII. BUDGET REPORTS

Reporting on financials is CAHA Staff Barcinas.

A. CAHA FY 2017 Appropriation Accounts

The current appropriation in the federal match account is $587,600 and with all the anticipated expenditures, the balance would be approximately $3,556.04. In the local over match account, the current appropriation is $117,264 which funds the Program Coordinator III position. However, 15% of that amount is placed in reserve.

B. CAHA Non-Appropriation / Revolving Accounts

The current balance in the Revolving Fund account is $21,900.50. However, there are balances in FY 2015 workshops, 2016 FestPac Workshops and FestPac Gannett Funding pending final completion of project which leaves an actual balance of $2,546.38.

The % for the Arts account still remains at $211,235.00.

C. FESTPAC Accounts
The account balance in the FestPac account is $258,495.62 less anticipated expenses on the balance of the huts construction pending project close out and vendor payments.

VIII. OTHER ANNOUNCEMENTS & DISCUSSIONS
Mr. Lizama requested that the meeting be held within an hour to prevent from board members leaving prior to its adjournment.

Next Board Meeting scheduled for January 10, 2017.

IX. ADJOURNMENT
With no further discussion, Mayor Savares moved to adjourn the meeting at 4:52pm. Motion seconded by Mr. Lizama.

UNANIMOUSLY APPROVED

Minutes prepared by:

Sherrie A.D. Barcinas
Administrative Officer, Guam CAHA
Div. of Dept. of Chamorro Affairs

Attested to be true and correct by:

Dr. Judy Flores
Chair, Guam CAHA Board of Directors
Div. of Dept. of Chamorro Affairs

GUAM COUNCIL ON THE ARTS AND HUMANITIES AGENCY
Regular Board Meeting
January 10, 2017

I. **CALL TO ORDER**

The Guam Council on the Arts and Humanities Agency's regular board meeting was called to order at 3:30pm by Chairperson of the Board, Dr. Judy Flores. Board members present were Donna Kloppenburg, Dr. Michael Bevacqua, Mayor Savares, Francis Guerrero and Francisco Rabon. Absent were Kristal Koga, Reyna Calvo, Tes Reyes Burrier and Francisco Lizama. Also present were CAHA Staff Angie Taitague, Program Coordinator III, Brea Bailey, Program Coordinator I, and Sherrie Barcinas, Administrative Officer. Joined by Senator Therese Terlaje, Chair for Committee on Culture & Justice and staff assistant Nicole Santos.

II. **REVIEW AND APPROVAL OF MINUTES DATED DECEMBER 13, 2016 - TABLED**

III. **PRESIDENT'S REPORT**

IV. **FESTPAC UPDATES**

CAHA Staff Barcinas reported that there was no Coordinating Committee Meeting held in December 2016 due to no quorum. There still remains pending payments for the disciplines of Healing Arts and Canoe & Navigation.

Chairperson Flores reported that Monica Guzman is still gathering all programming reports from the various disciplines but have yet to receive the reports from Literary Arts & Forums, Workshops & Seminars.

V. **OLD BUSINESS**

A. **Percent for the Arts**

Reporting on the following is CAHA Staff Taitague.

1. **Update on Occupancy Permits for % for the Arts**

CAHA Staff Taitague reported that during her visit along with two other CAHA Staff to the Department of Public Works to obtain the quarterly listing of Occupancy Permits were unable to do so as it required another request from the department head although a letter was initially submitted to its Deputy Director Mr. Guevara requesting such.

President Sablan has requested that CAHA Staff Taitague prepare another letter addressed to its Director Mr. Glen Leon Guerrero and would set up a meeting as well. On the other hand, a letter was sent to the Guam Economic Development Authority requesting for the listing of past and present Qualifying Certificate holders. It was brought to the attention of CAHA from former President Cameron that Ken Corporation is a QC holder. However, there was no correspondence on file affirming this. CAHA Staff Barcinas stated that Ken Corporation did remit $100,000 towards the 1% of the Arts as a QC holder, however the funds went towards FestPac due to Public Law No. 33-05 and there was no form of documentation from Ken Corporation with regards to the 1% program. At this time, CAHA Staff Taitague is making every effort to obtain the listing from GEDA to ensure compliance to the 1% law.

In addition, CAHA Staff Barcinas reported that CAHA received a call from the Law Library inquiring for art pieces to be placed on display in their newly renovated law library which through conversation was over $100,000. Other projects are being brought to the

attention of CAHA Staff, however CAHA has no way of knowing who must comply with the 1% law without having obtained the listings from both the Department of Public Works and the Guam Economic Development Authority.

CAHA Staff Taitague stated that President Sablan and DPW would work together in ensuring that CAHA is part of their clearance process from the initial building permit application in which a copy of the law would be provided and by the company signing off, acknowledges that they are aware of the 1% law.

CAHA Staff Barcinas stated that in the past, CAHA would sign off on the occupancy permit however, the clearance should take place even prior to the anticipated project through the building permit application. The companies are then obligated to ensure that they have additional funding to comply with the law.

2. **Update - % for the Arts Regulations & Guidelines Amendment – Triple "A" Process**
Chairperson stated that once Bill No. 404-33 which is an amendment to the 1% law passes, the Regulations & Guidelines would be revisited for changes to be made.

3. **Update – Current Projects**
   a. **GCEF, Chairperson Flores**
   Joe Guerrero, one of the artists commissioned did not complete his artwork by the deadline of December 31, 2016. Mr. Guerrero sent a lengthy email to include his request for an extension until the opening of the 2nd floor. Per Simeon Palomo who oversees the Museum stated that at a site visit to Mr. Guerrero's residence, the carvings were completed. A request was made to Mr. Guerrero to do a group site visit on Friday, January 13, 2017 with CAHA Staff, Chairperson Flores and Simeon Palomo to take photos and document the progress of his work.

   b. **GRMC –** remains status quo

   c. **GPLS Children's Library**
   One artist has completed is artwork, Mr. Tim Hanley. The remaining commissioned artists have been requested to submit their completed artwork(s) by the deadline of February 6, 2017 to avoid losing the federal funding at the end of the month.

   d. **Guam Congress Building (Legislature)**
   The amount allotted for the 1% project of the legislature is $75,000. Of the proposals submitted, only five (5) artists were selected. The balance would then be approximately $10,000 inclusive of the 2% administrative cost fee. A meeting will be held with Joe Quinata of Guam Preservation Trust and Jermain Alerta the newly assigned Executive Director of the Guam Legislature for an overview on the % project. Guam Preservation Trust would like the artworks completed by February 28, 2017 so the contractor can have them installed and mounted at no cost before their construction project completion date. This most likely would not happen as the Artists Agreements would still need to be drawn up, signed and routed. In addition, the artists cannot proceed until all necessary signatures are on the agreements. The timeline was not structured to allow for more time on every step of the process. Therefore, a portion of the $10,000 may have to cover the costs of the installation for the artworks.

   e. **Pending: GIAA (Airport), GCC, UOG, GHURA, Ken Corp.**
   A letter has been sent out to GIAA, GCC, UOG and GHURA. Ken Corporation was discussed earlier in the meeting under Item A (1). Per a meeting with former Speaker Judith Won Pat GCC as it pertains to the new bill on education, President Sablan stated that GCC, UOG as well as DOE would still have to comply under the previous 1% law as the projects fell under the old the law that was in place. Under

the amended law, all projects from there on that fall under education would be handled by their respective departments.

B. Strategic Plan
CAHA Staff Bailey provided the board with the list of goal and objectives. As of this date, goal 6 remains without a list of activities. Upon receipt, the plan would be provided once finalized.

C. Master Poster Printing
CAHA Staff Bailey reported that the final nomination packet was forwarded to all the board via email, voted on and was finalized.

On the master poster printing, the board had previous discussions on the design & printing of the masters poster and the possibility of seeking sponsorship. CAHA Staff Bailey stated that should she like to obtain input from the board on whether a VIP event shall take place for its presentation and what would the sponsors would get in return for their sponsorship of the project. Mayor Savares suggested the possibility of holding the unveiling at the Guam Museum. CAHA Staff Bailey stated that per graphic artist, Ron Castro, he recommended utilizing the design of the 3rd phase of posters printed which had Master Blacksmith Frank Lizama. It would be the simplest set to reproduce because it would be difficult to mirror the 1st phase design of all posters. Mr. Castro quoted $100 to redesign each poster.

After some discussion, Ms. Kloppenburg recommended that a group of board members work with staff on the details and finalization of the project so as not to rush in having it done within a two (2) month period but rather a more realistic time frame.

CAHA Staff Bailey would email the board to begin the working group discussion.

D. % for the Arts Amendment to the Law – Bill No. 404-33
Waiting on the public law number.

VI. NEW BUSINESS

A. Election of Officers
CAHA Staff Barcinas stated that President Sablan requested to table this item for the next board meeting to ensure the reappointments of the other outgoing board members.

B. Dakota Alcantara-Camacho
Chairperson Flores requested for summaries on the correspondence provided by Mr. Alacantara-Camacho. It was pointed out that the residency requirement was clearly stated in the application for FY2016 of having to be a resident of Guam six (6) months consecutively prior to the grant application deadline. His residency was scattered and does not live on Guam. The residency law has been covered and the board has decided that it's up to the applicant to prove residency by giving examples of how to establish or show that they've resided on Guam and that would be through Mayor's Office verification, utility bills or if they're renting, a lease agreement. Ms. Kloppenburg requested that the residency requirement be "red lettered". It is not up to CAHA but the applicant to provide proof. CAHA's requirement is six (6) months and would not like to lose federal funds. Anyone could come in and apply for a grant for two (2) months and then take off. Therefore it is important that it be "red lettered" in the application.

Due to this specific issue, Mr. Rabon suggested that CAHA write a letter to inform the applicant to encourage to resubmit for the next grant cycle provided to comply with what is

required in the application, proof of residency. This is not to discourage the applicant to apply. Mr. Guerrero added to say that the start should inform the applicant that the fiscal year had already passed and the application cannot be entertained at this time but encourages the applicant to reapply. Mr. Rabon then stated that if the applicant is really interested, they would reapply.

Ms. Kloppenburg stated that grant applications go through a panel process and therefore must provide the information requested. Mr. Rabon added that CAHA conducts workshops. Chairperson Flores stated that Humanities Council provides workshops for first time grant writers and feels that maybe CAHA should do the same. Chairperson further stated to let the staff screen the applications and if the documents are not in order then they don't get entertained and should not move forward to the panel nor the board level for consideration. Chairperson Flores requested to make it a board policy to screen all applications on the staff level and if it does not meet the stated requirements of documentation, it will not be entertained on a higher level. Communication would be made via letter informing applicant of their failure to submit documents which can be indicated through a checklist and encourage the applicant to apply next year. It could also indicate the likes and/or dislikes of the application if staff would like that added on and that should be as far as it should go.

Both Mr. Rabon provided an example that in the case where they applied for an ANA grant, the application does not get entertained if documents are not submitted by its deadline whether you're a grant writer or not. The purpose for the workshops is for applicants to learn what to do.

Mr. Guerrero stated this would be two-fold 1) to formally make it a requirement that first time grant applicants must attend the workshop CAHA provides and 2) applications are not reviewed if they are deemed incomplete by not providing the required documents.

CAHA Staff Barcinas then stated that the current verbiage on the grant application does state that "Grant applications submitted without the required document by the grant deadline date may be considered". However, the word "may not" should change to "will not".

Mayor Savares moved that if all supporting documents listed on the checklist of the grant packet are not submitted by the grand deadline, the application should not be accepted. Motion seconded by Mr. Guerrero.

UNIAMOUSLY APPROVED

Chairperson Flores will write back to Mr. Alcantara-Camacho as Chair stating the board's discussion and send a copy of the minutes. What would be pointed out is that CAHA's responsibility is to its constituents, every state has its arts agencies and other agencies that residents of that state are eligible to apply. If he is in the diaspora, where does his residence lie. In the case of Alethea Bordallo's application, the project was geared mostly towards Mr. Alcantara-Camacho. Chair will reference the panel members that had the knowledge on the applicant's project.

VII. BUDGET REPORTS

Reporting on financials is CAHA Staff Barcinas.

A. CAHA FY 2017 Appropriation Accounts

On the federal match account, of the appropriated amount $587,600, $293,800 is General Fund while $293,800 is federal match. The current balance with anticipated expenses is at $3,215.00. In the local overmatch account, the account balance by the end of the fiscal year would be $1,281.42 as $61,660 has been placed in reserve from the initial appropriation of $117,264.

B. CAHA Non-Appropriation / Revolving Accounts
Accounts for both CAHA and % for the Arts remains status quo from its reporting at the last board meeting.

C. FESTPAC Accounts
Account remains status quo from its reporting at the last board meeting.

VIII. OTHER ANNOUNCEMENTS & DISCUSSIONS

Next Board Meeting scheduled for February 7, 2017.

IX. ADJOURNMENT

With no further discussion, Mayor Savares moved to adjourn the meeting at 4:24pm. Motion seconded by Mr. Guerrero.

UNANIMOUSLY APPROVED

Minutes prepared by:

Sherrie A.D. Barcinas
Administrative Officer, Guam CAHA
Div. of Dept. of Chamorro Affairs

Attested to be true and correct by:

Dr. Judy Flores
Chair, Guam CAHA Board of Directors
Div. of Dept. of Chamorro Affairs

FY 2017 APPROPRIATION ACCOUNTS

FY2017 CAHA Appropriation - As of: 02.07.2017 (Local / Federal Match Account)

General Fund	Total Appropriation	Expenditures	Outstanding Encumbrance		Available		Unalloted Montly Release			
Salaries	224578	68504.4		$	26,513.60	+	$ 129,560.00	=	$	156,073.60
Benefits	79385	24397.14		$	9,190.86	+	$ 45,797.00	=	$	54,987.86
In Direct Cost										
									$	211,061.46
			Anticipated Salaries/Benefits Expense til end of fiscal year:						$	(209,608.38)
									$	1,453.08
Operations										
Travel						+		=	$	-
Contractual	34782	2137.44	26047.96	$	6,596.60	+		=	$	6,596.60
Office Space Rental	80855	26950.8	53901.6	$	2.60				$	2.60
Supplies	5000	332.6	900	$	1,267.40	+	$ 2,500.00	=	$	3,767.40
Equipment						+		=	$	-
Sub Grants	160000	42716.67	36383.33	$	80,900.00	+		=	$	80,900.00
Miscellaneous				$	-				$	-
Telephone	3000	258.49	851.07	$	1,890.44	+		=	$	1,890.44
	$ 587,600.00	$ 165,297.54	$ 118,083.96	$	126,361.50		$ 177,857.00		$	**94,610.12**
										(80,900.00) Sub Grants
										(2,496.51) Tel./DSL (9 mos)
										(3,000.00) Printing services
										(3,767.40) Supplies / Water / Fuel
									$	**4,446.21 Balance**

FY2017 CAHA Appropriation - As of: 01.10.2017 (Local Overmatch Account)

General Fund	Total Appropriation	Expenditures	Outstanding Encumbrance		Available		Monthly Release		Reserve
Salaries	46009	13849.6		$	5,620.40	+	$ 19,230.00		$ 7,309.00
Benefits	20590	6246.94		$	2,465.06	+	$ 8,192.00		$ 3,686.00
Contractual	47665								$ 47,665.00
Equipment	3000								$ 3,000.00
	117264	20096.54		$	8,085.46		$ 27,422.00		$ 61,660.00
				$	35,507.46				
				$	(45,221.04)				
				$	(9,713.58)				

NON-APPROPRIATED / REVOLVING ACCOUNTS

02.07.2017

Revolving Fund Account		
Balance on Register as of 01.31.17	$	22,125.15
2015 FESTPAC Workshops (GVB Sponsorship) - Balance on Weaving & Children's Books	$	(2,250.00)
2016 FESTPAC Workshops (GVB Sponsorship) - 25%	$	(2,104.12)
FestPac Gannett Funding	$	(15,000.00)
Actual Balance to Date	**$**	**2,771.03**

% for the Arts Account					**Remarks**
Previous reported balance as of 10.19.16	$	211,235.60	(+)	(-)	
Balance to Date:	**$**	**211,235.60**	Status Quo from last board meeting		

FESTPAC Account					
Balance on Register as of 11.18.16	$	258,495.62			
			$ 14,733.00	$ 53,778.62	
Balance to Date:	$	219,450.00			**10% retention on hut construction**

2015 Public Works Permit Listing
Over $100K

NO.	DATE APPS. RECEIVED	NAME OF OWNER/ADDRESS	CONTRACTOR / CONSTRUCTION COST	PROJECT DESCRIPTION/ NO. of STORIES	CONSTRUCTION COST	PERCENT FOR THE ARTS 1 ST LETTER OF NOTICE	PERCENT FOR THE ARTS 2ND LETTER OF NOTICE	AGENCY RESPONSE LETTER	PERCENT FOR THE ARTS STATUS
1	1/30/2019	Guam Public Library	S. K. Construction, Inc. P.O. Box 12063 Tamuning, Guam 96931 ($991,466.72)	Extension to Guam Public Library [Agana]	$991,466.72	1/25/2017		Complied	ON GOING
2	2/27/2019	GEDA	Mega United Corp P.O. Box 8620 Tamuning, Guam 96931 ($310,000)	Revision for New Water Storage Tank (Ref:B14000360)	$310,000	2/1/2016	1/31/2017		
3	3/6/2019	Guam Homeland Security (OCD) #221 B Chalan Palasyo Agana Heights, Guam 96910	L.P. Ganacias Enterprises 129 Rojas Street Tamuning, Guam 96913 ($565,748.64)	Installation of All Hazards Alert Warning System [Agana Heights]	$565,748.64				
4	3/13/2019	Guam International Airport Authority	Victor Cruz P.O. Box 3770 Tamuning, Guam 96931 ($240,000)	Tenant Improvement (Guam Airport)	$240,000	2/1/2016		Responsed upon completion of all phase	
5	3/11/2019	Government of Guam (GWA)	Chi Construction P.O. Box 9157 Tamuning, Guam 96931 ($705,000)	Water Line Replacement	$705,000				N/A BASE ON SECTION 853 PI 38-118
6	3/18/2019	Guam International Airport Authority	Maeda Pacific Corp P.O. Box 8110 Tamuning, Guam 96931 ($223,000)	Demolition & Remediation of Various Structures-Phase 3 [Tiyan]	$223,000				
7	3/31/2019	Department of Youth Affairs P.O. Box 23672 Barrigada, Guam 96921	P & E Construction P.O. Box 25720 Barrigada, Guam 96921 ($296,586.12)	Renovation & Upgrade Bldg. "F" [Mangilao]	$296,586.12	9/10/2014	2/1/2016		
8	4/3/2019	Guam Waterworks Authority	Sumitomo Mitsui Construction P.O. Box 9570 Tamuning, Guam 96931 ($1,065,766)	Replacement of BPS pump and Controller [Various Places]	$1,065,766.00	2/1/2016	2/1/2016		N/A BASE ON SECTION 853 PI 38-118

2015 Public Works Permit Listing
Over $100K

NO	DATE APPS RECEIVED	NAME OF OWNER/ADDRESS	CONTRACTOR / CONSTRUCTION COST	PROJECT DESCRIPTION/ NO. of STORIES	CONSTRUCTION COST	PERCENT FOR THE ARTS 1 ST LETTER OF NOTICE	PERCENT FOR THE ARTS 2ND LETTER OF NOTICE	AGENCY RESPONSE LETTER	PERCENT FOR THE ARTS STATUS
9	4/8/2019	Guam Power Authority	AYM International Inc. P.O. Box 125679 Tamuning, Guam 96931 ($568,000)	Replacement of Tower #23 [Nimitz Hill]	$568,000.00	2/1/2016	2/1/2016		N/A BASE ON SECTION 853 PI 38-119
10	4/11/2019	University of Guam UOG Station Mangilao, Guam 96913	Reliable Builders 246 South Marine Corps Drive Tamuning, Guam 96931 ($1,034,800)	Replace , Bleachers, Doors, Windows and light fixtures [Mangilao]	$1,034,800	2/1/2016			
11	4/25/2019	Guam Community College P.O. Box 23069 Barrigada, Guam 96931	G4S Security Systems 1581 Army Drive Route 16 Tamuning, Guam 96913 ($403,025.86)	Replacing Old Fire Alarm System [GCC]	$403,026	2/1/32016	1/31/2016		
12	4/28/2019	University of Guam UOG Station Mangilao, Guam 96923	Bascon Corporation 356 Hernan Cortes Street Hagatna, Guam 96910 ($268,248.49)	Renovation of Weight Room and Fire Alarm [University of Guam]	$268,248.49				
13	5/9/2019	Guam Legislature 155 Hesler Place Hagatna, Guam 96910	BME & Sons, Inc. P.O. Box 24402 Barrigada, Guam 96921 ($160,331.05)	Construction of Foundation for New Building [Hagatna]	$160,331.05	12/1/2014		Complied	ON GOING
14	5/19/2019	Guam Legislature 155 Hesler Place Hagatna, Guam 96910	BME & Sons, Inc. P.O. Box 24402 Barrigada, Guam 96921 ($6,737,863)	Rehabilitation & Reconstruction of the Guam Legislature [Agana]	$6,737,863	12/1/2014		Complied	ON GOING
15	5/22/2019	Guam Power Authority P.O. Box 2977 Hagatna, Guam 96932	OCK Pacific Guam P.O. Box 202429 Barrigada, Guam 96921 ($2,022,287)	To Construct Wind Turbine (Pilot Project) [Route 17, Yona]	$2,022,287	2/1/2016			N/A BASE ON SECTION 853 PI 38-118
16	6/2/2019	Guam Memorial Hospital 850 Gov. Carlos Camacho Rd. Tamuning, Guam 96913	BME & Sons, Inc P.O. Box 24402 Barrigada, Guam 96921 ($244,680)	Replacement of 2 Cooling Tower [Tamuning]	$244,680	2/1/2016		2/5/2016 Administrator Peter John Camacho does not fall under this law for this project	N/A base under Law853(b) Utilities housing

2015 Public Works Permit Listing
Over $100K

17	6/5/2019	Port Authority of Guam 1026 Cabras Highway Piti, Guam 96925	ProPacific Builder Corp 750 Route 8 Suite 202 Barrigada, Guam 96913 ($249,400)	Relocation of existing emergency Generators & Installation of New Emergency Generator [Piti]	$249,400.00				
18	6/9/2019	Port Authority of Guam 1026 Cabras Highway Piti, Guam 96925	Inland Builders Corporation ($197,850)	Demolish and Replace Chain Link Fence [Piti]	$197,850.00				
19	6/10/2019	Guam Community College P.O. Box 23069 Barrigada, Guam 96921	Z4 Corporation P.O. Box 23543 Barrigada, Guam 96921 ($114,632.44)	Restroom Renovation (Bldg 1000) [Mangilao]	$114,632.44	2/1/2016			
20	9/23/2019	Guam Waterworks Authority 578 North Marine Corps Drive Tumon, Guam 96913	Giant Construction P.O. Box 9578 Tamuning, Guam 96931 ($734,847)	Installation of 2" Water Line [Maina]	$734,847.00				N/A BASE ON SECTION 853 PI 38-118
21	7/1/2019	Guam Waterworks Authority 578 North Marine Corps Drive Tumon, Guam 96913	Giant Construction P.O. Box 9578 Tamuning, Guam 96931 ($734,847)	Change and Installation of 8" waterline [Santa Rita]	$734,847.00				N/A BASE ON SECTION 853 PI 38-118
NO	DATE APPS. RECEIVED	NAME OF OWNER/ADDRESS	CONTRACTOR / CONSTRUCTION COST	PROJECT DESCRIPTION/ NO. of STORIES	CONSTRUCTION COST	PERCENT FOR THE ARTS 1 ST LETTER OF NOTICE	PERCENT FOR THE ARTS 2ND LETTER OF NOTICE	AGENCY RESPONSE LETTER	PERCENT FOR THE ARTS STATUS
22	8/12/2019	GHURA	Orion Construction Corp, Guam P.O. Box 24348 Barrigada, Guam 96921 ($493,521)	Upgrade and Expand of the Sinajana Recreation Facility [Sinajan]	$493,521	2/1/2016		letter from GHURA Attorney GHURA does not fall under this Law	STATUS QUO CAHA will seek Legal Advise
23	8/13/2019	GHURA	P&E Construction POB 25720 Barrigada, Guam 96921 ($122,383.77)	Renovation to Office Space [Northern Region Community Health Center) [Dededo]	$122,282.77	2/1/2016		letter from GHURA Attorney GHURA does not fall under this Law	STATUS QUO CAHA will seek Legal Advise

2015 Public Works Permit Listing
Over $100K

24	8/21/2019	Guam Airport Authority P.O. Box 8770 Tamuning, Guam 96931	DB's Builders Inc P.O. Box 24402 Barrigada, Guam 96921 ($1,473,487.18)	Restroom Renovation [Tiyan]	$1,473,487.18				
25	8/28/2019	GEDA 590 South Marine Corps Drive ITC Building, Suite 5-11 96913	Maeda Pacific Corp P.O. Box 8110 Tamuning, Guam 96913 ($179,000)	Improvement to Agana Swimming Pool [Agana]	$179,000	2/1/2016	1/31/2017		
26	9/1/2019	Department of Agriculture 163 Dairy Road Mangilao, Guam 96913	Mega United Corp ($549,370)	To Construct Fishing Platform [Paseo]	$549,370	2/1/2016	1/31/2017		
27	10/3/2019	Guam Dept of Education	JRN Air Conditioning & Refri. POB27070 GMF GU (172,017.36)	Construct new classroom for LBJ Elem. School (Tamuning)	$172,017.36	2/1/2016		DOE asking to waiver due to financial hardship	CAHA Board Disapprove Waiver request
28	10/3/2019	Guam Dept of Education	JRN Air Conditioning & Refri. POB27070 GMF GU (172,017.36)	Construct new classroom for JQ San Miguel Elem. School (Toto)	$172,017.36	2/1/2016		DOE asking to waiver due to financial hardship	CAHA Board Disapprove Waiver request
29	10/3/2019	Guam Dept of Education	JRN Air Conditioning & Refri. POB27070 GMF GU (172,017.36)	Construct new classroom for Marcial Sablan Elem. School (Agat)	$172,017.36	2/1/2016		DOE asking to waiver due to financial hardship	CAHA Board Disapprove Waiver request
30	10/16/2019	GHURA	P & E Construction P.O. Box 25720 Barrigada, Guam 96921 ($155,419.12)	To Renovate Garage at Northern Regional Community Health Center [Dededo]	$155,419.12	2/1/2016		letter from GHURA Attorney GHURA does not fall under this Law	STATUS QUO CAHA will seek Legal Advise
31	10/22/2019	Guam Waterworks Authority Gloria B. Nelson Bldg. 688 Route 15, Mangilao Gu	Reliable Builders Inc P.O. Box 7536 Tamuning, Guam 96931 ($1,395,471)	Rehabilitation of Sewer Line [Various Location]	$1,395,471.00				N/A BASE ON SECTION 853 PI 38-118

2015 Public Works Permit Listing
Over $100K

32	10/22/2019	Port Authority of Guam 1026 Cabras Highway Suite 201 Piti, Guam 96925	Triple "L" Construction Inc. P.O. Box 10268 Tamuning, Guam 96931 ($145,000)	Restoration of HR and Custom Office [Piti]	$145,000				
NO.	DATE APPS. RECEIVED	NAME OF OWNER/ADDRESS	CONTRACTOR / CONSTRUCTION COST	PROJECT DESCRIPTION/ NO. of STORIES	CONSTRUCTION COST	PERCENT FOR THE ARTS 1 ST LETTER OF NOTICE	PERCENT FOR THE ARTS 2ND LETTER OF NOTICE	AGENCY RESPONSE LETTER	PERCENT FOR THE ARTS STATUS
33	10/29/2019	Guam Waterworks Authority Gloria B. Nelson Bldg. 688 Route 15, Mangilao Gu	TBD ($54,000,000)	New Wastewater Treatment Plant [Agat]	$54M				N/A BASE ON SECTION 853 PI 38-11B
34	11/10/2019	Dept. of Parks & Recs.	750 Route 8 Barrigada, Guam 96910 ($974,639.55)	Hagatna (Roof, Wall Partition, Ceilings, Restrooms, Tiles and	$947,639.55				
35	11/10/2019	Dept. of Parks & Recs.	Huang's Construction, LLC P.O. Box 7751 Tamuning, Guam 96931 ($1,9,995,000)	Proposed Structures	$19,995,000				
36	11/13/2019	Dept. of Public Works	P & E Construction Inc. P.O . Box 25720 Barrigada, Guam 96921 ($139,824.87)	New DPW Bus Satellite Bldg. [Yona]	$139,824.87				N/A BASE ON SECTION 853 PI 38-11B
37	11/14/2019	Guam Power Authority	SMCC Guam Inc. P.O. Box 9670 Tamuning, Guam 96931 ($360,000)	Clearing & Grading, Fencing and Ponding Basin [Yigo]	$360,000.00				N/A BASE ON SECTION 853 PI 38-11B
38	11/18/2019	Guam Power Authority	Pernix Guam, LLC P.O. Box 23068 Barrigada, Guam 96921 ($4,798,888)	Demolition of Damaged Roof Structure [Piti]	$4.8M				
39	11/26/2019	Guam Power Authority	SMCC Guam Inc. P.O. Box 9670 Tamuning, Guam 96931 ($893,469)	Upgrade to Power Generator Facility [Piti]	$893,469.00				N/A BASE ON SECTION 853 PI 38-11B

2015 Public Works Permit Listing
Over $100K